

Refworks Tutorial

ADDING A NEW REFERENCE

1. Go to www.refworks.com
2. Click the “Login” Button above the giant quotation marks



3. If you don't already have an account click the “sign up for an individual account” link



4. Fill out your information and click register

New User Information for Antioch University Seattle
(All fields are required)

Your Name:

Login Name:

Password:

Re-enter Password:

E-Mail Address:

Type of User:

Area of Focus:

[Back to RefWorks Login](#)

Welcome to RefWorks
Your Online Personal Database and Bibliography Creator

With **RefWorks** you can:

- create your own personal database
- import references from your institution's databases
- automatically format your papers and bibliographies in seconds

Get started now with four easy steps:

1. Enter your subscriber information.
2. Create a database by automatically importing data from online services or by typing references in manually.
3. Create a paper in your word processor inserting reference ID numbers in the locations you want to cite references. Save and close the file.
4. From **RefWorks** click on Bibliography and select the paper you just saved and the output style in which you want it created. Click on Create Bibliography and save the document to disk.

That's it...your paper is formatted correctly and the bibliography automatically created.

5. When that's complete your window should look like this:

RefWorks Web Based Bibliographic Management Software - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.refworks.com/Refworks/mainframe.asp?tsmp=1183481871717

RefWorks Web Based Bibliographic M...

RefWorks Welcome, tryout. [Log o](#)
Antioch University Seatt

References Search View Folders Bibliography Tools Help Search RefWorks Go

Congratulations!
You have successfully set up your **RefWorks** account. As a new user to the service, we recommend you view the online [Tutorial](#) before getting started.

Getting Started

Step 1: [Create Your Personal Database](#)

- Importing data directly from online databases
- Importing data from saved text files
- Importing records from other bibliographic management programs
- Adding references manually

Step 2: [Write Your Paper Using References From Your Database](#)

- Using Write-N-Cite
- Using One Line/Cite View

Step 3: [Create Your Bibliography](#)

- From your reference list
- From your paper

Need additional assistance getting started with RefWorks?
Why not view the Quick Start Guide?

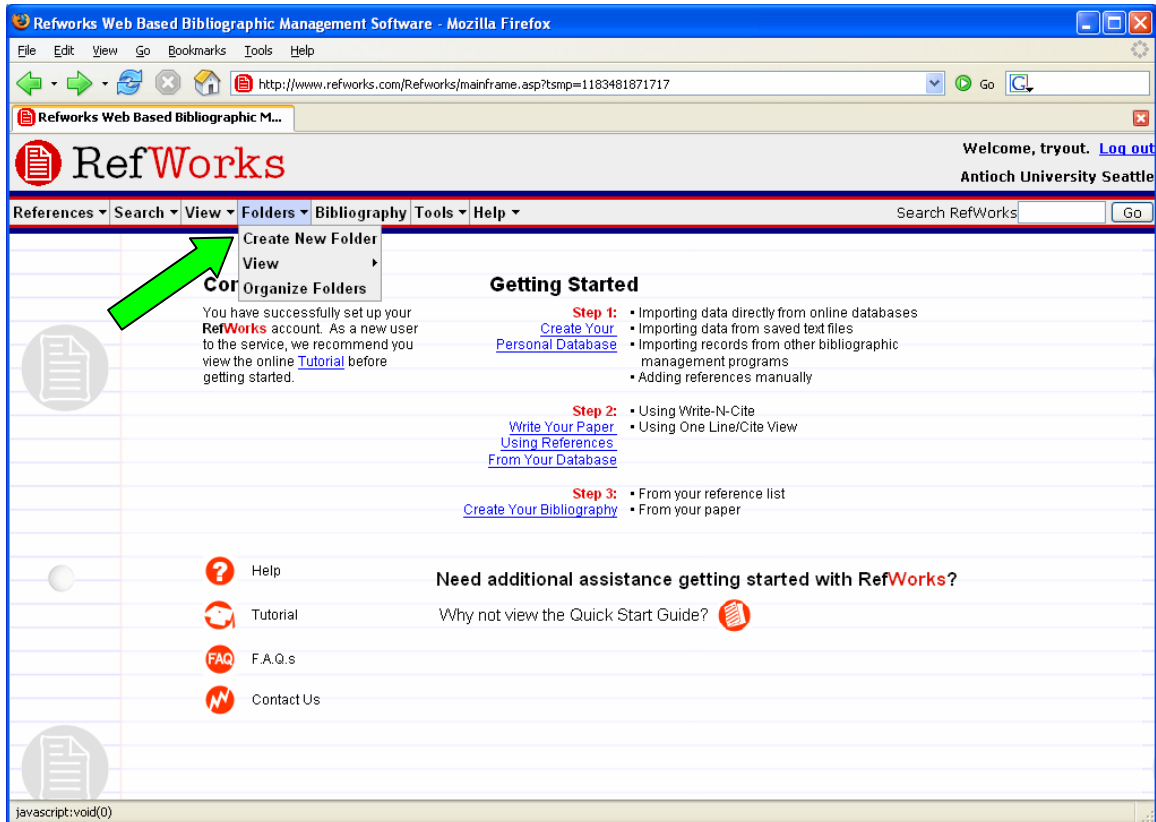
[Help](#) [Tutorial](#) [F.A.Q.s](#)

