

RefWorks 2.0

RefWorks 2.0

Training Guide

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Introduction

RefWorks 2.0 is a web-based application designed to manage bibliographic references (i.e. details such as author and title about books, journal articles etc.).

The software enables you to:

- Collect and store bibliographic references by downloading from web-based data services, or by entering manually
- Organise your references by storing them in online folders
- Insert formatted citations and bibliographies in your documents

As RefWorks 2.0 is web-based, you can use it from any PC with internet access and it is compatible with most browsers. However, **it is recommended that you use RefWorks2.0 in the Firefox browser** as there are compatibility issues with Internet Explorer 9. It should also be pointed out that there can be minor variations in the appearance of screens depending on the operating system used.

The versions of Refworks and Write n Cite in this training guide are based on those available in the SGUL computer rooms.

Please note that RefWorks is only available to staff and students of St George's, University of London and the Faculty of Health, Social Care and Education.

Accessing RefWorks

To access RefWorks:

- Go to www.refworks.com/refworks
- Click "**My Institution's Credentials (Shibboleth)**"
- Scroll down the alphabetical list to find **St George's, University of London**
- Enter your St George's username & password at the SGUL Shibboleth page

First time use – registration

The first time you use RefWorks you need to create an account. Log in as instructed above and you will be prompted to fill in the registration form.

After registering you will see your new RefWorks account. You will also receive a confirmation email. Next time you login it will take you directly to your references.

Importing references of online sources

A powerful and quick way to build your collection of references without having to re-type is to import them, after having performed a search using a database.

There are several ways to do this including:

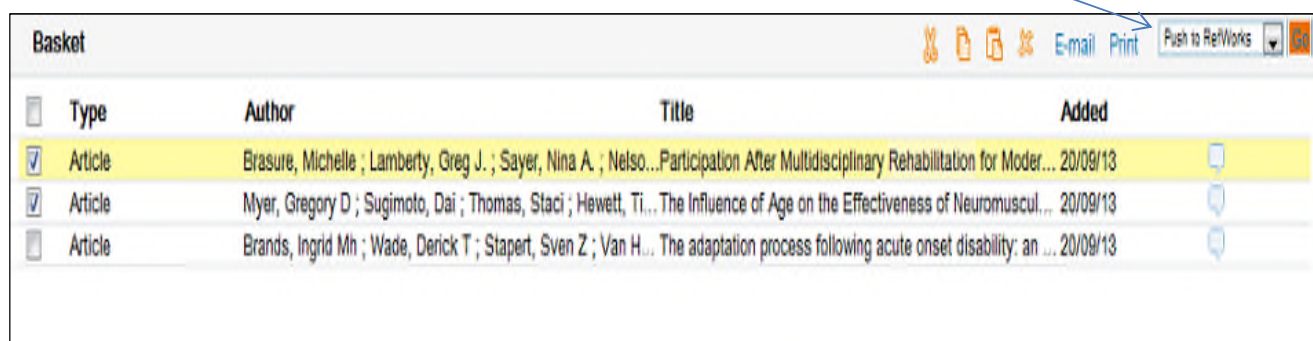
- Use a specialised search interface such as Hunter to find references and perform a direct export to RefWorks in one step. Other interfaces that provide direct export are OvidSP, EBSCOhost, BioMed Central and ScienceDirect.
- Not all searchable databases allow you to perform a direct export. In this instance, you must save the references to an intermediary file, usually a .txt file, and then import the .txt file into RefWorks. PubMed, Web of Science and the Cochrane Library work in this way (see pages 8, 10 and 11).
- Use the RefWorks search feature to search a Library catalogue and perform a direct import (see page 12).
- Google Scholar will perform a direct export to RefWorks one reference at a time (see page 13).
- As a default you only see the Harvard- FHSCE & SGUL & Vancouver output styles listed under 'St George's Specific'. Some of the more common output styles are also listed. Hundreds are available and to add styles to this list, select Tools menu, Output Style Manager.

Import references using Hunter

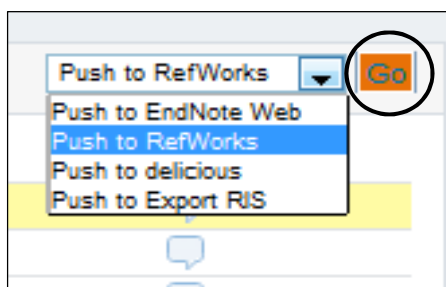
You can export your article references directly into RefWorks in one step.

Note: These instructions assume that you are familiar with performing a search using Hunter. If not look at the Library Homepage for help: <http://www.sgul.ac.uk/about-st-georges/services/library/guides-help-sheets/help-sheets-1>

- Go to the Library Homepage <http://library.sgul.ac.uk>
- Click **Search Hunter** on the left-hand side.
- Log in to Hunter using your SGUL user name and password.
- Perform a search and save some articles to your e-Shelf.
- Click on the link to e-Shelf to see your saved citations.
- Tick the box beside the citations you wish to export.
- Click on the drop down list and select **Push to Refworks**



- Click on **Go**



A second browser window should open with Refworks and an Imported References box. Click on **View Last Imported Folder** to see the citations in RefWorks.

IMPORTANT

Book citations can also be imported into Refworks, however if there is **more than one author** their names may have to be entered into citations and bibliographies **manually**. This will not be necessary if there is just one author.

Remember: Each time you import to the Last Imported folder, its previous content is cleared and moved into the 'All References' list.

Import references using OvidSP and Export feature

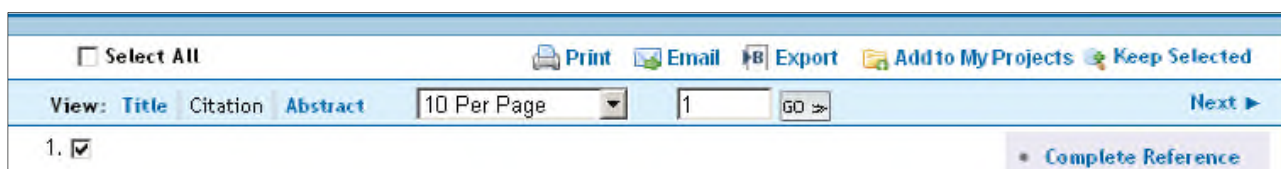
Some search interfaces have direct export buttons, so that you can export your references directly and import into RefWorks in one step.

Note: These instructions assume that you are familiar with performing a search using OvidSP. If not look at the Library Homepage for help: <http://www.sgul.ac.uk/about-st-georges/services/library/guides-help-sheets/help-sheets-1>

- Go to the Library Homepage <http://library.sgul.ac.uk>
- Click on the link to databases.
- Select the **A-Z List of Databases**.
- Select the Medline database (via OvidSP).

- Perform a search and select some citations.

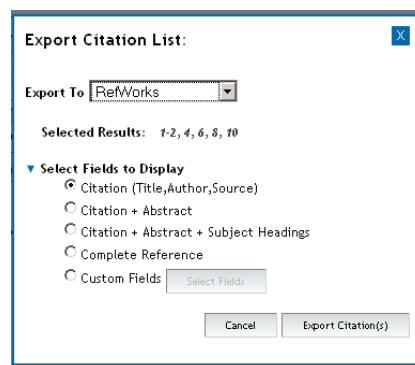
- Click the Export option just above the results list.



