




www.refworks.com

What is RefWorks?

- A web-based bibliographic manager that formats references directly from online databases into the citation style you need.
- Technical Support: 775-327-4105
- Institutional code: RWHuntC
- Quick Start Guide:
http://refworks.com/content/documents/RefWorks_Quick_Start_Guide.pdf
- Online Tutorial: <http://www.refworks.com/tutorial/>

How to get started:

1. Sign up for an individual account
 2. Adding References: type references into RefWorks
 3. Add references: exporting from Medline into RefWorks
 4. When you're ready write your paper and import references: Write-n-Cite
1. Create a RefWorks account
 - a. Sign up for an individual account
 - b. Use your Hunter College email username and password when off-site
 2. Adding References by typing references into RefWorks
 - a. Select "**References**" from top toolbar
 - b. Select "**Add New Reference**"
 - c. Select Reference Style (AJPH; APA)
 - d. Specify Folder (if any)
 - e. Select Reference Type (Book; Journal)
 - f. Type in the reference information with all the fields that include: ✓
 - g. Click "Save Reference" or "Save and Add New"
 3. Adding References by exporting from Medline into RefWorks
 - a. Select the articles that you want from the database search results
 - b. Optional: "**Add**" articles to Folder 
 - c. Open the folder and select "Export"
 - d. Select "**Direct export to RefWorks**"
 - e. Click "**Save**"
 - f. Once in RefWorks, move articles to appropriate Folder (if any)
 4. When you're ready: Write-n-Cite
 - a. Open up WORD
 - b. Open up Write-n-Cite: log-in
 - c. Begin writing paper and insert citations by clicking on "**cite**" next to the desired reference(s) from Write-n-Cite
 - d. Save Paper
 - e. Click "**Bibliography**" on Write-n-Cite
 - f. Select Output Style (i.e.: APA; AJPH)
 - g. Click "**Create Bibliography**"
 - h. A Final copy of your paper will be generated (with "**Final**" in name of document)
 - i. **Only make edits in the original document, not in the "Final Copy"**