

RefWorks: Using an Account

After creating an account and uploading database articles into RefWorks, use these features to organize your research and generate a bibliography.

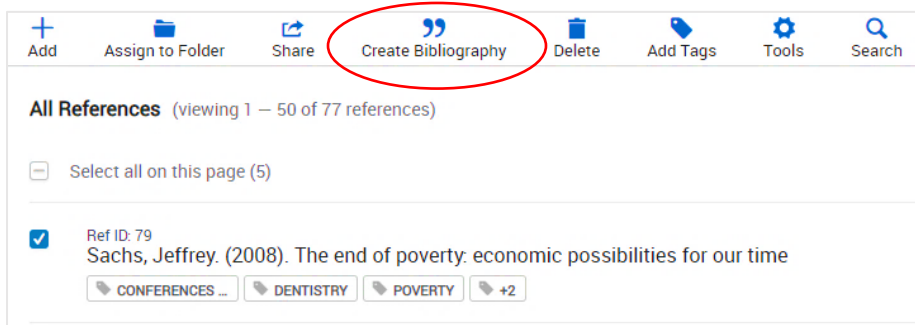
Folders

To organize articles into folders, select articles on the “All References” tab and click “Assign to Folder.”

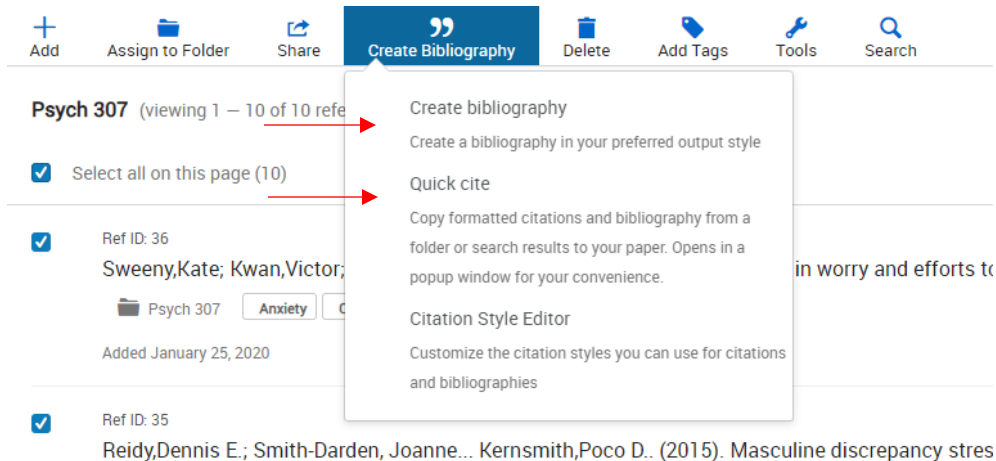


Bibliography

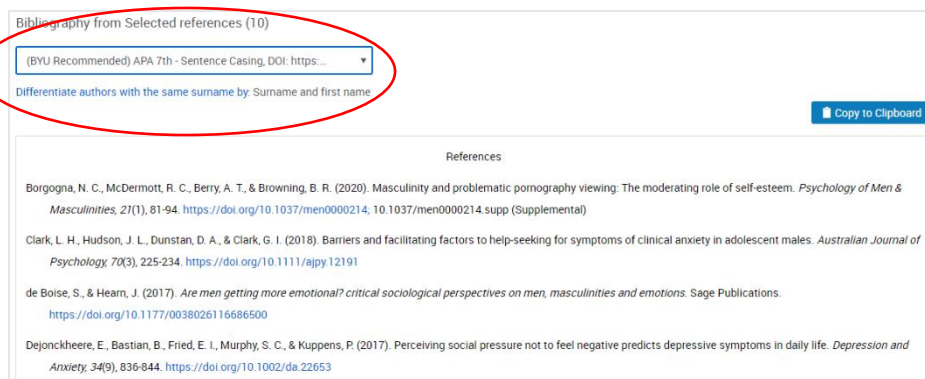
To generate citations for your sources, select articles and click “Create Bibliography.”



Depending on what kind of citation you need, “Create Bibliography” will give you the full reference/works cited/bibliography page while “Quick Cite” will give you the parenthetical in-text citation.

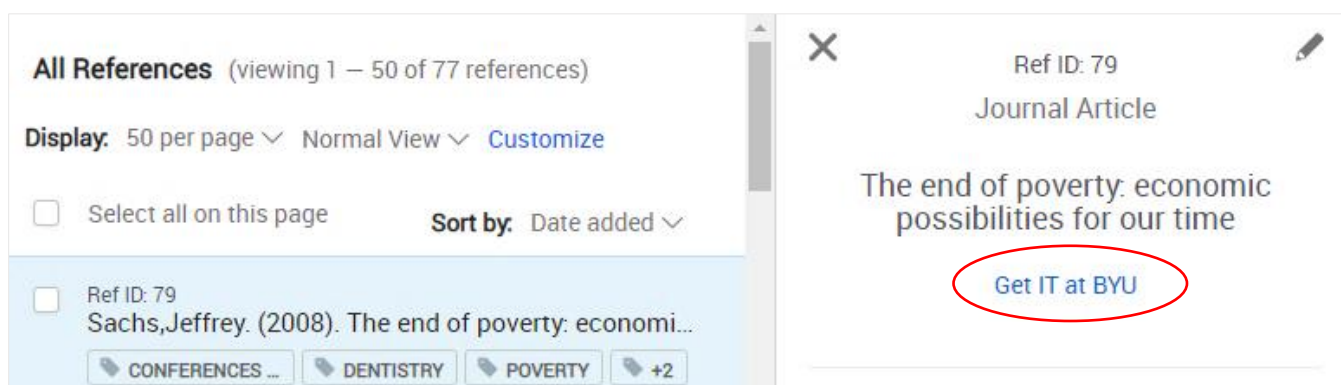


Change the citation style by searching in the drop-down menu. Though RefWorks is a reliable resource, make sure to double-check citations as there may be mistakes.



