

RefWorks is a bibliographic manager used to store and manage references. It is made available by UNT for its students, faculty and staff. With RefWorks, you can import and organize your references. RefWorks also helps with creating citations and reference lists.

To access RefWorks, go to:

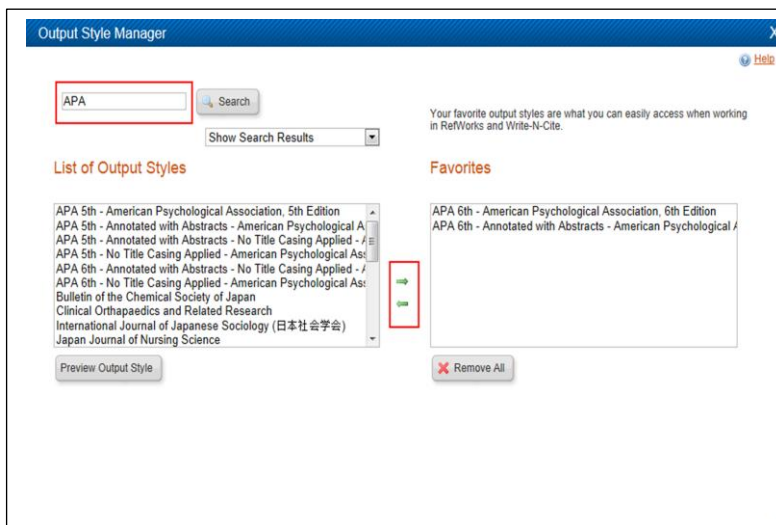
1. UNT's Library home page and select **Electronic Resource**
2. Next, select **R**
3. Scroll to find **RefWorks** and select. You will be taken to the RefWorks home page.

You will need to select **Sign up for a new account** and fill out the form. Once you register with RefWorks, a UNT **Group Code** will be e-mailed to you. You will need this group code to log into RefWorks when you are working remotely. Once your account is set up, you can log in and begin using RefWorks.

To begin using RefWorks, it is best to set up some preferences. By setting your preferences, it will help RefWorks format citations and references into the writing style of your choice.

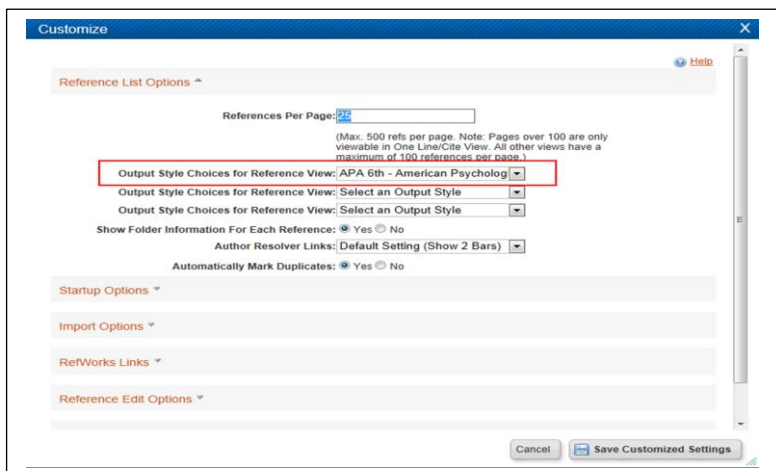
Output Style Manger

1. Under the **Bibliography** tab, select **Output Style Manager**. Here you can select writing styles and add them to your **Favorites** list.
2. Search for and select the style of your choice from the **List of Output Styles**.
3. Select the **Green Arrow** pointing to Favorites.
4. You can remove Favorites by selecting a style and clicking the Green Arrow pointing to the List of Output Styles.



Customize

1. Select **Customize** at the top right of the screen.
2. At **Output Style Choices for Reference View** click the drop down arrow and select the writing style of your choice.
3. RefWorks allows you select up to three style views.

