

10 RefWorks Tips



1. Check the accuracy and completeness of your references after every import.
2. Download the **Write-N-Cite Utility** (under the **Tools** menu) for easy bibliography construction.
3. For footnotes, use the word processor's footnote formatting feature to insert references using **Write-N-Cite Paper** or **One Line/Cite View Paper** features.
4. Customize your own output styles. Select **Bibliography** and click **Edit** (to the right of the output style) to create your own customized output style.
5. Use the Direct Export function in Ovid. After selecting your citations, proceed to OVID's Results Manager, select **Direct Export** and click **Save**. Click **Continue** to export selected citations into RefWorks.
6. Use the quick search box on the RefWorks menu bar. All terms are connected by the Boolean operator OR and searches retrieve embedded terms (e.g., search for **art** retrieves references with **heart**, **part**, etc.). Use the **Search** menu to access advanced search features.
7. Create folders for arranging your citations into separate databases.
8. To share your citations with others, create read-only passwords. Under **Tools**, select **Settings** and **Update User Information**. Provide a read-only password and click **Update**. *This only allows other users to search, view, and export references from your account. They are unable to add, edit, or delete references and there is no limit to the number of users who can view your account.*
9. Email citations to other RefWorks users using these steps:
 1. Mark your citations in RefWorks.
 2. Under **Tools**, select **Export References**
 3. Indicate which references to export and select the **RefWorks Tagged Format** option
 4. Click **Export to Text File** and save your tagged citations as a text file on your desktop
 5. Attach the text file to an email and send.
 6. Recipient of the email attachment should import the file using the **RefWorks Tagged Format** to add the citations to their reference list.
10. Back up your citations. Under **References** select **Backup/Restore**. Backup files will have a **.rwb** extension. *Note: RefWorks runs three servers that backup all accounts every hour.*

For assistance using RefWorks:

Email AISR Education Services at: EdServices@lists.jefferson.edu

Email RefWorks support directly at: support@refworks.com