- From the **Export to** drop down list select RefWorks.
- Click on **Export Citation(s)**.

A second browser window should open with RefWorks and an **Imported References** box.

- Click on **View Last Imported Folder** to see the citations in RefWorks



Note: Each time you import to the Last Imported folder, its previous content is cleared and moved into the 'All References' list.

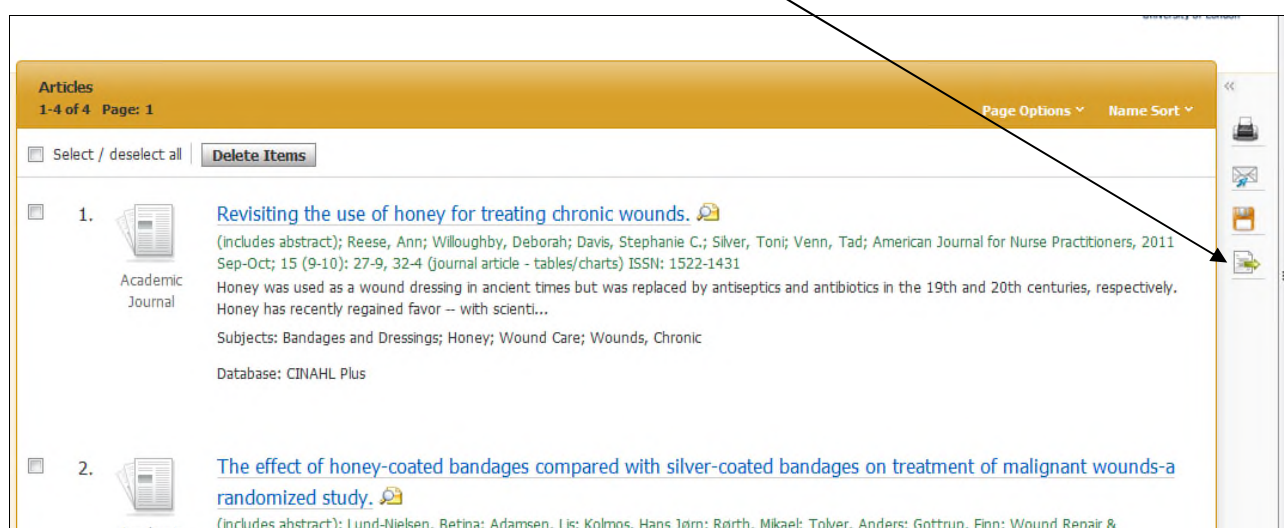
Import references using EBSCOhost and Direct Export feature

As with OvidSP, you can export your references and directly import into RefWorks in one step.

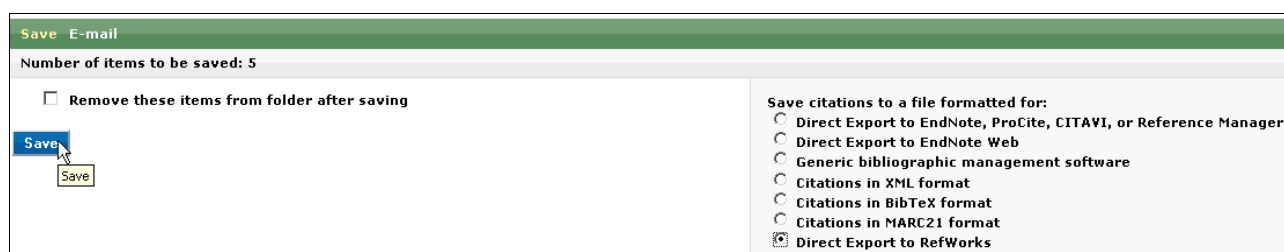
Note: These instructions assume that you are familiar with performing a search using EBSCOhost. If not look at the Library Homepage for help: <http://www.sgul.ac.uk/about-st-georges/services/library/guides-help-sheets/help-sheets-1>

- Go to the Library Homepage <http://library.sgul.ac.uk>
- Click on the link to databases.
- Select the **A-Z List of Databases**.
- Select the CINAHL Plus database.

- Perform a search and click on the **add to folder** icon to add some references
- Click on the **Folder** tab at the top of the screen
- Select some references, and click the **Export** icon.



- In **Export Manager**, select **Direct Export to RefWorks**.
- Click **Save**.



- Your records should appear in the **Last Imported Folder** in RefWorks.

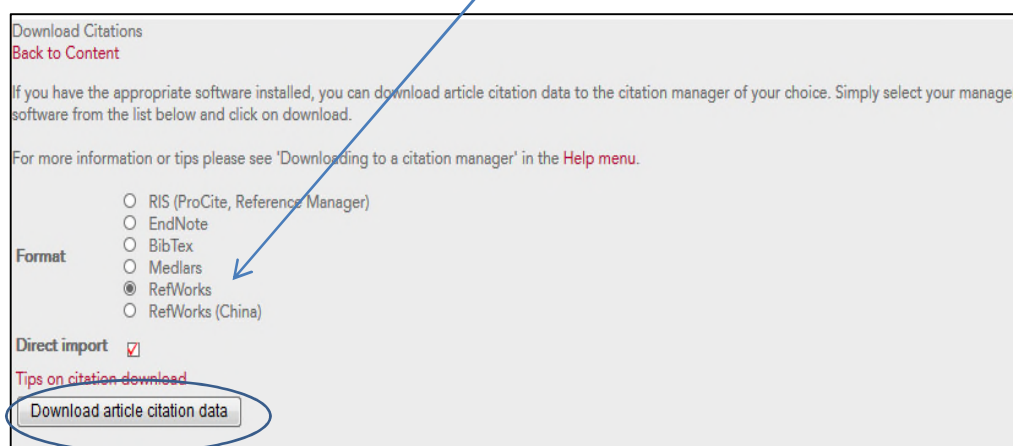
Note: Each time you import to the Last Imported folder, its previous content is cleared and moved into the 'All References' list.

Importing references from Internurse and Interimid

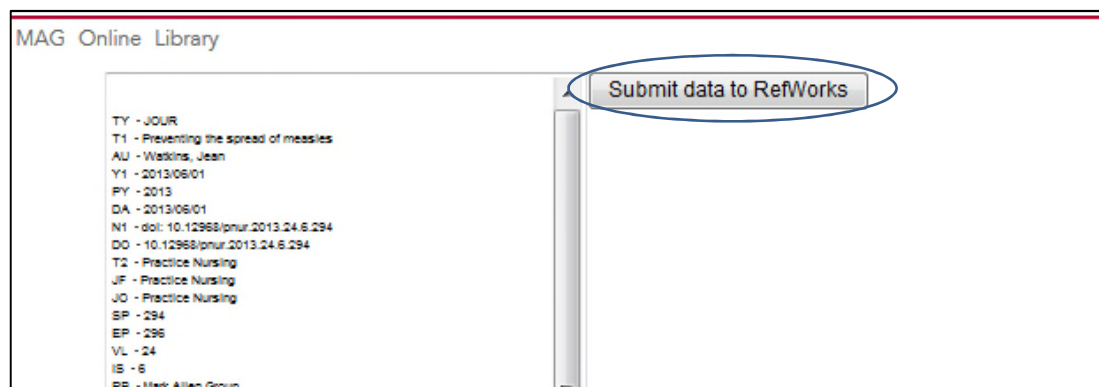
- Go to the Library Homepage <http://library.sgul.ac.uk>
- Click on the link to databases.
- Select the **A-Z List of Databases**.
- Select the Internurse or Interimid database and perform a search.
- Select some citations then click on the link to **download citations**.



