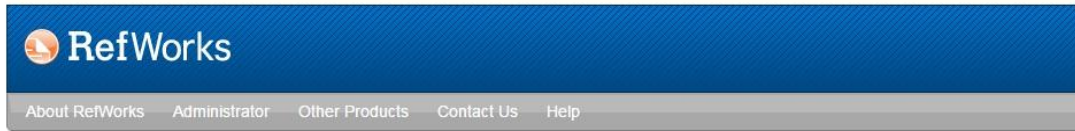


## Getting started with RefWorks



### Why use RefWorks?

Use RefWorks to:

- store references from your literature searches;
- organise references;
- cite references in documents - like this (1) or this (Nockels, 2015);
- create bibliographies (lists of references).

You can also use RefWorks to share references with colleagues – very useful for collaborative projects.

### Logging into RefWorks

When you use RefWorks for the first time, you will need to register for an account. Follow the instructions in the leaflet available at:

<http://www.uhl-library.nhs.uk/pdfs/refworks.pdf>.

Once you have an account, follow these steps to login:

- Go to: [www.uhl-library.nhs.uk/refworks](http://www.uhl-library.nhs.uk/refworks)
- Enter your UHL Athens username and password.

### Installing RefWorks Write-N-Cite

Write-N-Cite is a plugin for Microsoft Word. To install it on your own personal computer, in RefWorks, go to Tools > Write-N-Cite and install the offered version.

To have Write-N-Cite on your Trust PC, you will need to put in a request to IM&T on ext. 8000.

Write-N-Cite appears as a tab in Microsoft Word:



On your personal computer you may find the tab is labelled “ProQuest”.

If you are not able to use Write-N-Cite, contact us for advice about using “One Line Cite View”, which is an alternative.

### Creating folders

Click the New Folder button and give your new folder a name. Use folders to organise your references.

## Adding journal articles to RefWorks

From: Healthcare Databases (HDAS):

Please see our other handout on RefWorks which is available at [http://www.uhl-library.nhs.uk/pdfs/refworks\\_hdas.pdf](http://www.uhl-library.nhs.uk/pdfs/refworks_hdas.pdf).

From PubMed:

1. Select the references you wish to add to RefWorks.
2. In PubMed, click 'Send To'
3. Choose 'Citation Manager' and click Create File.
4. In RefWorks, go to References > Import.
5. Set Import Filter/Data Source to NLM PubMed and Database to PubMed
6. Browse to the file you just created (filename will be citations.nbib, location will probably be the Downloads folder).
7. Use the Import to Folder drop down to choose the folder to put the references into, or to create a new one.
8. Click Import.

The references will also appear in the Last Imported Folder, until you import something else.

From Cochrane Library:

1. Select the references you wish to add to RefWorks.
2. Click Export Selected (there is also the option to Export All) .
3. Under Export options, change File Type to Citation and Abstract
4. Click Export Citation
5. Save the file
6. In RefWorks, go to References > Import.
7. Set Import Filter/Data Source to Cochrane Library and Database to the section of the Library that the references came from.
8. Browse to the file you just created (filename will be citation-export.txt, location will probably be the Downloads folder).
9. Use the Import to Folder drop down to choose the folder to put the references into, or to create a new one.
10. Click Import.

For advice on importing from other databases, please ask us.

## Adding books to RefWorks

If you used the book from the Library, proceed as follows:

- Search the library catalogue (available at [www.uhl-library.nhs.uk/catalogue](http://www.uhl-library.nhs.uk/catalogue)) for the item.
- In the list of results, select the item or items that you want to add to RefWorks.
- Click Download (right hand side of screen).
- Change Format to Reference Manager format and then click on 'OK'.
- This will open a new tab on your browser.
- Highlight all the text on that new tab, including all the "tags" (TY, SN, AU, etc.).
- In RefWorks, go to References > Import.
- Choose Import from Text.
- Paste the copied text into the box.
- Set Import Filter/Data Source to RIS Format.

- Set database to RIS Format.
- Choose the folder you wish to put the items into and then click 'Import'.
- You will get confirmation of the number of items that have been imported.

### Adding websites to RefWorks

(NICE Guidelines, Trust guidelines, UpToDate, DynaMed should be treated as websites.)

Websites are added manually:

1. In RefWorks, go to References > Add New
2. Change Fields used by to the referencing style you are using (ask us for advice if you are not sure)
3. Change Reference Type to Web Page.
4. Fill in the fields that are shown.
5. Additional fields are available (click "Additional fields") but these will not appear in references in your bibliography.

### Citing references and creating bibliographies using Write-N-Cite

- In RefWorks, go to Tools > Write-N-Cite. In a box there is a login code. Highlight it and copy it.
- Click the RefWorks tab. Click Login, and click Use authorization code. Right click and paste in that code.
- Let "syncing" finish. This ensures that you can see everything you have put into RefWorks. If you add anything new to RefWorks, you must sync again in Word.
- In the Style box, choose the style you need.

To insert a citation

1. Click Insert Reference, and select Insert New.
2. A window will open, showing your RefWorks folders.
3. Click the folder you need.
4. Find the reference and click it.
5. Click Insert.

Repeat the numbered steps every time you wish to cite a reference.

When you have cited everything, click Bibliography Options and Create Bibliography.

### Help and further information

RefWorks own help and tutorials: in RefWorks go to Help > Tutorial.

### Contact us:

<p><b>LRI Odames Library,</b> Victoria Building,</p> <p>Tel: 0116 258 7515</p> <p><a href="mailto:lri.library@uhl-tr.nhs.uk">lri.library@uhl-tr.nhs.uk</a></p>	<p><b>LGH Library,</b> Education Centre</p> <p>Tel: 0116 258 8124 Fax: 0116 258 8078</p> <p><a href="mailto:leicslib@uhl-tr.nhs.uk">leicslib@uhl-tr.nhs.uk</a></p>	<p><b>Glenfield Library,</b> Education Centre</p> <p>Tel: 0116 256 3672 Fax: 0116 256 3334</p> <p><a href="mailto:ggh.library@uhl-tr.nhs.uk">ggh.library@uhl-tr.nhs.uk</a></p>
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[www.uhl-library.nhs.uk](http://www.uhl-library.nhs.uk)