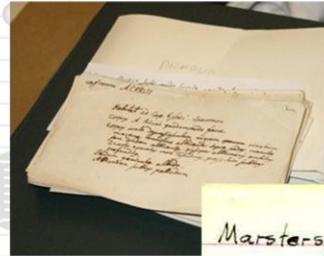# Introduction to RefWorks

Tom Keays
htkeays@syr.edu

Welcome to this introduction to RefWorks class. My name is Tom Keays. I'm a science librarian here at SU (Syracuse University) and I can be found most days at the SciTech Library over in Carnegie.

Over the next hour or so, I'm going to try to give you a good understanding of what the program is designed to do and how you can use it to improve your research productivity.

- Citation Support page
  - http://library.syr.edu/cite/

Researchers at some point find that, in order to cope with a large array of information that they are assembling, that they need to be diligent in collecting and recording information about their sources. Most researchers eventually hit upon some system that lets them record complete and accurate bibliographic information about the articles and books that they have read for purposes of finding them again in the future and for citation purposes.

Note cards are a common system that lets individual references be filed together in whatever order is needed to associate them with similar works and to provide a ready mechanism for using them when it comes time to write up their research. Note cards can also be used to transcribe the reader's notes and observations regarding the works.

New students in the iSchool are generally required to transcribe citations by hand following the APA (American Psychological Association) style manual to introduce them to the principles of creating citations against a set of rules and, probably more importantly, to make the aware of the potential pitfalls of sloppy work.

At the doctoral level, you should already be competent in these skills. So, while manually transcribing citations is by no means an unnecessary skill, it is persnickety and tedious work, prone to errors and, ultimately, much less productive than using digital tools to capture, organize, and format bibliographic references for you.
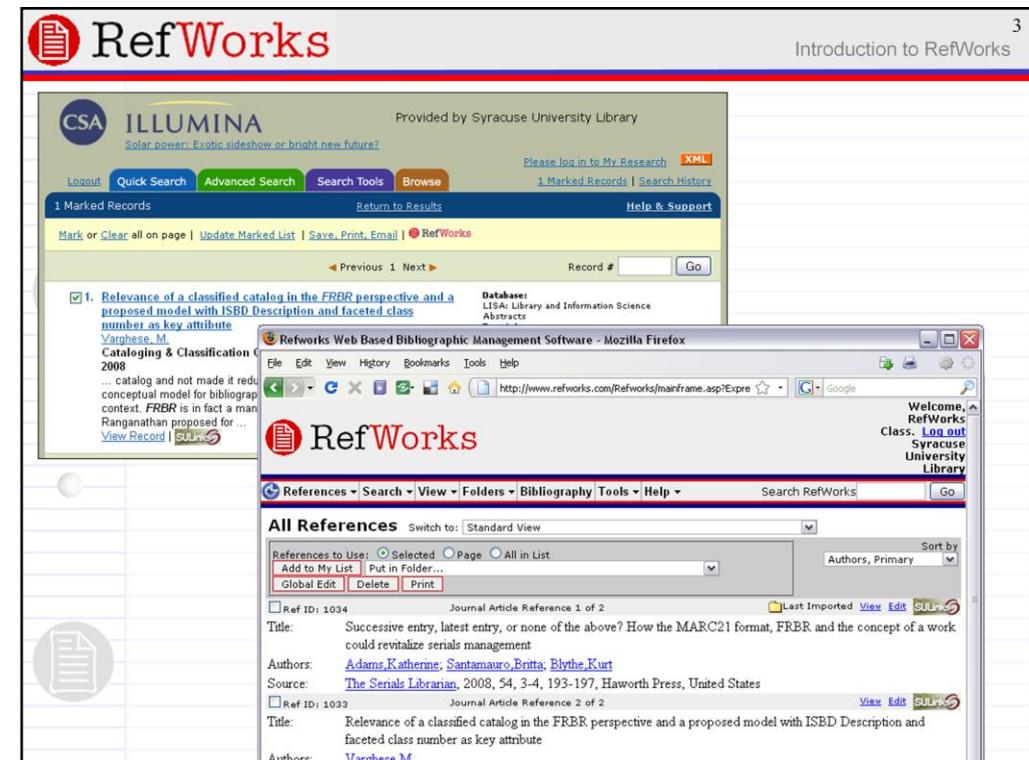
Most of the research indexing and abstracting tools for searching the literature of a subject discipline have gone digital and are accessed via the web. There may be occasions where transcribing citations by hand still makes sense in some circumstances. However, in doing any amount of research, you would be wise to use some sort of software designed to manage bibliographic information.

Many faculty and students in the iSchool are familiar with the bibliographic management tool known as EndNote or similarly featured software such as ProCite or Reference Manager. All of these provide a way to capture bibliographic information from an electronic source -- usually a research database or an e-journal -- via some sort of export functionality in the database.

EndNote has a very usable interface and has a lot of high-level features for searching and organizing references. However, it is a commercial product that must be installed on a single workstation or additional licenses purchased for use on multiple computers. Even if you generally have your laptop close to hand 95% of the time, there will be occasions when you won't have it -- perhaps using a computer in a library, an internet café, a friend's or parent's house, etc. -- and you'll need to resort to some other means of recording references for later retrieval and use.

Wouldn't it be useful if your bibliographic database were always accessible regardless of where you are doing your research? Since most research databases are accessed via the web, wouldn't it be more productive if your bibliographic management system were also on the web too?

Write-N-Cite III

Always on top — MS Word Status : Document1 — Edit Citation

View · Bibliography Tools · Help — Search RefWorks — Go

All References (2 references)

Sort by Authors, Primary

Cite View Adams, Katherine 2008 Successive entry, latest entry, or none of the above? How the MARC21 format, FRBR and the concept of a work could revitalize serials management

Cite View Varghese, M. 2008 Relevance of a classified catalog in the FRBR perspective and a proposed model with ISBD Description and faceted class number as key attribute

The article highlights the importance of cataloging as the basic prerequisite for all information retrieval processes, and therefore its relevance as a core in library and information science curriculum. The developments in information communication technology have brought sea changes in the universe of information resources as well as in customer requirements. (Varghese 2008, 281-304) This situation has caused a redefinition of the functions and format of the catalog and not made it redundant. Formulation of FRBR as a conceptual model for bibliographical databases is a landmark in this context. (Adams, Santamauro, and Blythe 2008, 193-197)

References

Adams, Katherine, Britta Santamauro, and Kurt Blythe. 2008. Successive entry, latest entry, or none of the above? how the MARC21 format, FRBR and the concept of a work could revitalize serials management. *The Serials Librarian* 54, (3-4): 193-7.

Varghese, M. 2008. Relevance of a classified catalog in the FRBR perspective and a proposed model with ISBD description and faceted class number as key attribute. *Cataloging & Classification Quarterly* 46, (3): 281-304.

Introduction to RefWorks

Questions?

Once you move from the citation collection phase and enter into the process of writing up your research, RefWorks is still one of the tools of choice.

Write-N-Cite is a free accessory program that you download from RefWorks to your workstation. Once you are logged in, it acts as the conduit for citing references from RefWorks into your paper. You do this by placing your cursor in your Word document at the point where a citation needs to go. Then click the Cite link next to the appropriate citation displayed in Write-N-Cite to embed a citation marker into your paper.

By clicking the Bibliography button, Write-N-Cite transforms the citation markers into full citations that follow whatever style you specify … and it simultaneously generates a full bibliography of your cited works at the end of your paper.
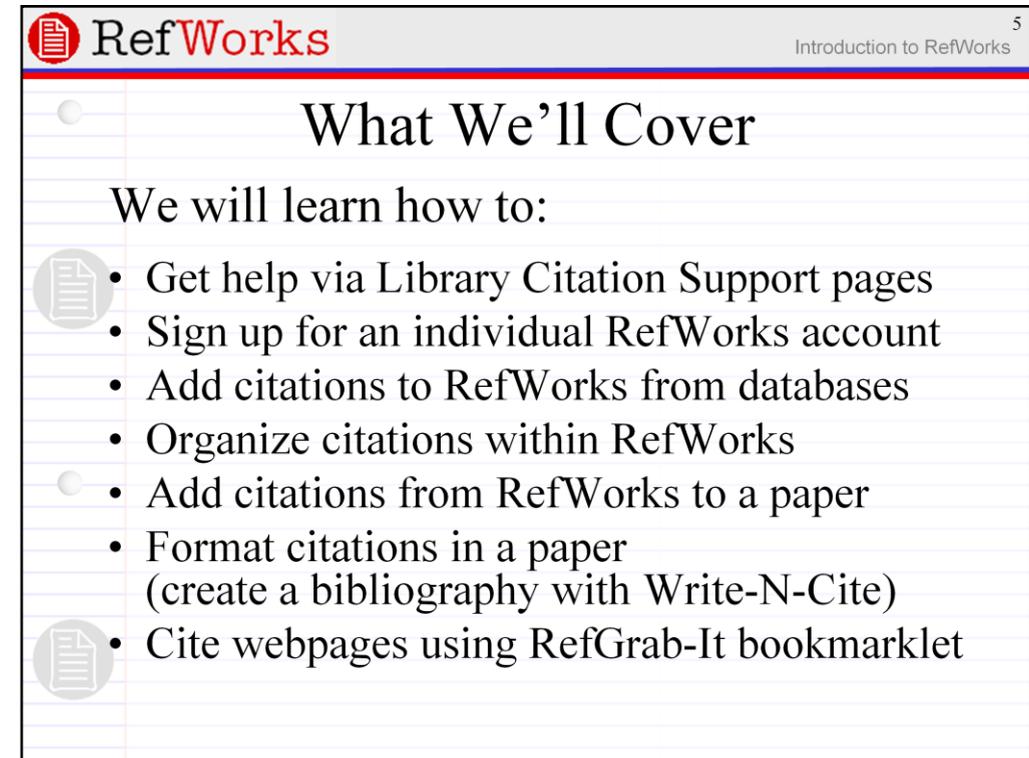
That's all folks!

What else should I go over that you wished I had?

Thanks for inviting me here. I hope the session was worth your while.
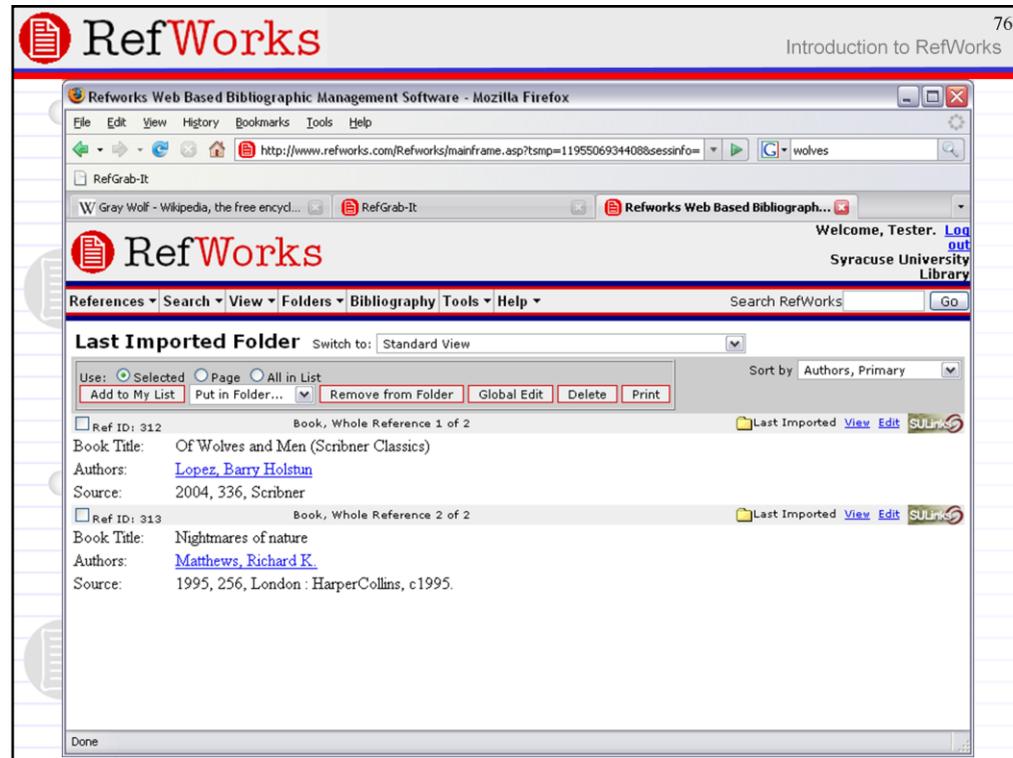
Note, that the books references are correctly imported as Whole Books rather than web pages.

What We'll Cover

We will learn how to:

- Get help via Library Citation Support pages
- Sign up for an individual RefWorks account
- Add citations to RefWorks from databases
- Organize citations within RefWorks
- Add citations from RefWorks to a paper
- Format citations in a paper (create a bibliography with Write-N-Cite)
- Cite webpages using RefGrab-It bookmarklet

OK. That's the nutshell overview of our session today.

In our class we will learn how to:
- Get help via Library Citation Support pages
- Sign up for an individual RefWorks account
- Add citations to RefWorks from databases
- Organize citations within RefWorks
- Add citations from RefWorks to a paper
- Format citations in a paper (create a bibliography with Write-N-Cite)
- Cite webpages using RefGrab-It bookmarklet

Any questions before we begin?

Sign up for an individual Refworks account

- Create a new account
- Log in to an existing account
- Citation Support page
  - http://library.syr.edu/cite/   GO

Refworks Web Based Bibliographic Management Software - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

http://www.refworks.com/Refworks/mainframe.asp?tsmp=1195506934408&sessinfo=   G wolves

RefGrab-It

W Gray Wolf - Wikipedia, the free encycl...   RefGrab-It   Refworks Web Based Bibliograph...

RefWorks   REFWORKS ONLINE STORE NOW AVAILABLE!
Click here!

Welcome, Tester.   Log out
Syracuse University Library

References ▾   Search ▾   View ▾   Folders ▾   Bibliography   Tools ▾   Help ▾   Search RefWorks   Go

Import from RefGrab-It

Back to Reference List

Importing references, please wait...

**

Import completed - 2 references imported

View Last Imported Folder

The default Source Type for imported reference(s) is set to Print. You can choose to add electronic source related information in the fields below. All references from your last import will be updated with any information you provide. Some electronic source related information may be included by the data vendor and if so, will appear in the fields below.

**Globally Edit Fields for Imported References**

Data Source		Leave Existing Data Alone ▾
Database		Leave Existing Data Alone ▾
Links		

Done

The first step is to create a new RefWorks account. The easiest way to do that is vial the library's Citation Support page at http://library.syr.edu/cite/

Even if you already have an account, the Citation Support page for RefWorks provides a url for accessing RefWorks that will work both on- and off-campus. Because RefWorks is a subscription service that the library provides to SU users, it uses the same proxy authentication server that our databases use for off-campus access. If you are off-campus, you first verify that you are an eligible user by providing your NetID credentials.

The citations will be passed to the "Last Imported" folder in RefWorks as usual.
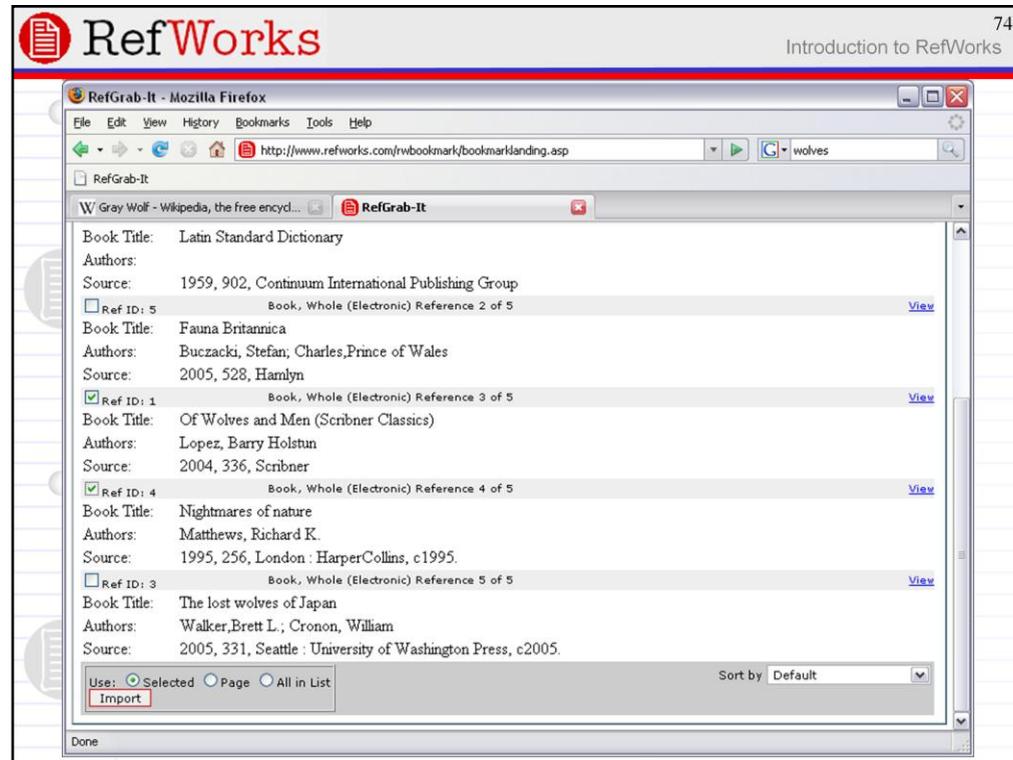
Select and import any of these back to RefWorks.
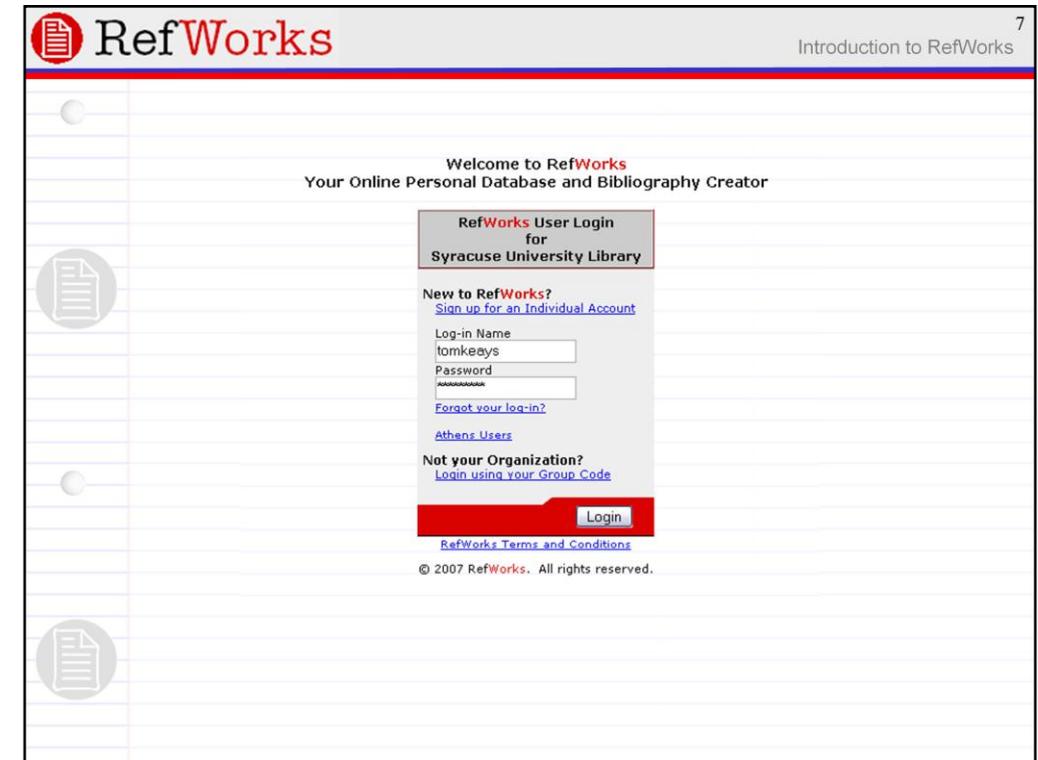
When you click the RefWorks login link from the Citation Support pages, you will be presented with a log in form.

Note, it says RefWorks User Login for Syracuse University Library. If this login screen says anything else or asks for a Group Code, then you need to check that you have are using the proxied url -- this sort of error comes up when you bookmark the RefWorks url on-campus and then find it isn't working when you are off-campus.

If you don't have an account or want to create another account -- you can create as many accounts as you need at anytime -- click the "Sign up for an Individual Account" link.
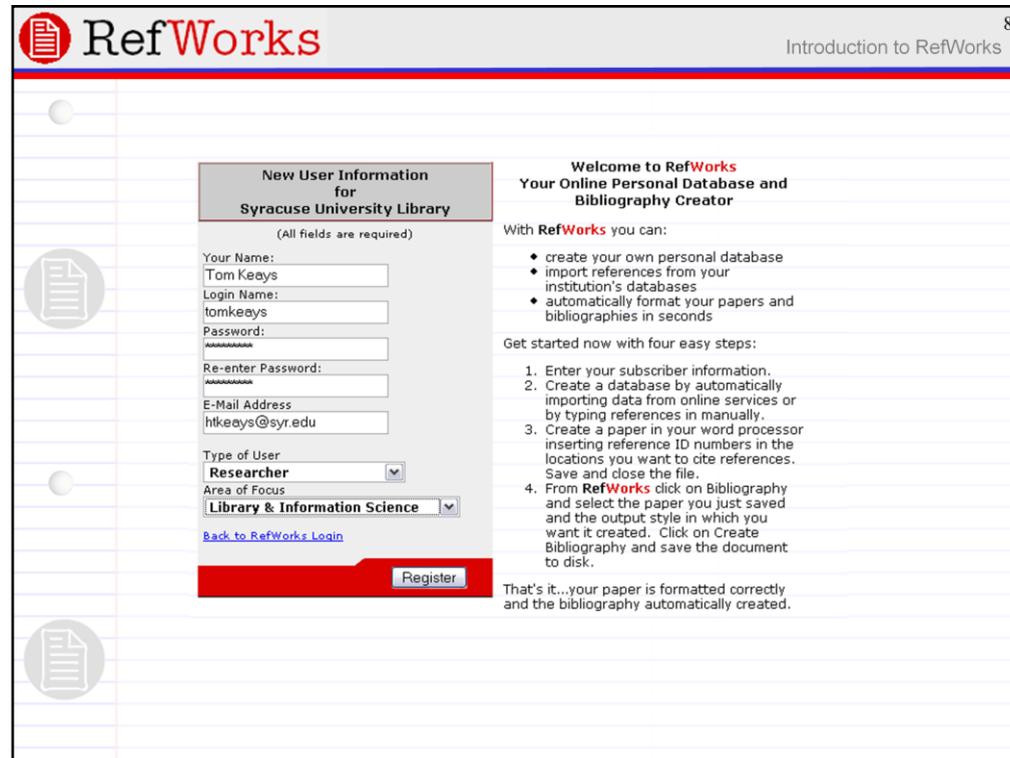
When you click the "Sign up for an Individual Account" link, you are taken to a registration page. All the fields are required, but take special care to remember your User Name and Password and to make sure your email address is accurate in case you forget either of these and need to have the system send them to you.

