



MOUNT CARMEL
Library Services

RefWorks

Basic RefWorks for
MCHS and MCCN Students

last update August 2017



RefWorks is a Web-based reference and bibliographic management software tool that simplifies the generation of citations and bibliographies. It saves you time by:

- saving all your references in one place;
- importing references directly from a database or catalog into your RefWorks account;
- generating bibliographies and in-text citations in various citation styles like APA;
- helping decrease the number of bibliography errors;
- allowing you to sort and file references into folders; and
- being accessible from any computer connected to the Internet.

You will learn how to set up your own **RefWorks** account enabling you to simplify the process of organizing your references for a research paper, dissertation, or other project. RefWorks allows you to import your references directly from the databases and sources as you find them. When you are ready to write your paper you can place your citations within your paper and create a bibliography with just a few clicks. Specifically, you will learn how to:

- Create your RefWorks Account;
- Import Your References from online resources and databases;
- Organize Your References into Folders;
- Create Your Bibliography in the APA 6th Edition style that MCCN uses, and;
- Install and use an add-on program (Write-N-Cite) to use RefWorks from within Microsoft Word.



RefWorks

Create an Account



Create an Account



Already have an account? [Log In](#) Language (en) ▼

Good news! RefWorks is available at
Mount Carmel.

Enter a password to create a new account.

Choose a password

Sign Up

OR

Use login from my institution ▼

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Step 1: Go to <http://refworks.proquest.com> and click the "Create account" link.

Step 2: Enter either your **@mchs.com** or **@mccn.edu** email address (you can't sign up with @yahoo.com, @gmail.com, etc.).

Step 3: Enter a password of at least 6 characters.

Step 4: Check your email for an activation link and follow the directions

Step 5: Enter your name and status with Mount Carmel, and take the optional tutorial.

You now have access and can get started managing your documents!



RefWorks

Create an Account

ProQuest[®] RefWorks

Mount Carmel Language (en) Don Pearson ?

Create an Account

You will now see the RefWorks home page, as shown at the left.

Get started

Let's start by adding some references and documents to your library. If you just want to test drive some documents, you can add our example folder.

Don't show these tips anymore.

Drop files here
or use the + icon

Viewing 0 references

Normal View

A screenshot of the ProQuest RefWorks web interface. The top navigation bar includes the ProQuest RefWorks logo, user information (Mount Carmel, Language (en), Don Pearson), and a 'Create an Account' button. A 'Get started' tip box is overlaid on the main content area, which also features a large circular area for dropping files. The interface shows a sidebar with navigation icons and a main workspace with a file upload prompt.

This document is only a basic outline of how to use RefWorks. For a more extensive, step-by-step tutorial, please take about 20 minutes to watch the YouTube video series that Mount Carmel Health Sciences Library has placed on a YouTube playlist entitled

[New RefWorks in 20 minutes!](https://www.youtube.com/playlist?list=PLnoOYW4eijvRcWsYISa6CKB6hJT29dpcJ)

at

<https://www.youtube.com/playlist?list=PLnoOYW4eijvRcWsYISa6CKB6hJT29dpcJ>

RefWorks

Legacy vs. New RefWorks



Legacy vs. New RefWorks

Which version of RefWorks would you like to export to?



RefWorks

Export to legacy RefWorks

OR



ProQuest®
RefWorks

Export to the new
RefWorks

If you recognize the round orange RefWorks logo and have a legacy RefWorks account, select this version to export to. Legacy RefWorks is the version of RefWorks available at most institutions.

If you recognize the square blue RefWorks logo and have a new RefWorks account, select this version to export to. The new RefWorks is not yet available at all institutions and yours may not support it.

Don't ask me this again (you can reset this by clearing your cookies).

A note about Legacy vs. New RefWorks.

If you used the older version of RefWorks (orange icons) at Mount Carmel or another institution, you may see the notice pictured in the screen shot at the left when logging on to RefWorks.

You should chose new RefWorks (blue icons), and also click the "Don't ask me this again" tick box so you will no longer get this message.

See the next page for directions on importing references from the legacy/old version of RefWorks into the new RefWorks.

