

RefWorks


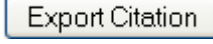
Setting up an account

- Go to <http://library.usask.ca/hsl/> and click “RefWorks.” (On the left-hand side bar)
- Log in to your Library Account using your NSID and password. NOTE: **this step is crucial if you are off-campus**
- Under “New to RefWorks?” choose “Set up an individual account.” Choose a user name and password.




Off-campus access to RefWorks

- If you are off-campus when you log into RefWorks, you will be prompted to enter your NSID and password. Be sure to enter RefWorks from the library web site – otherwise, you will not be recognized as a U of S Library patron, and thus will not have access to the program. In addition to being asked to log in, you may be prompted to enter the group code. To find the group code, go to <https://library.usask.ca/resource/R>, and look under the RefWorks heading; at the end of this entry you’ll see the group code (or a message asking you to log in to get the password required for access).
- When you first use **Write-N-Cite** (see below) from off-campus, you will need to set up the Proxy Configuration Utility.

Saving & Importing records from the Cochrane Library

- Conduct your search in the standard fashion.
- Mark the records you wish to save.
- Click  at the bottom of the screen.
- Choose Abstract and Citation from the “Export Type” drop-down menu and the appropriate type of computer (PC or Mac) from the “File Type” drop-down menu.
- Click .
- Click **Save** when the **File Download** dialogue box comes up.
- Choose the disk drive and folder location to save the records to. Give your file a name and click **Save**.
NOTE to Firefox users: Firefox will automatically name your file and download it to the “Downloads” file within the “My Documents” file on your hard drive.
- Log into RefWorks. Under **References**, click **Import**. From **Import Filter/Data Source**, choose **University of Saskatchewan**, and from **Database**, choose **Wiley Interscience [Cochrane Library]**. From **Import References into** choose the folder into which you wish to import the records.
- From **Import Data from the following Text File**, browse to find the file that you saved, and click **Open**.
- Click **Import** to begin importing records.

Importing records from an Ebscohost database (CINAHL, SportDiscus, etc.)

- Conduct your search in the usual way.
- Click on  **Add to folder** for each record you wish to import
- At the right side of the screen, click on **Go to: Folder View** under 
- Select the items you wish to export.
- Click on  **Export** at the right side of the screen.
- Choose **Direct Export to RefWorks**.
- Click **Save**
- If you have not opened RefWorks yet, a new window with the RefWorks login screen will appear. Once you log into your RefWorks account you will see a message indicating your records have been imported.
- **You may need to allow pop-ups from the database in your RefWorks account before the download can be completed.**

Importing records from an OVID database (Embase, ERIC, Medline, PsycInfo, etc.)

- Conduct your search in the usual way
- Mark the records you wish to import
- Click on **Export** in the white bar above your search results
- In the small box that appears on your screen:
 - Select **RefWorks** from the **Export to** drop down menu
 - Select which fields you would like to display in your bibliographic citation
 - Click on **Export Citation(s)**
- If you have not opened RefWorks yet, a new window with the RefWorks login screen will appear. Once you log into your RefWorks account you will see a message indicating your records have been imported.

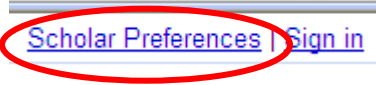
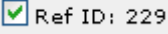

Sometimes firewalls or other technological complications associated with remote access will block a direct export. Should this occur, try to 'Export to' a .txt, RIS, or other format, which will require that you download the file to the hard drive of the computer you are using and import it into RefWorks. Follow the steps above, choosing .txt, RIS, or some other format, and save the file to your computer.

If your file is saved as a .txt:



- From RefWorks, select **Import** from the **References** drop down menu
- Under **Import Filter/Data Source**, choose The University of Saskatchewan
- Under **Database**, choose the database your references are from
- Under **Import References into Folder**: you can either choose the RefWorks folder into which you wish to import the references or leave the default as is
- Under **Import Data from the following Text File**, browse to find the file that you saved, and double click on it
- Click **Import** to begin importing the records.

If importing from other formats, e.g. RIS, the **Import Filter/Data Source** and the **Database** information must match.

Saving & Importing records from Google Scholar

- Reset the preferences so that Google Scholar displays the option **Import to RefWorks**.
-  Select **Scholar Preferences** to the right of the **Search** button.
- Under **Bibliography Manager** (the last option on the 'Preferences' page), choose **Show links to import citations to** and then choose **RefWorks** from the drop-down menu.
- Click **Save Preferences** at the bottom of the page.
- When you search, you'll see the **Import into RefWorks** link after each record. Click this link to import a single record.
- If you haven't opened RefWorks yet, a new window with the log-in screen will appear. Once you have logged in, you will see the **Edit Reference Screen**.
- Click on **Folders**
- Click on **View**
- Click on **Last Imported**
- Select the record 
- From the drop down menu, select the folder in which to put the record:
Put in Folder... 