Note, passwords are stored in RefWorks unencrypted, so system administrators will be able to view them in clear text. You may not want to use a password that you use for other accounts.
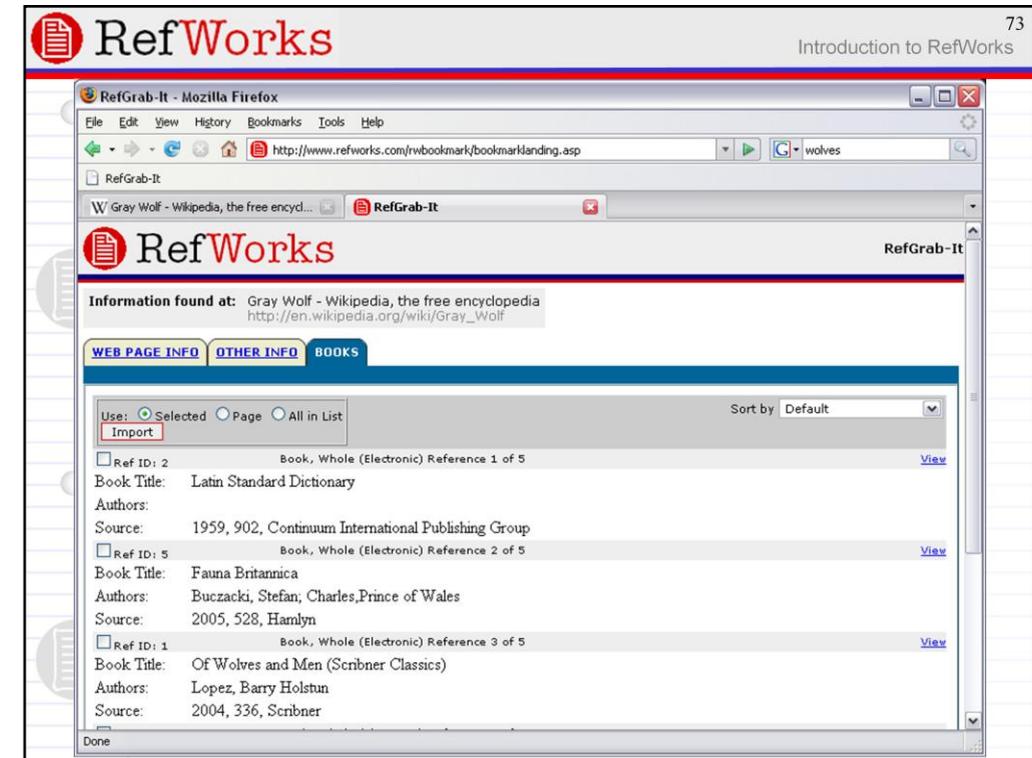
A third "Books" tab opens listing references corresponding to all the ISBNs detected in the orginal page.
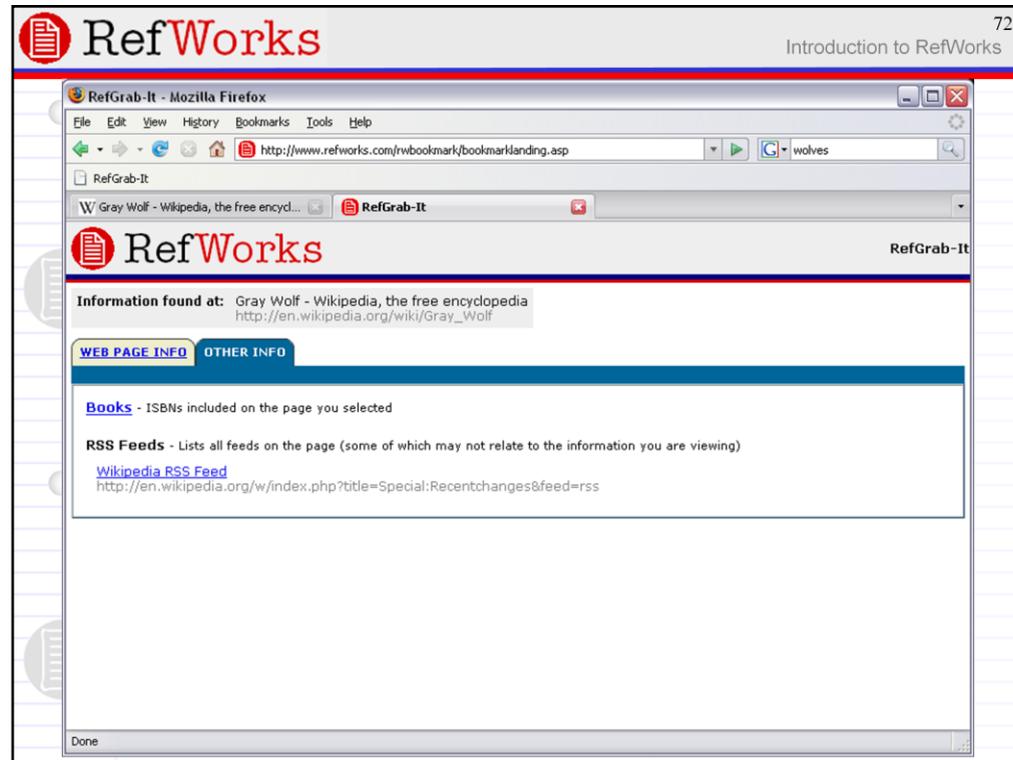
In this example, RefGrab-It has detected books via embedded ISBN numbers in the Wikipedia article as well as an RSS feed for the page (in this case, to track page changes).

Click the "Books" link.
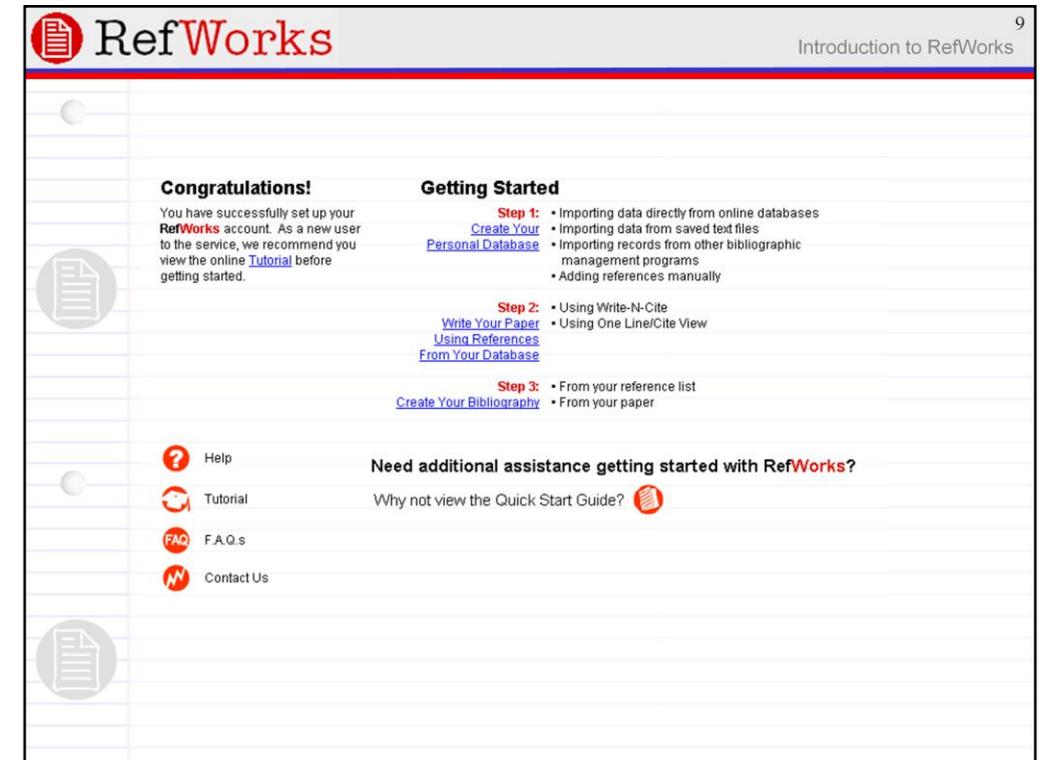
Next, if you are a using a newly created account (or at least one that has no citations stored in it), you will see a "Getting Started" welcome screen.
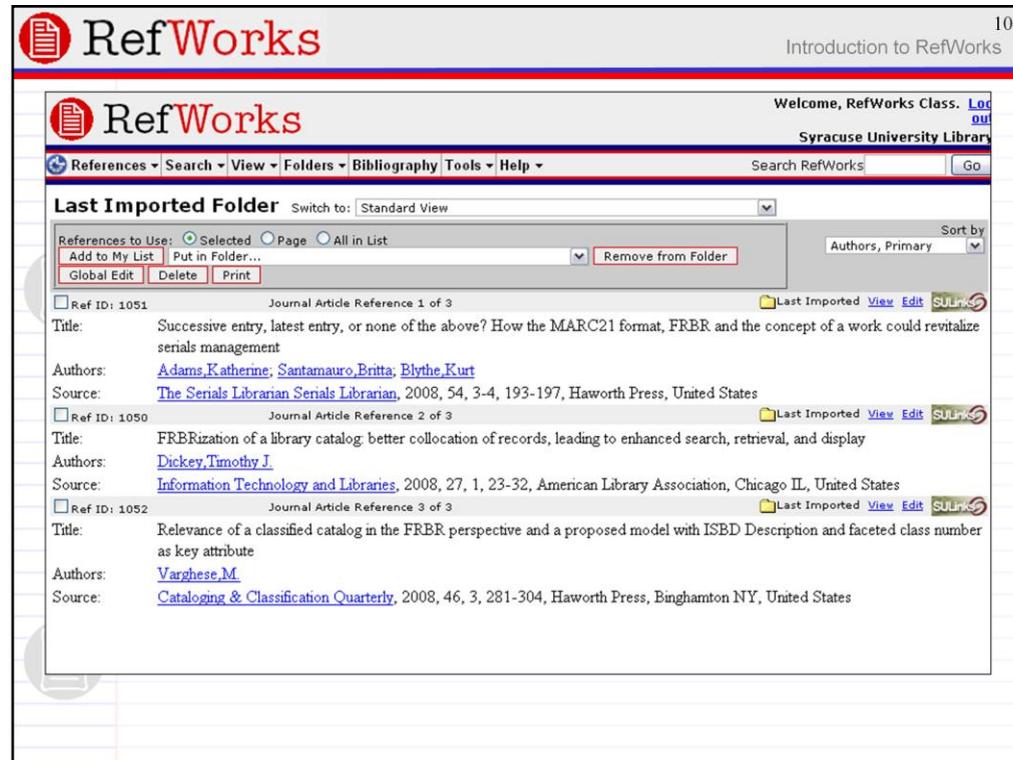
Alternatively, if you have used RefWorks before and have saved some citations, you will probably see a screen more like this one.

Let's get started exploring how to use RefWorks.
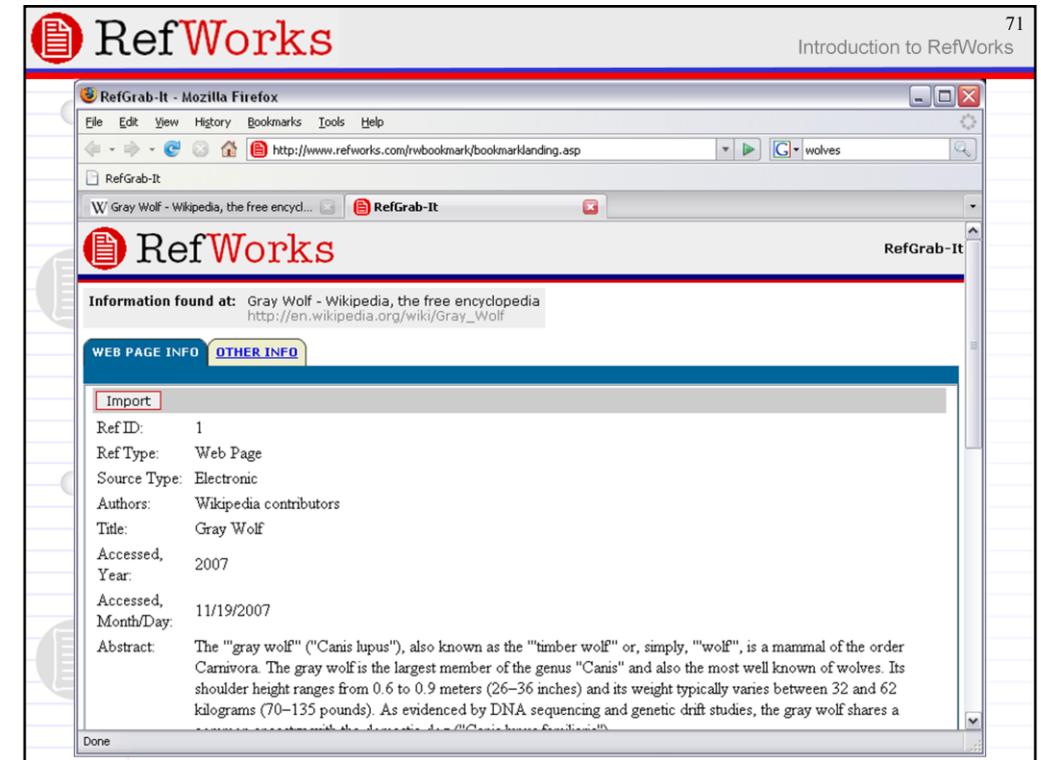
RefGrab-It sometimes detects additional structured data on the page. Typically, this takes the form of ISSN and ISSN numbers, article DOIs, PMIDs (PubMed IDs), etc.

Access this structured data by clicking the "Other Info" tab (if it exists).
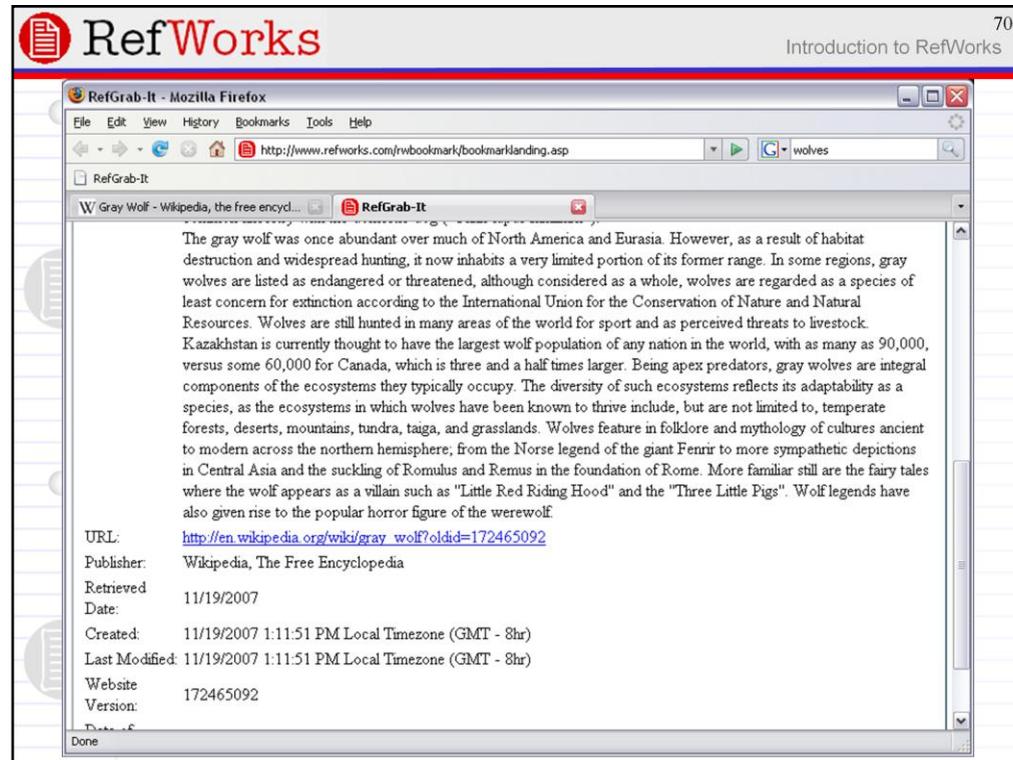
However, Wikipedia gets some extra processing.

For example, a pretty decent abstract is pulled from the article and the URL depicts the page version not the simple url. This is an essential feature since wikis, by design, do not have static content and the passage you want to cite might change in the future.

Adding citations to RefWorks

- Manually enter citations
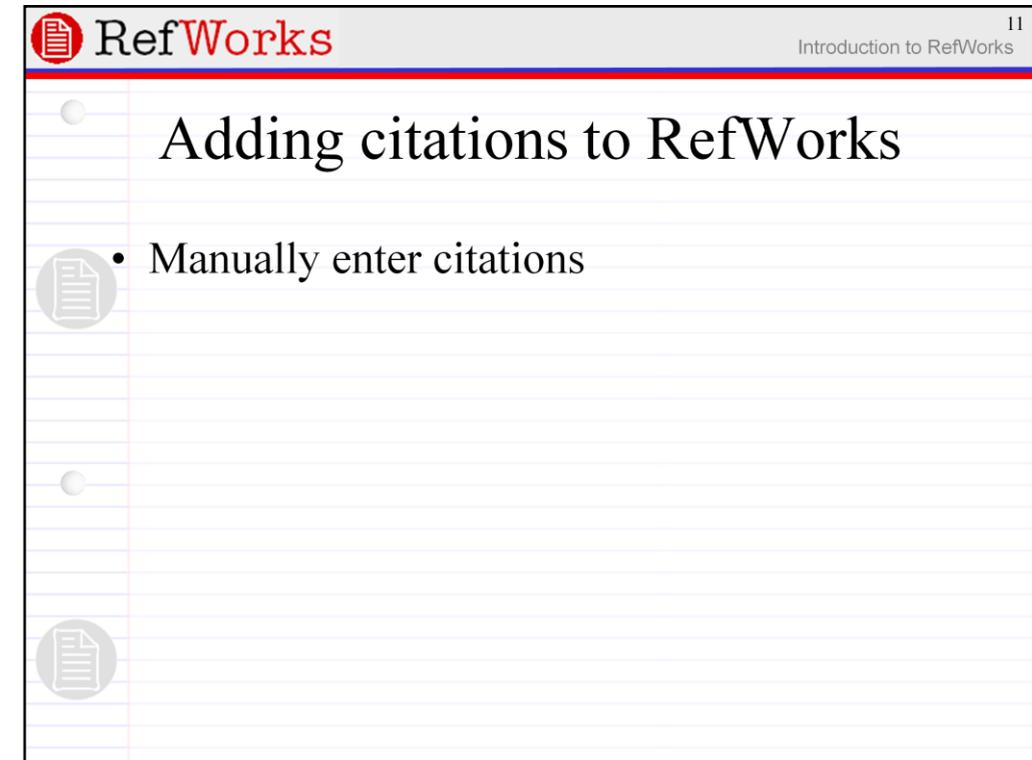
The first method we'll look at is typing in citations by hand.
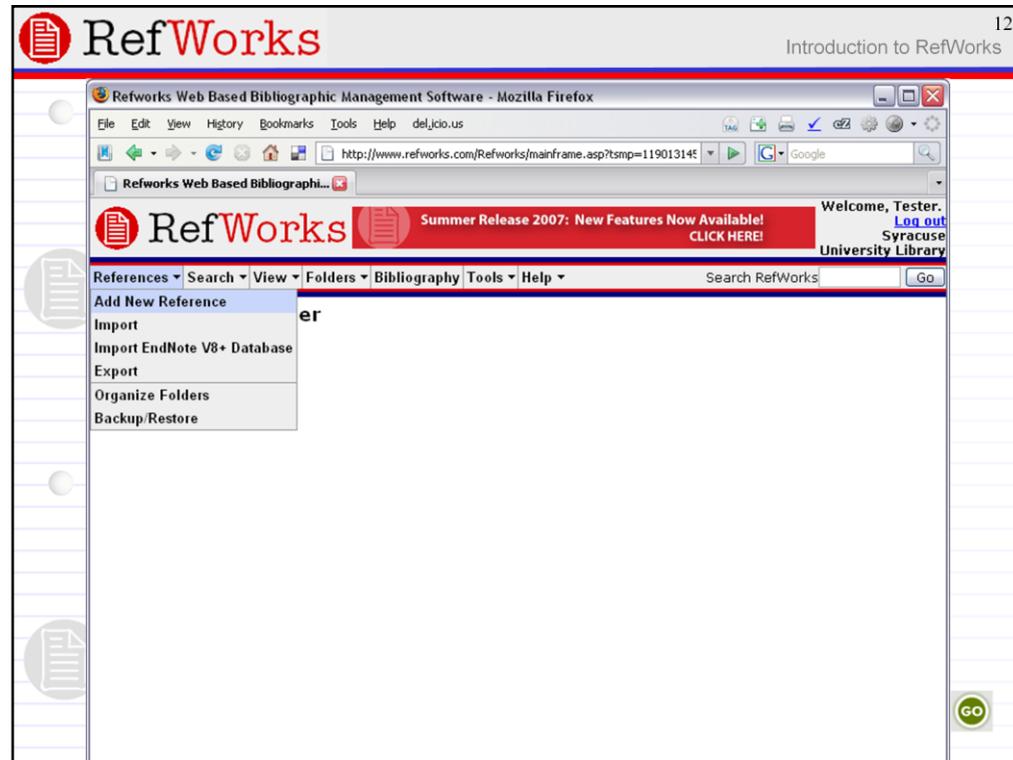
RefWorks has a ubiquitous menu bar at the top of each work area on the page that gives you access to all its features pretty much from every screen you view.

The first menu item is headed up as "References" and when you click it, it displays a drop-down menu of further options.

The first entry in this menu is "Add New Reference".