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RefWorks

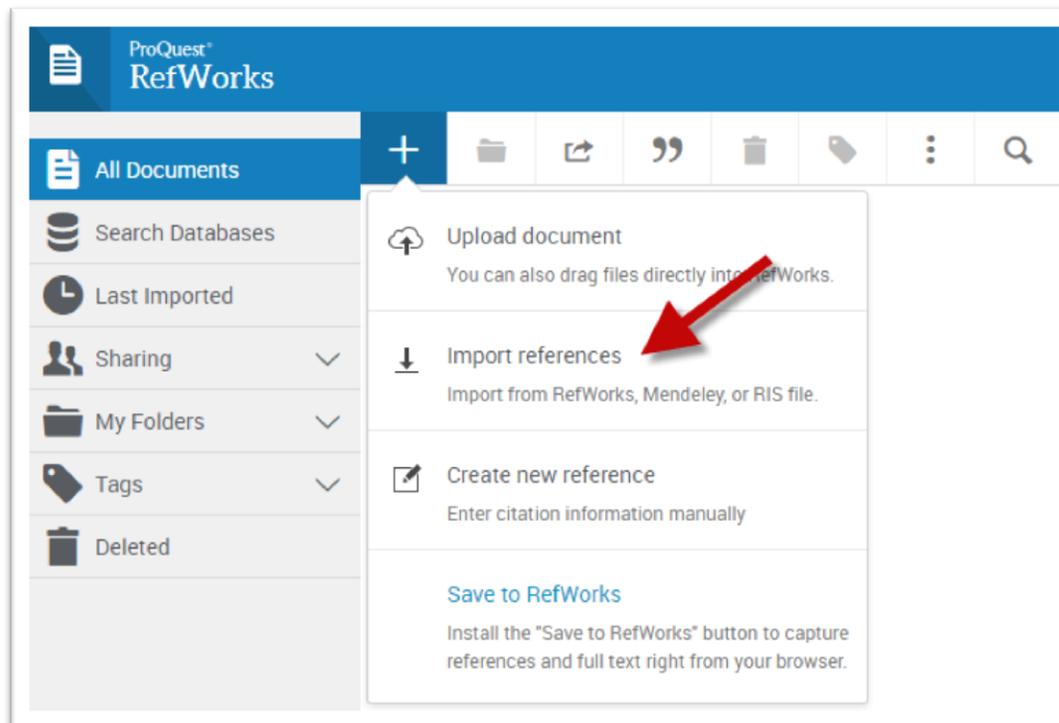


RefWorks

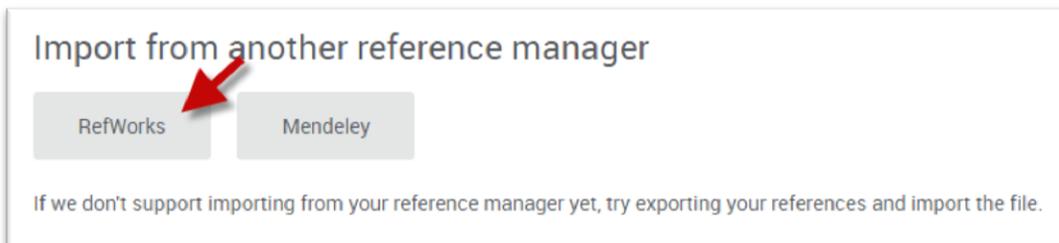
Legacy vs. New RefWorks



Legacy vs. New RefWorks



To Import references from the Legacy or Old version of RefWorks, create an account in the new RefWorks and click on the "plus menu" then click on "Import references" as shown at the screenshot to the left.



You will then see several screens, where you will select "RefWorks" as the source for importing, and "Authorize" when asked.

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Import references

Import from RefWorks

In the next step, you'll authenticate with RefWorks, so we can import your documents from it.

Authorize

Cancel



Log in to your RefWorks account to migrate to the new RefWorks.

If you do not wish to migrate your current RefWorks account, press cancel and use the legacy RefWorks. [Cancel](#)

Login using RefWorks Credentials

Login Name

dpearson@mchs.com

Password

Login

Import complete

- We've copied 357 references and 1 style from 40 folders into your library all of them were already imported before.

OK

You will then be asked to log in to your legacy/old RefWorks account and the migration will begin. You will see an "Import complete" message when the process finishes.

Please Note: This is a ONE WAY process. Although you can update the references from Legacy to New RefWorks multiple times as needed, YOU CANNOT update Legacy RefWorks with any new references you add to New RefWorks.

