

RefWorks is located in Publication Support on the Matas Library Home Page,
<http://medlib.tulane.edu>

RWTulaneU : Group Code that allows you to access your RefWorks account without being on the TU network

When you sign up for an individual account, you will have to use your TU email.

TOOLBAR:



- References** --> Add New Reference : Manually add an item to your library that cannot be imported from a database
- References** --> Import : Use when a database does not have Direct Export capability
- References** --> Export : When leaving the university or transferring your library to another citation manager, use this to save your library for future use
- Search** --> Online Catalog or Database : Allows you to import books from a library catalog into your library. Also a fast way to import from PubMed by PMID
- View** : Quickly access your folders and search for duplicates
- Folders** : Create and manage your folders
- Bibliography** : Choose citation styles, create bibliographies and format papers
- Tools** : Download Write-N-Cite

Are you citing books from the Tulane libraries?

In RefWorks, go to SEARCH --> Online Catalog or Database --> select TULANE UNIVERSITY --> search for title and select IMPORT. You will have the option to import the book directly into a folder or your entire library.

Items that were not downloaded will have to be inputted manually

REFERENCES --> ADD NEW REFERENCE. Select appropriate reference type. Remember to add the ACCESS DATE for web pages or documents.

Importing from some of our major databases:

- PubMed** : select citations and/or send them to the clipboard --> SEND TO FILE. Under FORMAT select MEDLINE--> CREATE FILE. Items will be saved as pubmed_result.txt file. In RefWorks, go to REFERENCES --> IMPORT --> change filter to NLM PubMed and database to PubMed. Select folder, if needed, find file(BROWSE) and click on IMPORT.
- EBSCO** : find citations and click ADD TO FOLDER. Go to the folder, select citations, and click on the EXPORT icon. Select DIRECT EXPORT to RefWorks.
- OVID** : select citations --> go the RESULTS MANAGER, select COMPLETE REFERENCE - DIRECT EXPORT - SAVE --> EXPORT RESULTS TO REFWORKS.

•**EMBASE** : select citations --> export --> REFWORKS DIRECT EXPORT.

•**Web of Science** : Select results and add them to the MARKED LIST. Open the MARKED LIST and select SAVE TO FILE. Item will be saved as a text file. In RefWorks --> REFERENCES --> IMPORT --> change filter to ISI (Institute for Scientific Information) and select WEB OF SCIENCE as the database --> IMPORT.

•**Cambridge Scientific Abstracts** : Select citations --> click on SAVE,PRINT,EMAIL --> EXPORT TO REFWORKS.

•**Google Scholar** : Prior to each search session, open the SCHOLAR PREFERENCES screen, scroll down to BIBLIOGRAPHY MANAGER and select REFWORKS. Perform a search. Import your citation by clicking on IMPORT INTO REFWORKS. After item downloads, click on SAVE REFERENCE.

Writing the paper:

•Download the Write-N-Cite plug-in to your computer.

•PLEASE NOTE: the plug-in is not installed on any of the library's computers.

•Microsoft Word 2007 (PC), the plug-in will be found in the Add-ins tab

•Microsoft Word 2008 (Mac), the plug-in will install separately and can be found in Applications. Feel free to drag to Desktop or Dock.

•Sign-in to Write-N-Cite.

•You can view all of your citations or a specific folder.

•Place your cursor where you want to cite, find your citation and click on CITE.

•Select EDIT CITATION to add pages, if required, or omit the author.

•If you encounter problems with styles that requires pages within the citation, double check your citations to see if the complete page range was imported.

•When you are finished, save your formatted document. In RefWorks, go to the BIBLIOGRAPHY tab, select your style, find your document(BROWSE), and click CREATE BIBLIOGRAPHY.

•Your new document will be 'FIN-document name'. You cannot edit any citations on the FIN document but you can edit text. If you need to edit any citations, you will have to do that on your original document.

•To use RefWorks with iWork Pages, you manually add citations with the REF ID.

Example: {{33}}. Export file as RTF. In RefWorks, go to the BIBLIOGRAPHY tab, select your style, find your document(BROWSE), and click CREATE BIBLIOGRAPHY.

**NEW Features -- Ask your librarian about Ref Grab-It, Alumni Access and RefMobile.

For further assistance:

Matas Library Reference Desk, medref@tulane.edu or (504) 988-5155

RefWorks Help Screen, <https://www.refworks.com/Refworks/help/Refworks.htm>