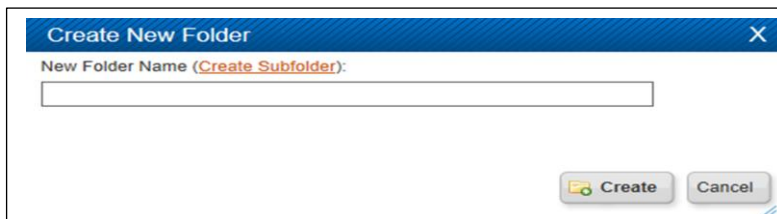
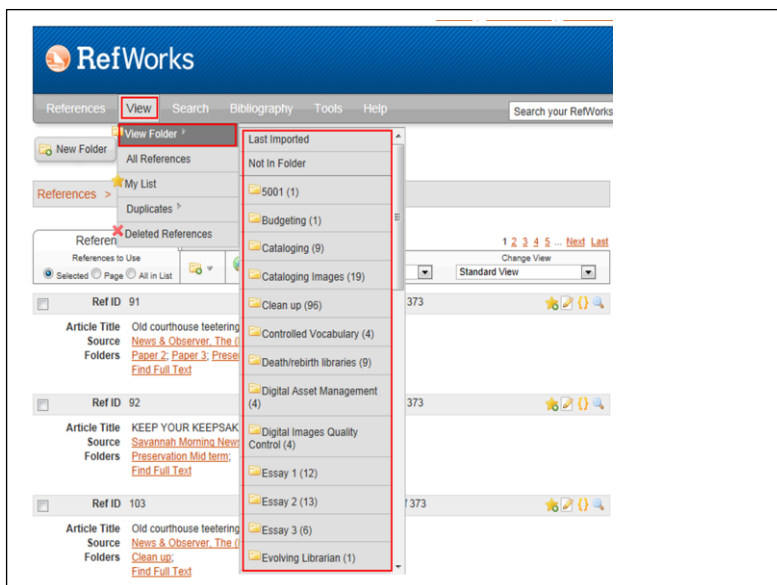


Folders

1. Hover over **View**
2. Then hover over **View Folder**. Here you can see your folders.
3. **Last Imported** is provided by RefWorks and contains the references you last imported into RefWorks
4. **Not in Folder** are references from the Last Imported folder that have been moved to Not in Folder. References will remain here until you move the reference in a folder you created.

New Folder

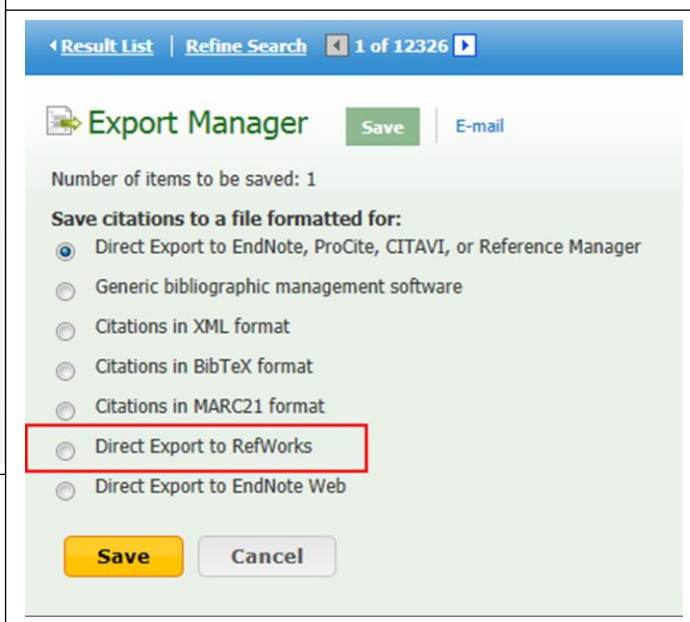
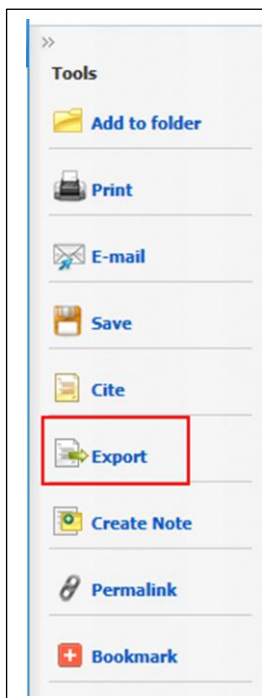
1. To create a folder, click **New Folder**.
2. Type the folder name in the field
3. click **create**