[Note: the instructor has the opportunity while we're exploring the "References" menu to also mention the "Import EndNote V8+ Database" option.
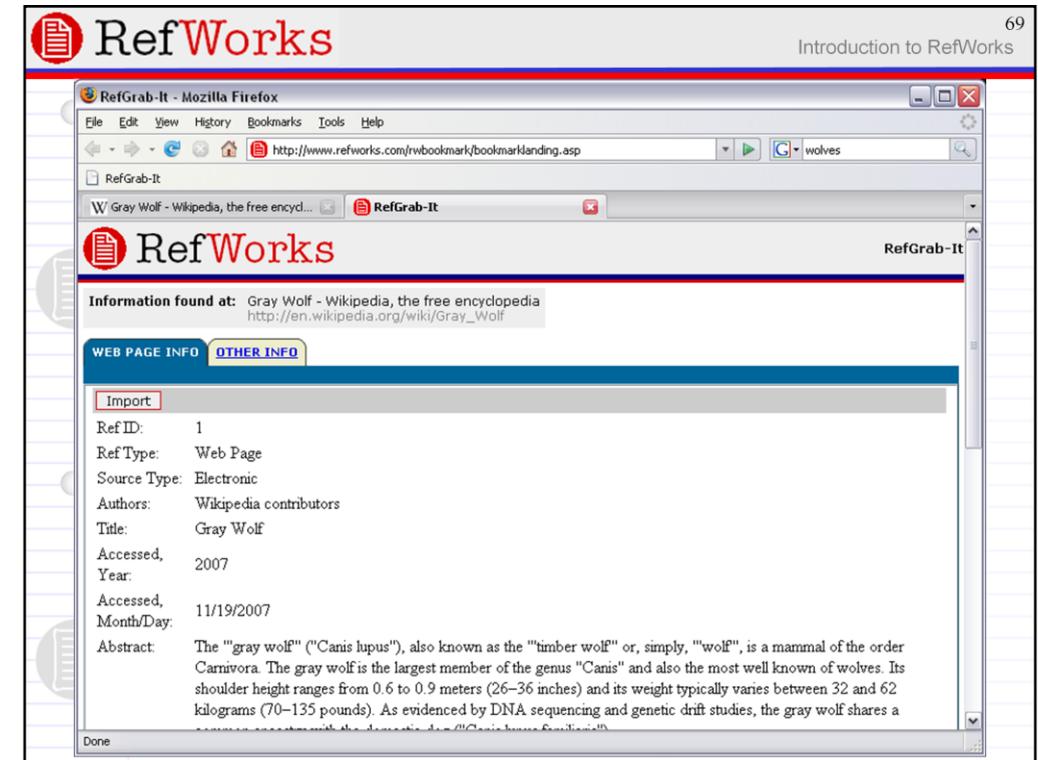
Clicking RefGrab-It opens a new browser tab or window.

You can simply click the "Import" button to capture a web page citation -- note the Ref Type is given as "Web Page".
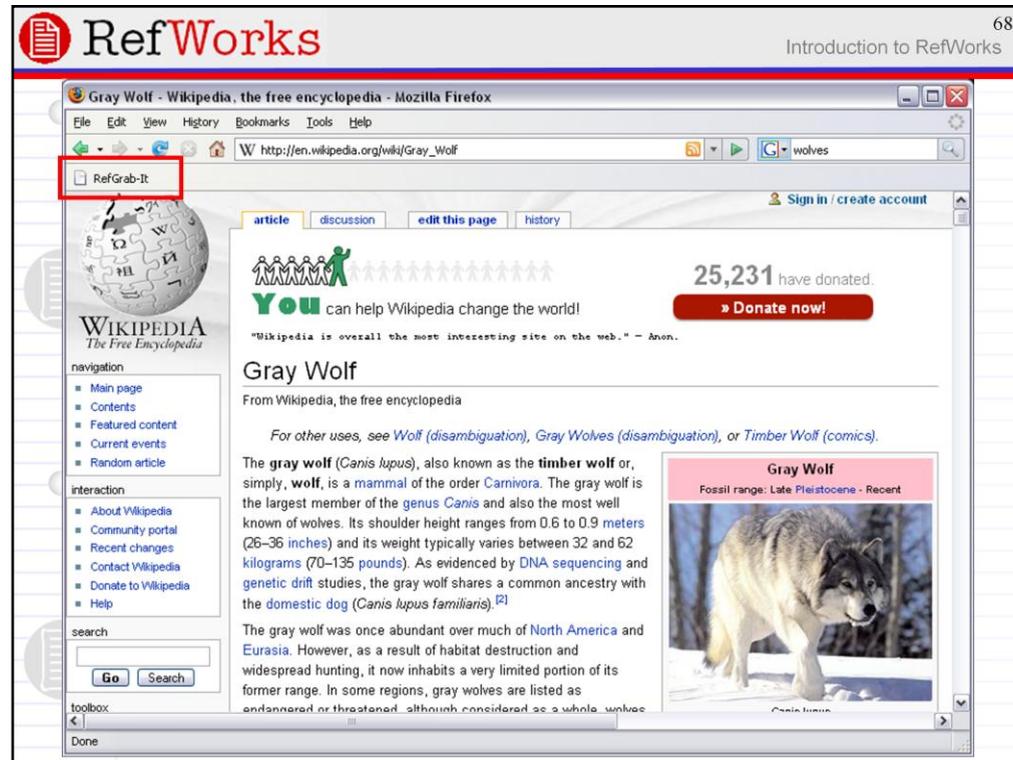
Once RefGrab-It is installed, you can click it to capture data from any web page you are viewing.

Mostly, you'll use it to bookmark and cite web pages.

But it can also be used with Wikipedia, Amazon, and other data rich web pages in more useful ways.
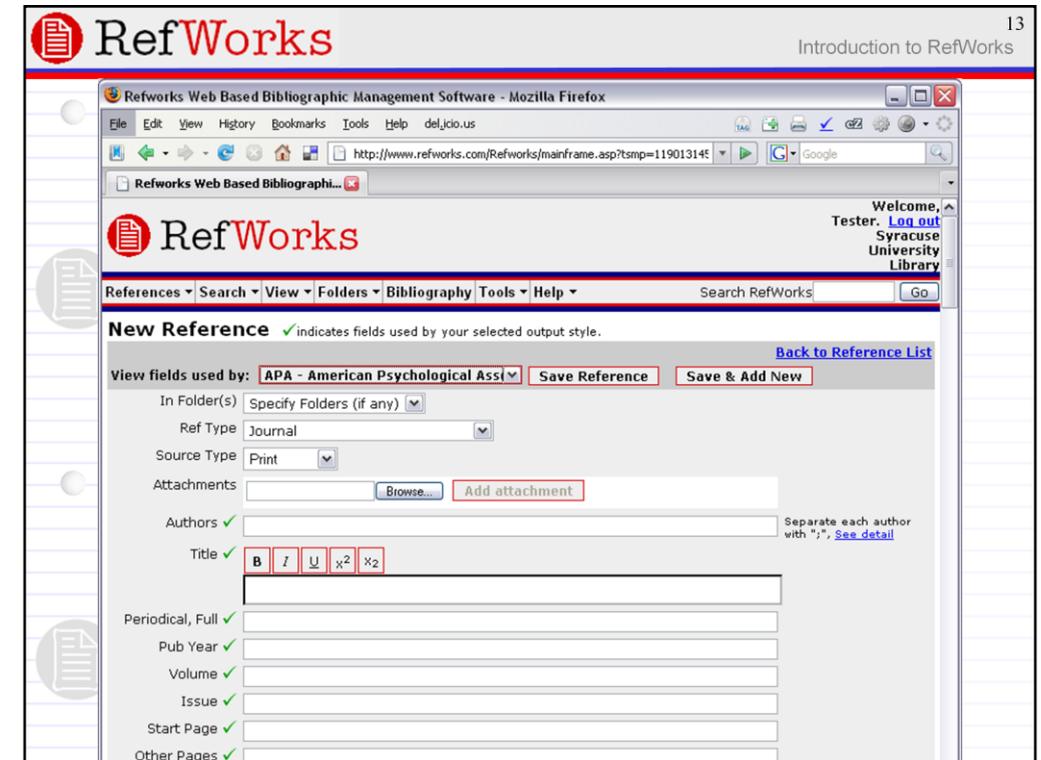
When you click the "Add New Reference" item, an entry form is displayed. It is very web 1.0 -- no Ajax features that you probably now expect from using sites like Google Docs, Flickr, etc.

In RefWorks, click the "Save Reference" button frequently as you edit to ensure that nothing gets lost. Saving does not take you away from this input screen. You generally have to click a link to view your citation or to return to a list of citations. This will make more sense after we explore the "View" and "Folder" menus in more detail.

If you select a style option from the "View fields used by" (for example, APA), then the fields required or recommended by that style will be check-marked in the display form. No field is required by RefWorks, but if you leave fields blank, it may introduce errors and typographic artifacts in your citations at the point you begin using them in your papers. Enter as much information as you have and be prepared to backfill if you later find that you are missing elements required by a given style.

Note also that if you change your "Ref Type" -- say from Journal to Conference Paper -- that you might lose information you have entered if you haven't saved your work first.

[See note in slide 12 to mention the "Import EndNote V8+ Database" option in the "References" menu. The instructor may want to mention this before presenting the material on this slide.]

While we're still looking at the "References" menu, we'll next examine how to import references from a text file.

Note that most of the options in the "References" menu area pertain to bringing in references into RefWorks that you have generally already identified and captured.

The "Download RefGrab-It" page gives instructions for installing it in IE and Firefox (and other browsers by extension).
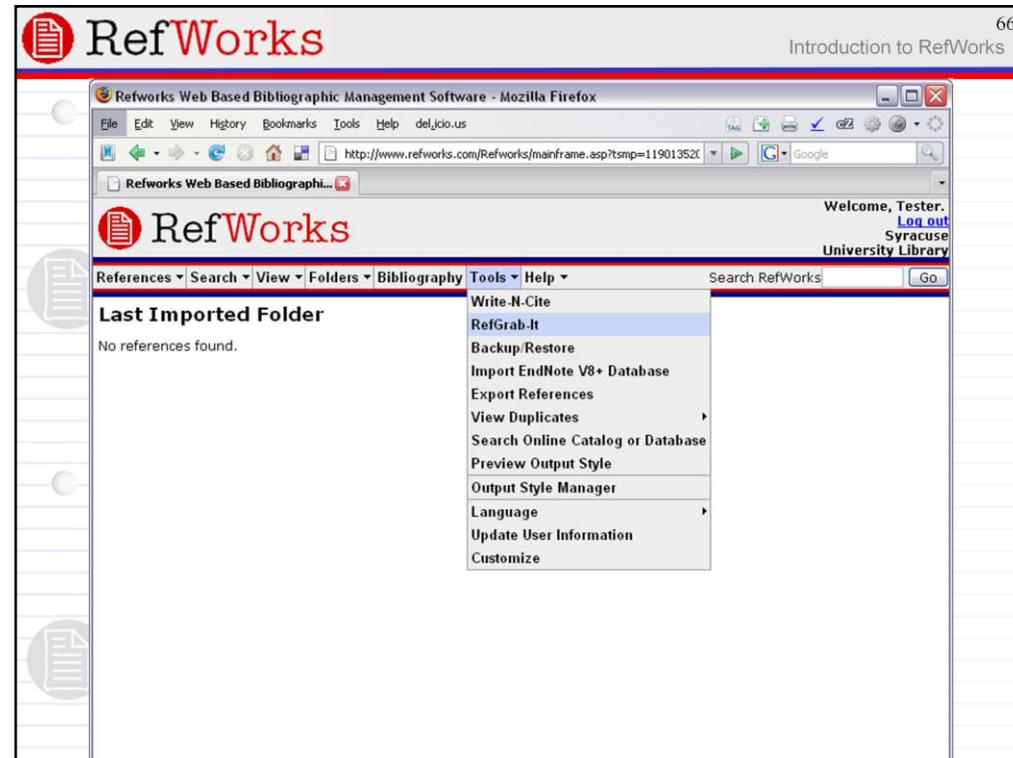
To install RefGrab-It, select "Tools" > "RefGrab-It".
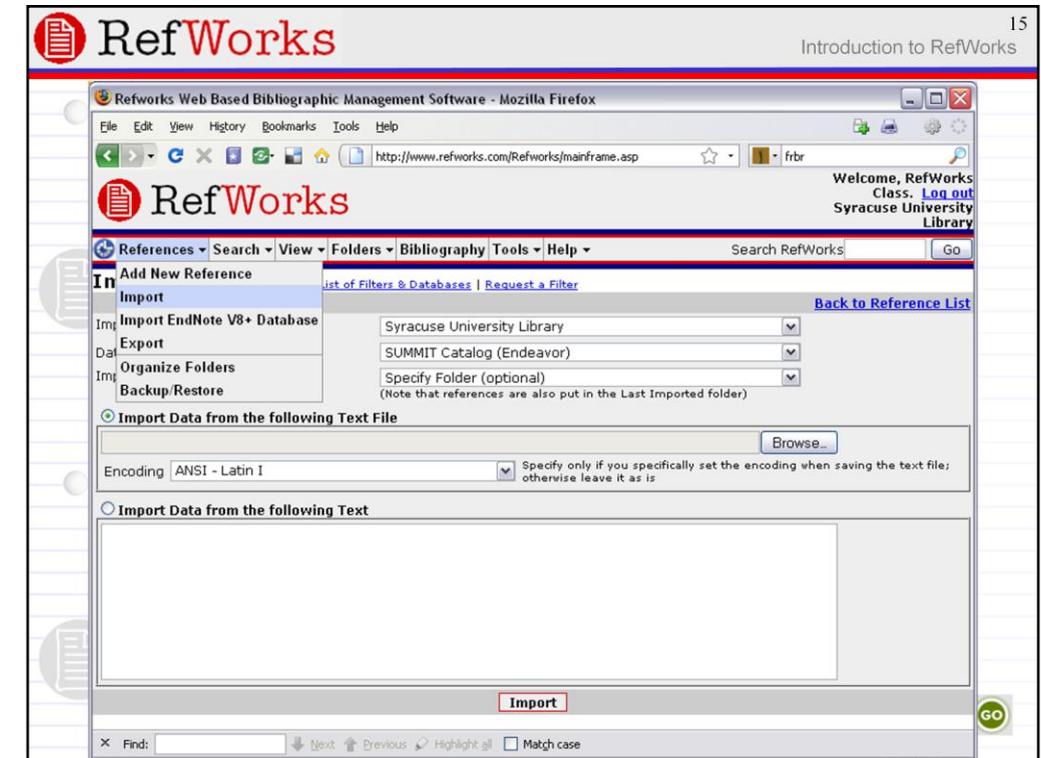
Select "Import" from the "References" menu.

In our example, we will be using the library catalog, SUMMIT <summit.syr.edu> as our bibliographic database source. In the case of importing citations from a text file, it is important to choose settings that match the database you using. Chose"Syracuse University Library" as the Import filter option and "SUMMIT Catalog (Endeavor)" as the database.

Now open SUMMIT in a new window or tab and do a search. [In the example, I've done a keyword search on "frbr".]

Select two of the title options by check-marking the boxes in the left column of the results.

Then, scrolling to the bottom of the page, make sure that the "Selected on Page" radio button is selected and that the "Download Format" is set as "Full Record".

Click the "Format for Print/Save" button.

RefGrab-It

• Add RefGrab-It "bookmarklet" to browser links toolbar

• Use RefGrab-It to import webpages

Lastly, we'll look at RefGrab-It, a bookmarklet (javascript microprogram) that launches from the browser toolbar to process page content in the web browser.

Gray_Wolf.doc - Microsoft Word

File Edit View Insert Format Tools Table FlashPaper Window Help

Write-N-Cite III

Always on top

View ▾ Bibliography Tools ▾ Help

Bibliography

Your document has been processed in APA -

concern for extinction according to the International Union for the Conservation of Nature and Natural Resources. Wolves are still hunted in many areas of the world for sport and as perceived threats to livestock. Kazakhstan is currently thought to have the largest wolf population of any nation in the world, with as many as 90,000, versus some 60,000 for Canada, which is three and a half times larger. (Beyer, Merrill, Varley, & Boyce, 2007)

Being apex predators, gray wolves are integral components of the ecosystems they typically occupy. The diversity of such ecosystems reflects its adaptability as a species, as the ecosystems in which wolves have been known to thrive include, but are not limited to, temperate forests, deserts, mountains, tundra, taiga, and grasslands.(Leonard & Wayne, 2008)

Wolves feature in folklore and mythology of cultures ancient to modern across the northern hemisphere; from the Norse legend of the giant Fenrir to more sympathetic depictions in Central Asia and the suckling of Romulus and Remus in the foundation of Rome. More familiar still are the fairy tales where the wolf appears as a villain such as Little Red Riding Hood and the Three Little Pigs. Wolf legends have also given rise to the popular horror figure of the werewolf.

References

Beyer, H. L., Merrill, E. H., Varley, N., & Boyce, M. S. (2007). Willow on yellowstone's northern range: Evidence for a trophic cascade? *Ecological Applications, 17*(6), 1563-1571.

Leonard, J. A., & Wayne, R. K. (2008). Native great lakes wolves were not restored. *Biology Letters, 4*(1), 95-98.

Done

Generating a bibliography in APA style involves parenthetical notes in the body of the paper and hanging indented references in the bibliography. Note that the bibliography is ordered by the primary author's name rather than by the order they appear in the paper (which is how "Nature" handled it).

Title: Understanding FRBR : what it is and how it will affect our retrieval tools / edited by Arlene G. Taylor.

Published: Westport, Conn. : Libraries Unlimited, c2007.

Description: viii, 186 p. : ill. ; 26 cm.

Subjects: FRBR (Conceptual model)

Contributors or Related Works:
                 Taylor, Arlene G., 1941-

Notes: Includes bibliographical references and index.

URL: Related electronic resource: Table of contents
                 http://www.loc.gov/catdir/toc/ecip0717/2007013558.html

Location: Bird-5th Floor

Call Number: Z666.6 .U53 2007

Status: Renewed - Due on 04/02/09

===

Author: Maxwell, Robert L., 1957-

Title: FRBR : a guide for the perplexed / Robert L. Maxwell.

Published: Chicago : American Library Association, 2008.

Description: vii, 151 p. : ill. ; 23 cm.

Subjects: FRBR (Conceptual model)

Notes: Includes bibliographical references (p. 139-141) and index.

Table of Contents: The entity-relationship model
                 The FRBR entities

Clicking the "Format for Print/Save" button brings up the formatted text version of the SUMMIT records for the citations that you check-marked on the results screen.

Note that each field has a clearly delineated field label -- e.g., "Title:", "Author:", "Published:", "Subjects", etc. -- and that each field is separated by an empty line. In this way RefWorks, by using the corresponding filter for this data format, can parse each record and import them cleanly as bibliographic entries.

To deliver these citations to RefWorks, you need to either save the page as a text file or simply highlight and copy the text for pasting into RefWorks.

Because RefWorks requires meticulously formatted export formats and a corresponding filter to decode them, it cannot therefore parse citations stored in a given style as, say, a bibliography stored in a Word document. Some third-party tools are on the horizon that may address this problem but, for now, you may have to enter them into RefWorks manually.

RefWorks

Welcome,
RefWorks Class.
Log out
Syracuse
University
Library

References ▾ | Search ▾ | View ▾ | Folders ▾ | Bibliography | Tools ▾ | Help ▾   Search RefWorks [   ] Go

Import   Import Instructions | List of Filters & Databases | Request a Filter

Back to Reference List

Import Filter/Data Source   [Syracuse University Library   ▾]
Database   [SUMMIT Catalog (Endeavor)   ▾]
Import References into Folder   [Specify Folder (optional)   ▾]
(Note that references are also put in the Last Imported folder)

○ Import Data from the following Text File
[   ] [Browse...]

Encoding [ANSI - Latin I   ▾] Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

◉ Import Data from the following Text

```
Title:          Understanding FRBR : what it is and how it will affect our
                retrieval tools / edited by Arlene G. Taylor.

Published:      Westport, Conn. : Libraries Unlimited, c2007.

Description:    viii, 186 p. : ill. ; 26 cm.

Subjects:       FRBR (Conceptual model)
```

[Import]

RefWorks

Write-N-Cite III

File

☐ Always on top   MS Word Status : Gray_Wolf.doc   Edit Citation

View ▾ | Bibliography | Tools ▾ | Help   Search RefWorks [   ] Go

Bibliography

Back to Reference List

Output Style   [Nature   ▾]

Favorites
Academic Medicine
APA - American Psychological Association, 5th Edition
Chicago 15th Edition (Author-Date System)
Chicago 15th Edition (Notes & Bibliography)
Council of Science Editors - CSE 7th, Citation-Sequence
Council of Science Editors - CSE 7th, Name-Year Sequence
Harvard
Harvard - British Standard
JACS - Journal of the American Chemical Society
MLA 6th Edition
Nature
Science
Vancouver
Access Output Style Manager...

2. Leonard, J. A. & Wayne, R. K. Native Great Lakes wolves were not restored. *Biol.
Lett.* **4**, 95-98 (2008).

I'm assuming that you've copied the formatted text from the SUMMIT page and have pasted it into the "Import Data" text box at the bottom of the "Import" page.

[Alternatively, if you saved it as a text file, browse to the file where you saved it.]