- Click on the button next to **Refworks** then click on the link to **Download article citation data**.



- You will be taken to another page, click on the link to **Submit data to Refworks**.

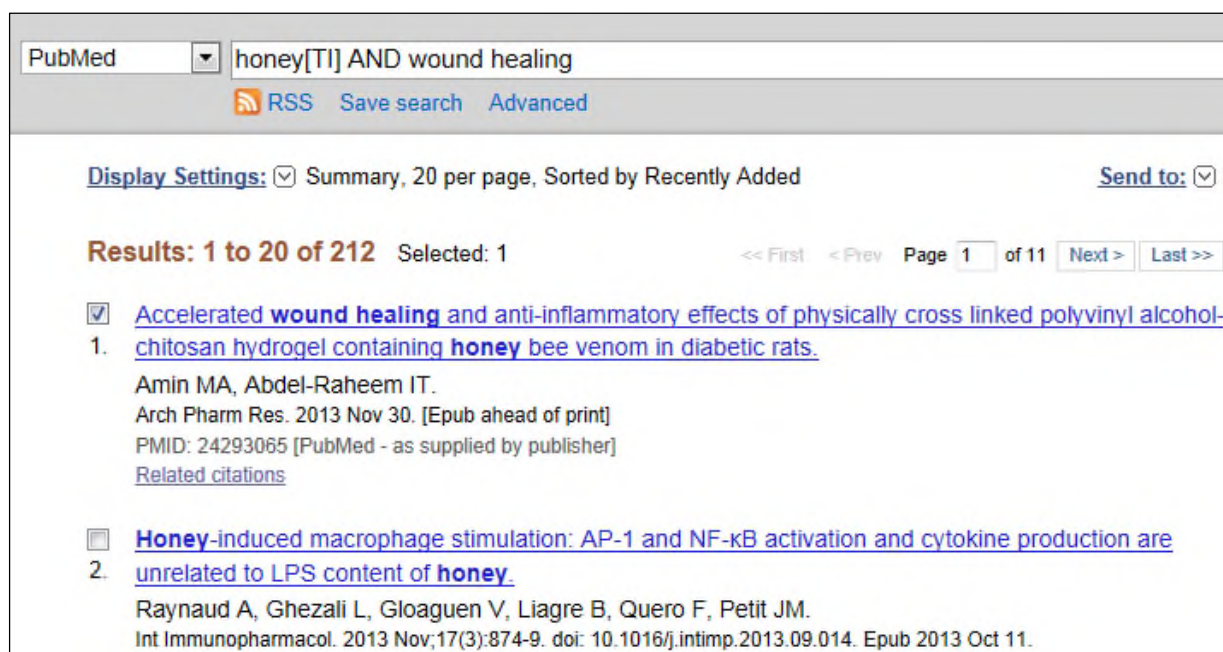


- If you have already logged on to Refworks the references will be imported directly into your account, if not you will be prompted to log on to Refworks.

Import references from PubMed by downloading to a text file and importing

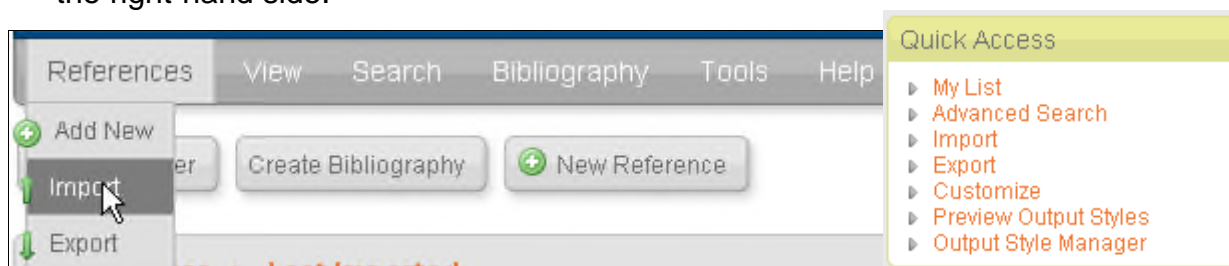
Note: These instructions assume that you are familiar with performing a search using PubMed. If not look at the Library Homepage for help: <http://www.sgul.ac.uk/about-st-georges/services/library/guides-help-sheets/help-sheets-1>

- Go to PubMed (www.pubmed.gov)
- Perform a search and select the references you want to export.
- Click **Send to** and select File. Under Format change **Summary (text)** to **MEDLINE**. Click **Create File**. If prompted, choose to save the file to a location, on site it may automatically be saved in your H: drive.