6. This is your homepage, and right now you do not have references in your account. Let's fix that!

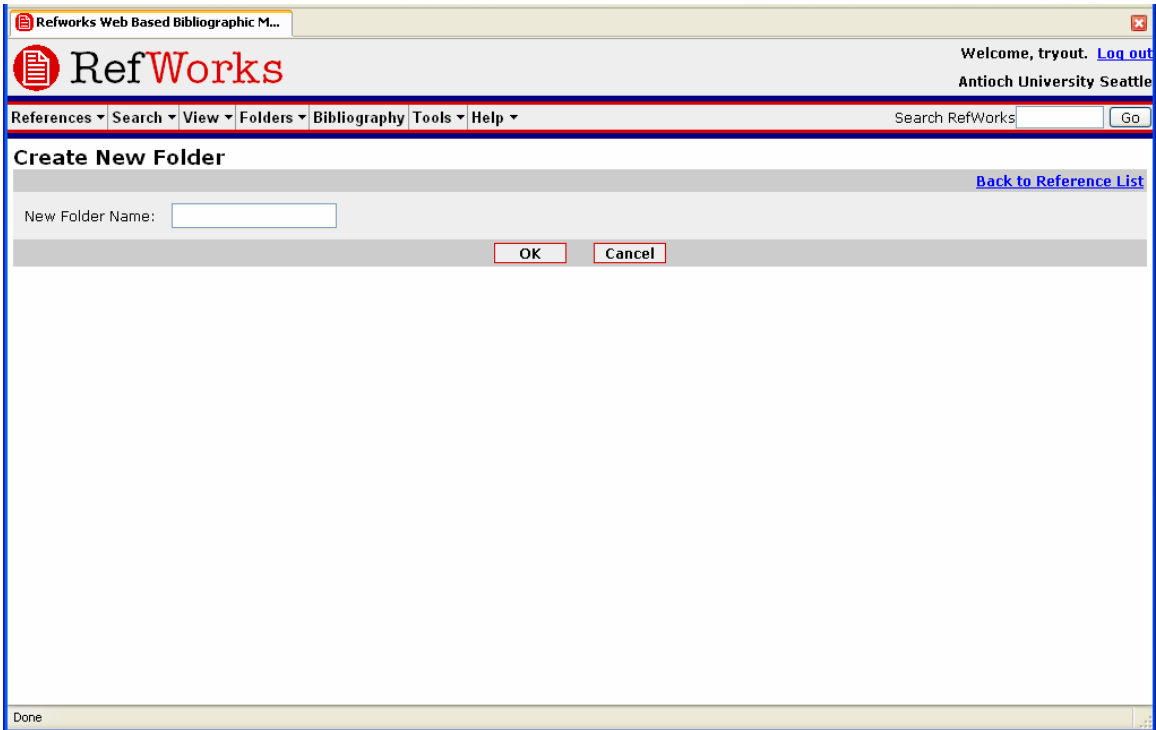
7. First we need to create a folder where you can store your references. You can create as many as you want, but for the purpose of this tutorial, let's make one.