Now, click the "Import" button.
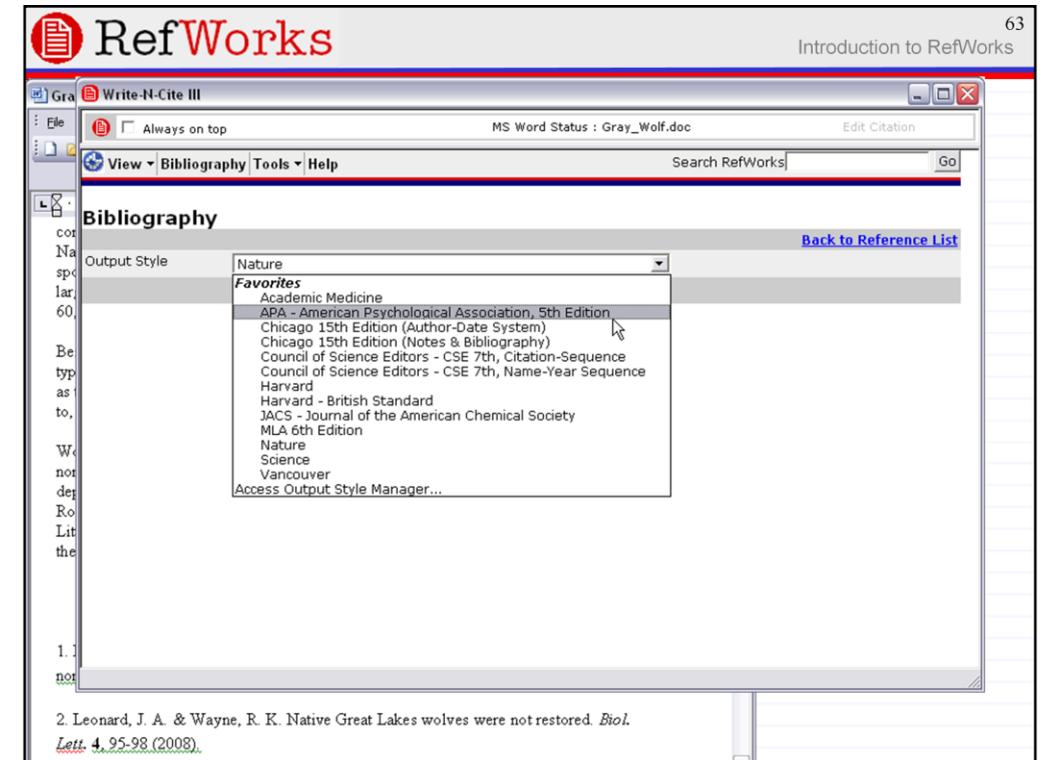
Bring Write-N-Cite back to the fore and select a new output style.

[Choose APA this time.]
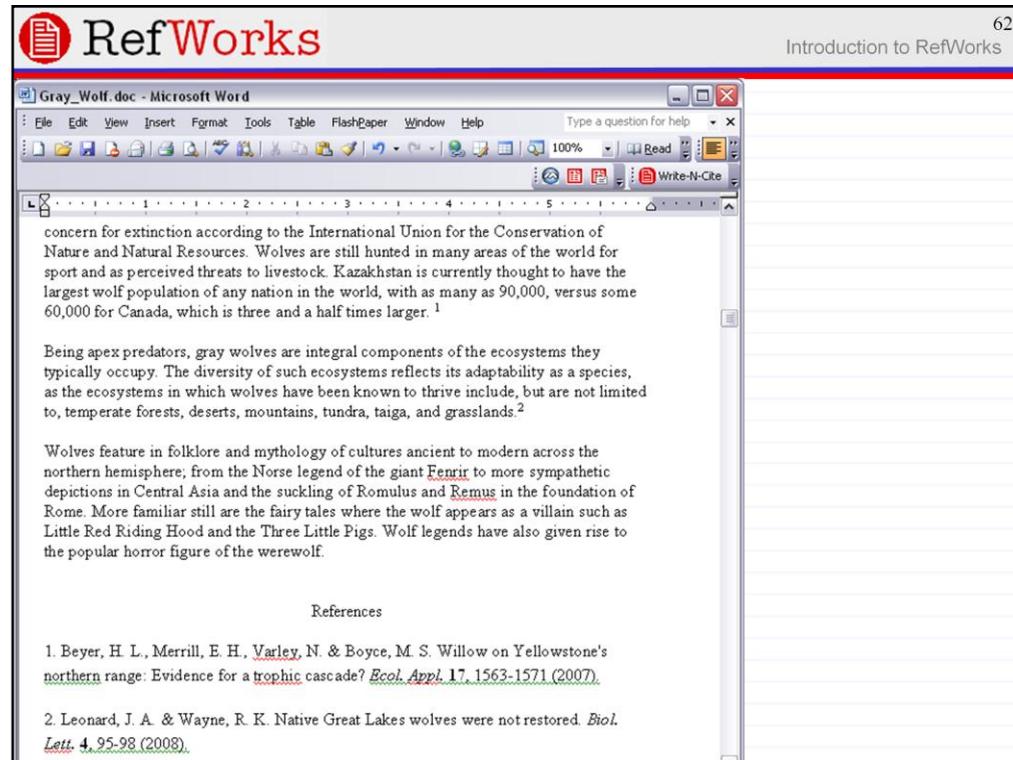
Using "Nature" output style, we see superscripted numbered references in the body of the paper and numbered references in the end of page bibliography. The bibliography is correctly headed as "References" in the "Nature" style format.
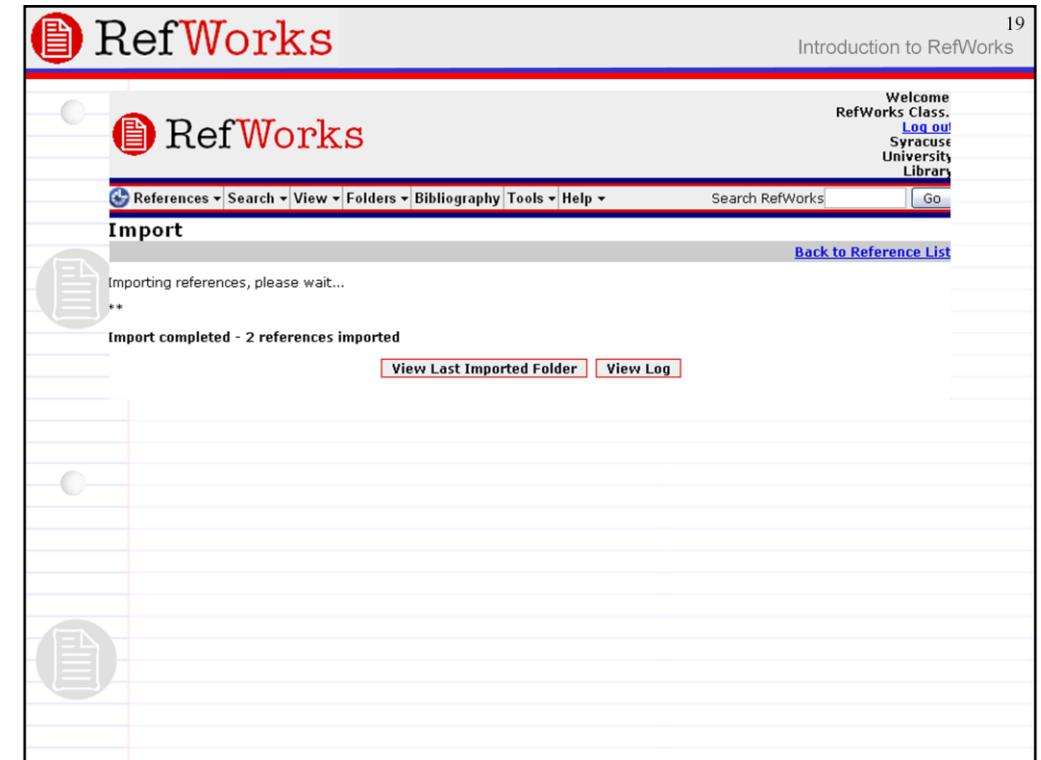
As citations are imported into RefWorks, a progress message is displayed followed by a line of asterisks -- one for each citation you are importing -- and when the job is complete, a "View Last Imported Folder" button will display.

Click the "View Last Imported Folder" button.

Now we're in the "Last Imported" folder.

We'll explore folders a bit later, including how to create new folders of your own, but for now, just keep in mind that the "Last Imported" folder is one of the system structures that RefWorks itself provides. Specfically, this folder is a staging area that almost every citation, except those entered manually, passes through. As new citations enter the "Last Imported" folder, previous citations are bumped out.
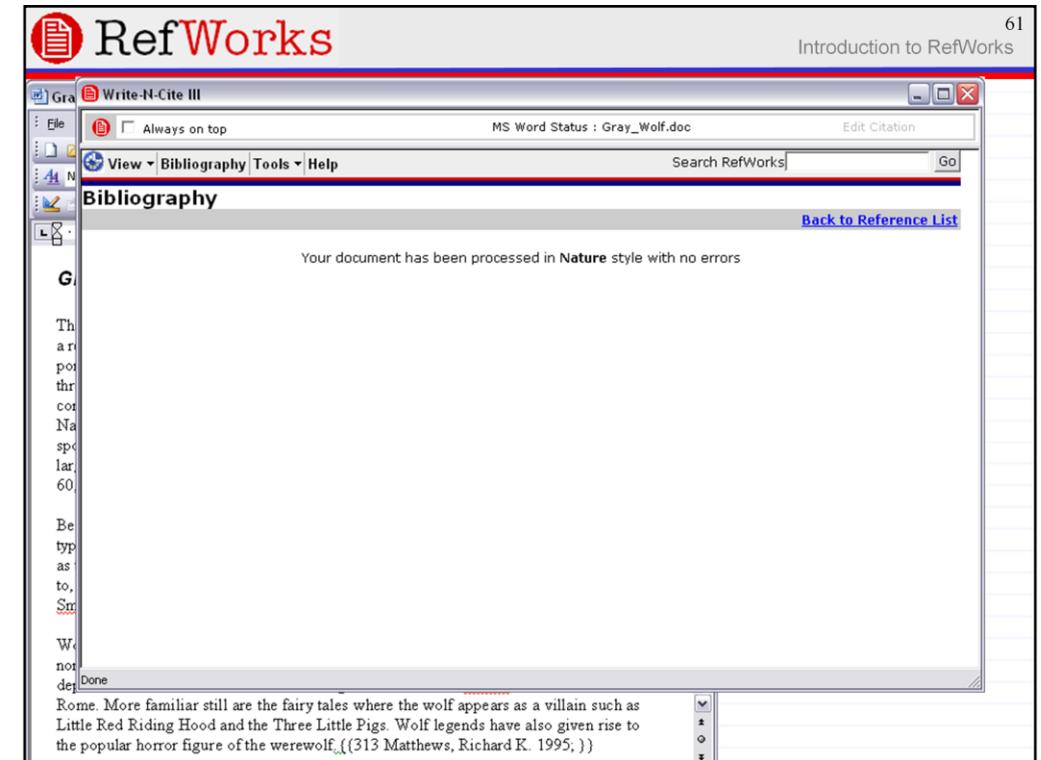
You'll get a confirmation screen if there are no errors in how the citation markers are placed or formatted and an error screen if there are.

Adding citations to RefWorks

- Manually enter citations
- Import citations from a text file or by copying and pasting
- Export citations from a database that includes a direct export feature
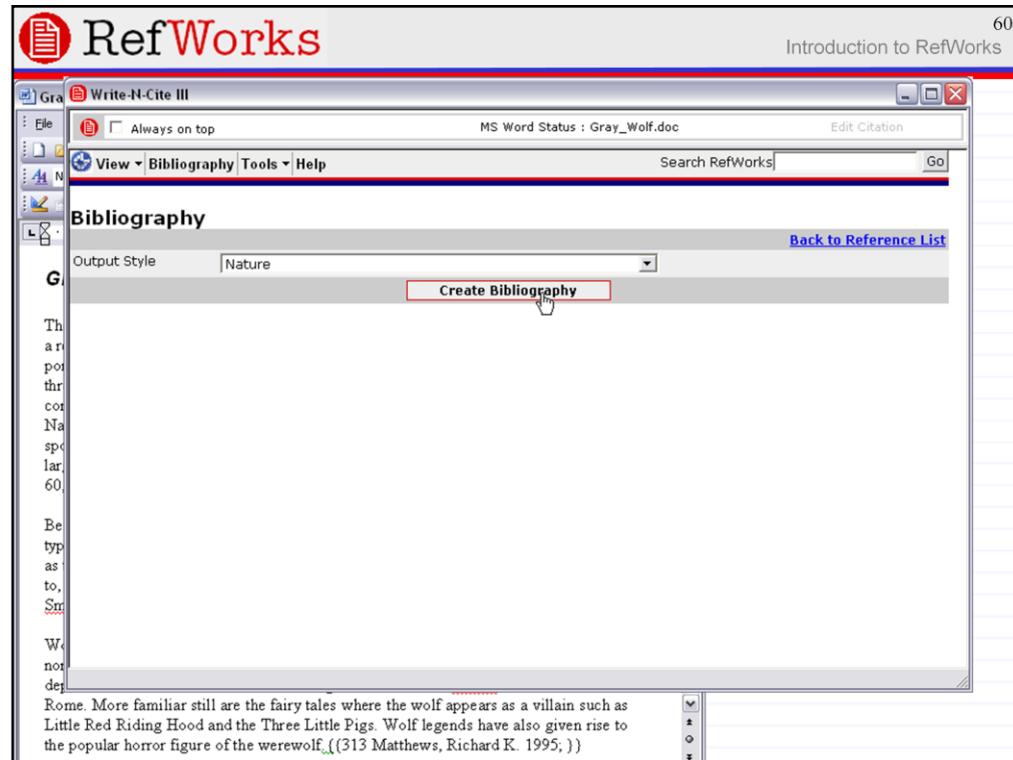
Once an output style is selected, click the "Create Bibliography" button at the bottom of the screen.

Exporting citations via direct export from a research database Is the most common ways that you get references into RefWorks.

Note that we'll need to leave the "References" menu of RefWorks to do this. In fact, we'll leave RefWorks entirely and initiate the export process from outside -- e.g., a research database such as "LISA".

RefWorks — Introduction to RefWorks

CSA ILLUMINA — Provided by Syracuse University Library

Solar power: Exotic sideshow or bright new future?

Please log in to My Research | XML

Logout | Quick Search | Advanced Search | Search Tools | Browse | 3 Marked Records | Search History

3 Marked Records | Return to Results | Help & Support

Mark or Clear all on page | Update Marked List | Save, Print, Email | RefWorks

Previous 1 Next | Record # [ ] Go

1. **FRBRization of a library catalog: better collocation of records, leading to enhanced search, retrieval, and display**
Dickey, Timothy J.
Information Technology and Libraries, vol. 27, no. 1, pp. 23-32, Mar 2008
The Functional Requirements for Bibliographic Records (FRBR)'s hierarchical system defines families of bibliographic relationship between records and collocates them better than most extant bibliographic systems. Certain library materials (especially …
View Record | Full-Text | SU Link
Database: LISA: Library and Information Science Abstracts
Descriptors: Online catalogues | Searching | Bibliographic records

2. **Successive entry, latest entry, or none of the above? How the MARC21 format, FRBR and the concept of a work could revitalize serials management**
Adams*, Katherine; Santamauro, Britta; Blythe, Kurt
The Serials Librarian Serials Librarian, vol. 54, no. 3-4, pp. 193-197, 2008
… acknowledge that RDA (Resource Description and Access), FRBR (Functional Requirements for Bibliographic Records) and the CONSER (Cooperative Online Serials) standard record will improve libraries' ability to respond to the exponential increase …
View Record | SU Link
Database: LISA: Library and Information Science Abstracts
Descriptors: Cataloguing | Serials | MARC

3. **Relevance of a classified catalog in the FRBR perspective and a proposed model with ISBD Description and faceted class number as key attribute**
Varghese, M.
Cataloging & Classification Quarterly, vol. 46, no. 3, pp. 281-304, 2008
Database: LISA: Library and Information Science Abstracts
Descriptors: Online catalogues | ISBD | Faceted classification schemes | Functional

RefWorks — Introduction to RefWorks — 59

Write-N-Cite III — MS Word Status : Gray_Wolf.doc — Edit Citation

View ▾ Bibliography Tools ▾ Help — Search RefWorks — Go

Bibliography — Back to Reference List

Output Style — APA - American Psychological Association, 5th Edition

Favorites
Academic Medicine
APA - American Psychological Association, 5th Edition
Chicago 15th Edition (Author-Date System)
Chicago 15th Edition (Notes & Bibliography)
Council of Science Editors - CSE 7th, Citation-Sequence
Council of Science Editors - CSE 7th, Name-Year Sequence
Harvard
Harvard - British Standard
JACS - Journal of the American Chemical Society
MLA 6th Edition
Nature
Science
Vancouver
Access Output Style Manager...

Rome. More familiar still are the fairy tales where the wolf appears as a villain such as Little Red Riding Hood and the Three Little Pigs. Wolf legends have also given rise to the popular horror figure of the werewolf. ((313 Matthews, Richard K. 1995;))

From the library's database main menu, find and launch "LISA : Library and Information Science Abstracts" and do a search.

Examine the results of your search and check-mark at least three of the records. Any will do for this exercise.

[For this example, I've searched on "frbr" and narrowed the results set to "Peer-reviewed journals".]

Now (optionally) click the "Marked Records" link at the upper left of the page to view all your marked records on one screen.

To initiate the export, click the "RefWorks" icon/button.

[Not all CSA databases have this "RefWorks" icon; just those provided by SU rather than SUNY/ESF. If it is lacking, instead click the "Save, Print, Email" link and then look for the "RefWorks" icon at the bottom of that page of options. Other database vendors have similarly worded export options, with the more obvious choices involving some variation of "Cite" or "Export".]
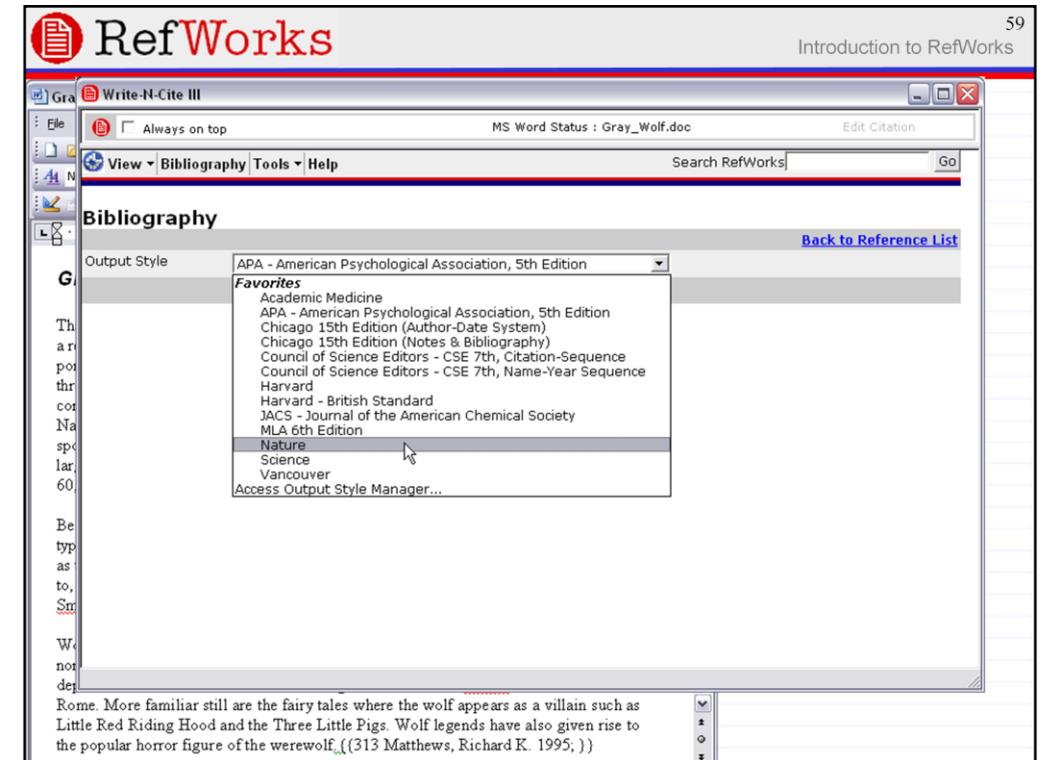
The "Bibliograph" page has a list of Output Styles in a select menu.

[In the example, we first will use "Nature" as an output style.]

The style list is generated by styles that you put in your "Favorites" folder back in RefWorks. You can add or delete styles from your "Favorites" in RefWorks at any time and refresh the list in Write-N-Cite by clicking the "Bibliography" button again.
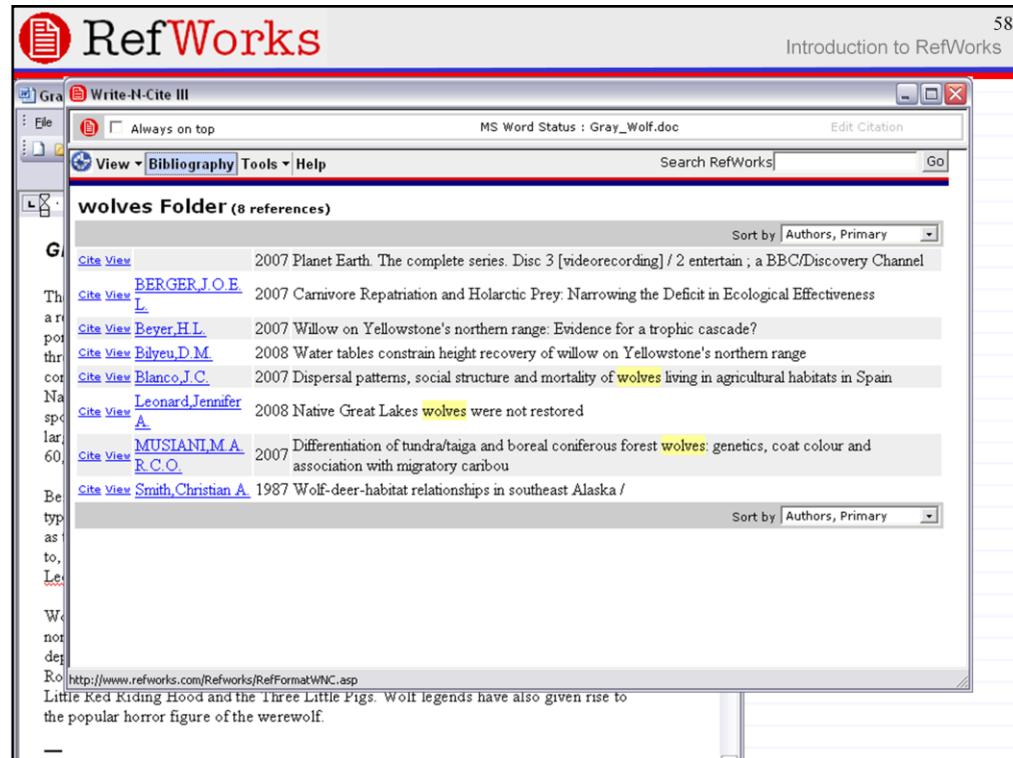
At the end of the process -- or even periodically to check your progress -- click the "Bibliography" button at the top of the Write-N-Cite page.
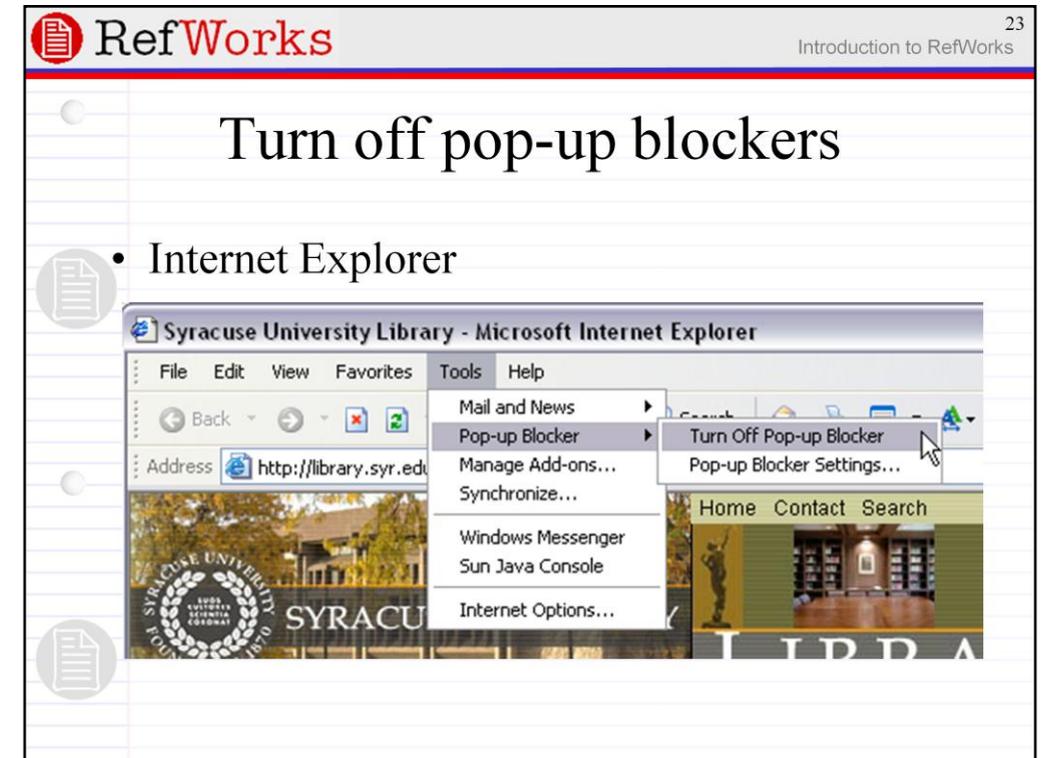
Caveat: Exporting won't work if your browser is set to block pop-up windows. Since the export windows generally are opened using javascript, your browser will interpret these as pop-ups, even if you initiated them by clicking.