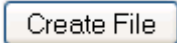
Saving & Importing records from ISI Web of Knowledge (BIOSIS Previews, CABI, Web of Science, Zoological Record, etc.):

- Log in to your RefWorks account before conducting your search
 - Conduct your Web of Science search in the usual way.
 - Mark the records you wish to save.
 - At the top of the page, click 
 - If the "Export" process does not start automatically, then click 
- **You may need to allow pop-ups from the database in your RefWorks account before the download can be completed.**

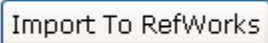
Saving & Importing records from a ProQuest database (ABI/Inform Global, CBCA, Canadian Newstand, Dissertations and Theses, etc.)

- Conduct your search in the standard fashion.
- Mark the records you wish to save.
- At the top of your results list, choose **Export**.
- Choose **Export directly to RefWorks**. 
- If you haven't opened RefWorks yet, a new window with the log-in screen will appear. Once you have logged in, the references will be imported into RefWorks automatically.
- From the **Last Imported** folder, you will be able to move the references into the appropriate folder.

Saving & Importing records from PubMed

- Conduct your search in the standard fashion.
- Mark the records you wish to save.
- Click [Send to:](#) from the upper right.
- Choose "**File**" as the destination, **MEDLINE** as the format, and then click 
- A dialogue box will open. Ensure that "**SaveFile**" is selected, then click on "**O.K.**"
- Choose the disk drive and folder location to save the records to. Give your file a name and click **Save**.
NOTE to Firefox users: Firefox will automatically name your file and download it to the "Downloads" file within the "My Documents" file on your hard drive.
- Log into RefWorks. Under **References**, click **Import**.
- From **Import Filter/Data Source**, choose The **University of Saskatchewan**.
- Under **Database**, choose **PubMed (NLM PubMed)**.
- From **Import References into** choose the folder into which you wish to import the records.
- From **Import Data from the following Text File**, browse to find the file that you saved, and click **Open**.
- Click **Import** to begin importing records.

An alternative method for importing individual records from PubMed

- If you wish to import one PubMed record at a time, you can use RefGrab-it.
- First, you will need to download RefGrab-it onto the computer you are using. Under the **Tools** menu in RefWorks, choose **RefGrab-it**, and follow the directions for downloading it for your computer and browser.
- Conduct your Pubmed search in the standard fashion.
- Click on the title of the record you are interested in – you should then see only the record of interest on your screen.
- Click **RefGrab-it** from your browser menu or toolbar.
- A RefGrab-it window will open, click  to bring the record into your RefWorks account.


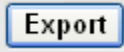
Saving & Importing records from SciFinder Scholar (web version)

- Conduct your search in the usual way.
- Mark the records you wish to save.
- At the upper right corner of the screen, choose [Export](#).
- Give the file a name, choose **Tagged Format** as the file type and click **Export**.
- In the window that opens, click **Save File**.
NOTE to Firefox users: Firefox will automatically download your file to the "Downloads" file within the "My Documents" file on your hard drive.
- From RefWorks, from the **References** menu, choose **Import**. From **Import Filter/Data Source**, choose **The University of Saskatchewan**. Under **Database**, choose **CAPlus [CAS SciFinder]**. From **Import References into** choose the folder into which you wish to import the records.
- From **Import Data from the following Text File**, browse to find the file that you saved, and click **Open**.
- Click **Import** to begin importing records.


Saving & Importing records from SciFinder Scholar (client/server version)

- Conduct your search in the usual way.
- Mark the records you wish to save.
- Click **Save As** from the top of the search screen.
- Choose **Tagged Format** as the file type and save on your computer.
- From RefWorks, from the **References** menu, choose **Import**. From **Import Filter/Data Source**, choose **The University of Saskatchewan**. Under **Database**, choose **CAPlus [CAS SciFinder]**. From **Import References into** choose the folder into which you wish to import the records.
- From **Import Data from the following Text File**, browse to find the file that you saved, and click **Open**.
- Click **Import** to begin importing records.

Saving & Importing records from Scopus

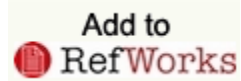
- Log in to your RefWorks account before conducting your search
- Conduct your search in the usual way.
- Mark the records you wish to save.
- Click on  **Export** (located on the grey toolbar directly above your search results).
- At "**Output: Export, Print, E-Mail or Create a Bibliography**":
 - Ensure that "**Export**" is selected
 - From the "**Export format**" menu, select "**RefWorks direct export**".
 - From the "**Output**" menu, select "**Complete format**".
- Click on 

Saving & Importing records from STAT!Ref

- Conduct your search in the usual way.
- Click on the title of the result in which you are interested.
- Click the blue [\[Bibliography\]](#) link at the upper right.
- Then click [Bibliographic Citations](#).
- From the drop-down menu, choose **Export Directly to RefWorks**, and then click .
- If you haven't opened RefWorks yet, a new window with the log-in screen will appear. Once you have logged in, the references will be imported into RefWorks automatically.
- From the **Last Imported** folder, you will be able to move the references into the appropriate folder.
- Check to make sure that all the information is complete and accurate.