Exporting

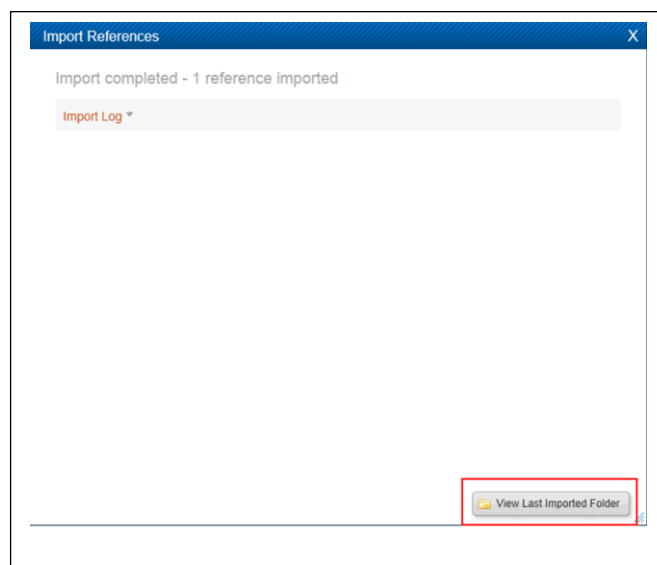
1. Look for the **Export** button and select
2. Next, locate the option to **Direct Export to RefWorks**
3. Click **Save**

Note: This example is taken from the Ebscohost family of databases. Although many databases will export in a similar fashion, there will be some variance.



- You will be taken back to RefWorks **Import References** box.
- Click **View Last Imported Folder**. You will be taken to the reference you just imported.

Note: References will stay in the **Last Imported folder** until a new reference is imported, then it will move to **Not in a Folder** and remain here until you put it in a folder of your creation.



Switching Views

You can change how you view references.

- Go to the **References Tab**
- Go to **Change View**
- Click the drop down and select your view from: Standard View, One Line Cite View, Full View, or the writing style you selected earlier when your customized your account.



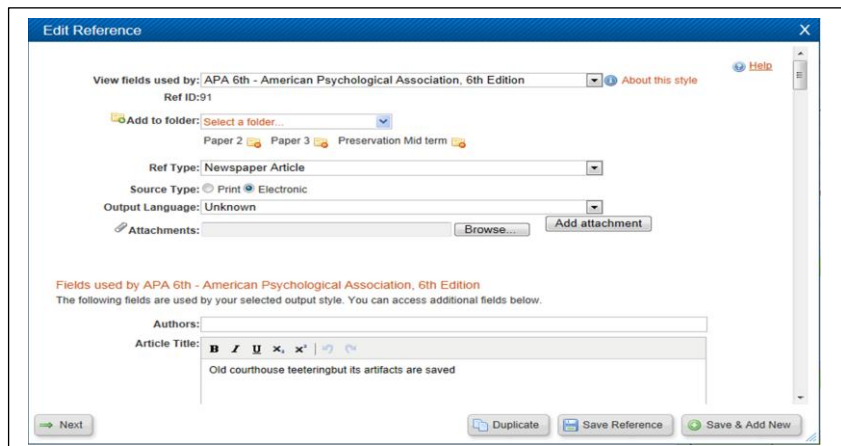
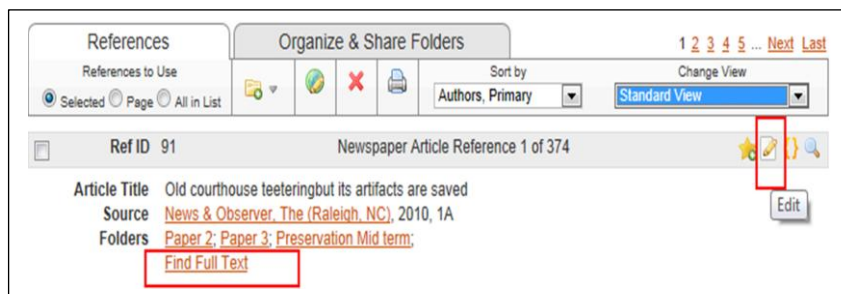
Editing and Finding References

- Click **Find Full Text** or this icon



to locate the full text of the article. This function may not always work, but is the fastest way to your article, so try it first.

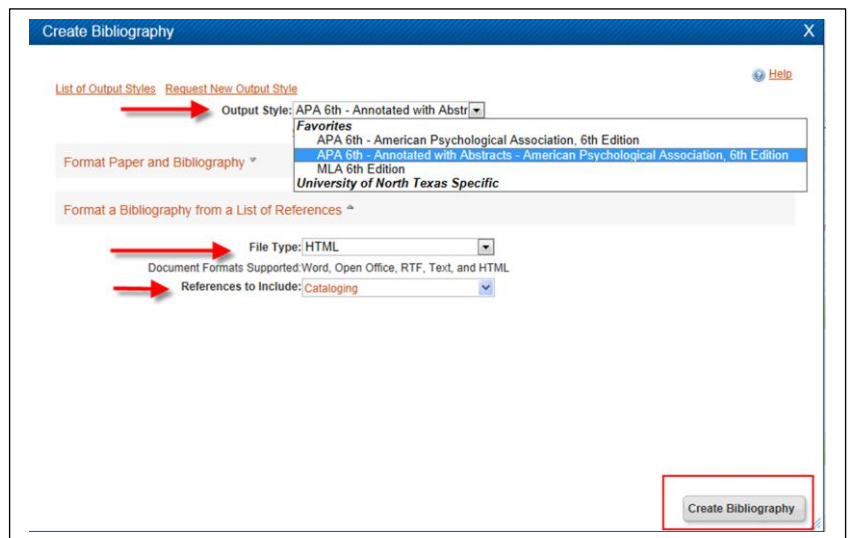
- To edit your references, click the edit icon that looks like a piece of paper with a pencil. Here there are many fields you can update to edit or add information and notes about the reference.