8. Click on "folders"

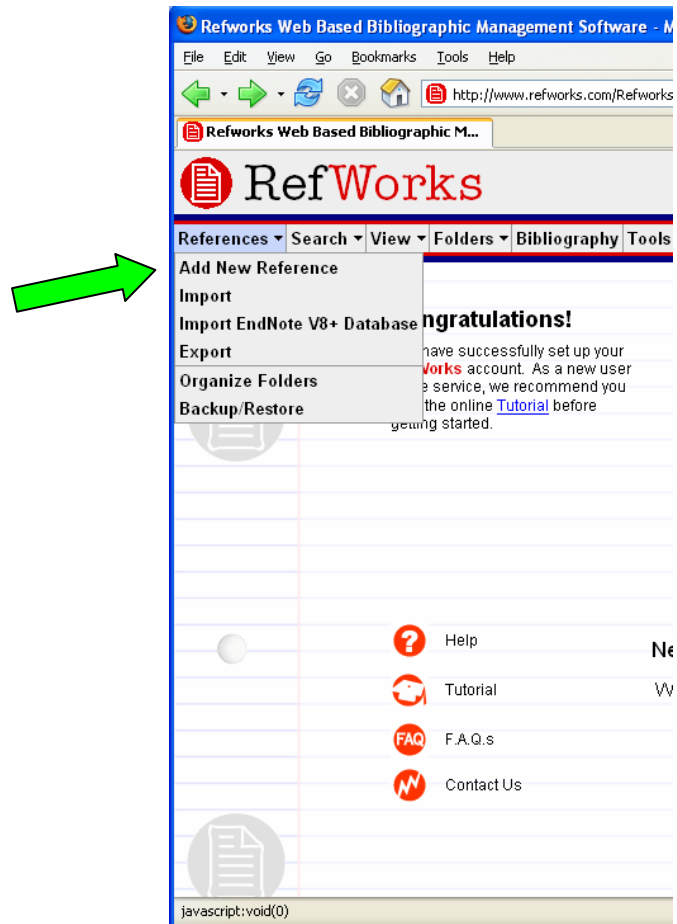
9. Click on "create new folders"



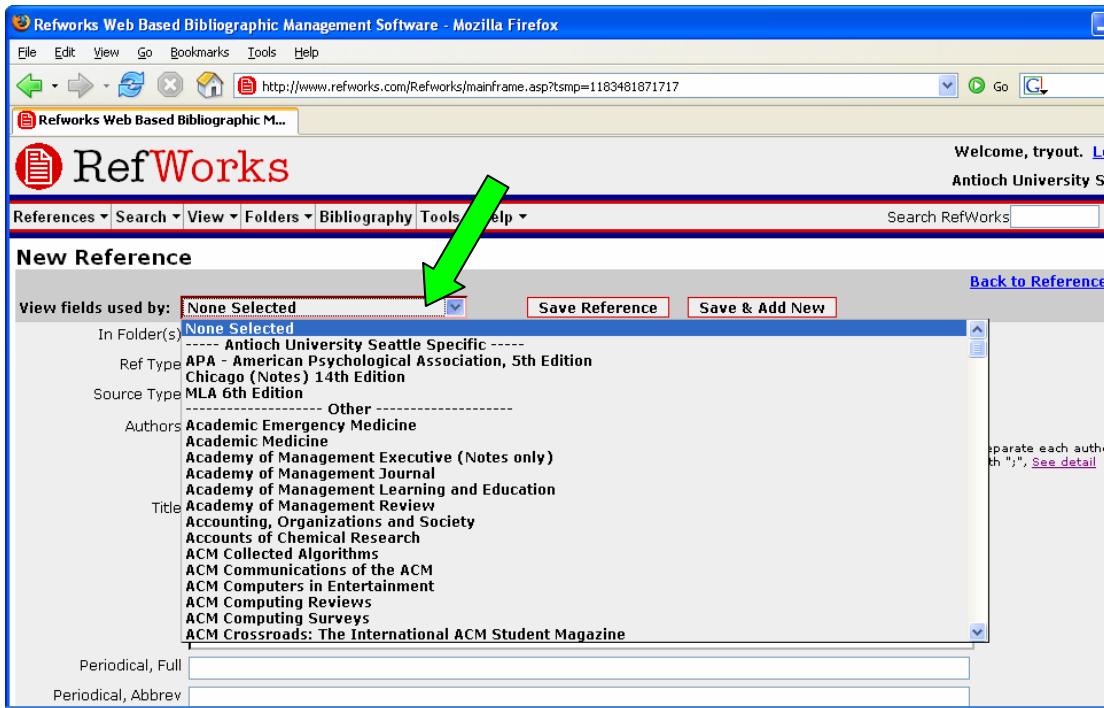
10. Give your folder a title and click "OK"