Saving & Importing records from the U of S Library Catalogue

- Conduct your Catalogue search in the usual way.
- Click the title of the book you are interested in.



- Click on
- If you haven't opened RefWorks yet, a new window with the log-in screen will appear. Once you have logged in, the references will be imported into RefWorks automatically.
- From the **Last Imported** folder, you will be able to move the references into the appropriate folder.

Entering references manually

Sometimes you need to enter references for items that you found without using a database or library catalogue. In this case, follow the steps below.

- From the top menu bar, click on **References**.
- Select **Add New Reference**.
- By choosing the **style** (e.g., APA, Vancouver, etc.) in which you will eventually create your bibliography, and indicating **Ref Type** (i.e., whether this is a reference for a book, journal, web page, etc.), you will ensure that all necessary information is entered – required fields are identified with an asterisk (*).
- Type in the information. At the bottom of the screen, you will find some tips on entering references in the format you have selected.
- You may want to indicate which folder you would like to add the reference to.
- When you have finished, click **Save**.

Inserting citations into a Microsoft Word paper

- Open Word.
- If Write-N-Cite has been downloaded on the machine you are using, you will see the red icon for it on your Word toolbar and/or see it as an option under **Tools**. If you don't see it there, download Write-N-Cite onto the computer by choosing **Write-N-Cite** from **Tools** in RefWorks. If you use a Windows machine, you will be able to download Write-N-Cite III, which is a newer, simpler version of Write-N-Cite.
- Once you have downloaded Write-N-Cite, you will need to run the installation program (called either wncinstall.exe, wnc3install.exe or macwncinstall.dmg) to install it. Once you have done this, you should see the Write-N-Cite icon in Word.
- If you are using Write-N-Cite on an **off-campus** computer, you will need to set up the proxy configuration utility. To set this up on a **Windows** computer, from the **Start Menu** select **Programs** and **RefWorks**. Select the WNC Proxy Configuration Utility. Into the window that pops up, enter <http://cyber.usask.ca/login?url=http://refworks.scholarsportal.info/Refworks/?WNC=true> Click **OK**.
- To set up Write-N-Cite on a **Mac** computer, activate **Write-N-Cite**. Select **Preferences** from the Write-N-Cite menu. Select the Proxy option and enter <http://cyber.usask.ca/login?url=http://refworks.scholarsportal.info/Refworks/?WNC=true> Restart Write-N-Cite for this proxy configuration to take effect.
- Once Write-N-Cite is installed, click on the Write-N-Cite icon to log in. From the **View** menu, you may display all references in your account, or only those found in a particular folder.
- Begin writing your paper. Position your cursor at the end of the sentence (but before the period) in which you wish to cite your source.
- Enter a single space to separate the citation from the text.
- From **Write-N-Cite**, click **Cite** for the reference of interest.
- Continue in this fashion until you have completed your paper and all citations have been inserted.
- *Note that the citations will appear in a temporary format; once you have selected a bibliographic style and created your bibliography, in-text citations will be formatted correctly.
- Save your paper.
- From **Write-N-Cite**, click **Bibliography**. Choose the style (e.g., APA, Vancouver, etc.) that you wish to use. Click **Create Bibliography**.
- **If you are using Write-N-Cite II**, RefWorks will create a new file, prefixed with the word "Final" that will contain the final, formatted bibliography and references. If you wish to reformat your paper in another style, or add or delete references, you will go back to the unformatted version that you saved earlier and click **Bibliography** again.

- **If you are using Write-N-Cite III**, RefWorks will format the references in your paper to create a single, formatted document with bibliography. If you want to add additional references to your formatted paper or if you wish to format your paper in another style, simply add the additional references (as needed) and click **Bibliography** and choose the style that you want. If however, you would like to delete references from your formatted paper, from **Write-N-Cite**, click **Tools** and **Display unformatted citations**, and then **Unformat**. This will display all of your references in temporary format. You can then delete unneeded citations, save, and click **Bibliography** to reformat.

Creating a reference list or bibliography

- If you want to create an independent bibliography, i.e., a reference list without an accompanying paper, click **Bibliography** from within RefWorks. Choose the style in which you would like the reference list to be created from **Output Style**.
- Choose **Format a Bibliography from a List of References**. Choose **References from** and choose the folder from which you would like to create the bibliography.
- Click **Create Bibliography**. The bibliography will open in a new window. From here, the bibliography can be printed out.

If you need more **help**, go to <https://library.usask.ca/uask> You may ask a question over the phone, e-mail or IM, or to see locations and hours for Library Help Desks.