Watch a video on this process on YouTube

Migrating your References from Legacy to New RefWorks at: <https://youtu.be/vxcejyKCB5g>

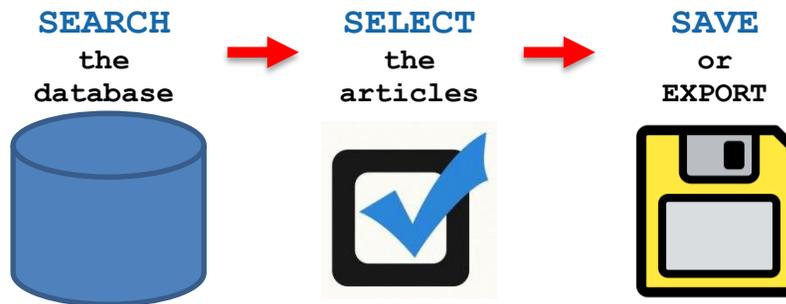
RefWorks

Adding References



Adding References

The power of RefWorks is in its ability to directly export your database search results from an online search to RefWorks. This process works in a similar way in many online databases.



Direct Export

The basic steps are:

1. Run a **SEARCH** in the database
2. **SELECT** the results you want
3. Look for button or link that says **SAVE or EXPORT** to Reference Manager. Each database has its own steps to follow for direct export. Please refer to **RefWorks Direct Export Steps** for specific instructions.
4. Log in to RefWorks
5. Once references have been imported, an *Import Complete* message will appear.
6. RefWorks will then take you to the **Last Imported** folder.
7. Each reference will appear in the inspector window with summary information.
8. If you click anywhere on the summary information, you will see all the information on the article (called 'metadata') at the right. Click on the pencil icon at the upper right hand corner to edit this data.

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Last Imported folder is selected

Summary Information in the Inspector Window

Metadata can be edited

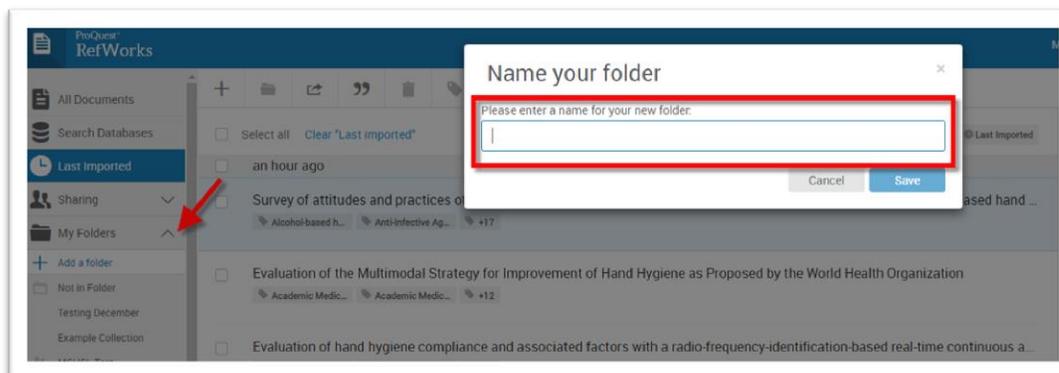
Metadata on the selected article

RefWorks

Organizing References



Organizing References



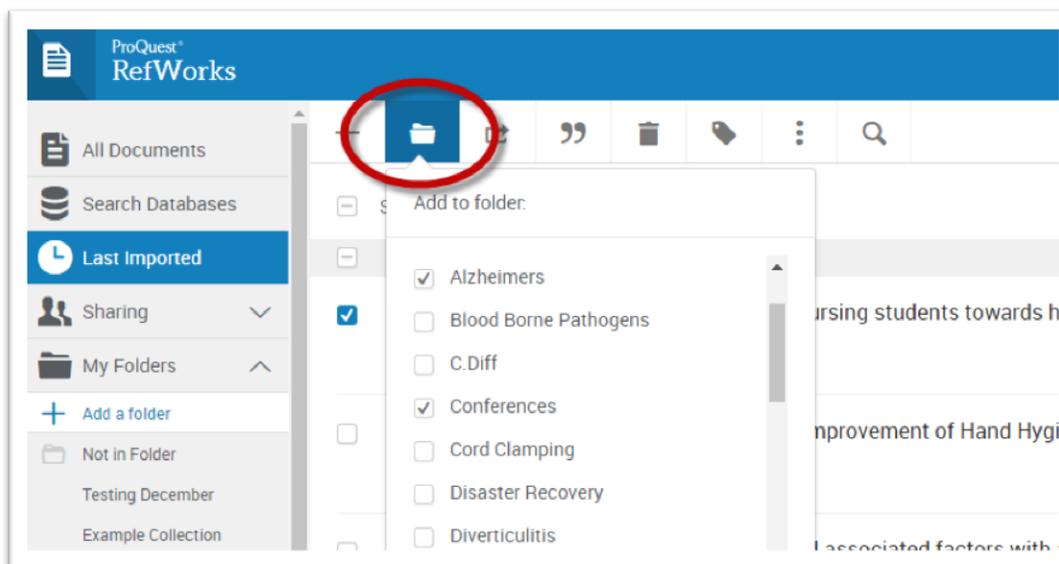
You may move the references in the **Last Imported** folder into other folders to keep different topics, papers, or projects separated and organized.

