



RefWorks is a Web-based bibliography and database manager that allows you to create your own personal database by importing references from text files or online databases. You can use these references in writing papers and in automatically formatting the paper and the bibliography.

Getting Started - Access RefWorks from the SU Library's Webpage and enter your personal Login Name and Password.

(**First time users** need to sign up for an individual account following the screen prompts. If you are off-campus you may be asked to login with our "Group Code" which is RWShipU.)

You will need to turn off your browser's PopUp Blocker to use RefWorks.

Step 1 – Searching an **EBSCO database**. (Using EBSCO's **Direct Import** function)

1. **EBSCO Search Screen**
 - From the Library web site, do a search in EBSCO as you normally would.
 - Place record of interest into the "Folder" by choosing the "Folder" icon to the right of the record.
 - Choose the "Folder has items" icon above the Results list.
2. **EBSCO Folder Contents Screen**
 - Choose "Export".
3. **EBSCO Save Manager Screen**
 - Choose "Direct Export to RefWorks."
 - Choose "Save"
4. **RefWorks Import from EBSCO Screen**
 - In RefWorks, choose "View Last Imported Folder" to see the imported records.
 - Choose "Help" in RefWorks for specific information about other ways to add

Step 2 – Organizing your RefWorks database

1. **RefWorks Last Imported Folder Screen**
 - Choose "Folders."
 - Choose "Create New Folder."
2. **RefWorks Create New Folder Screen**
 - Type a Folder name, e.g. "Iraq Paper."
 - Choose "OK."
3. **RefWorks Last Imported Folder Screen**
 - Check the box next to the Ref ID.
 - Select "Put in Folder" and then choose the desired folder.
 - To change to another Folder, choose "Folders," then "View," and then the name of the desired folder.

Other Functions – Records can be Edited, Searched, Sorted, or Organized in various folders. Portions of the article to be quoted can be cut and pasted into a reference field. Choose "Help" for more information.

Step 3 – Using your RefWorks database to create a bibliography

1. Choose “Bibliography.”
2. **RefWorks Bibliography Screen**
 - Choose “Output Style,” e.g. MLA 6th edition.
 - Choose “Format a Bibliography from a List of References.”
 - Choose a “File Type to Create,” e.g. Word for Windows.
 - Choose References to “Include,” e.g. All, from Folder, etc.
 - Choose “Create Bibliography.”
3. Save the created bibliography, or copy-and-paste it into an existing document.

[Alternate] **Step 1** – Searching the **Ship Library Catalog**. (Using **RefWorks Reference Import** function)

1. **SU Library Catalog Guided Search Screen**
 - Do a search in the Catalog as you normally would.
 - Select records of interest by clicking on the box to the left of the record.
 - At the bottom of the page, make sure that the “Download Format” is “Full Record.”
 - Choose “Format for Print/Save.”
2. **SU Library Catalog Record File**
 - The Catalog will generate a screen listing all of the records you selected.
 - Save this file as a .txt file with your Browser Controls.
3. **RefWorks Import Screen**
 - Log into RefWorks
 - Choose “References” and then “Import”
 - “Import Filter/Data Source” – Choose “Shippensburg University”
 - “Database” – Choose “Shippensburg University Endeavor Voyager”
 - “Import References into” – Choose a File Folder
 - “Import Data from the following text file” – Choose the .txt file you saved from the SU Catalog
 - Choose “Import”

Getting Help

RefWorks has an excellent tutorial and help feature, or call the Library Information Desk x 1474.

Hints

- You will need to turn off your browser’s Pop Up Blocker when you are using RefWorks.
- Clicking on “Article Linker” in RefWorks will tell you if Ship owns the article in full text.
- “Write-N-Site” allows you to create a paper with in-text citations from your RefWorks database. You will need to first download a small program to your computer. Choose “Help” for more information.
- If you are off-campus you may be asked to login with our “Group Code” which is RWShipU.

- RefWorks doesn't write the information -- it only reads it. You need to carefully check your Bibliography and make edits where necessary