Creating a Bibliography

RefWorks can create a bibliography or reference page for you.

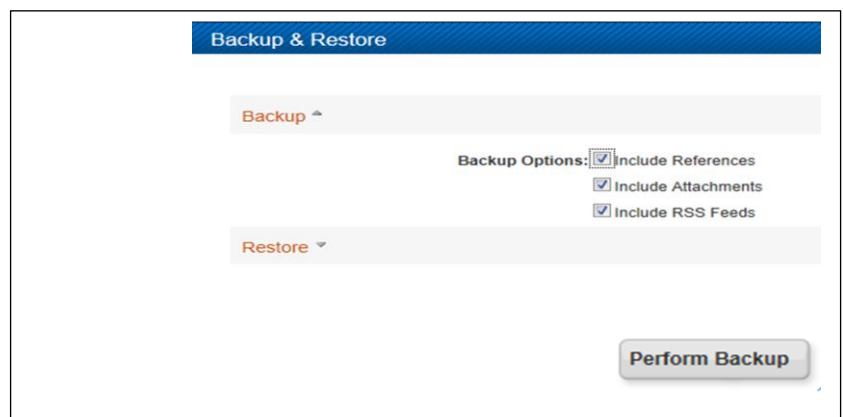
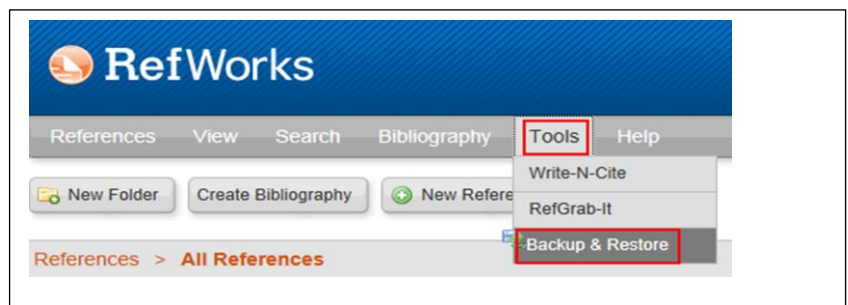
1. Go to **Bibliography**.
2. Click **Create**.
3. The Create Bibliography page will appear.
4. Under **Output Style**, select your writing style. This is populated with your favorites that you selected previously.
5. For **File Type**, keep as HTML.
6. **References to include** can be selected from the folders you have created.
7. Click **Create Bibliography** then follow your screen prompts.



Backup/Restore

RefWorks comes with capabilities to backup your RefWorks account in the instance you would lose your references.

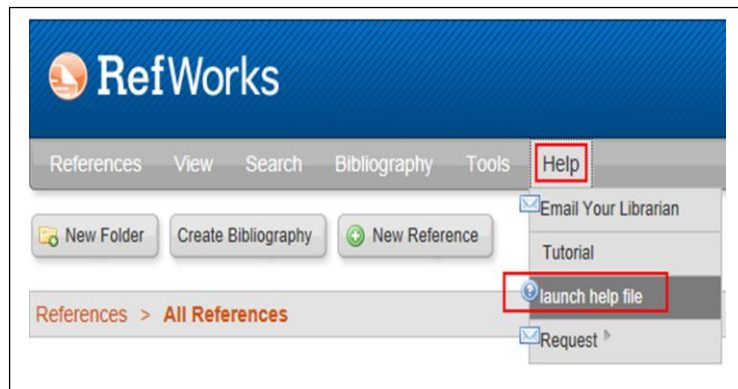
1. Go to **Tools**.
2. Click **Backup & Restore**.
3. The Backup & Restore window appears.
4. Keep items checked.
5. Click **Perform Backup**.



Help and Tutorials

RefWorks provides additional help and tutorial files for you to learn from.

1. Go to **Help**.
2. Click **Launch Help file**.



NOTES: