



RefWorks is an online citation management tool that allows you to import references automatically from journal articles databases, organize and manage references in folders, and format in-text citations and bibliographies quickly and easily.

Accessing RefWorks

1. Go to the Skidmore Library's Web site at <http://lib.skidmore.edu/library/>
2. Select **RefWorks** from the **My Accounts** category of the web page.
3. In the "Login to RefWorks" box, click on the **Login** link if you have an account.

Getting Started

New users must first create an individual account. See: <http://libguides.skidmore.edu/RefWorks>

On campus: Visit the Skidmore Library's RefWorks page and click on the link for *New User signup* and enter your information. You will receive an email indicating that your account is now active. The email will also contain "Your subscriber group code," which is needed to login from off-campus.

Off campus: Contact Kathryn Frederick, x5505, for Skidmore's "subscriber group code".

Once you have the group code, click on the link for the *New User signup* on the Skidmore Library Refworks page and enter your information. You will receive an email indicating that your account is now active. The email will contain "Your subscriber group code," which is needed for all future off-campus logins.

3 Ways to Add References to your RefWorks Account

(Be sure Pop Up Blocker is turned off!)

1. **Manually:** Type in (or cut and paste) references into your account manually. Mouse over **References** in the top navigation bar; then click on **Add New**. Be sure to click on **Save Reference** when finished.
2. **Direct Export from Databases:** Most journal article databases available through the Skidmore Library have a direct export function. For details, visit the "Adding References" section of the **RefWorks LibGuide** on the Skidmore Library website.
3. **Import using RefWorks Filter** (select **Import** from the **Quick Access** sidebar): It is also possible to **import references** into RefWorks from article databases, existing EndNote files, or using text files. For details, visit the "Adding References" section of the **RefWorks LibGuide** on the Skidmore Library website.

Manage your References with Folders

Create folders for specific subjects, projects, or classes. There is no limit to the number of references or folders you may have in your account. A reference may also be kept in more than one folder.

- Click on **New Folder** to make folders for specific subjects, projects or classes. Name your folder and click **Create**.
- **Last Imported Folder:** The most recently imported references will automatically be placed in the **Last Imported Folder**. A reference(s) will remain in this folder until you move it to another folder or *until you import another reference(s)*. If references get displaced from your **Last Imported Folder**, they will not be deleted. They will stay in your RefWorks account, but will not be in a designated folder. To view these references, click on **View**, then on **View Folder**, then on **Not in Folder**.

Create a Bibliography

RefWorks will create a bibliography of references for you. You may create a bibliography of all of your references, of references in a specific folder, or of a temporary list of references you've chosen (**My List**).

1. Click on **Bibliography** in the RefWorks tool bar.
2. Choose your **Output Style** and **File Type to Create** (i.e a Word file or an HTML file). We recommend choosing HTML file so that you can copy and paste the bibliography into your own Word document.
3. Then click on **Create Bibliography**.
4. Your bibliography is automatically created in the style and file type you chose; however, be sure to **proofread and save** your bibliography.