

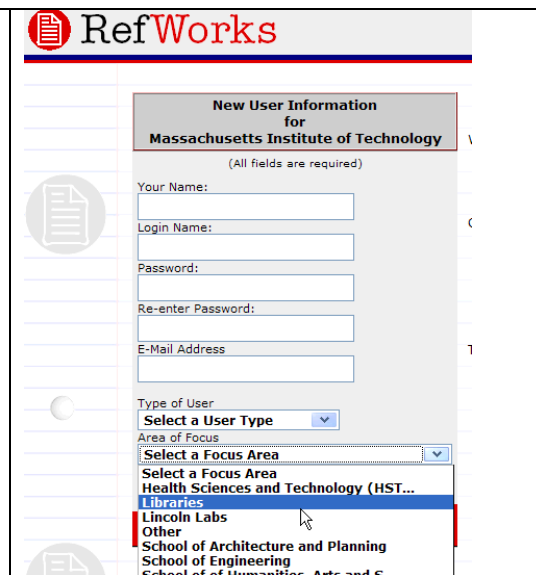
RefWorks Basics

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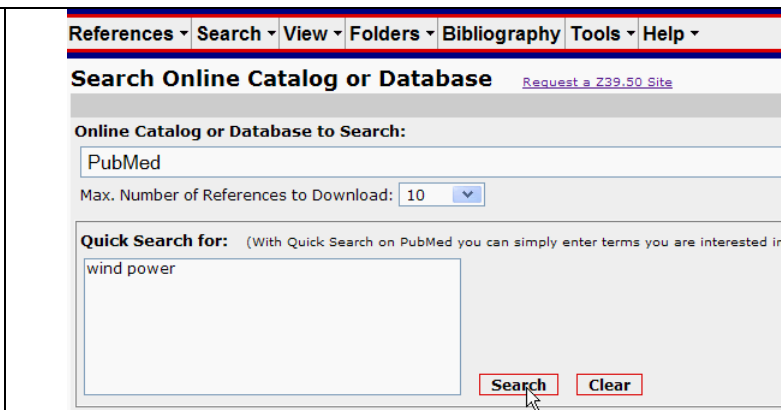
Overview

- What is Bibliographic Software, and why it is worth knowing about.
- Hands-on practice with RefWorks
 - Create an account & collect references
 - Manuscript creation
 - Using library resources to populate your database
 - Managing your database & Getting Help

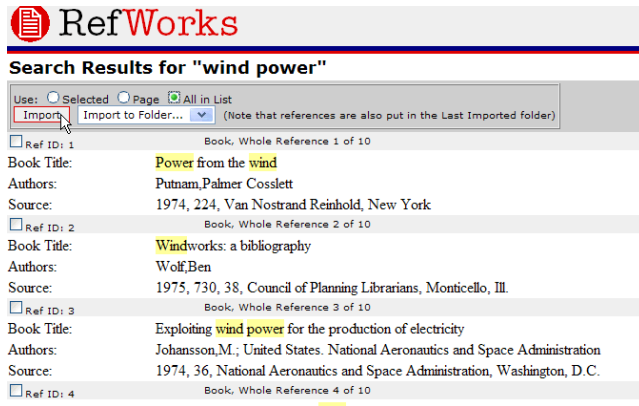
I. Go to RefWorks, create an account

<ol style="list-style-type: none"> 1. Go to library's RefWorks support page: Help Yourself, then under Organize your References or http://libraries.mit.edu/help/refworks/index.html 2. Click on RefWorks link, select Login from menu bar. 3. To create a new account click on Sign up for an Individual Account link (above the Log-in name entry box). 4. Complete registration form (7 fields) and click Register button. 	
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II. Get records from PubMed

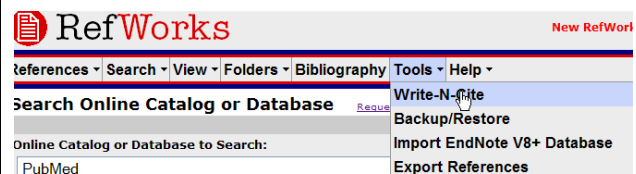
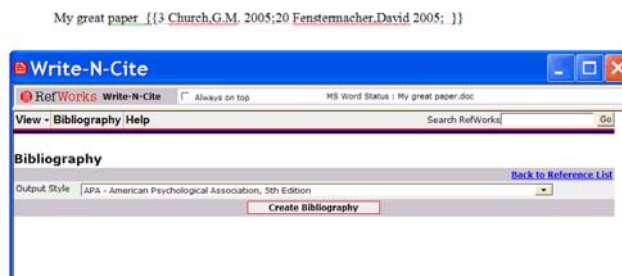
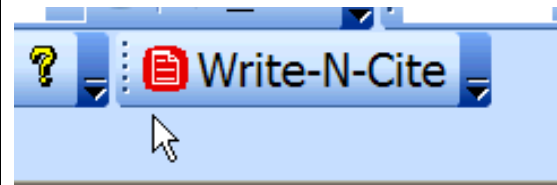
<ol style="list-style-type: none"> 1. From the Search pull-down menu, select Search Online Catalog or Database. 2. Select PubMed from Search pull-down menu. 3. Limit retrieval to 10 records 4. Enter search terms (eg wind power) click Search button 	
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5. RefWorks opens a NEW browser window and imports records from the catalog.
6. At the top of the list of references select the **All in List** import option, then click **Import** button.
7. Close the catalog search window.
8. From the main RefWorks page, click the **View** pull-down menu, select **All references**, this will display the 10 imported PubMed records.



