



Library Services
West Chester University
West Chester, PA 19383
610-436-2453
www.wcupa.edu/library.fhg/

Using RefWorks

1. Set up a RefWorks account

1. From the library's homepage (<http://www.wcupa.edu/library.fhg/>), click on the **Databases** link in the purple column on the left hand side of the page.
2. Click on the letter **R** in the alphabetic list.
3. Click on **RefWorks**.
4. Click on the link to **Sign up for an Individual Account**.
5. Complete the form and click **Register**.

RefWorks note: before you use RefWorks, set the popup blocker on your browser to allow popups.

2. Create a file or files to organize your citations

RefWorks note: All users start with two pre-made folders: "Last Imported" (where imported citations automatically go) and "References not in a Folder" (where any citations not placed in another folder will be saved).

1. Go to the **Folders** pull down menu near the top of the browser window.
2. Select **Create New Folder**.
3. Name your folder and click **OK**.

3. Export citations from library databases

PLEASE NOTE: Each database works differently! The instructions given below work for all EBSCO databases. For help exporting citations from other databases, see our Exporting Citations handout.

For EBSCO databases (including Academic Search Complete):

1. Run your search.
2. Mark each citation that you want to export by clicking on the **Add to Folder** icon to the right of the citation.
3. Click on the **Folder has Items** icon near the top of the web page. This will take you to a page where you can save, print, or export your citations.
4. Click the link on the left side of the page to select **All** the citations.
5. Click on the **Export** icon in the upper right corner.
6. Make **sure Direct Export to RefWorks** is selected and hit **Save**.
7. If you have not signed in to your RefWorks account, you will be asked to do so at this point.
8. Your citations will automatically be imported into your Last Imported Folder. From there, you can move them to another folder.

4. Use RefWorks' Write-N-Cite feature to insert citations into a Microsoft Word document and format a bibliography.

Before using Write-N-Cite for the first time, you must download the software.

1. Go to the **Tools** pull down menu near the top of the browser window.
2. Select **Write-N-Cite**.
3. Select the version (Windows or Mac) that you need and follow the download instructions.

To use Write-N-Cite

1. Open a Word document.
2. Click on the **Write-N-Cite** link in the toolbar (or select it from the tools menu). This will open a specialized version of RefWorks that will allow you to insert citations stored in your account.
3. To insert a citation, start by placing your cursor in your Word document where you will want the citation to go. Now go to the RefWorks window and click the **Cite** button next to the citation you wish to insert.

RefWorks note: If you need to add page numbers to your citations, look for the **edit** link that appears in the upper right corner of the RefWorks window. This link only appears once you have started to insert citations.

4. When you are done working on your paper, you will need to format your citations and bibliography. Click on the **Bibliography** link near the top of the browser window. Select a format style, and then click **Create Bibliography**.
5. RefWorks will create a new Word document titled "Final-name of your original document.doc" with citations and a bibliography formatted to the style you have chosen.

Need more help?

Try the RefWorks Quick Start Guide:

http://www.refworks.com/content/documents/RefWorks_Quick_Start_Guide.pdf

View a RefWorks Tutorial: <http://www.refworks.com/tutorial/>

For help with Write-N-Cite, try the Write-N-Cite Overview Page:

http://www.refworks.com/Refworks/help/Refworks.htm#Using_Write-N-Cite.htm

Contact the library's reference desk:
610-436-2453 or refdesk@wcupa.edu