To add a new folder, click on the **My Folders** link on the left sidebar, then click on **+Add a Folder**, name your folder, and then click **Save**.

There are a few ways to add references to your new folder.

- From the **Last Imported** folder you can drag and drop your references directly into the new folder, or
- Or you can select your reference then click on the grey **Add to folder** icon in the toolbar at the top of the Inspector Window

Note: The Last Imported folder will show all the references you have imported during the last 30 days, whether you have organized them into other folders or not.



Watch a video on this process on YouTube

Organizing Imported References into Folders in RefWorks at: <https://youtu.be/DlyDiTz4SSg>

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RefWorks

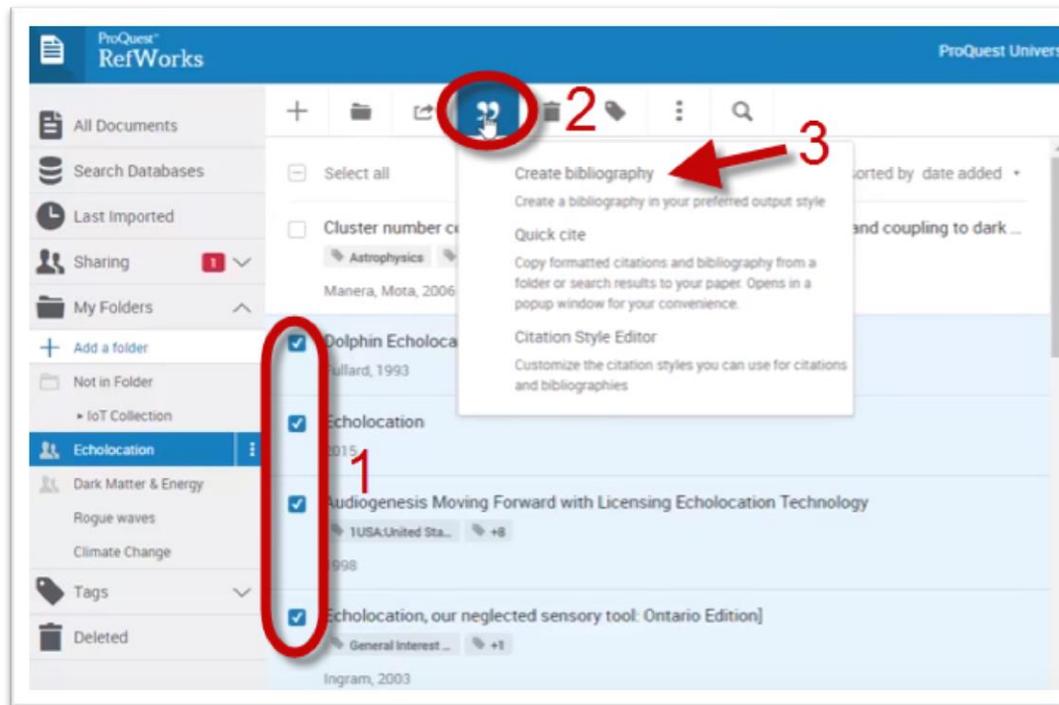


RefWorks

Creating a Bibliography



Creating a Bibliography



1. Select the references you want to use by clicking the tick box in front of each one.
2. Click the quote menu from the menu bar
3. Select **Create bibliography** from the drop down. You will see your bibliography displayed
4. Click **Copy to Clipboard**
5. Go to your word processing program (Microsoft Word, for example) and then paste your bibliography into a blank page in your document.