III. Create a manuscript and bibliography

1. Open **Word**. Begin manuscript by typing a sentence. **Save** document to desktop.
2. Click **Write-N-Cite** icon in Word toolbar. This will open a streamlined version of your RefWorks account that will allow you to cite references and generate a bibliography.
3. Login to your RefWorks account (again). Your list of references will be listed with two action options – **View** and **Cite**.
4. To insert citation into your manuscript, click the **Cite** option next to the citation want to insert. Repeat as often as needed.
5. When you are ready to generate your bibliography and format your citations, select the **Bibliography** pull-down menu in the **Write-N-Cite** window.
6. Select an **Output Style** from the pull-down menu, then click **Create Bibliography** button. Write-N-Cite will automatically save the new document to your desktop, with the name Final.xxx.doc. If you want to revise your document, add more references, or change output styles, you must make these changes on your original document, and then repeat previous steps to ensure that newly added cited references, or other revisions, are included in your final bibliography.

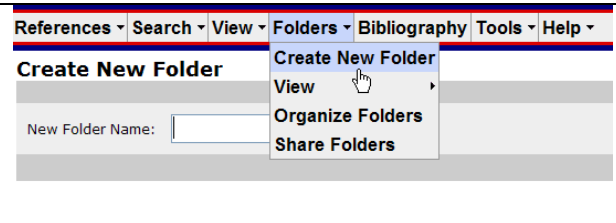


Note: **Write-N-Cite** is a plug-in that you download from the RefWorks website. Go to the **Tools** pull-down menu to download plug-in.

IV. Build a RefWorks database

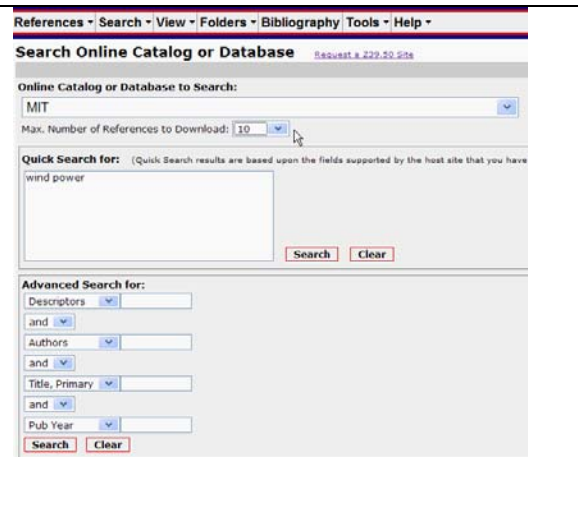
A. Create a folder, and move citations

From **Folder** pull-down menu, select **Create New Folder** (e.g. Wind). Transfer all of your citations into new folder, using **All in List** option, and **Put in folder** pull-down menu.



B. Get more citations - catalog (Barton)

1. From the RefWorks **Search** pull-down menu, select **Online Catalog or Database** option
2. Select **MIT** from **database** pull-down menu
3. Limit retrieval to 10 records
4. Enter search terms (eg wind power) click **Search** button
5. RefWorks opens a NEW browser window and imports records from the catalog.
6. At the top of the list of references select the **All in List** import option, then click **Import** button.



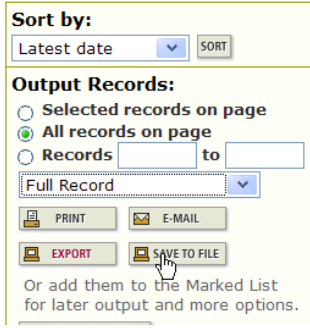
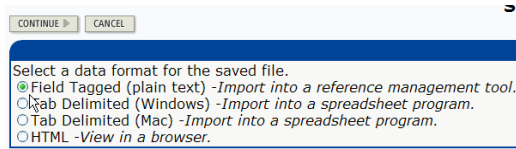
C. Get more citations – direct export

1. Open new browser window to library homepage, <http://libraries.mit.edu>.
2. Go to VERA and type **ProQuest Research Library** in search box, open database.
3. Search on “wind power” in **Title** field.
4. At the Results page click **Mark all** box, then the **Export** button.
5. At the **Export** page, select RefWorks as the **Export to** option.
6. The RefWorks window will open (you may need to log in again), and the records will be imported into the **Last Imported** folder.
7. View **Last Imported** folder and move all (or selected) citations into **Wind** folder.