To import the PubMed text file into RefWorks

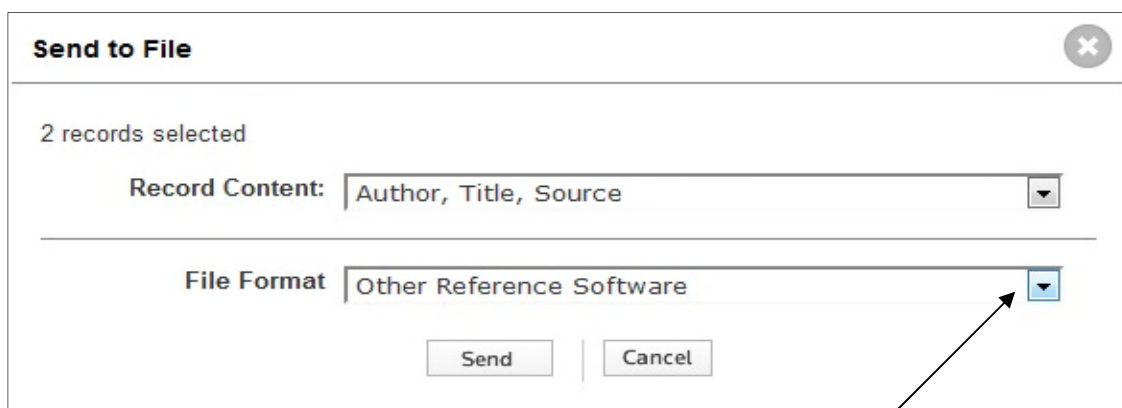
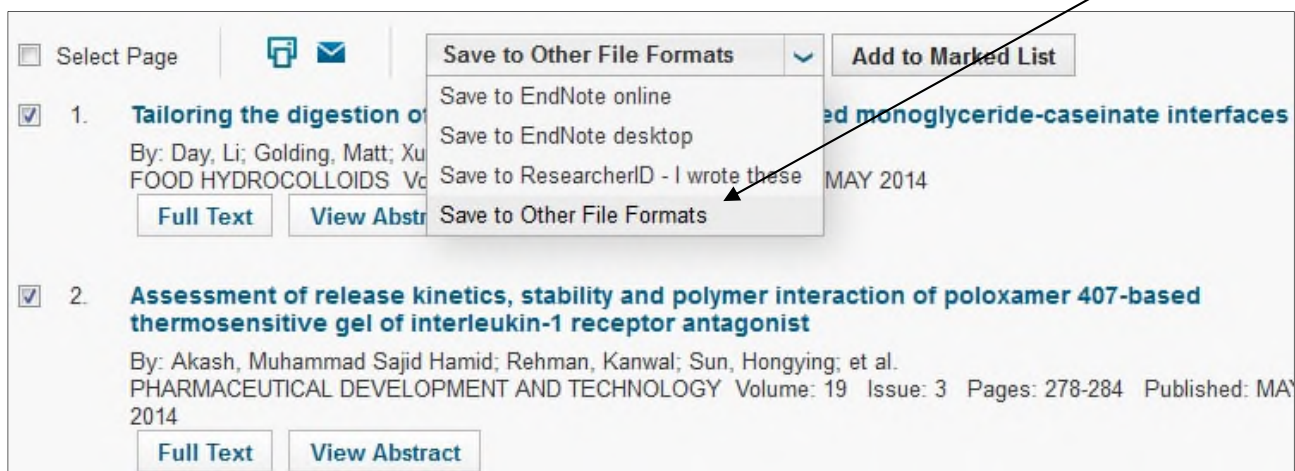
- From the **References** menu in Refworks click on **Import**. Or use the quick link on the right-hand side.



- Use the **From Text File** option.
- Select **NLM PubMed** as the **Import filter/data source**.
- Click **Browse** button to locate your saved .txt file.
- Leave **Encoding** as the default setting.
- Click the **Import** button.
- Choose a folder to import your references into; they will also go into the **Last Imported Folder** until you import your next set of references.

Import references from Web of Science by downloading a text file and importing

- Go to the Library Homepage <http://library.sgul.ac.uk>
- Click on the link to databases.
- Select the **A-Z List of Databases**.
- Select **Web of Knowledge** database and perform a search.
- Select some citations, click on the **Send to** pull down menu and select **Save to Other File Formats**.



- In the pop-up box select the File Format **Other Reference Software** and click send.
- Click Save.
- This will open a 'File Download' dialog box. It will prompt "Do you want to open or save this file?" Select Save.
- Select a location, enter a file name if you wish, and save the file.

To import the text File into RefWorks

- Select the **References** menu in RefWorks, and then **Import**.
- Select **Thomson Reuters** as the import filter / data source.
- Select **Web of Science** as the database.
- Click **Browse** button to locate your saved **.txt** file, click **Open**.
- Click the **Import** button to import your references.
- Your records should appear in the **Last Imported Folder**.

Import references from The Cochrane Library by downloading a text file and importing

- Go to www.thecochranelibrary.com
- Perform a search.
- Select some citations.
- Click **Export Selected** (bottom of the page).
- Select **PC** as the Export type (assuming you are using a Windows-based computer) and **Citations and Abstracts** as your File Type.
- Click on **Export Citation**.
- This will open a 'File Download' dialog box. It will prompt “Do you want to open or save this file?” Select **Save**.
- Select a location, enter a file name, and save the file. (Make sure file type is text).

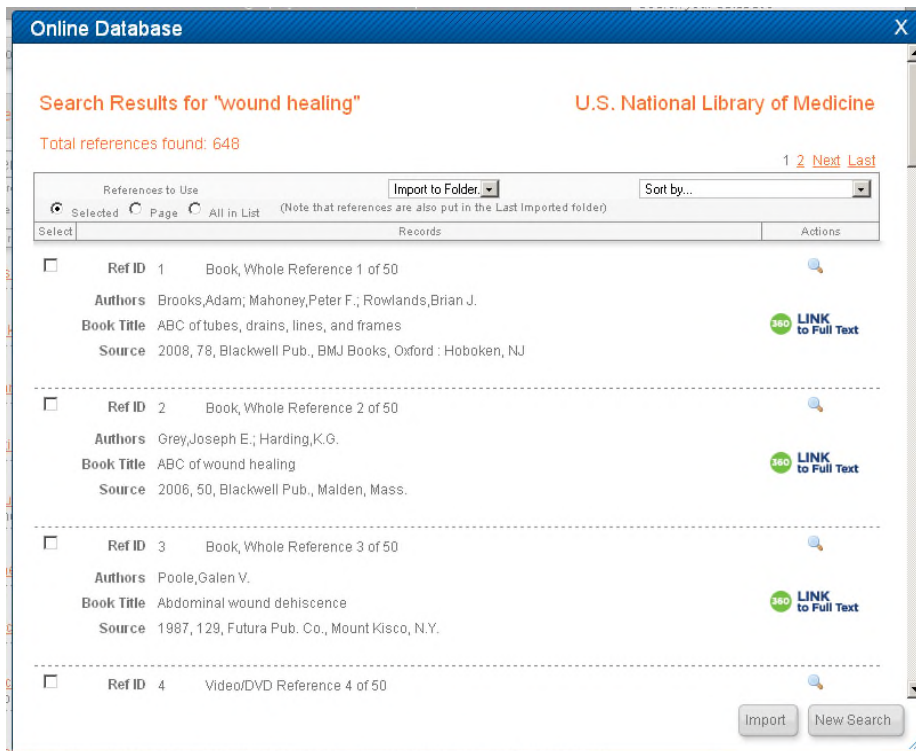
To import the Cochrane text file into RefWorks

- Select **References** menu, **Import**.
- Select **Cochrane Library** as the import filter / data source.
- Select the appropriate database (for example, the Cochrane Database of Systematic Reviews).
- Click **Browse** button to locate your saved **.txt** file, click **Open**.
- Click the **Import** button to import your references.
- Your records should appear in the **Last Imported Folder**.

Note: Each time you import to the Last Imported folder, its previous content is cleared and moved into the 'All References' list.

Import references from a Library catalogue

- In RefWorks, select the **Search** menu, and then **Online Catalogue or Database**.
- Select a catalogue.
- Enter some search terms in the **Quick Search** box.
- Alternatively, click on **Advanced Search** to search by author, title etc.
- Use the + icon to search additional fields.
- Click **Search**. Search results will be displayed as below.



- Select the references you wish to import, click **Import**, and **OK** to confirm
- Close the Search Results window
- Your records should appear in the **Last Imported Folder**.

Note: Not all databases and catalogues listed will import effectively using this option.

