

REFWORKS

All Together Now!

Create an Account

1. Click the Login button at <http://www.library.wisc.edu/refworks>
2. Click on **Sign Up for an Individual Account**
3. Submit the required information, including a login and password (NOT your NetID)
4. Click on **Register**

Creating Folders in RefWorks

1. Select **Create New Folder** from the **Folders** drop-down menu
2. Name your folder(s) and click **OK**

Importing References from Databases

Many databases download directly to RefWorks. Others require saving the citations as a text file before import. For detailed instructions (by database vendor), go to:

<http://www.library.wisc.edu/refworks/importing>

Putting References in Folders

Records downloaded to RefWorks go to the **Last Imported** folder.

1. Select **Folders** from the **View** drop-down menu
2. Select the desired folder from the **Folders** drop-down
3. Click on the box to the left of the record(s) you want, or move all the records on a page or on the list by clicking the radio button in the gray box beneath the name of the folder
4. Select the desired folder from the **Put in Folder** drop-down menu
5. Click **OK** to confirm

Creating a Stand-Alone Bibliography from Records

1. Click on **Bibliography** at the top of the screen
2. Select desired style from the **Output Format** drop-down menu
3. Select desired format from the **File Type to Create** drop-down menu
4. Click on the radio button to the left of **Format Bibliography from a List of References**
5. Click on the radio button next to **All References** or choose **References From:** and click on the desired folder from the drop-down menu
6. Click on **Create Bibliography**