In IE, just "Turn Off Pop-up Blocker" from the "Pop-up Block" option of the "Tools" menu.

Turn off pop-up blockers

- Firefox, Netscape, and Mozilla

In Firefox and other Mozilla browsers, the process is a little more complicated.

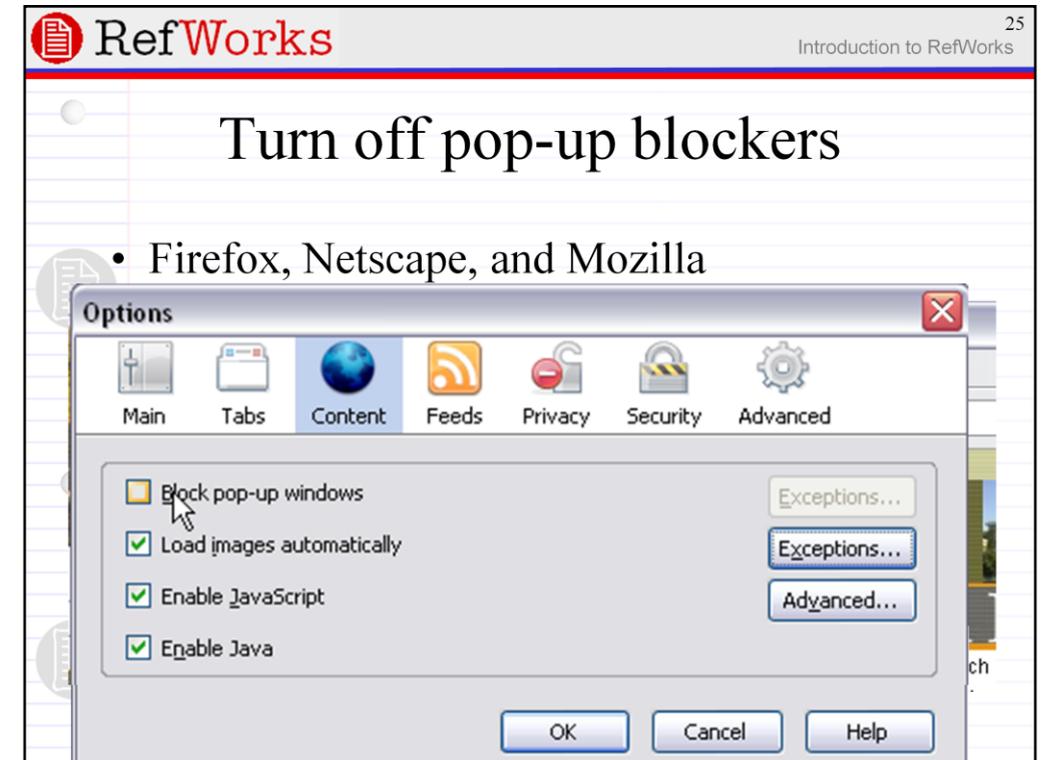Select "Options…" from the "Tools" menu.

Click "Cite" to embed a citation marker.
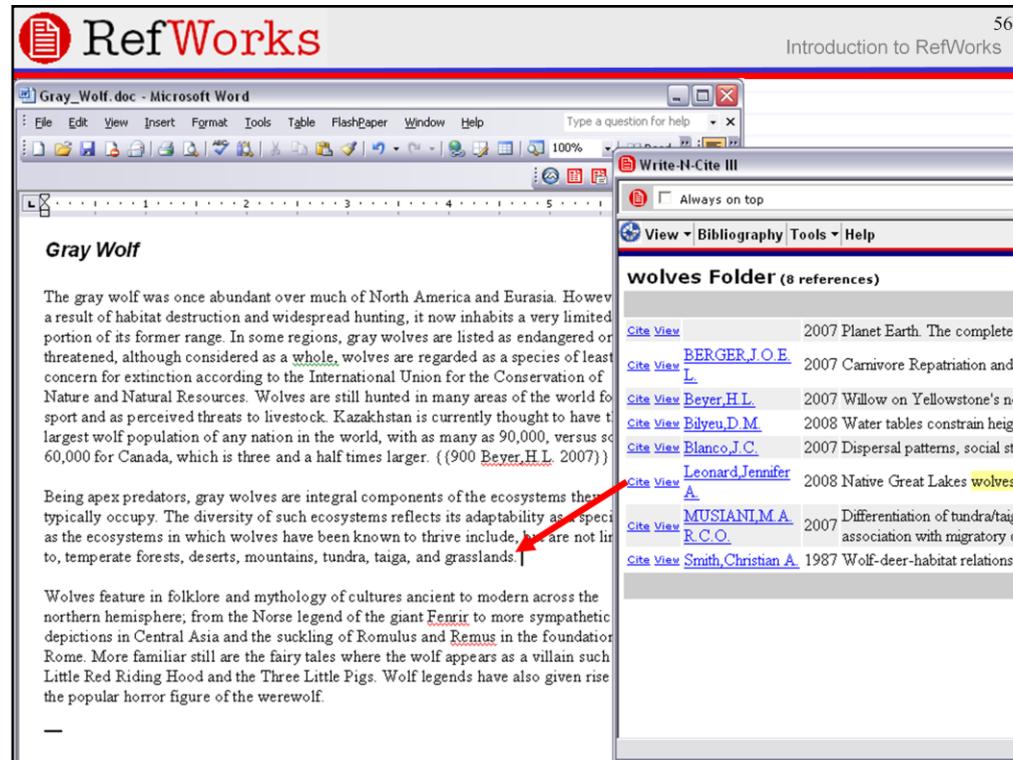
Repeat the process for a second citation.

Place your cursor in Word…

Turn off pop-up blockers

- Firefox, Netscape, and Mozilla

This will open an "Options" window.

Select the "Content" tab and uncheck the box next to "Block pop-up windows" and click "OK".

{{900 Beyer,H.L. 2007 }}
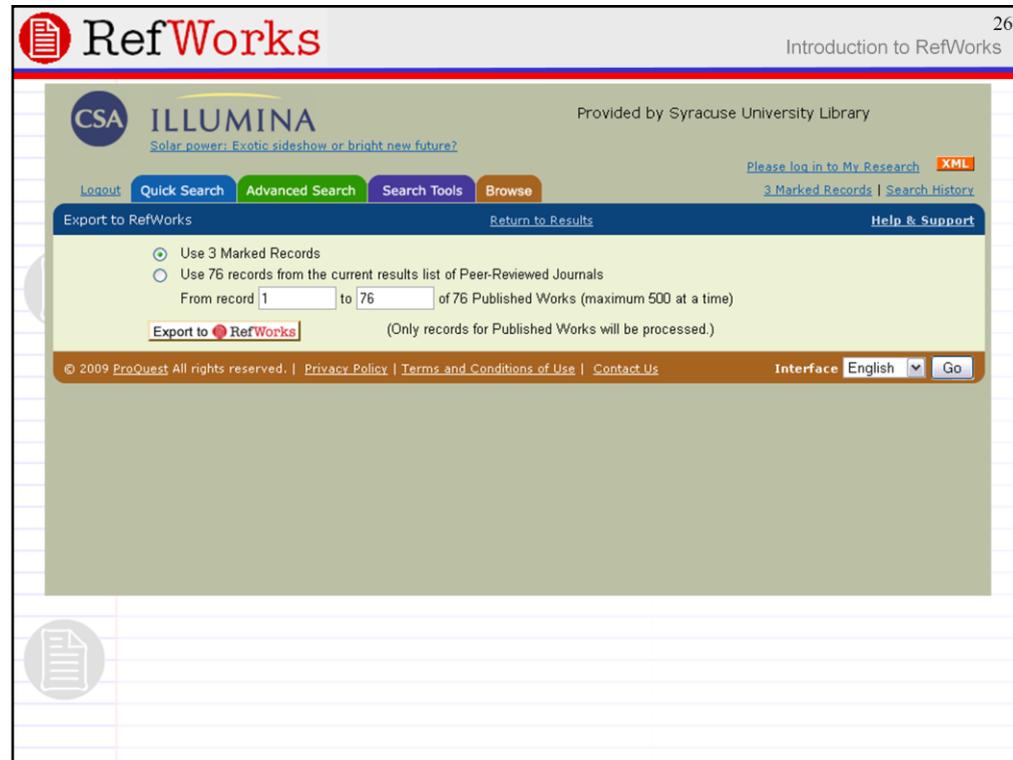
Now that pop-up blocking is disabled, continue on…

When the click the "RefWorks" icon, you are taken to a page that confirms you intention.

Click the "Export to RefWorks" button at the bottom of the page.
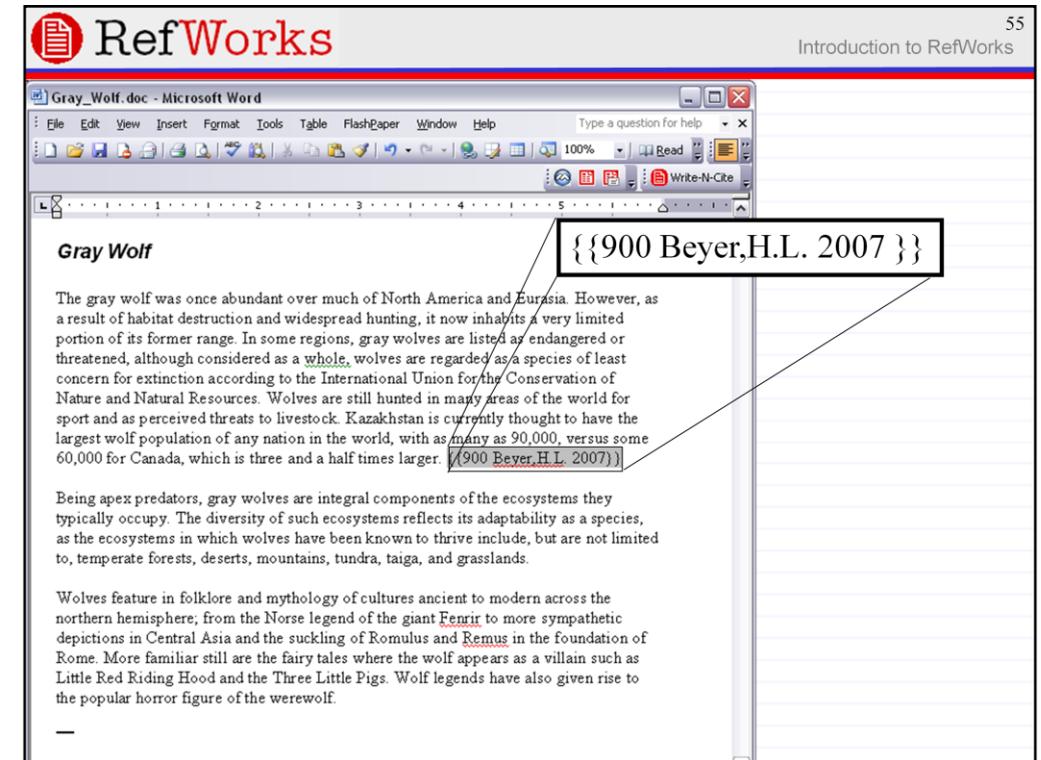
Note that the RefWorks citation marker is not a real citation. It is just a RefWorks ID number surrounded by two curly brackets.

The text following the citation marker is for human readability -- so you know you got the correct reference -- and can actually be edited out (not advised) if you choose to do so.
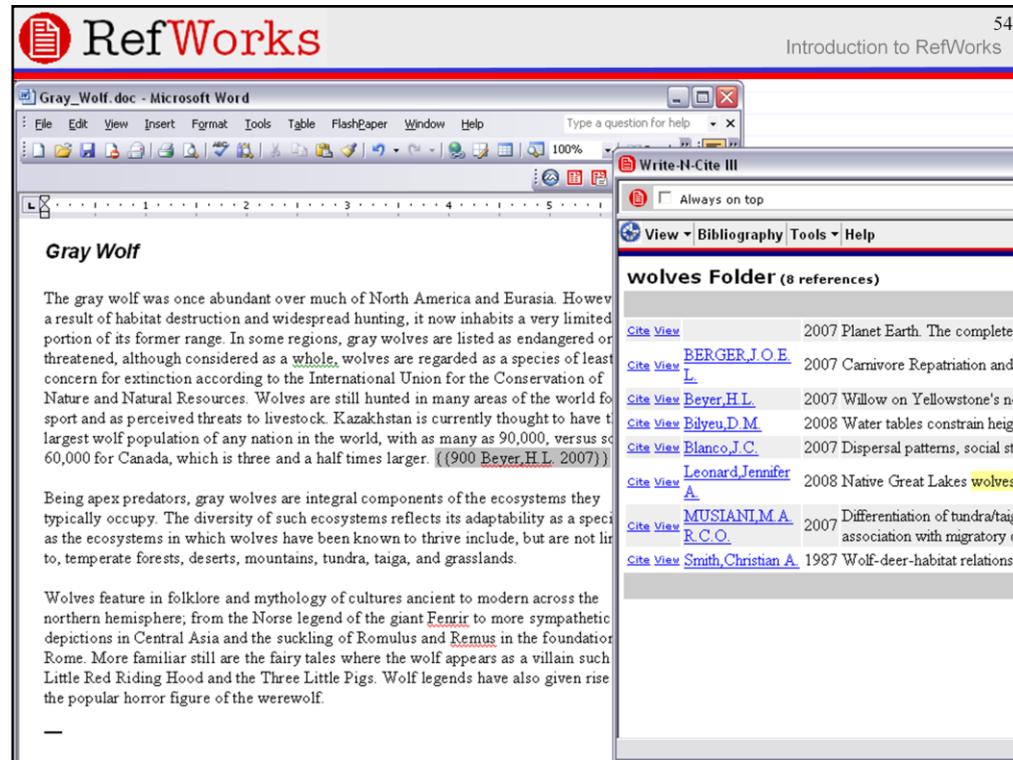
A RefWorks citation marker will be inserted at the cursor point in the Word document.
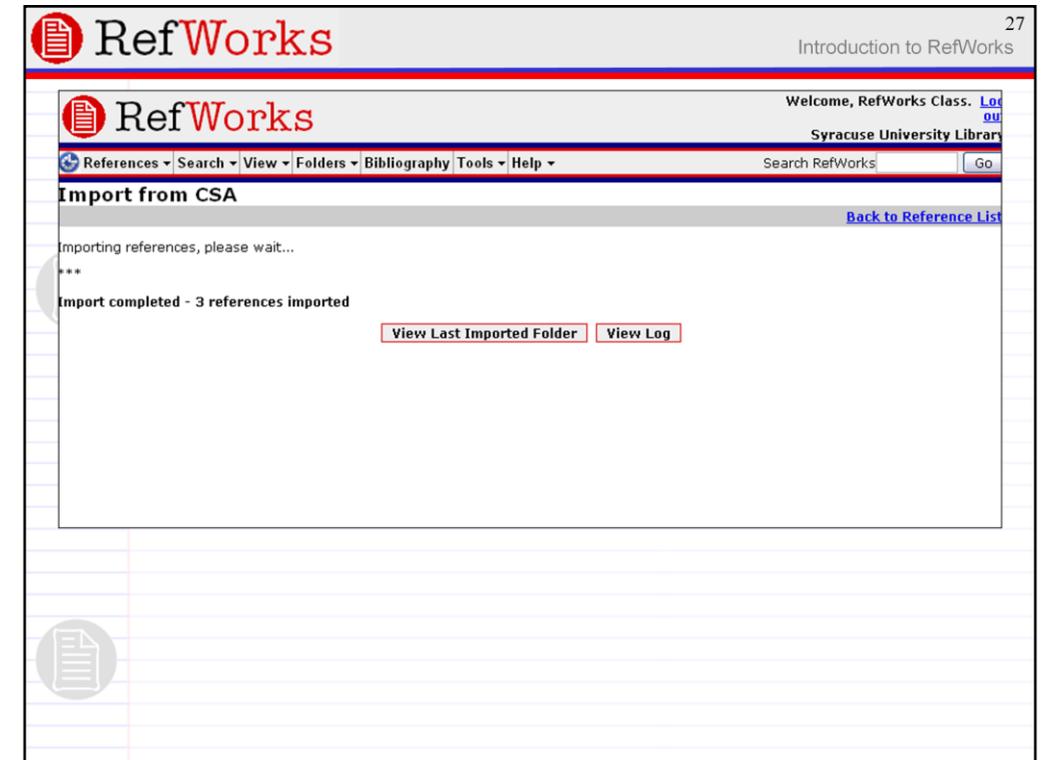
When you click the "Export to RefWorks" button, a new RefWorks window or tab opens in your browser (even if RefWorks is already open in another window or tab). The overuse of multiple windows is one of the annoying and confusing things about RefWorks.

The progress bar will track citations as they are imported into RefWorks. When it is done, a final tally displays.

Click the "View Last Imported Folder" button.
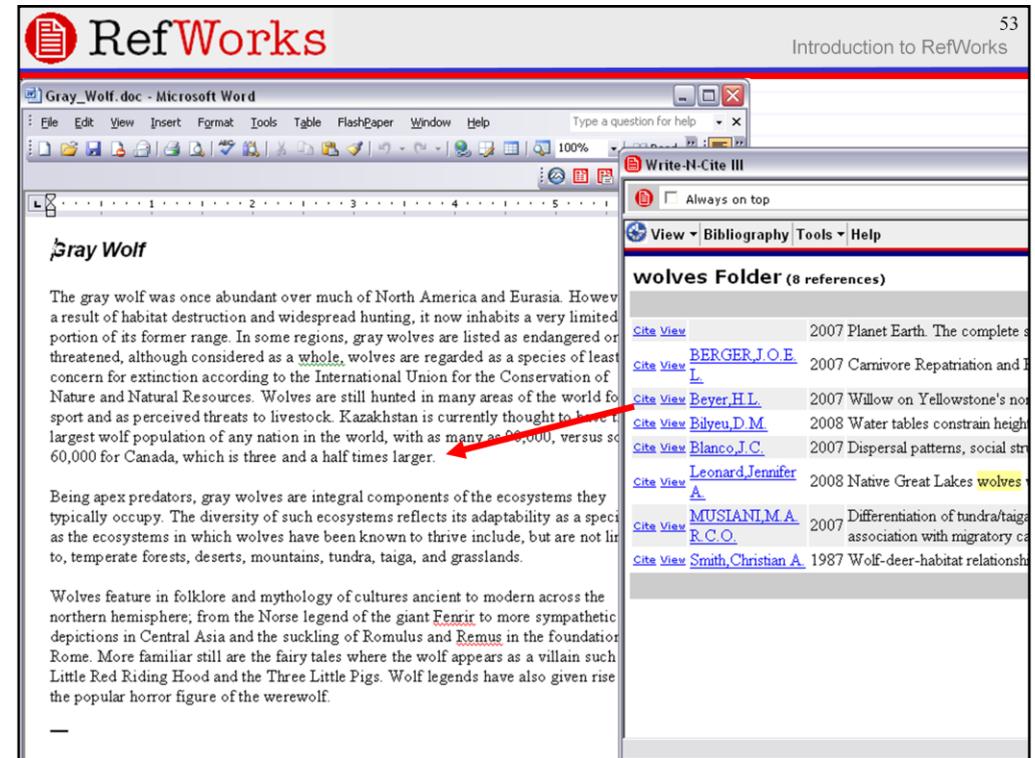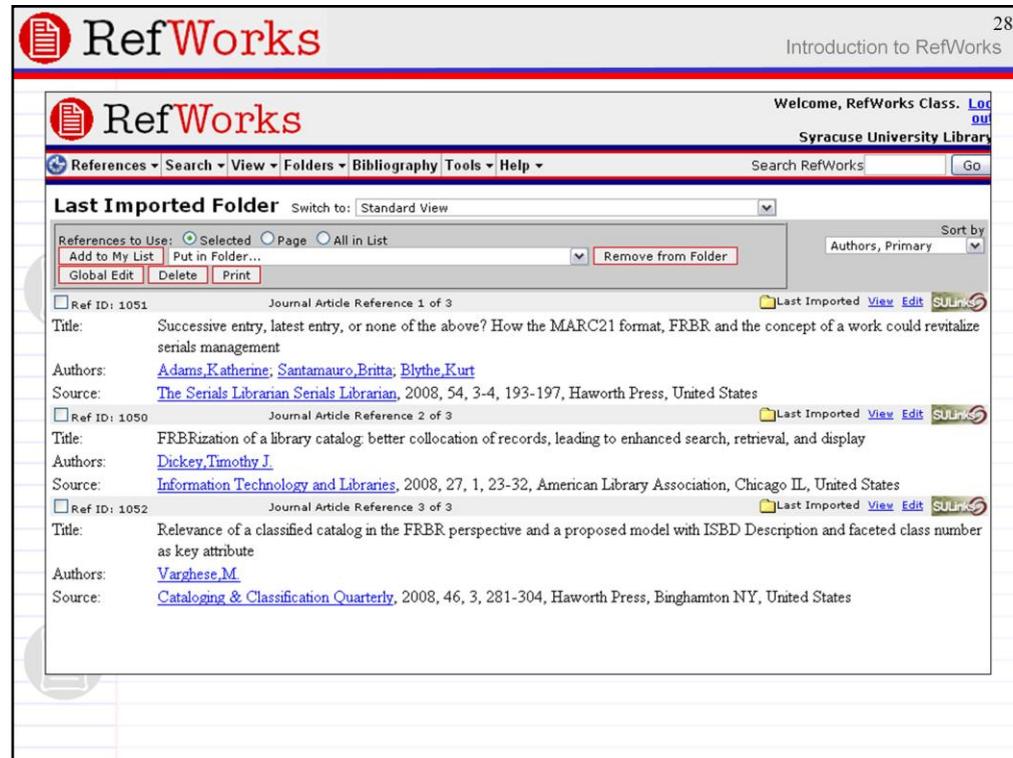
The "Last Imported" folder now shows the references we marked and exported from the "LISA" database.