Import references from Google Scholar

- Go to <http://scholar.google.com>
- Click on the link to **Settings** (you can find this by clicking on the pull down arrow on the top right hand side of the page).
- At the bottom of the page where it says **Show links to import citations into**, select RefWorks from the drop down menu.
- Click on **Save**.
- Search results will now display an **Import into RefWorks** link.
- Perform a search.
- For one of the search results, click the **Import into RefWorks** link.
- This will import your chosen result into Refworks (you may need to login to RefWorks).
- Click on **Last Imported Folder** to view your record from Google Scholar

Note: You can only import one reference at a time from Google Scholar

Note: Consistent data such as title, author, year, etc. may not always exist in your results, but if information is present, it will be imported into RefWorks

Import references from PEDro using “Import Data from the following text” in RefWorks

- Go to www.pedro.org.au
- Perform a search and select some references. Be aware that it does not give a clear indication that a record has been selected.
- Choose the references you wish to import by clicking on **Select**.
- Click on **Display Selected Records**.
- Highlight and copy the records (right-click and copy or Ctrl+C).
- In RefWorks under the **References** menu click on Import.
- Click on **From Text**.
- Select **PEDro** as the **Import Filter/Data Source**.
- Paste text into the box.
- Select a folder or leave as **Last Imported**.
- Click **Import**.

From Text [▲]

Import Filter Data Source

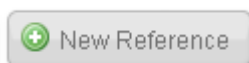
Database

ulcers, there is moderate evidence that PENE, in combination with conventional wound care is better than conventional wound care alone. The heterogeneity in duration, frequency, voltage and magnetic field made it difficult to make detailed comparisons or specific recommendations regarding its application. DISCUSSION: Further research should focus on controlling baseline recruitment parameters within an RCT, studying vital outcomes, and exploring combinations of parameters regarding optimum usage of PENE. Full text may be available via:
<http://www.ingentaconnect.com/content/maney/ptr;jsessionid=70kmf44tbj16o.victoria?>

Adding a reference manually

Most of the time, your references can be downloaded into your database from online resources. However, there will also be references that require keyboard entry such as theses and dissertations.

Add a new reference



- Click the **New Reference** button.
- In **fields used by** select an output style, such as Harvard-FHSCE & SGUL or Vancouver. (Note that this is just an aid for data entry, you can still choose to use other referencing styles when generating a bibliography).
- If you do not specify where to save the reference, it will be saved in the folder **References not in a Folder**
- Select the **Ref Type**, for example journal, book, thesis, dissertation etc.

Add New Reference

Fields used by [About this style](#)

and Reference Type

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Title:

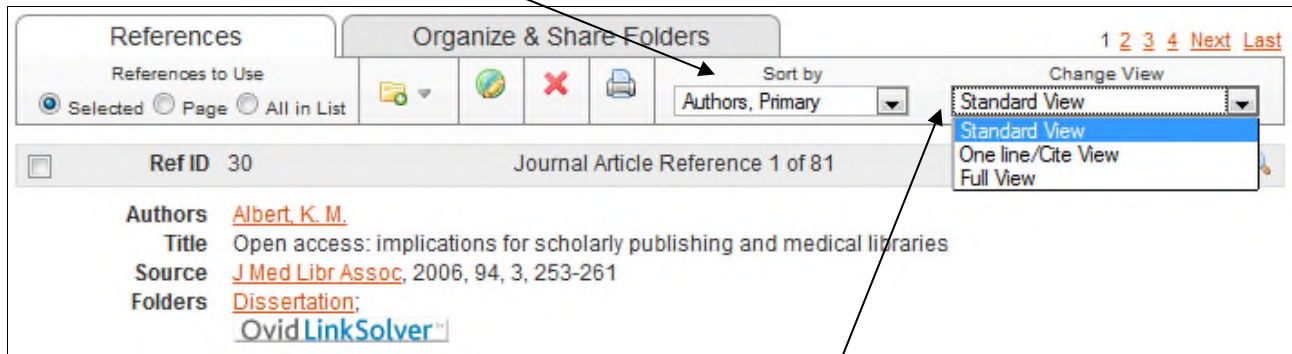
Periodical, Full:

- Enter the information as required by your chosen style.
- The format for the Author field must be last name first followed by a comma, first name (or first initial followed by a period), and middle initial followed by a period. Each entry must be separated by a semi-colon. For example: Smith, R.; Jones, Robert K.; Adams, Mary
- You may enter additional information, by clicking on **Additional Fields**.
- To save the reference click **Save Reference** then close the Add New Reference window.

Managing your references

When you log in to RefWorks all your references will be displayed.


Use the **Sort by** drop-down list to change the order in which your references are displayed.



You can display different levels of detail using the **Change View** options:

- Standard view
- One line/Cite view
- Full view


Viewing a reference

To view the complete record for a reference, click on the magnifying glass icon  next to the reference.



Editing a reference

You may need to make changes to a reference, for example, to add or remove information or to correct an error.

Make sure you are either in **Standard View** or **Full View**. Click on the edit icon  above the reference you want to edit. After you have made the changes, remember to save the reference.

Create a new folder

In RefWorks, you use folders to organise your references.

To create a new folder:

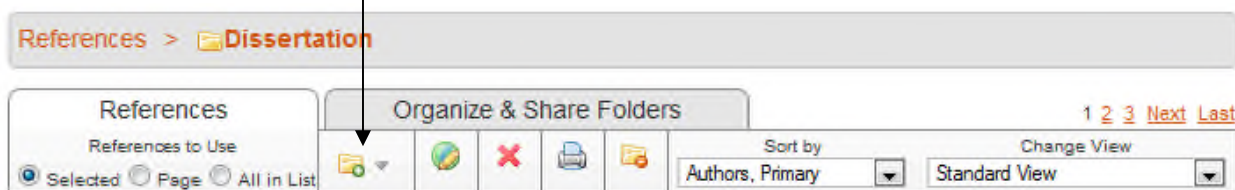
- Click on the **New Folder** button:
- Enter the folder name and click **Create**.



Move references to a folder

At first, your references will not be in a folder. To move references into a folder, or from one folder to another:

- Mark the references you want to move.
- Move mouse pointer to the folder icon and select the folder you want to move the reference to. When you move references between folders it is a copy process; i.e. the reference remains in the original folder and the new folder.



Remove from folder

Use this option to clear selected references from a folder. This will remove a reference from just this folder. If the reference is in any other folder it will remain. If you use 'Remove from folder' and the references are only in one folder, RefWorks will move them to a system folder called **Not in Folder**.

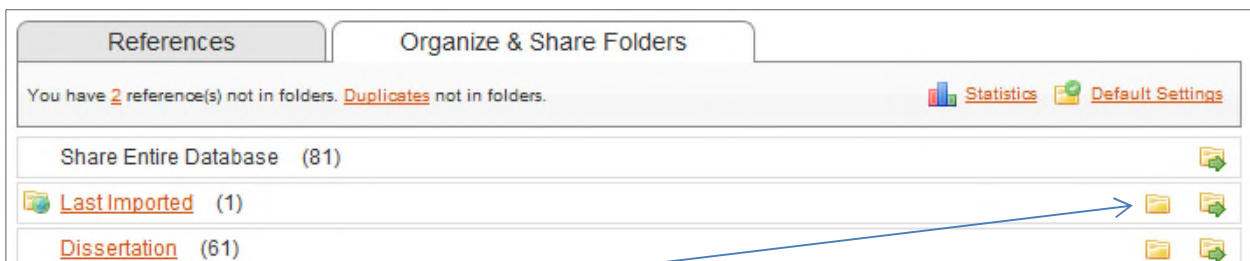
Delete – to permanently remove references from all folders

- ✗ This option will permanently delete a reference from your database – i.e. from *all* folders. Any references you delete are automatically moved to a system folder called **Deleted References** (in the **View** menu). The green restore icon shown in the tool bar there allows you to reinstate a reference **but after 30 days** they are permanently deleted.

