



How to Use RefWorks Bibliographic Software to Organize Your Research

RefWorks allows you to



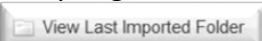
- ✓ Create a personal database of reference citations
- ✓ Import references directly from the U of T Libraries (UTL) Catalogue or online databases
- ✓ Automatically format your bibliography into proper MLA style

Setting Up & Accessing Your Account

- Go to the UTL homepage at onerearch.library.utoronto.ca
- Select 
- Under Tools, Click **RefWorks**
- The RefWorks page will open. Click  Here you can sign up for an account or log in if you already have one.
- Follow the instructions to set up an account.

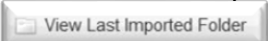
To Import References

From the UTL Catalogue:

- From a list of catalogue records select the one(s) you wish to import by marking the record(s). Do this by clicking on the empty box beside the record.
- Once all items have been selected, click  located above the results list
- Then click  If you are already logged into your RefWorks account the import will automatically begin. If not, you will be directed to the RefWorks login page and once you login the import will automatically begin.
- Click on  (on the bottom right side of the page) to view the imported items.

From Journal Article Databases (e.g. Avery)

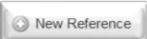

The process for importing citations from an article database is slightly different depending on the database you are using. Below is a general guide.

- Check off, or select, the citations that you would like to save in RefWorks
- Look for a link titled *Export* or *Export Citation* or something similar. (Some databases, such as Art Full Text, require you to place the record(s) in a folder and then export the folder).
- Select RefWorks as the destination you would like the citations to go to and click *Continue* or *Export*, depending on the database
- A new browser tab will open in RefWorks. If you are not already logged in you will have to do so now. Once in RefWorks, click on  via the link on the bottom right side of the page.

IMPORTANT! Always check the accuracy and completeness of your references as some information could be lost or jumbled during an import.







Importing References Manually

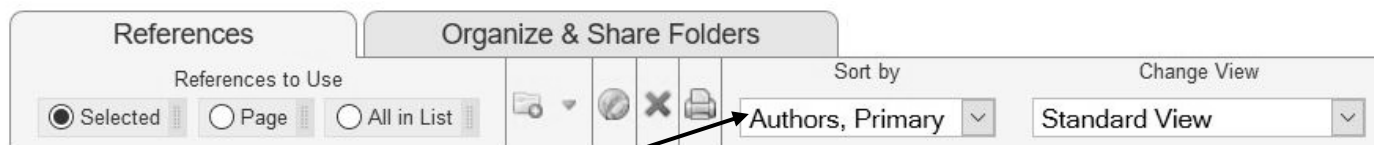
- In RefWorks, click  near the top of the page
- Select the citation style you would like to use from the drop down menu at the top
- Select the Reference Type (i.e. Book, Edited; Journal Article; Conference Proceedings, etc)
- Fill in the appropriate fields
- Click  located at the bottom right of the window

Organizing Your References

Creating Folders



- After an import of record(s), click 
- The record(s) you just imported will be listed
- To add reference(s) to a folder, tick the check box beside the record(s), then hover your mouse over the file folder icon with a plus sign . A menu will appear listing the folders you have created. Click the name of the folder that you want to file the record(s) in.
- If you need to create a folder, click  near the top left of the screen. In the pop-up window type the name you want to call the folder and click . It should be now listed as a folder that you can add records to.

Sorting References



- Within your folders, you can 'Sort by' different criteria, via the drop down menu above your list

Creating a Bibliography

- Click  near the top of the RefWorks page. A pop-up window will appear.
- Select an output style (e.g. MLA, Chicago, etc.)
- Select a file type (e.g. HTML, Word, etc.)
- Select what references to include (i.e. all references, or those in a specific folder)
- Click  at the bottom right of the window. Depending on the file type chosen, either your bibliography will appear in a new browser tab or window, or will begin to download.

If you have any questions, or are having problems using RefWorks, ask the library staff. We're here to help!