This is a good time, while your database search results are still available for comparison, to examine your imported results and make sure that RefWorks hasn't messed anything up.

[In this example, the record authored by Adams has the journal name mis-entered. This is actually an error from "LISA", but it still needs to be fixed. Demonstrate using the Edit link to fix the entry.]

Click the "Cite" link next to the appropriate citation in Write-N-Cite.
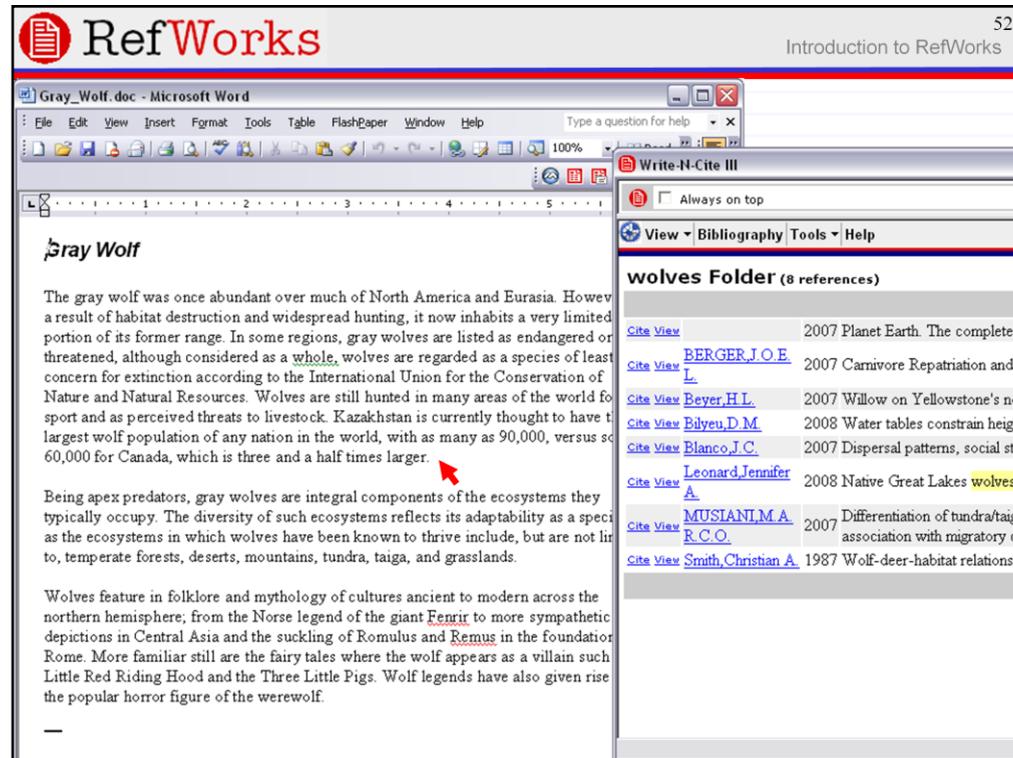
Using Write-N-Cite is quite intuitive.

Place your cursor in the document at the point where a citation needs to go.
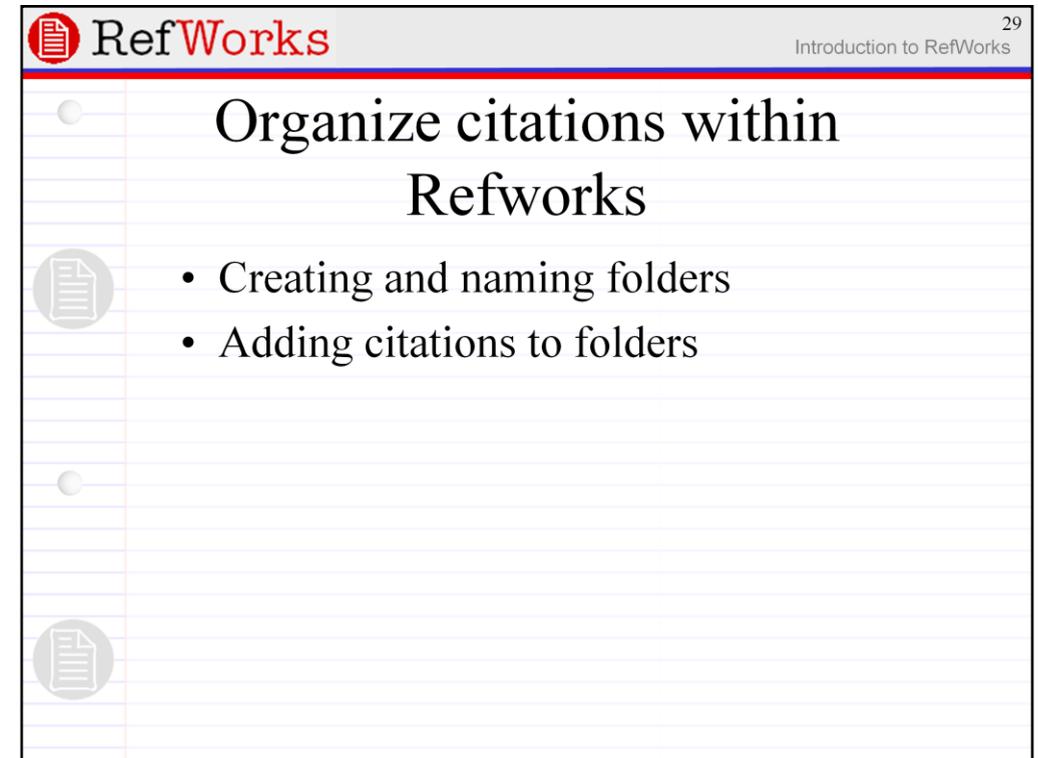
Once you have a set of references in your RefWorks database, you may eventually want to start putting them in folders by topic. This is not necessary, but is an expedient for browsing large databases.

Next we'll see how to create new folders and how to put citations into folders.
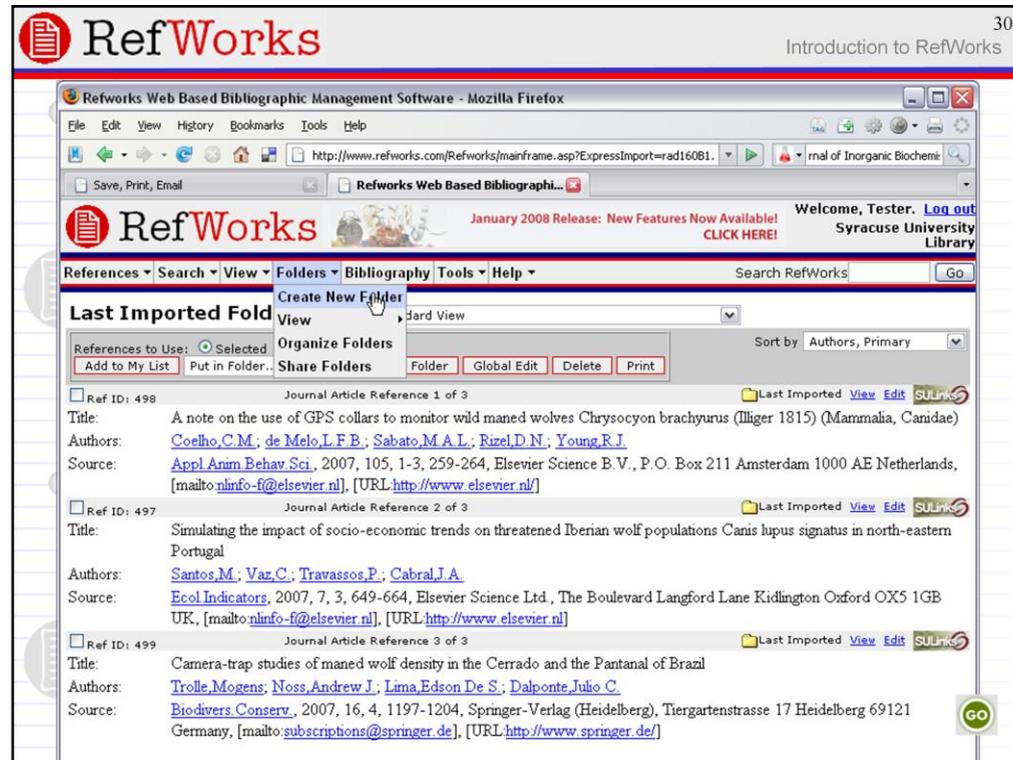
[Explore the "View" and "Folders" menus. Show the options that are shared by both (redundant) and those that are unique.]

Choose "Create New Folder" from the "Folders" menu.
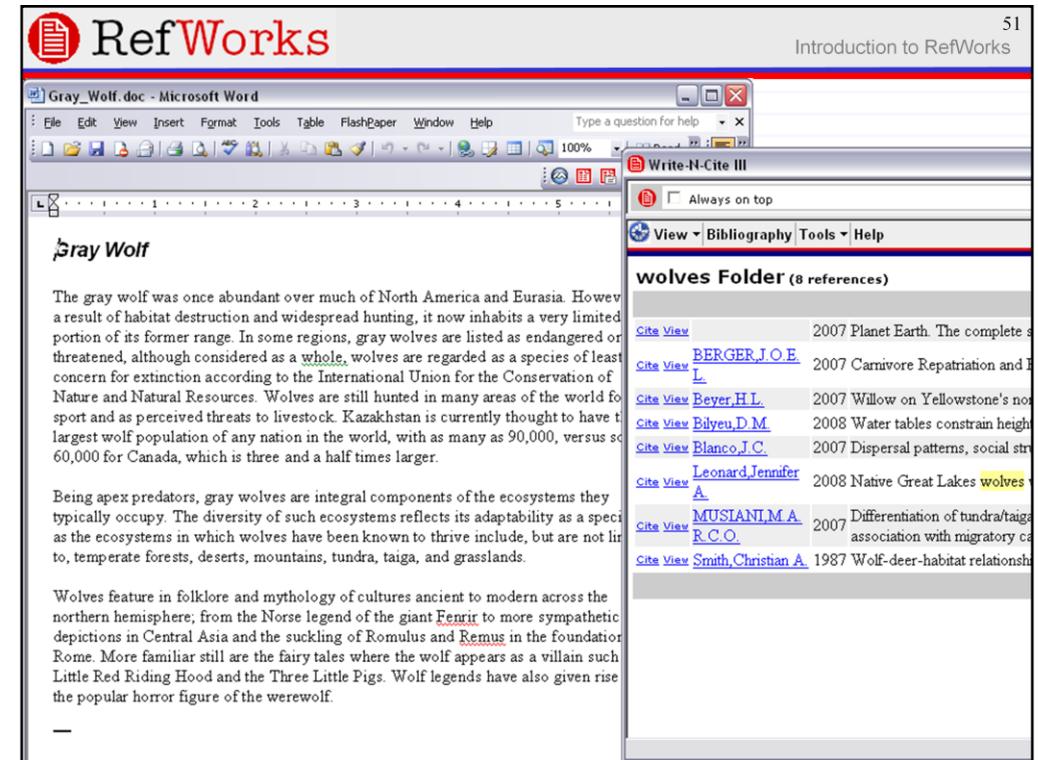
You use Write-N-Cite in combination with an open Word document. Write-N-Cite should note the file name of your Word document in the status bar at the top of the window.

Write-N-Cite III

Always on top   MS Word Status : Gray_Wolf.doc   Edit Citation

View ▼ Bibliography Tools ▼ Help   Search RefWorks   Go

wolves Folder (8 references)

Sort by | Authors, Primary |

Cite View   2007 Planet Earth. The complete series. Disc 3 [videorecording] / 2 entertain ; a BBC/Discovery Channel

Cite View BERGER,J.O.E. L. 2007 Carnivore Repatriation and Holarctic Prey: Narrowing the Deficit in Ecological Effectiveness

Cite View Beyer,H.L. 2007 Willow on Yellowstone's northern range: Evidence for a trophic cascade?
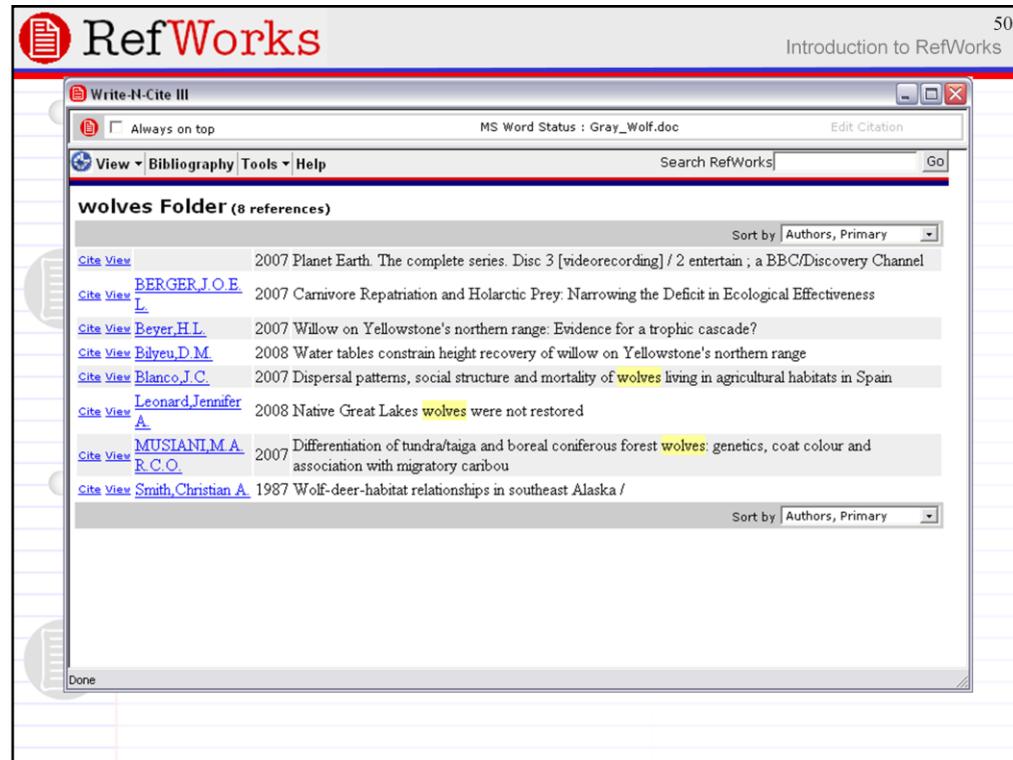
Cite View Bilyeu,D.M. 2008 Water tables constrain height recovery of willow on Yellowstone's northern range

Cite View Blanco,J.C. 2007 Dispersal patterns, social structure and mortality of wolves living in agricultural habitats in Spain

Cite View Leonard,Jennifer A. 2008 Native Great Lakes wolves were not restored

Cite View MUSIANI,M.A. R.C.O. 2007 Differentiation of tundra/taiga and boreal coniferous forest wolves: genetics, coat colour and association with migratory caribou

Cite View Smith,Christian A. 1987 Wolf-deer-habitat relationships in southeast Alaska /

Sort by | Authors, Primary |

Done

Refworks Web Based Bibliographic Management Software - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.refworks.com/Refworks/mainframe.asp?ExpressImport=rad160B1.   rnal of Inorganic Biochemi

Save, Print, Email   Refworks Web Based Bibliographi...

Welcome, Tester. Log out
Syracuse University Library

References ▼ Search ▼ View ▼ Folders ▼ Bibliography Tools ▼ Help ▼   Search RefWorks   Go

Create New Folder

Back to Reference List

New Folder Name: wolves

OK   Cancel

When you are logged into Write-N-Cite, use the "View" menu to navigate to the appropriate folder (if necessary).