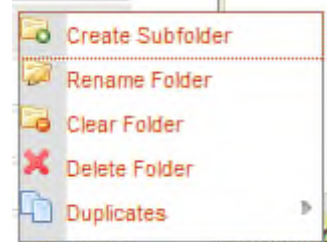
View and organise folders

To view your folders, rename a folder or delete a folder:

- Click on the **Organize & Share Folders** tab.




- Then click on the folder icon and select an option from the drop-down menu.



Using Global Edit

The **Global Edit** feature allows you make changes to multiple records at the same time, such as adding the same information to a particular field in selected references.

To perform a Global Edit:

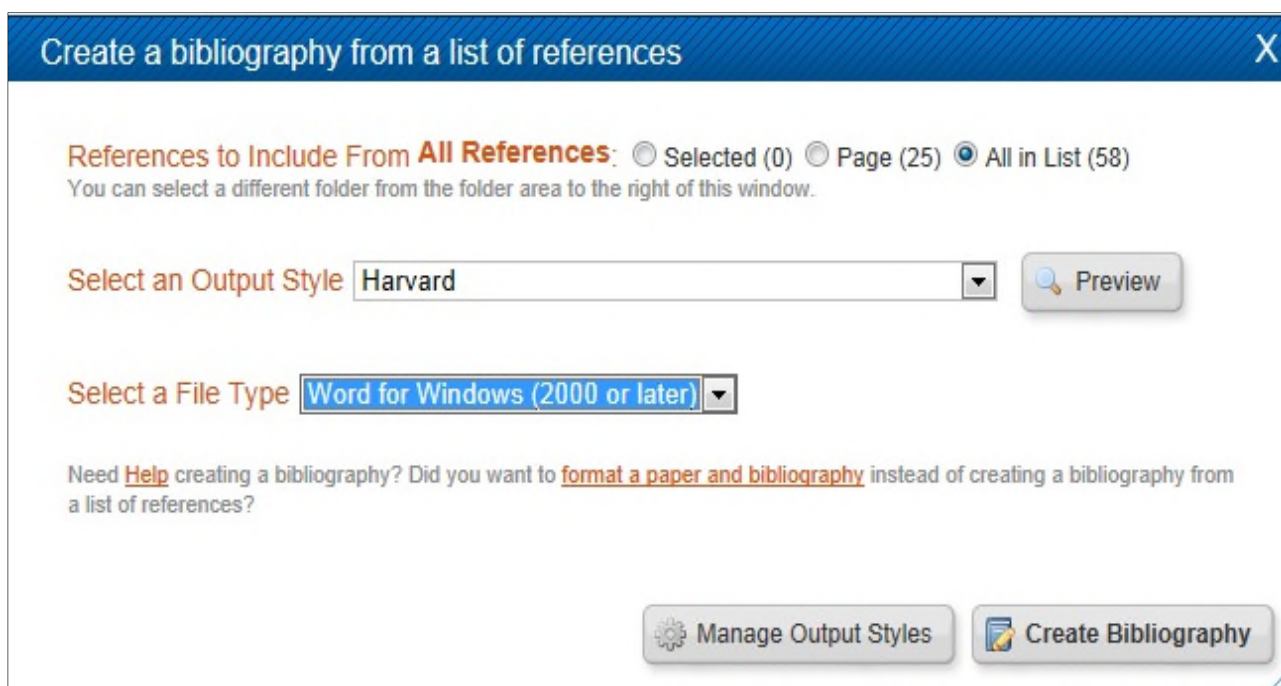
- Select the references you wish to edit (you can skip this if you want to make changes to all references in a list or folder).
- Click **Global Edit** 
- Choose what you want to do: Add, Move, Delete or Replace.
- Specify a field and make the appropriate changes.

Generating a bibliography in RefWorks

You can create a bibliography (an ordered list of books, articles etc.) from references in RefWorks.

To generate a bibliography for selected references, first add the references you want to include to **My List** (a temporary folder). Click on the star icon ★ next to an individual reference in standard view, or select references and use the move to folder option (see page 16).

- Choose the set of references to include; you can select all in the database, those in My List or specify a folder.
- Click on **Create Bibliography**.
- Select the output style required, such as Harvard- FHSCE & SGUL.
- Choose a file type (for example, Word or Rich Text Format (RTF)).
- Click on **Create Bibliography** button in the bottom right of the window.
- A list of formatted references will be created in a file for you to save, print, email as required (you may need to allow the pop-ups).



The screenshot shows a dialog box titled "Create a bibliography from a list of references" with a close button (X) in the top right corner. The main content area includes:

- References to Include From All References:** Three radio buttons are present: "Selected (0)", "Page (25)", and "All in List (58)". The "All in List (58)" option is selected. Below this, a note states: "You can select a different folder from the folder area to the right of this window."
- Select an Output Style:** A dropdown menu is set to "Harvard". To the right of the dropdown is a "Preview" button with a magnifying glass icon.
- Select a File Type:** A dropdown menu is set to "Word for Windows (2000 or later)".
- At the bottom, there is a line of text: "Need [Help](#) creating a bibliography? Did you want to [format a paper and bibliography](#) instead of creating a bibliography from a list of references?"
- At the bottom right, there are two buttons: "Manage Output Styles" (with a gear icon) and "Create Bibliography" (with a document icon).

Note: If you want to create a reference list for articles cited in a document, use the method described in the next section: Inserting citations into Word.

Inserting citations into Word Documents

RefWorks allows you to insert citations and create bibliographies within a Word document. There are two ways to do this:

- Using the Write-N-Cite III or Write-N-Cite 4 add-in.
- By copying and pasting the citation using One Line/Cite View feature in RefWorks.

Write-N-Cite is a small separate program which must be installed on the PC you are using. It is freely available and can be downloaded from within RefWorks. It is easier to use the Write-N-Cite utility, but the other option is useful if Write-N-Cite is not available.

Note: Write-N-Cite is installed in St George's Library Computer rooms and at Kingston University.

The latest version, **Write-N-Cite 4** is installed in St George's computer rooms CR3, H1.8 and H1.9.

The previous version, **Write-N-Cite III** is installed in computer rooms H5.1 and H5.2.

The following exercises will show you how to use both versions.

How to install Write-N-Cite

- Log in to RefWorks.
- Select **Tools** menu, select **Write-N-Cite**.