Watch a video on this process on YouTube

Creating a bibliography Instantly in Refworks at: <https://youtu.be/9qyhGGXmiv0>

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RefWorks

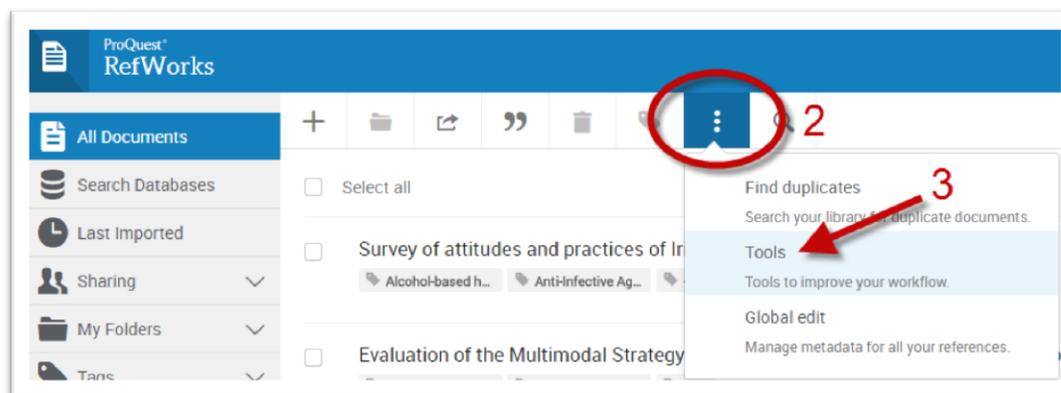
Installing Write-N-Cite



Installing Write-N-Cite

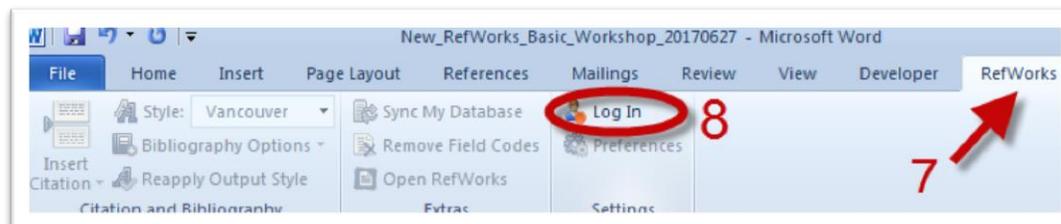
Write-N-Cite is a utility that allows users to run an abbreviated version of RefWorks in Microsoft Word. You can access your references by folder (or sub-folder), by quick search or by all references with the ability to sort by author, title or year. With Write-N-Cite, you can cite references in a manuscript with just a click and watch your paper format instantly including in-text citations, footnotes and your bibliography. The utility installs a RefWorks tab in the MS Word ribbon or you can access it from the References tab in Microsoft Word.

In RefWorks:



1. Log in to your RefWorks account.
2. Click on the **More** menu from the Menu Bar.
3. Click on the **Tools** option from the drop down menu.
4. Scroll down to **Cite in Microsoft Word**.
5. Click on **Download & Install**, and Open or Run the .exe file that was downloaded from your browser.
6. When the installer is finished, open **Microsoft Word**.
7. You will see a new tab named **RefWorks** in your Word menu.
8. **Log In** using your RefWorks account.

In Microsoft Word:



** If you have any problems installing Write-N-Cite on your computer, please make an appointment to bring in your computer and speak to a librarian. Email or call the library at library@mchs.com or (614) 234-5214.

Watch a video on this process on YouTube

Installing Write-N-Cite at: <https://youtu.be/qbuTev26cZw>

For instructions on using Write-N-Cite watch:

Write-N-Cite Basics: Inserting Citations & Creating Bibliographies at: <https://youtu.be/fkC5uBt4tnI>

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For More Information

Remember! If you need any assistance with your searches, please call the library at (614) 234-5214.

For more help:

- **Welcome to the New RefWorks:**
<http://proquest.libguides.com/newrefworks/welcome>
- **YouTube Videos – Learn RefWorks in 20 minutes:**
<https://www.youtube.com/playlist?list=PLnoOYW4eijvRcWsYISa6CKB6hJT29dpcJ>

Please feel free to make an appointment with a librarian if you would like a one-on-one demonstration of the steps outlined in these instructions. Email or call the library at library@mchs.com or (614) 234-5214.

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