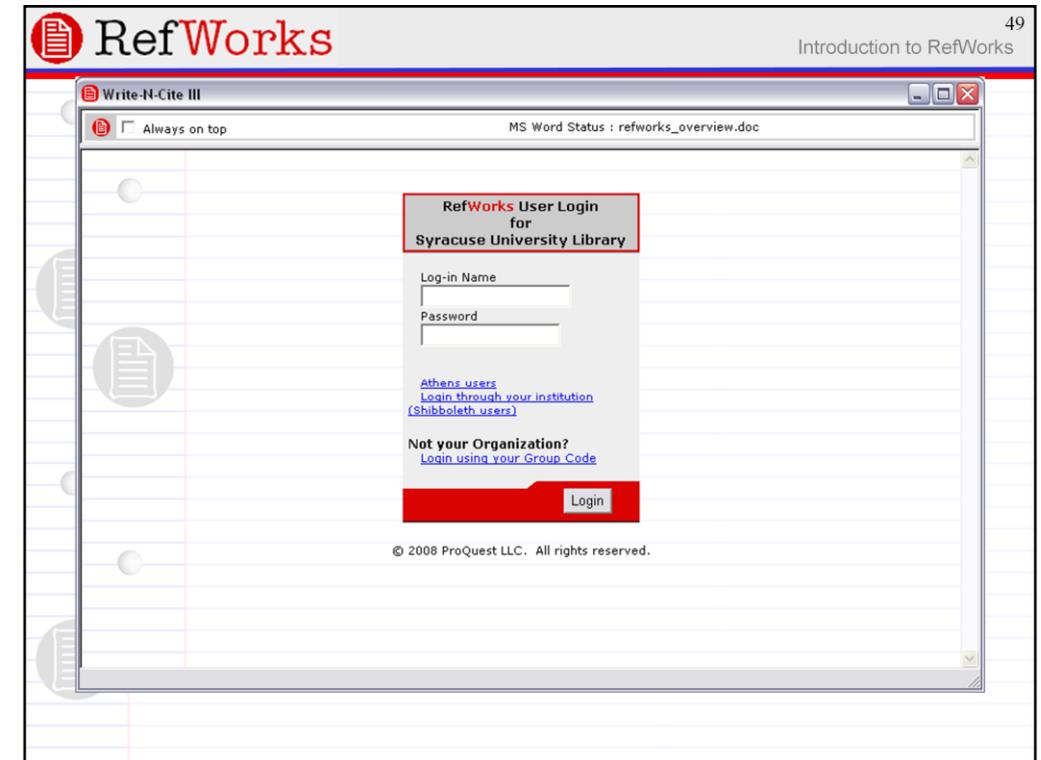Note the "Cite" link next to each brief citation.
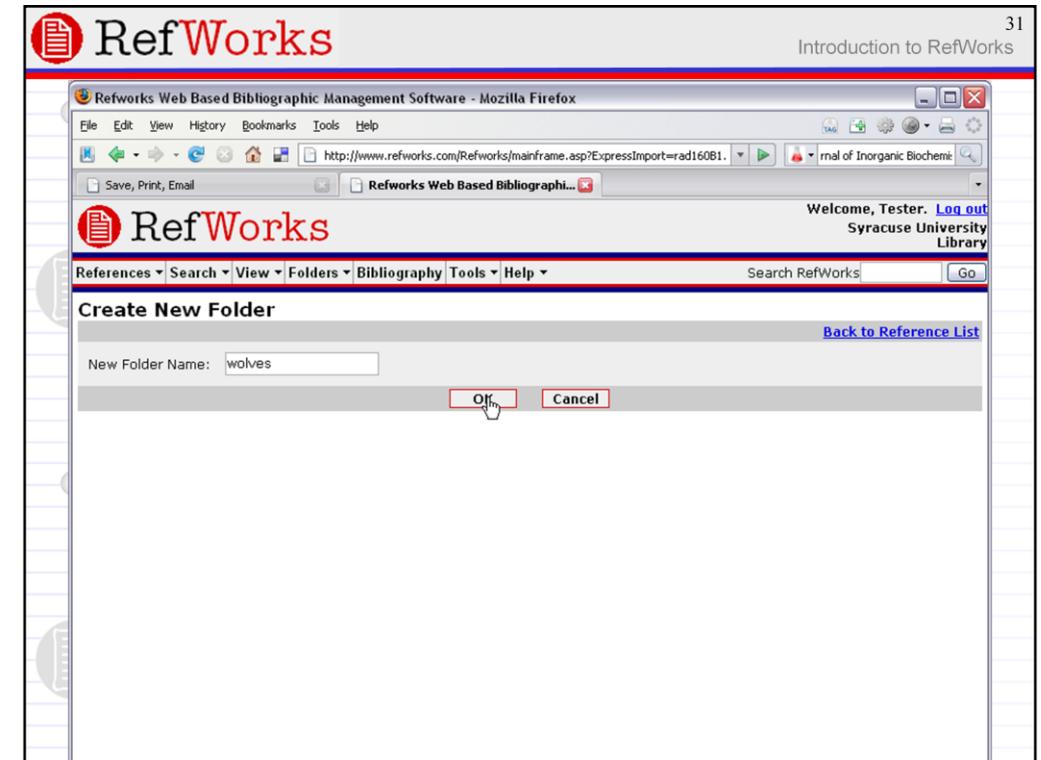
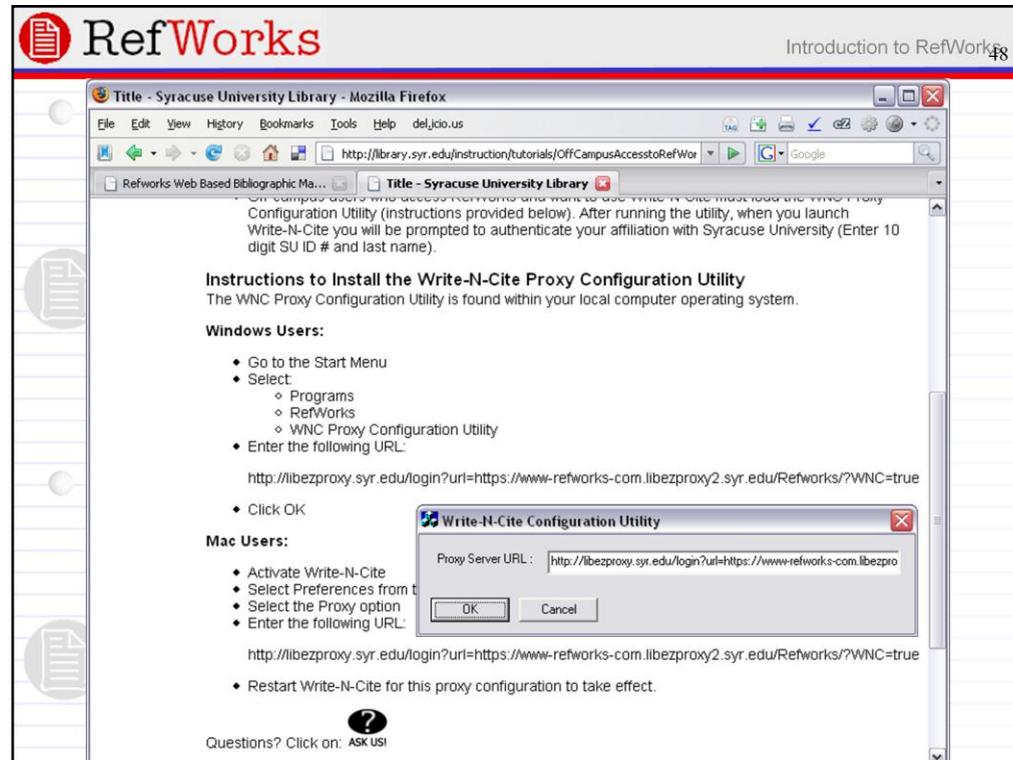In the "Create New Folder" window, assign a name and click "OK".
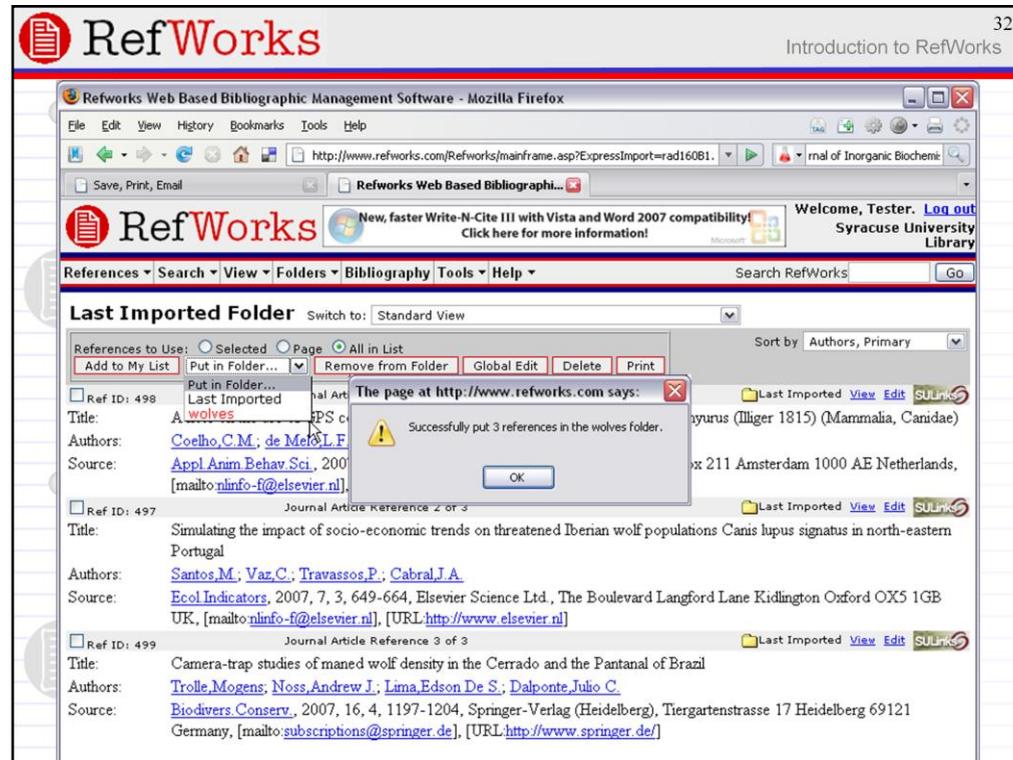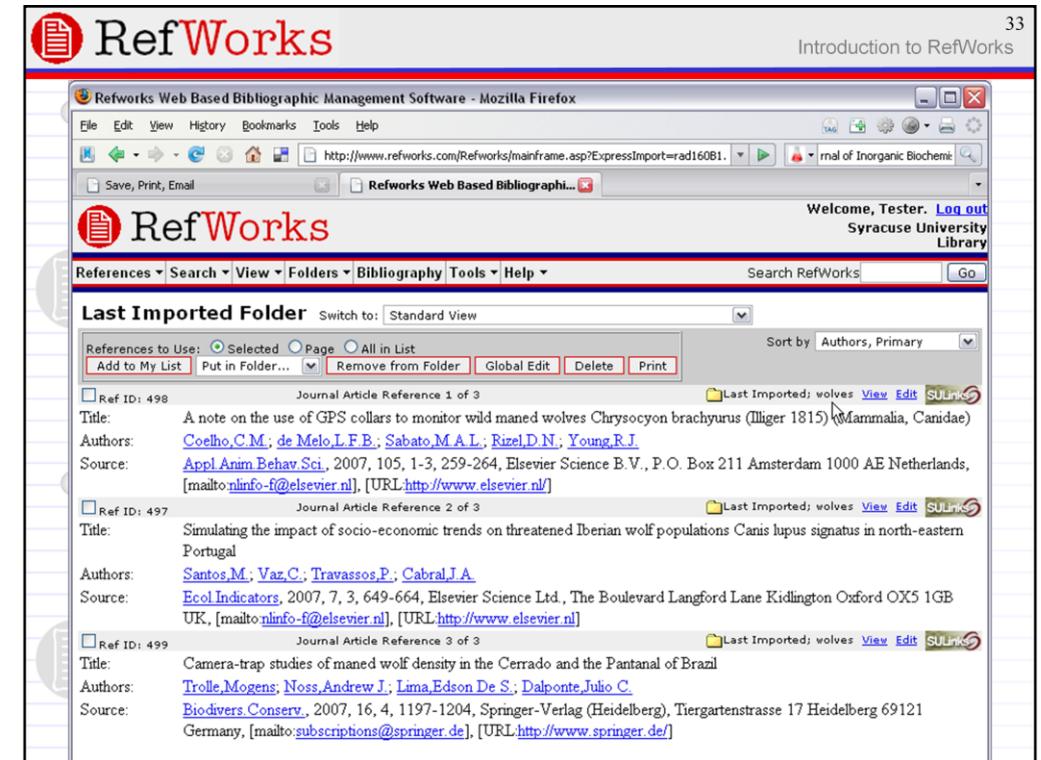
A confirmation dialog box will display.

However, although a new folder has been created, no reference have been added to it.

If, after adding the proxy url into the config tool, you are seeing a screen that asks for your Group Code rather than the screen above (or if you're off-campus, the Ezproxy login screen), then you may have to fix the url. A common error is to append an extra white space after the url or to chop off a bit of it. Try again, being a little more careful.
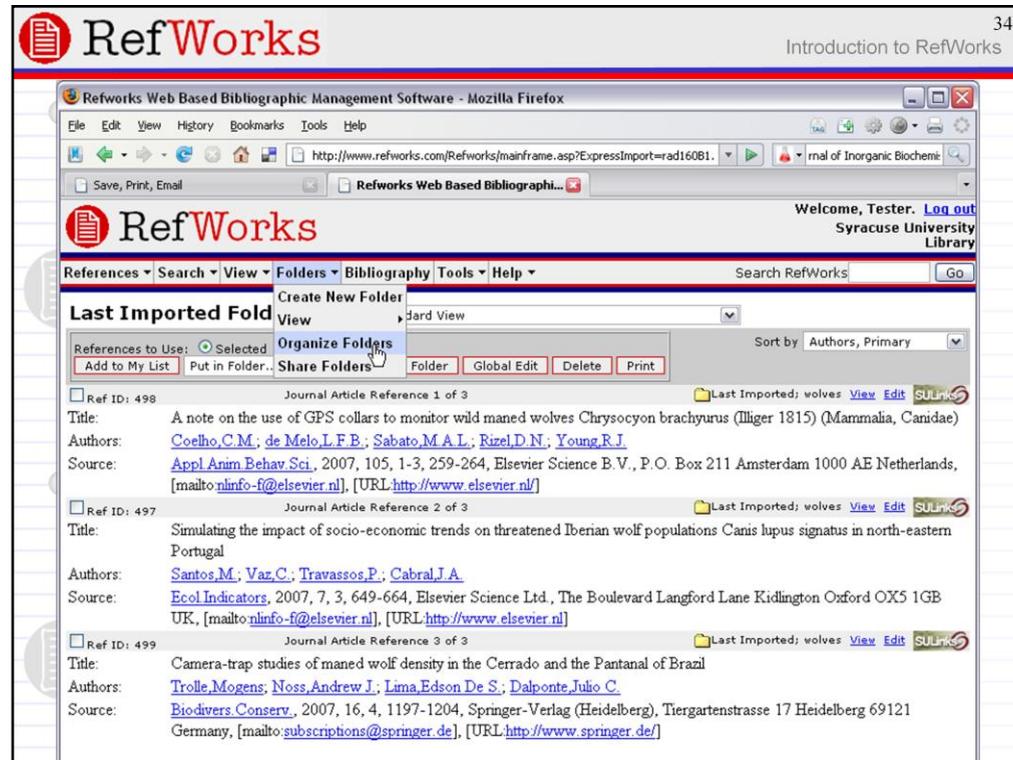
Title - Syracuse University Library - Mozilla Firefox

File Edit View History Bookmarks Tools Help del.icio.us

http://library.syr.edu/instruction/tutorials/OffCampusAccesstoRefWor

Refworks Web Based Bibliographic Ma... | Title - Syracuse University Library

Configuration Utility (instructions provided below). After running the utility, when you launch Write-N-Cite you will be prompted to authenticate your affiliation with Syracuse University (Enter 10 digit SU ID # and last name).

Instructions to Install the Write-N-Cite Proxy Configuration Utility
The WNC Proxy Configuration Utility is found within your local computer operating system.

Windows Users:

- Go to the Start Menu
- Select:
  - Programs
  - RefWorks
  - WNC Proxy Configuration Utility
- Enter the following URL:

  http://libezproxy.syr.edu/login?url=https://www-refworks-com.libezproxy2.syr.edu/Refworks/?WNC=true

- Click OK

Mac Users:

- Activate Write-N-Cite
- Select Preferences from t
- Select the Proxy option
- Enter the following URL:

  http://libezproxy.syr.edu/login?url=https://www-refworks-com.libezproxy2.syr.edu/Refworks/?WNC=true

- Restart Write-N-Cite for this proxy configuration to take effect.

Questions? Click on: ASK US!

Write-N-Cite Configuration Utility

Proxy Server URL : http://libezproxy.syr.edu/login?url=https://www-refworks-com.libezpro

OK   Cancel

Paste the proxy url from the help page into this dialog box and click "OK".

Refworks Web Based Bibliographic Management Software - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://www.refworks.com/Refworks/mainframe.asp?ExpressImport=rad16081. · rnal of Inorganic Biochemi

Save, Print, Email | Refworks Web Based Bibliographi...

Welcome, Tester. Log out
Syracuse University Library

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾   Search RefWorks   Go

Last Imported Folder   Switch to: Standard View

References to Use: ● Selected ○ Page ○ All in List   Sort by Authors, Primary

Add to My List | Put in Folder... ▾ | Remove from Folder | Global Edit | Delete | Print

Ref ID: 498   Journal Article Reference 1 of 3   Last Imported: wolves View Edit
Title: A note on the use of GPS collars to monitor wild maned wolves Chrysocyon brachyurus (Illiger 1815) (Mammalia, Canidae)
Authors: Coelho,C.M.; de Melo,L.F.B.; Sabato,M.A.L.; Rizel,D.N.; Young,R.J.
Source: Appl.Anim.Behav.Sci., 2007, 105, 1-3, 259-264, Elsevier Science B.V., P.O. Box 211 Amsterdam 1000 AE Netherlands, [mailto:nlinfo-f@elsevier.nl], [URL:http://www.elsevier.nl/]

Ref ID: 497   Journal Article Reference 2 of 3   Last Imported: wolves View Edit
Title: Simulating the impact of socio-economic trends on threatened Iberian wolf populations Canis lupus signatus in north-eastern Portugal
Authors: Santos,M.; Vaz,C.; Travassos,P.; Cabral,J.A.
Source: Ecol.Indicators, 2007, 7, 3, 649-664, Elsevier Science Ltd., The Boulevard Langford Lane Kidlington Oxford OX5 1GB UK, [mailto:nlinfo-f@elsevier.nl], [URL:http://www.elsevier.nl]

Ref ID: 499   Journal Article Reference 3 of 3   Last Imported: wolves View Edit
Title: Camera-trap studies of maned wolf density in the Cerrado and the Pantanal of Brazil
Authors: Trolle,Mogens; Noss,Andrew J.; Lima,Edson De S.; Dalponte,Julio C.
Source: Biodivers.Conserv., 2007, 16, 4, 1197-1204, Springer-Verlag (Heidelberg), Tiergartenstrasse 17 Heidelberg 69121 Germany, [mailto:subscriptions@springer.de], [URL:http://www.springer.de/]
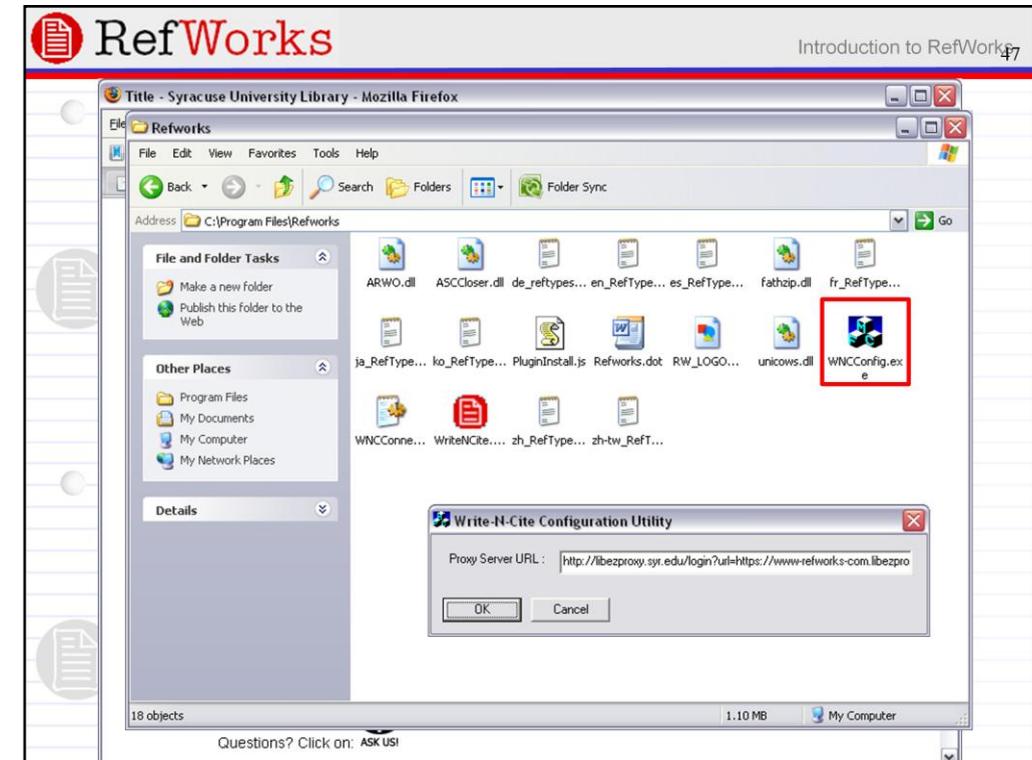
Select a few references or click the "Page" or "All in List" radio buttons.

Choose the appropriate folder from the "Put in Folder…" select menu.

Note that your folders will display in red and system folders display in black.

Choose "Organize Folders" from the "Folders" menu.

Ideally, you access the Write-N-Cite Configuration Utility from the Start Menu of Windows. But in locked down cluster computers, this option may missing.
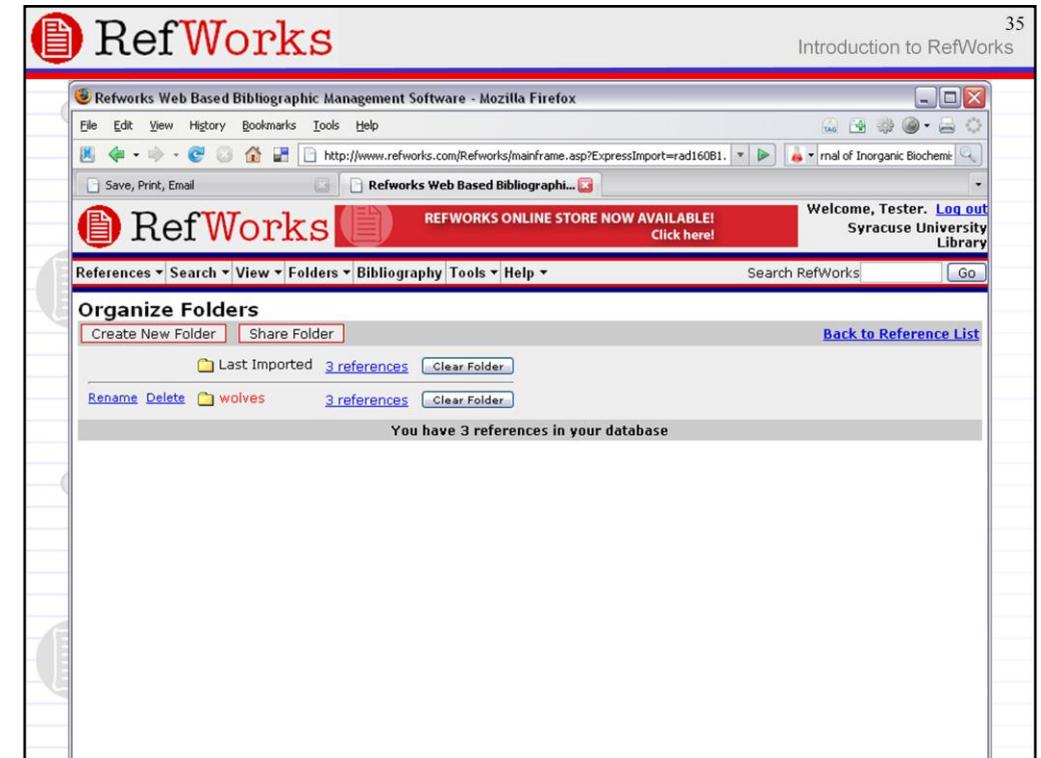
Instead, navigate to Write-N-Cite Configuration Utility via Program Files > RefWorks.

When you launch the Write-N-Cite Configuration Utility, a dialog box opens.
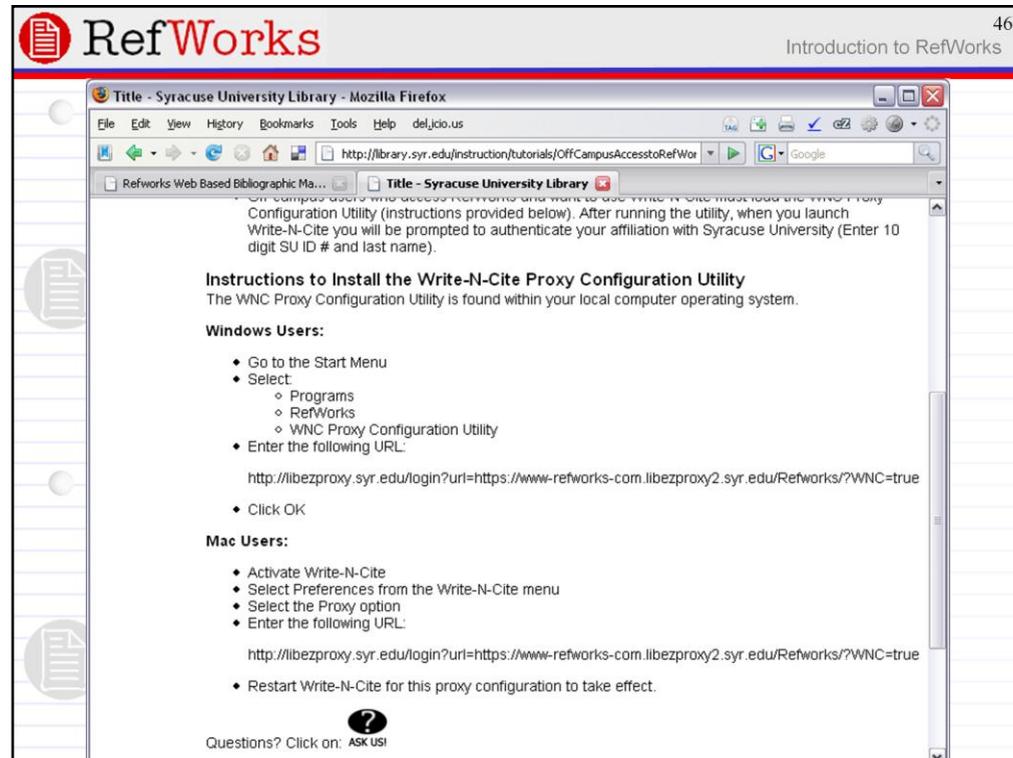
Note, for laptop users who work off-campus, you additionally need to configure Write-N-Cite to use Ezproxy.

