



Helps You Create Bibliographies and Manage Citations

RefWorks is available to the Syracuse University community from the Library web page site <http://library.syr.edu/cite>

Get Started: Set up your RefWorks Account

- Go to <http://library.syr.edu/cite/refworks.html>. Click on the RefWorks icon and sign up for a **RefWorks account**.
 - NOTE: First-time users must be on campus to register.
 - NOTE: You choose your own username and password.
- Click on **Register** and your account will be set up.
- Once in RefWorks, you will see a welcome message confirming your registration.
- You can create as many accounts as you want and enter as many references as you want into your RefWorks account.

From off campus, login using the following instruction:

- Click RefWorks link (available at library.syr.edu/cite/refworks.html).
- Enter 10 digit SU ID # and last name (all lower case letters).
- Click on "Go to Login".
- Login with your individual account or create one if you have not already done so.

Build Your Database: Enter references four ways

1. **Direct Imports.** Many of our databases allow you to directly export citations to RefWorks.
2. **Entering References Manually.** You may create new references and type or cut and paste the data into the citation. Choose **Add New Reference** in the **References** menu.
3. **Search Online Catalogs.** Library catalogs can be searched from within RefWorks and references directly imported into your RefWorks database. Access the **Search** menu and choose **Online Catalog or Database** (the SU catalog is listed as "Syracuse Summit Voyager").
4. **Importing Citations and Abstracts from a Text File.** For databases that do not offer Direct Import, you can save data (or format as a text file) and import it to RefWorks. Choose Import in the **RefWorks References** menu.

RefGrab-it

RefGrab-it* is a small plug-in that allows you to create citations for web pages. Instructions for using this program are available at: <http://refworks.wikidot.com/instructor-space:refgrab-it>

*Note: If you experience problems with RefGrab-it, you may need to go into the citation page and add the information by hand in the **Add New Reference** section on the menu.

Need help? See the RefWorks Wiki:

<http://refworks.wikidot.com/start>

Manage Your Citations Using Folders

Creating Folders

Choose **Create New Folder** from the **Folder** menu. You can put references in as many folders as you like.

Last Imported Folder

When you first import citations from a library database such as ProQuest, RefWorks puts them into a folder called **Last Imported Folder**. These can be moved to any folder you create.

Create Quick Bibliographies

- Click the **Bibliography** menu.
- Under **Output Style**, select your preferred style (MLA, APA, etc.).
- Click **Format a Bibliography from a List of References**.
- Under **File Type**, select the file format you wish to create (e.g., Word for Windows).
- Under **Include**, select **All References** or **References from <folder name>**.
- Click **Create Bibliography**.
- Follow your browser's instructions for viewing the files and be sure to save the document to a disk or flash drive before closing.

Write-N-Cite

The **Write-N-Cite** software can insert cited references from RefWorks into your Word documents and will produce a bibliography using the citation style of your choice. For more information on Write-N-Cite, see: <http://library.syr.edu/instruction/guides/RefWorksTrainingExercise.doc>

Need Assistance?

- Consult the **RefWorks help pages** <http://www.refworks.com/Refworks/help/Refworks.htm>
- Check out the **RefWorks Quick Start Guide** http://www.refworks.com/Refworks/help/RefWorks_Quick_Start_Guide.pdf
- Take the **RefWorks tutorial**: <http://www.refworks.com/tutorial/>
- Visit or call the **Reference Desk** (443-4083)
- Email your questions to: refworks@listserv.syr.edu

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