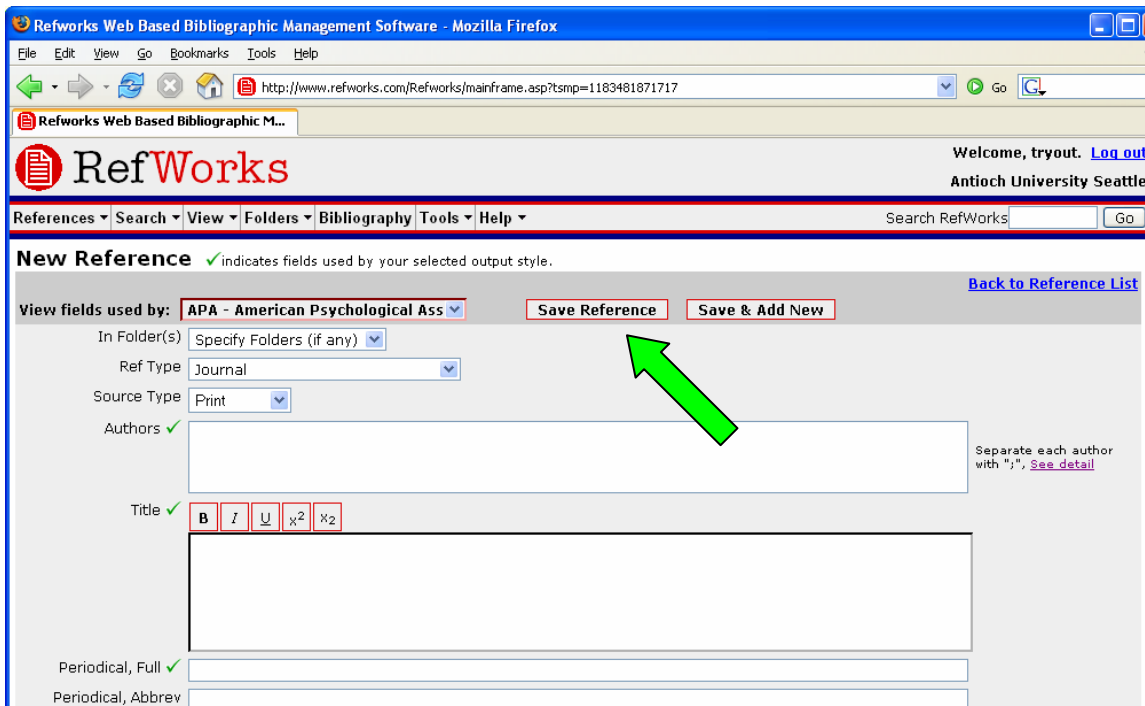
11. Next go to “References” and “Add a New Reference”



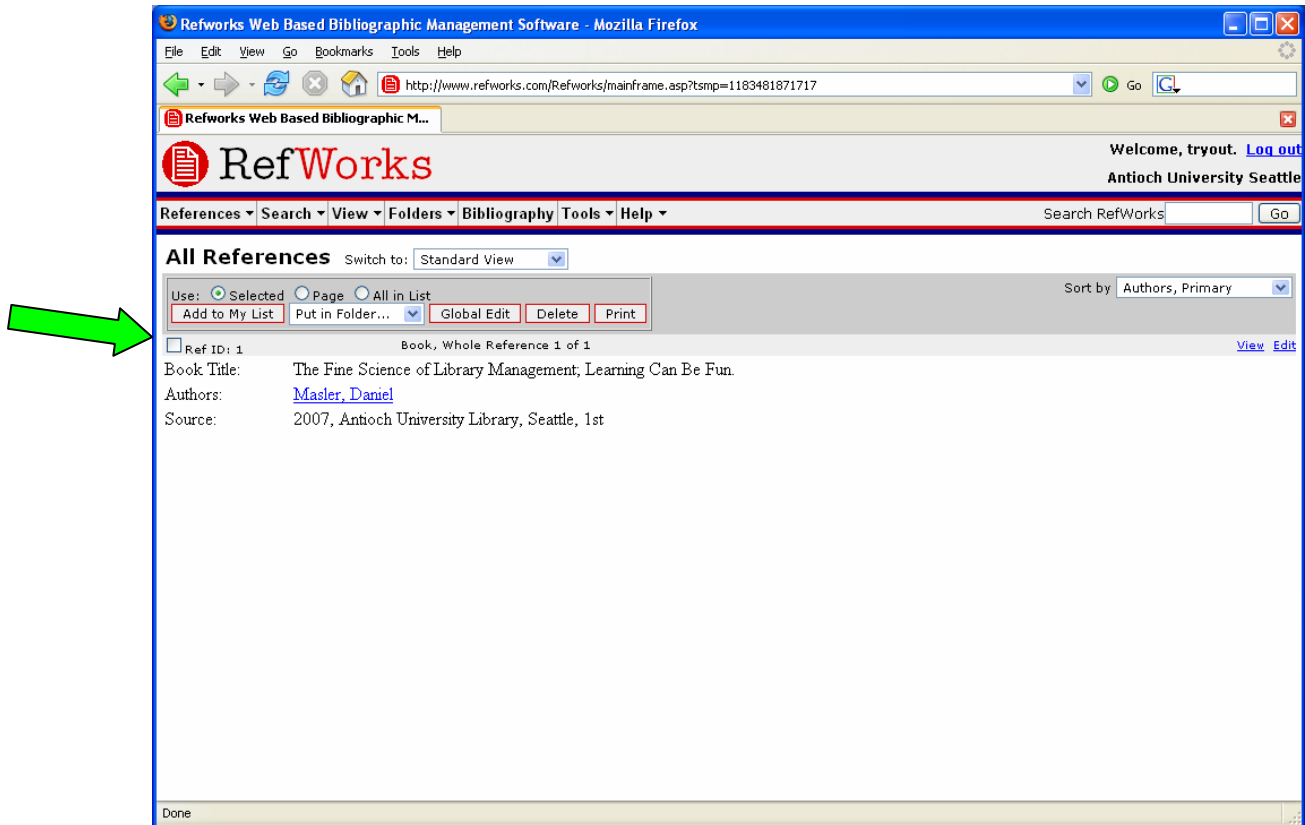
12. Select your output style in the “view fields used by”. Most likely you’ll want APA 5th edition.