Instructions for doing this are in the library's Citation Support pages for RefWorks.

The "Organize Folders" window lists all the folders. It is an excellent way to get an overview of the structure of your RefWorks account and the distribution of citations in the various folders.

Your folders are colored red and the "Last Imported" system folder is black. You can rename, empty (clear), and delete your folders. You can empty, but can not otherwise change the "Last Imported" folder.

Adding citations to RefWorks

- Manually enter citations
- Import citations from a text file
  or by copying and pasting
- Export citations from a database that
  includes a direct export feature
- Search > Online Catalog or Database

The last method is really only truly useful for researchers who regularly search the PubMed biomedical database. In the case of PubMed, there is no direct export option and the export via text file option is somewhat non-intuitive.

This opens a "Download Write-N-Cite" overview page.

Computers in this cluster have Write-N-Cite pre-installed.

But you will need to download a copy of Write-N-Cite to your workstation or laptop when you return to your office or home.
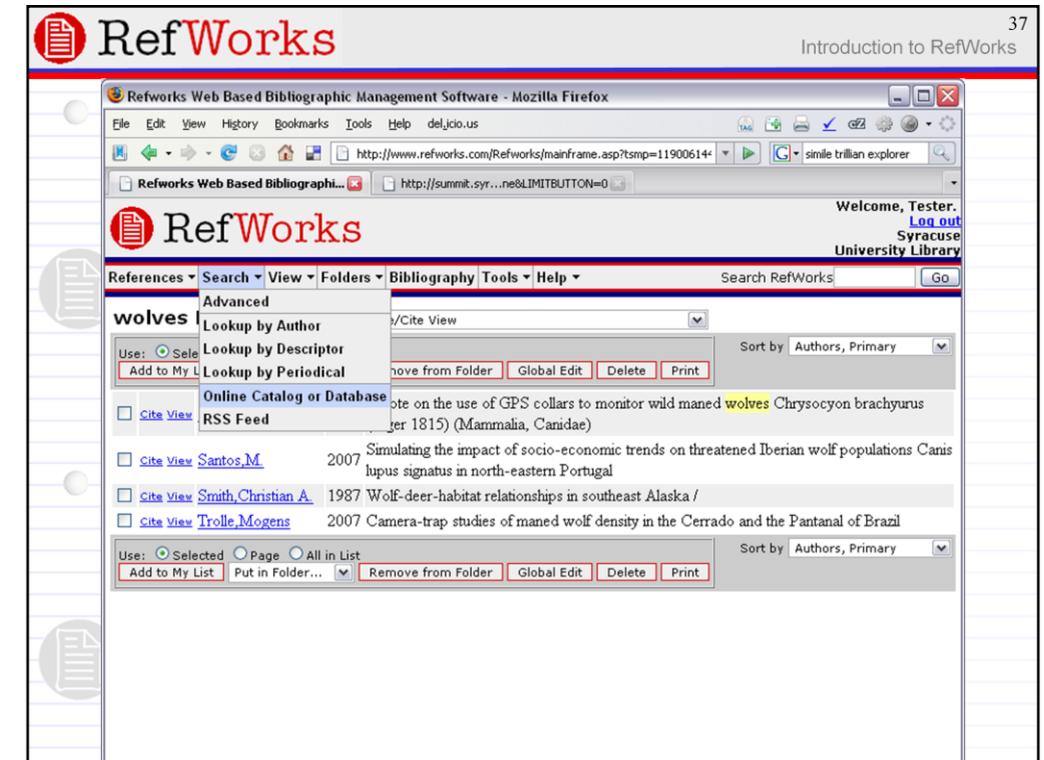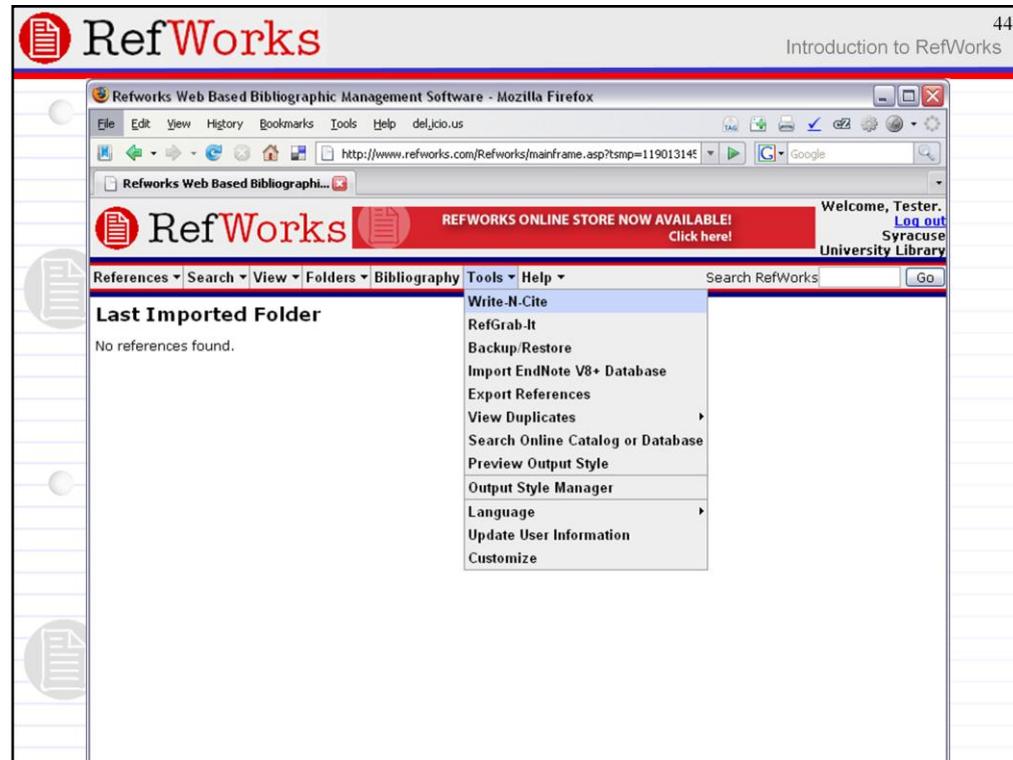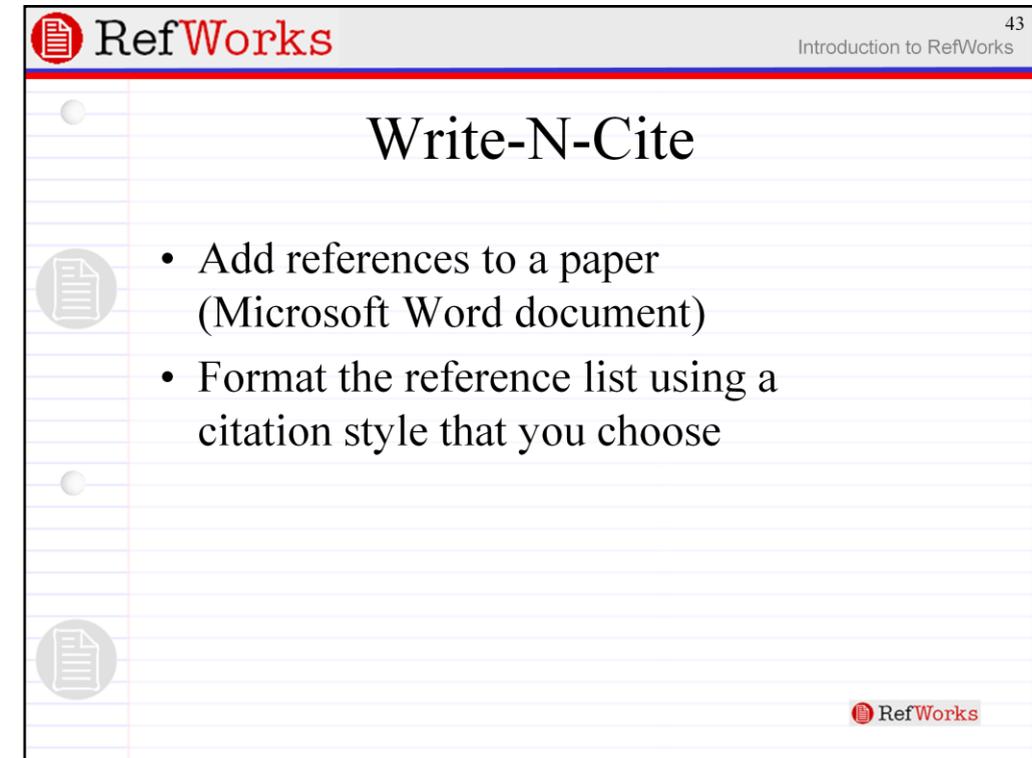
Write-N-Cite is a free program that you download and install to your workstation. Although it is a stand-alone program, it acts as a specialized web browser with one purpose: to import citations stored in your RefWorks account into a paper you are writing at the point at which you need them and then, creating a corresponding bibliography of cited references at the end of your paper.

To download it, go to "Tools" > "Write-N-Cite".

Select "Search" > "Online Catalog or Database".
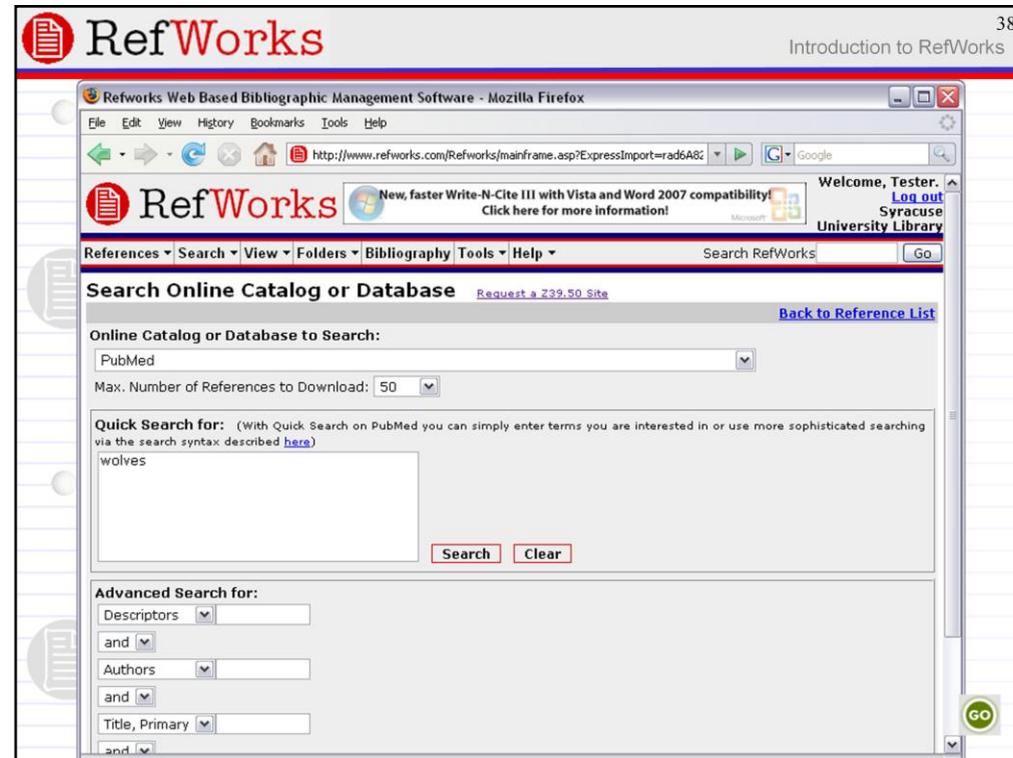
[Demo a search in PubMed -- e.g., "wolves" or "bee virus".]

Write-N-Cite

- Add references to a paper (Microsoft Word document)
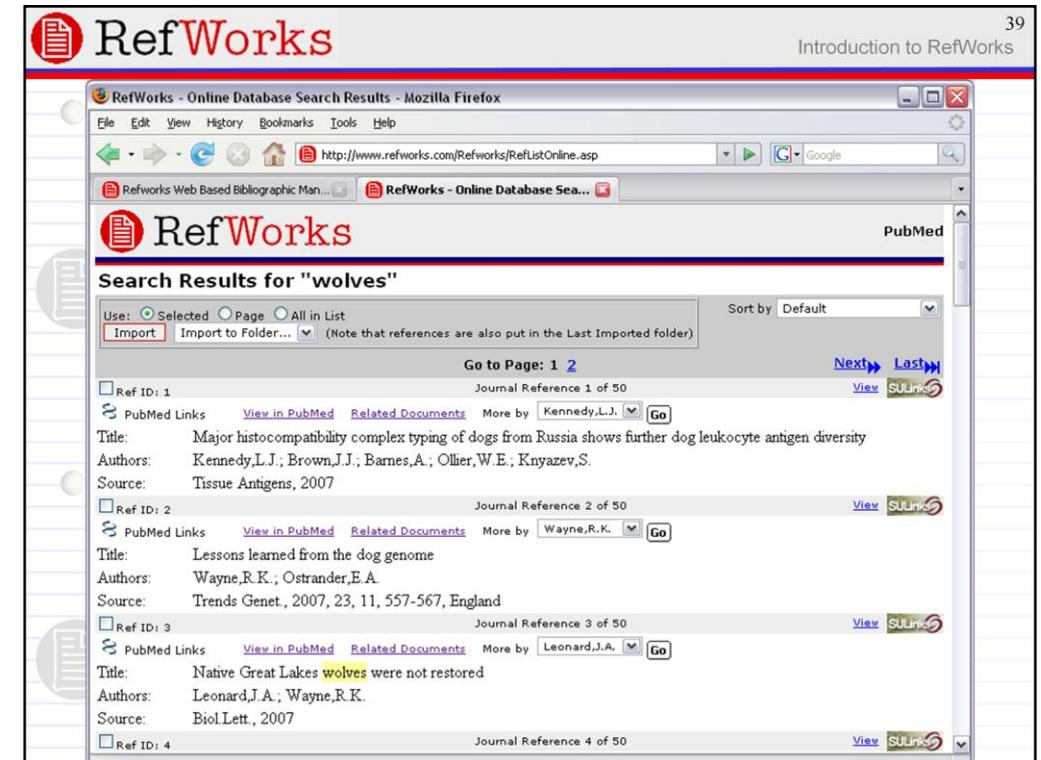- Format the reference list using a citation style that you choose

This last section deals with using Write-N-Cite to:

•Add references to a paper (Microsoft Word document only)

•Format the reference list using a citation style that you choose
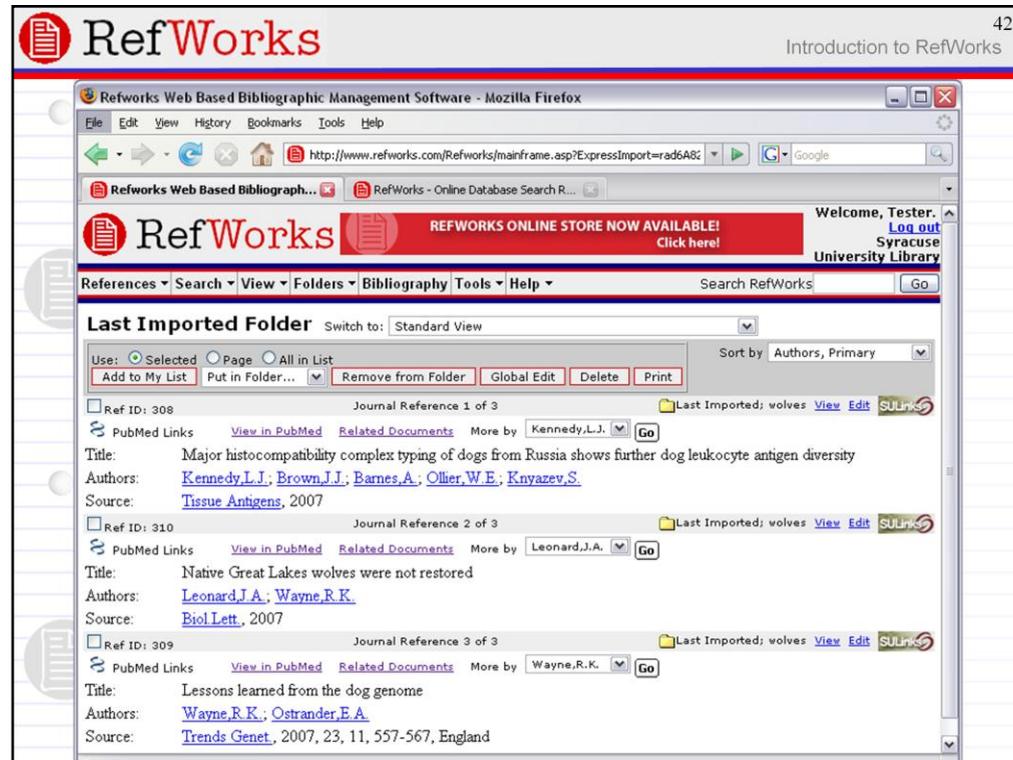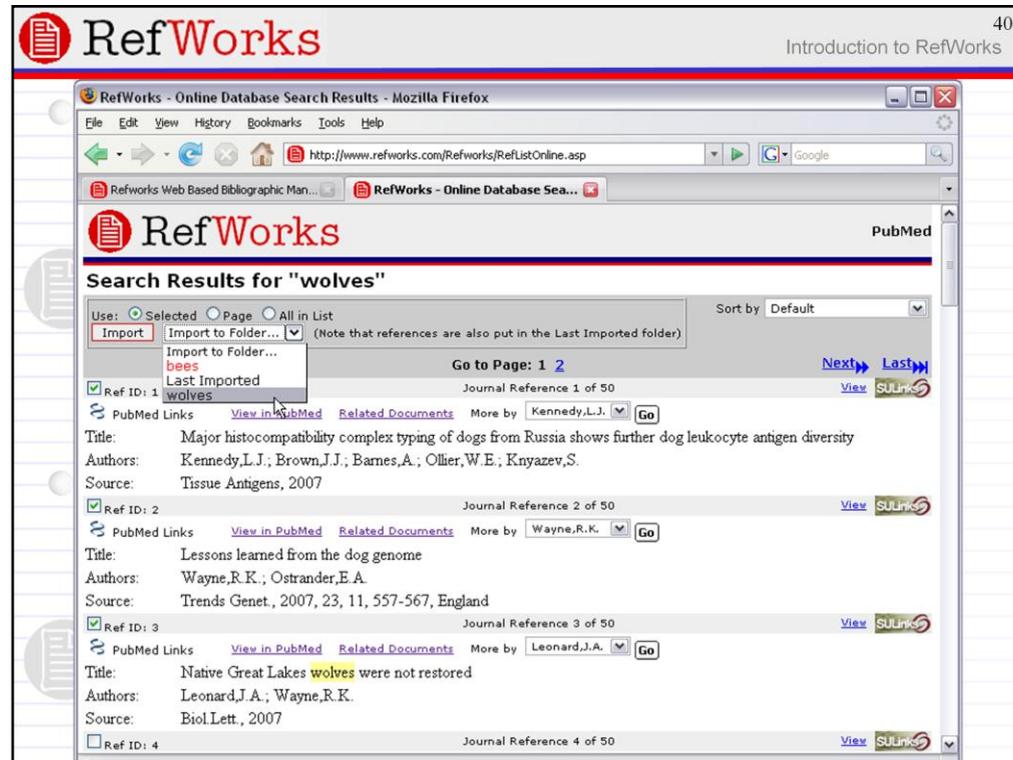
View the "Last Imported" folder as usual to see the results.

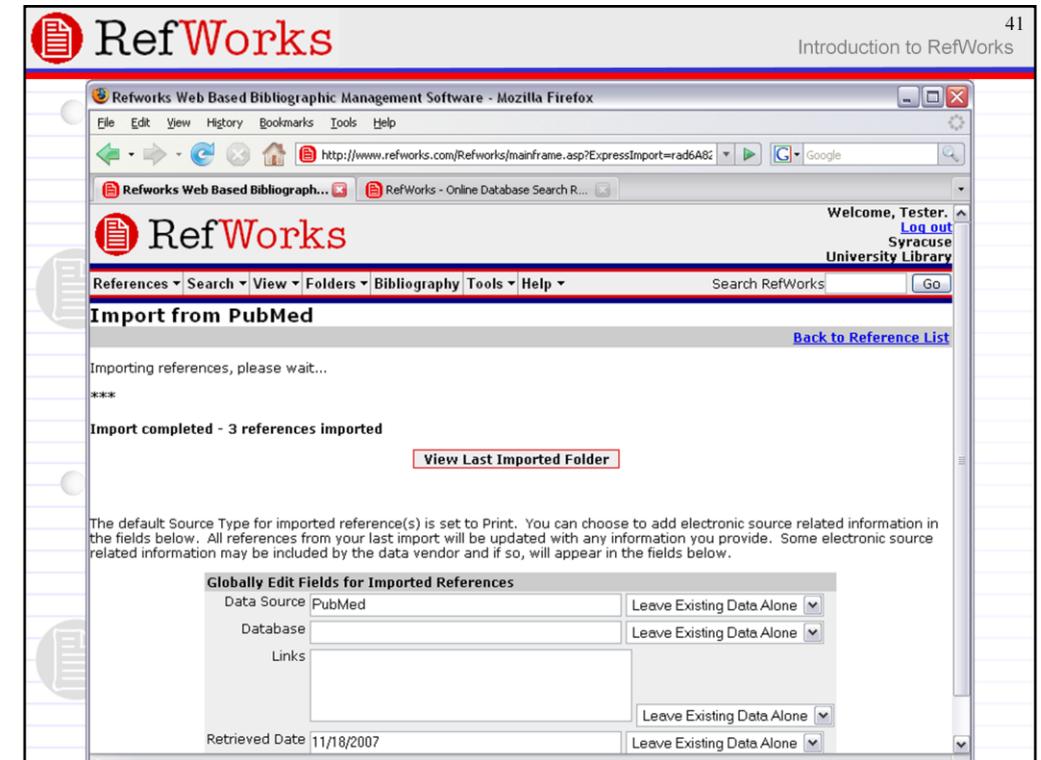Assign to folders if you haven't already.

Check-mark some records from the results page -- an external single-purpose RefWorks results window.

Click "Import".

Optionally choose a folder to initiate the import process.

Results are sent back the the parent window.

Caveat: it probably won't pop to the front or even give an indication that it is working unless you carefully observe the "loading…" status in the tab or window. Another small interface annoyance to be aware of.