The screenshot shows the Write-N-Cite website interface. The main content is organized into two columns. The left column contains a heading "What could be easier than clicking a button to cite references while you write your paper?" followed by a paragraph explaining the utility's features. Below this is a link to "frequently asked questions". The right column has a heading "How do I log into Write-N-Cite 4 using my institution credentials?" and a paragraph about using institutional credentials, with a code box containing a long alphanumeric string. Below the code box is a "Downloads" section with two entries for "Write-N-Cite 4 for 32 bit Word" and "Write-N-Cite 4 for 64 bit Word", each with a version number and supported Word versions. At the bottom, there is a note about installation guides and a link to "Other Versions".

- Various options are available. Check the compatibility with your operating system and version of Word.
- If you are using the Word 2013 you will need to install **Write-N-Cite 4** as Write-N-Cite III is not compatible with Word 2013. **NOTE:** if you have previously installed Write-N-Cite III you will have to uninstall it first before installing Write-N-Cite 4.
- **Write-N-Cite III** may work better on older operating systems. You can install this by clicking on **Other Versions** at the bottom right hand side of the screen.
- Download and install on your computer following the on-screen instructions.

Inserting Citations and bibliography with Write-N-Cite 4

- Keep Refworks open.
- Open a Word document and type the following text:

“This document will show you how to insert single and multiple citations and how to create a bibliography.”

- Save your document, as citations can only be inserted in saved documents.
- Click on the ProQuest tab at the top of your word document.
- To log-in you will be asked to enter a code. This can be found by going back to Refworks, clicking on Tools and selecting Write-N-Cite.

How do I log into Write-N-Cite 4 using my institution credentials?

If you use your institution's credentials (Athens, Shibboleth or Proxy) to log in to RefWorks, you **MUST** copy and use this code on the Write-N-Cite 4 login screen:

```
455c7744567442546d585c6b4514260f3c08350d0c0c2935271
d12003f2134561804342038071d1c2908183e001f0f2a270716
47
```

Copy and paste this code to log into Write and Cite 4

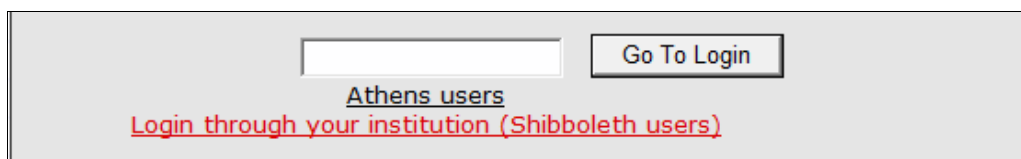
- In your Word document, place your cursor in the text where you want to insert the citation
- Click on the link to **Insert Citation**, select **New**. A box will appear showing you your folders and references. Select the reference you want to cite then click on **OK**.
- To generate a bibliography first select a style. The style drop-down menu is on the top left-hand side of the menu. Use the drop down box to select **Other Styles**. This will give you the option to choose Harvard FHSCE & SGUL or any other referencing style you require.
- Click on the **Bibliography Options** then select **Insert Bibliography**.
- Repeat the previous step using a different output style. The citations and bibliography will be re-formatted in the new style.

Insert citations and bibliography with Write-N-Cite III

- Log out of RefWorks if you are already logged in.
- Open a Word document and type the following text:

“This document will show you how to insert single and multiple citations and how to create a bibliography.”

- Save your document, as citations can only be inserted in saved documents.
- In Word 2007 and 2010 go to the Add-Ins tab and click on the Write-N-Cite icon (in Word 2003 click on the Write-N-Cite button).



- Within the Write-N-Cite window, log in to RefWorks by clicking on the **Login through your institution (Shibboleth users)** link.
- Tick the 'Always on top' check box in the top left hand corner.
- In your Word document, place your cursor in the text where you want to insert the citation.
- Back in the Write-N-Cite window, click **Cite** next to the reference that you want to cite.
- Repeat this in a few different places. Try duplicate entries in the same citation.
- Save your document.
- Back in the Write-N-Cite window, select **Bibliography** and choose an output style such as Harvard- FHSCE & SGUL. Click on **Create Bibliography**.
- Repeat the previous step using a different output style. The citations and bibliography will be re-formatted in the new style.
- Brackets around citations display correctly after you have created a bibliography.

Note: There are hundreds of output styles available; as a default you only see the Harvard- FHSCE & SGUL and Vancouver output styles listed for St George's. To add styles to this list, log into RefWorks, and select **the Bibliography menu, Output Style Manager**.

Edit citations

Inserted and formatted citations do not always appear exactly as you want them to. You may want to add a prefix or suffix such as:

(Also see Baker 2009) or (March 2003 p.13)

You may also want to exclude the author name if you mention it in the sentence, you can do this manually.

Note: If you notice incorrect details such as a spelling error in the author's name or the wrong year, you need to go back to your RefWorks database, make the change there and re-insert the citation.

Preparing the document to send to another recipient such as publisher

In order to provide this Write-N-Cite feature, field codes are inserted in your document where a citation or bibliography is generated. Generally, it is preferable to provide a copy of your document without these codes. To do this, use the **Remove Field Codes** option.

Remember:

- Save a copy of the document with the field codes. Without these codes you will not be able to use the Write-N-Cite feature to edit your work if there is a problem or you need to generate a new document with a different referencing system.
- Make a copy of this document, remove the field codes and send this document to the recipient.
- If you need to make changes, always edit this original document with the codes.

To remove the field codes:

- Select **Tools** menu and click on **Remove Field Codes**.
- Click Remove Codes. The new document created is without the codes

Note: The tool will remove all the coding from the document.

Remember before starting this process, it is strongly recommended that you save a copy of the document with a different name. Once removed, the citations and bibliography can no longer be updated or reformatted with RefWorks.

Insert citations without Write-N-Cite

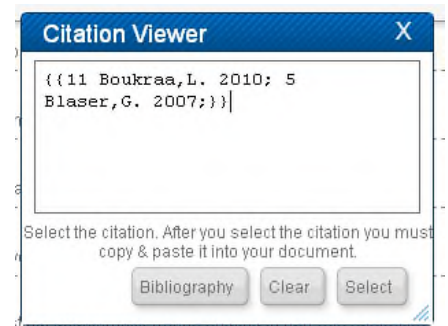
- Open a new Word document and type the following text:

“This document will show you how to create a bibliography when Write-N-Cite plug in is not available.”

- Login to RefWorks.
- Display a reference in RefWorks to insert in your document.
- Click the **Cite** icon next to the reference you want to insert.



- The **Citation Viewer** window will open with the citation number. Select everything in the window and copy to the clipboard (Ctrl + C).



- In your Word document, place the cursor where you want the citation to appear in your text and paste (Ctrl + V) this citation into your Word document.
- In the Citation Window click **Clear**.

- Repeat the previous steps with another citation, or multiple citations, placing them elsewhere in the text.
- **Save** your document as RWtraining and close it.
- In RefWorks, click **Create Bibliography**.
- Choose Harvard – FHSCE & SGUL
- Click on **Format Paper and Bibliography**.
- Browse to your Word file (the document you had saved previously) as the **Document to Format**.
- If your document does not download automatically, click the **Download it** link and then **Save**.

Note: Remember **to always work and edit in the original document with field codes**. You can save as many final documents, at various stages and in as many styles as you wish.

