

Getting Started:

Setting up an account

- Go to the Library homepage (<http://library.usask.ca/>), and click **RefWorks** in the **Tools & Services** box.
- Under “**New to RefWorks?**” click “**Sign up an Individual Account**”

Off-campus access to RefWorks


- If you are off-campus when you log into RefWorks, you will be prompted to enter your last name and bar code number from your student/faculty/staff card. 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.
- When you first use **Write-N-Cite** (see below) from off-campus, you will need to set up the Proxy Configuration Utility.
- Off campus access, particularly direct downloading records from publisher websites, may require a **Group Code**. Log in by your **NSID** and **password** from <http://library.usask.ca/database/R> to get **Group Code**. It is listed in **RefWorks** section.

Importing Records from Various Science Databases:

El Engineering Village (Compendex, Inspec, and GEOBASE)

- Conduct your search in the usual way.
- Mark the records you wish to save.
- On the **Results Manager** at the top of the page, uncheck **Clear selected records on new search**. This allows you to accumulate the marked records on new searches.
- On the **Results Manager**, choose **Detailed record** and click **Download**.
- Choose **RefWorks direct import** from the pop-up window, and click **Download**.
- 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.

ISI Web of Knowledge (Web of Science, BIOSIS Previews, and CAB Abstracts)

- Conduct your search in the usual way.
- Mark the records you wish to save.
- 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 marked references will be imported into RefWorks automatically.

SciFinder Web

- Conduct your search in the usual way.
- Mark the records you wish to save.
- Click **Export**.
- Choose **Tagged Format** as the file type and save on your computer (re-name the file so it is easy to find in the next steps!).
- In RefWorks, go to 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 Folder** 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.

ProQuest Databases (Agricola, GeoRef, and TOXLINE)

- Conduct your search in the usual way.
- Mark the records you wish to save, then click **Export**.
- A new window will appear, under **Export to:**, select **RefWorks**, then **Continue**.
- 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.

Google Scholar (<http://scholar.google.com>)




- From the **Google Scholar** search page, click **Scholars Preferences** link.
- Scroll down to **Bibliography Manager** section.
- Select **Show Links to import citations into** and select **RefWorks** from the drop-down.
- Click **Save Preferences**.
- Conduct your search in the usual way in Google Scholar.
- Click on **Import into RefWorks** link for the results you wish to keep.
- If you haven't opened RefWorks yet, a new window with the log-in screen will appear. Once you have logged in, you will be brought automatically to the Edit view of the reference.
- Fill in any missing fields, specify a folder, then click **Save Reference**.

Importing Records from the U of S Library Catalogue:

Individual records from the Catalogue

- Conduct your Catalogue search in the usual way.
- Click on title of book you're interested in.
- Click on **Add to RefWorks** button
- If you haven't opened RefWorks yet, a login screen will appear. Once you've logged in the reference will be imported automatically into your **Last Imported** folder.

Multiple records from the Catalogue

- Conduct your Catalogue search in the usual way.
- Click on  to save each record.
- Click on  , then .
- Select **End-Note/RefWorks** as the format of the list, and **Local Disk** as the destination.
- Click on **Submit**.
- Click on **Save File**, choose your disk drive, enter a file name, and save as a text file.
- In **RefWorks**, under the **References** menu, choose **Import**.
- From **Import Filter/Data Source**, choose **Innovative Interfaces (EndNote/RefWorks Format)**.
- Under **Database**, choose **EndNote/RefWorks Format**.
- From **Import References into Folder**, 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**.
- Change the **Encoding** option from the default ANSI - Latin I to UTF-8 to ensure that accents and diacritics display correctly.
- Click **Import** to begin importing records.

Entering Records 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.

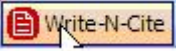
- From the top menu bar of RefWorks, click on **References**.
- Select **Add New Reference**.
- By choosing the citation style ("View fields used by:") in which you will eventually create your bibliography, and indicating **Ref Type** and **Source Type** (i.e., whether this is a reference for a book, journal; print or electronic; etc.), you will ensure that all necessary information is entered – required fields are identified with a green check mark.
- 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 Reference**.

Creating Bibliographies:

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 Folder** 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 or copied & pasted into a document.

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** or **Add-Ins**. If you don't see it there, download Write-N-Cite onto the computer by choosing **Write-N-Cite** from **Tools** in RefWorks. Download **Write-N-Cite III** and run the installation program (**wnc3inst.exe**). 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  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 relevant reference.
- 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., IEEE, Physical Review, etc.) that you wish to use. Click **Create Bibliography**.
- RefWorks will create the formatted in-text citations and references list.
- If you wish to reformat your paper in another style, click **Bibliography** again and choose another style.

Need more help?

- The RefWorks product website offers a considerable range of help in the form of tutorials, guides, and webinars: http://www.refworks.com/content/path_learn/content.asp
- Find RefWorks guides from other U of S library branches (to import records from other databases not discussed here): <http://library.usask.ca/database/R> (see the RefWorks entry)
- Phone 966-1913 to make an appointment with a librarian, or drop into the Natural Sciences Library (9-5, Monday to Friday).