Read Articles

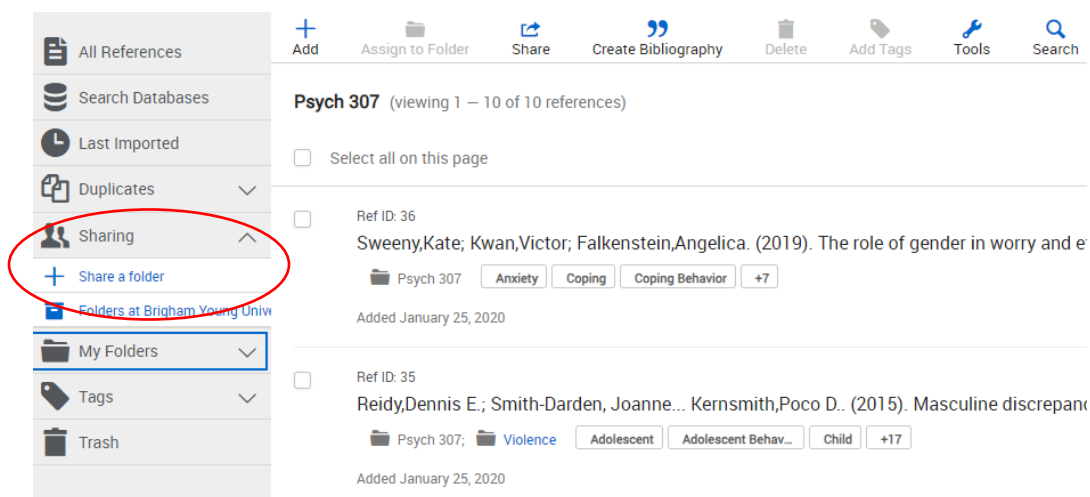
To reread an article you have uploaded to RefWorks, click the article and then “Get IT at BYU.”



Sharing Folders

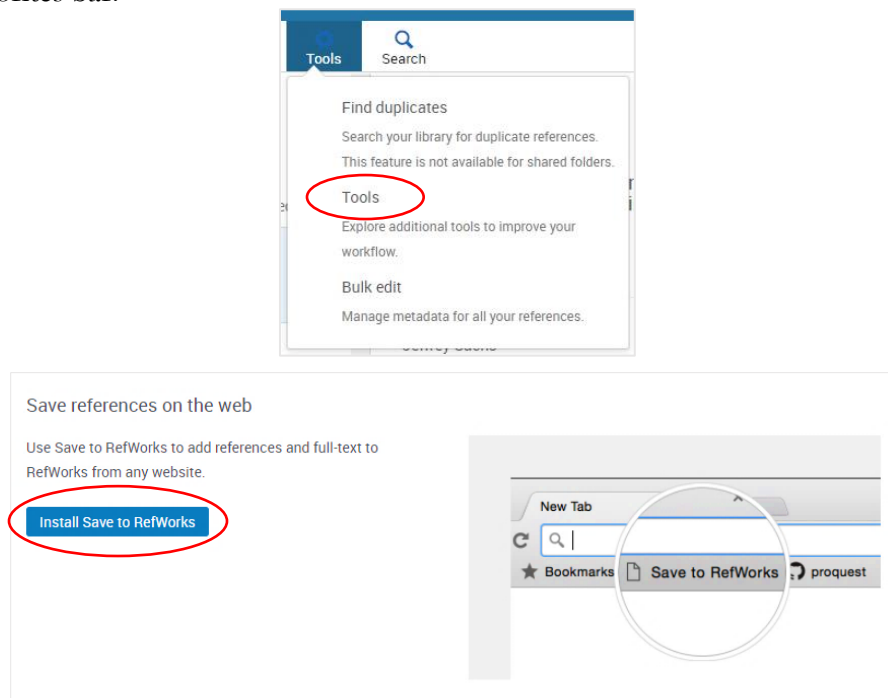
Share folders with other RefWorks users by clicking “Sharing” in the menu on the left side of the screen, followed by “Share a folder.” You can choose to create a public URL or enter the email addresses of other RefWorks users.

Note: Only folders may be shared, not individual articles.



Install Save to RefWorks

Add RefWorks to your bookmarks bar on your browser by clicking “Tools” twice and “Install Save to RefWorks.” Make sure that your browser’s favorites bar is shown, and then drag the Save to RefWorks button to the favorites bar.



Google and Word Docs Integration

You can add a RefWorks plug-in to both Google docs and Microsoft Word so that you can add citations as you write! Click “Tools” twice again and scroll down to “Use RefWorks add-ons for your papers.” There are small tabs for Word and Google that walks you through how to install

