



## REFWORKS

[www.cornerstone.edu/library](http://www.cornerstone.edu/library) - Find Books, Articles, and Research Help

### TO START USING REFWORKS

1. Go to the Library website, select **RefWorks** from the **Research Tools** column
2. The first time only you will need to “Sign up for an individual account.” Thereafter you will simply be able to log in using the user name and password that you set up.
3. From all off campus computers you will also need to log in using the “Group Code” for institution-wide subscribers. The Group Code is **RWcornerstoneU**

### GETTING STARTED

RefWorks provides a number of helpful tutorials to get you started. This handout will focus on Step 1 and Step 3.

#### Getting Started

- Step 1:**
- Importing data directly from online databases
  - Importing data from saved text files
- [Create Your Personal Database](#)
- Importing records from other bibliographic management programs
  - Adding references manually


- Step 2:**
- Using Write-N-Cite
  - Using One Line/Cite View
- [Write Your Paper Using References From Your Database](#)

- Step 3:**
- From your reference list
  - From your paper
- [Create Your Bibliography](#)

### CREATE YOUR PERSONAL DATABASE

Many, but not all of the databases have a direct export feature into RefWorks. If a database does not have direct export, references can be inserted manually.

#### Sample Direct Export into RefWorks Using FirstSearch

1. Open your RefWorks account in one window or tab
2. Open Miller Library’s webpage in another window or tab
3. Click on FirstSearch from the Research Tools column
4. Click on WorldCat
5. Find the materials you want to cite; if more than one, mark the ones you want to use by clicking in the box by the record title.
6. Click on the “Export” button  near the top of the page. Check the box next to export the “marked records from this search”
7. Select Export to **RefWorks**, and Click the Export button
8. Toggle back to RefWorks to see if the references were imported correctly and click view last imported folder



## CREATING A FOLDER TO STORE YOUR REFERENCES

1. In RefWorks, click **Folders** from the top toolbar
2. Click create new folder
3. Name your folder an appropriate title. For example, if you are writing a paper for Theology class, name your folder “theology paper.”
4. Move references for your paper or project into this folder as needed

## MOVING REFERENCES FROM LAST IMPORTED FOLDER

1. References have been exported into the **Last Imported Folder**
2. Mark the records by clicking in the small box next to the references
3. Click on the drop down arrow next to **Put In Folder**
4. Select the folder you would like

## ADDING A NEW REFERENCE MANUALLY

1. Click on Reference >Add New Reference from the top toolbar
2. Choose the appropriate output style (APA, MLA) from the drop down menu
3. Select the folder you would like to place the reference in
4. Determine the reference type and select it from the drop down menu
5. Fill in the appropriate information (usually the starred fields)
6. Scroll down to see style guidelines
7. Click **Save Reference** when finished

## CREATE YOUR BIBLIOGRAPHY

1. Login to RefWorks
2. Click Bibliography button
3. Choose Output Style
4. Select **Format a Bibliography from a List of References**
5. Select file type you would like to create
6. Choose References from \_\_\_\_\_ You choose the folder.
7. Click Create Bibliography

## REFWORKS: DISCLAIMERS

1. RefWorks cannot guarantee the sources that you cite are good or reliable ones; that is up to you to determine!
2. You are ultimately responsible for the bibliography that is produced.