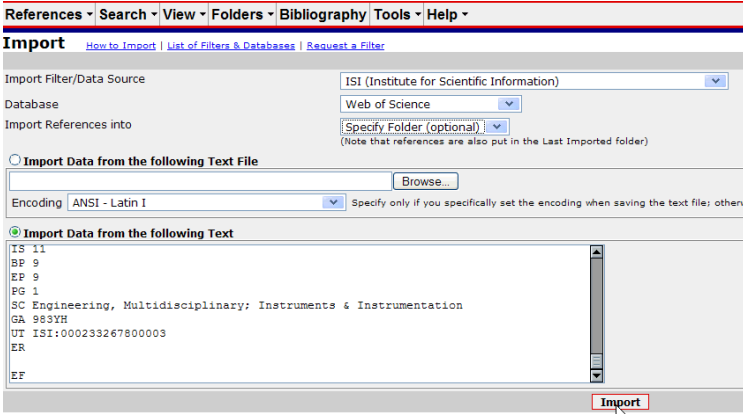


D. Get more citations - import


Step 1 – Save references from database to text file – Web of Science

<ol style="list-style-type: none"> 1. Go to VERA and type Web of Science in search box, open database. 2. Search on “wind power”. 3. At the Results page, in the Output Records box, select All records on page, select full record from the pull-down menu, then click Save to File. 4. At the next window, select the Field Tagged (plain text) option, then click Continue. 5. Save as a text file to the desktop, or open as a text file if your browser offers that option. Copy contents of the text file to the clipboard. 	 
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Step 2 – Import references from text file into RefWorks database

<ol style="list-style-type: none"> 1. From References pull-down menu, select Import. 2. From the Import menu select the following from the pull-down menus: Import Filter/Data Source – ISI; Database – Web of Science; Import References into – Wind. 3. Select a file to import, and use the text file you created, or choose– Import Data from the following Text, and paste the text from the clipboard. 4. Click Import button to import database records. 	
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E. Get more citations – Google Scholar

 <input type="text"/> <input type="button" value="Search"/> Advanced Scholar Search Scholar Preferences Scholar Help	<p>Number of Results Google's default (10 results) provides the fastest results. Display 30 results per page.</p> <p>Results Window <input type="checkbox"/> Open search results in a new browser window.</p> <p>Bibliography Manager <input type="checkbox"/> Don't show any citation import links. <input checked="" type="radio"/> Show links to import citations into <input type="text" value="EndNote"/> <ul style="list-style-type: none"> EndNote BibTeX EndNote RefMan RefWorks WenXianWang </p> <p>Save your preferences when finished and return to se</p> <p><small>(Note: Setting preferences will not work if you have disabled cookies in your browser.)</small></p>
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V. Working with RefWorks

Folders:

- All references belong to a common database. The **View** pull-down menu, and **Show All References** option gets you into the common database.
- The **Last Imported** folder always contains the most recent additions. When new records are added they replace the records that were in the folder before.
- All other folders are those you create.
- Citations can belong to more than one folder. It is a primary tool for organizing your references in a sensible way.

Editing existing records and creating new ones:

- Any record can be edited by clicking **edit** on the right margin of the record display.
- There is ample room and choice of fields to make all kinds of comments and notes. It supports note-taking by multiple users.
- There is help provided about formatting and data entry conventions within the edit mode.
- Create new records from the **Reference** pull-down menu and the **Add New Reference** option.

SFX:

- Click on SFX button to check library holdings and link back to full text of articles.
- SFX is easy. Not 100% reliable. If an SFX search fails to provide positive results, double check our holdings in Barton and Vera.

Stand-alone bibliography:

- Create or select folder containing the references you want in your bibliography.
- Select **Bibliography** from top menu bar.
- From the **Bibliography** menu select the output style, file type, and folder from the appropriate pull-down menus.
- Click **Create Bibliography** button.

Sharing RefWorks folders:

- From **Folders** pull-down menu, select **Share Folders** option
- A list of your folders will appear, click **Share Folders** button next to folder.
- Make your sharing options for your folder.
- A URL for your folder will be generated that can be shared via email or as a link on a web page.

VI. RefWorks Help

Tutorial: <http://refworks.com/tutorial/>

Help pages: <https://refworks.com/Refworks/help/helpmainframe.asp>

Library web pages: <http://libraries.mit.edu/help/refworks/index.html>

Note about off-campus issues

EndNote support: <http://libraries.mit.edu/help/endnote/index.html>