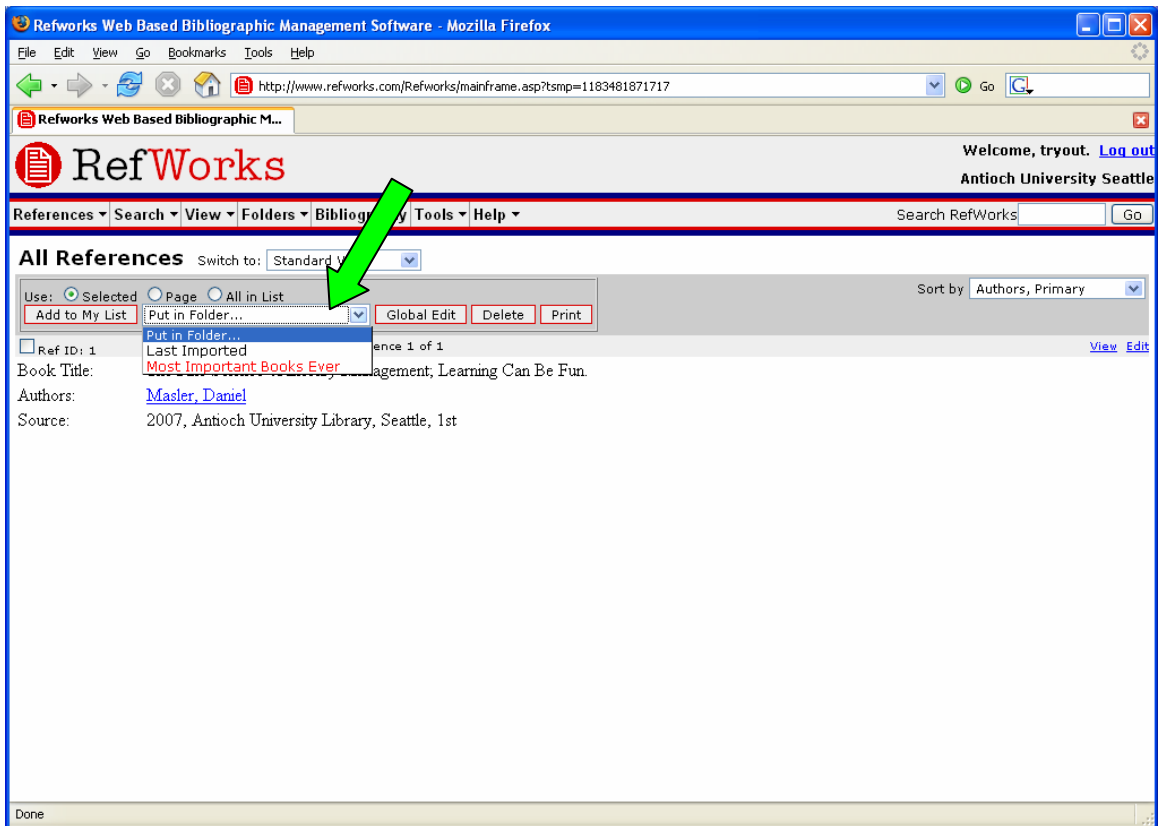
13. Then begin filling in the fields with Green Checks. Those are fields used by that output style. Try to fill in as many as you can, but some of them will not be relevant.



14. Once that is complete click the “Save Reference” (see above)
15. Click on “View” then “View all References”



16. Check the “Ref I.D.” box and then “put in folder”



17. You have successfully imported a reference and organized it in your account. Well done.