As a default you only see the Harvard- FHSCE & SGUL & Vancouver output styles listed under St George’s Specific. Some of the more common output styles are also listed. Hundreds are available and to add styles to this list, select Tools menu, Output Style Manager.

Using the Harvard – FHSCE & SGUL Output style

The Harvard - FHSCE & SGUL output style has been put together to help you reference your books, journals and websites correctly.

You should always check your references to make sure they correspond to the correct style before submitting your work.

Some of the main points to look out for are:

- If your citation includes a page number this will have to be added manually (see page **Error! Bookmark not defined.**).
- Most references that are imported electronically will be referenced correctly. However, if you are referencing a chapter, section or part of a book, you will need to enter the information manually into RefWorks.
- Check corporate authors are referenced properly, especially if the item has been imported electronically.

How to backup and restore your RefWorks database

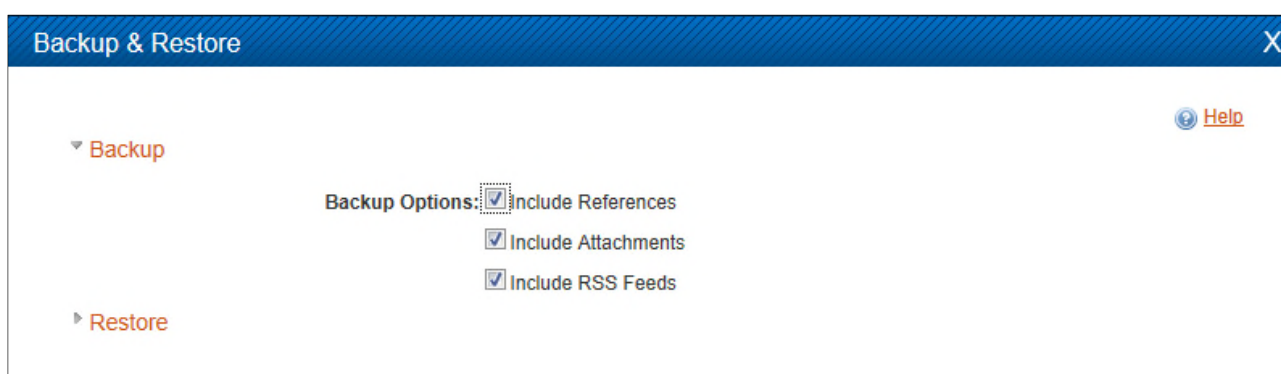
As you would make a backup of any important files, it is a good idea to make a regular backup of your RefWorks database. In the event of any problem with your database, you can restore from the backup.

If you need to move your RefWorks database to a different Shibboleth account, you should use the Backup & Restore feature.

- Go to the **Tools** menu and select **Backup & Restore**.

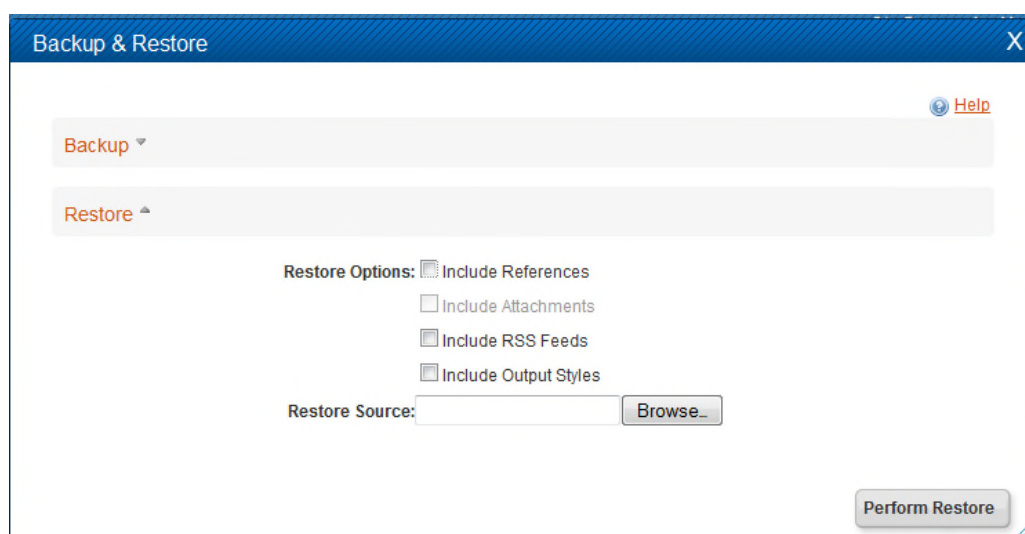
Backing up your existing RefWorks account

- Select the information you want to backup and then click on **Perform Backup**.
- An RWB format file will be automatically saved for you, you will not be able to open, read or amend it. This file can be restored into your Refworks account.



Restoring your RefWorks account

- Select the information you want to restore, use **Browse...** to locate the backup file and then click on **Perform Restore**.



NOTE: If a box opens informing you that you need to choose a program to open your backed up or restored document with, browse your computer to choose one. Internet Explorer is effective.

Using Export and Import References

Export from RefWorks

You can export a copy of all or part of your database to a different application, such as Reference Manager or EndNote, or you may want to share references with someone else using RefWorks.

- Select the references you wish to export.
- Select **References** menu, **Export**, or use the quick access link on the right.
- Select the **Export format** you want.
- Click **Export References**.
- Save the resulting file in whichever format you prefer (Word, Notepad)

Export Format allows you to select the format you want to create. The options are:

- **Bibliographic Software** (such as EndNote, Reference Manager, ProCite) - saves the database in a tagged format that can be imported into another bibliographic management program.
- **BibTex – Refworks ID** Saves the database in the file format for use with the LaTeX document preparation system
- **Citation List** - creates a list to use when writing your paper offline. The format includes the RefID, Authors Primary, Title Primary, and Publication Year only.
- **RefWorks Tagged Format** - use this format for sharing data with other RefWorks users. Please note that any folder structure is not maintained.
- **Tab Delimited** - saves all your data in an organized manner with each field separated by a tab. It may then be loaded into other programs that are designed to read this type of format.
- **RefWorks XML Format** is used to create your export file in an XML format.

Import into RefWorks

You can also bring in references from other sources outside RefWorks (such as EndNote, Reference Manager), provided they are in one of the supported formats described above.

- Select **References** menu and then **Import**, or use the quick access link on the right.
- Select the appropriate **Import Filter/Data Source** and **Database**.
- **Select a Text File** using the **Browse...** to where your text file is saved.
- Click **Import**.
- The references will be imported into the **Last Imported Folder** as well as any folder you have selected.

Contacts and further help

Support from RefWorks:

- Within RefWorks go to **Help > Launch Help File** to view the Online Help manual.
- Support pages including Tutorials and links to the RefWorks Community:
<http://refworkscommunity.ning.com/page/main-1>
- Refworks YouTube Channel: www.youtube.com/proquestrefworks

Library Contacts:

- FHSCE Liaison Support Librarian: 020 8725 3255
- Library email library@sgul.ac.uk
- Your Liaison Librarian (details available on the Library website).