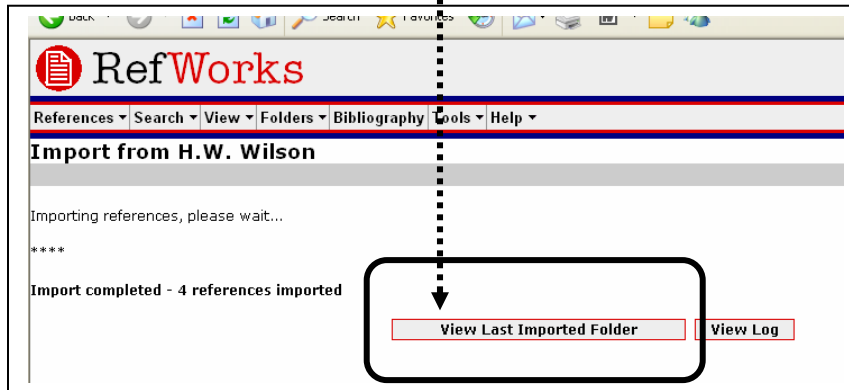


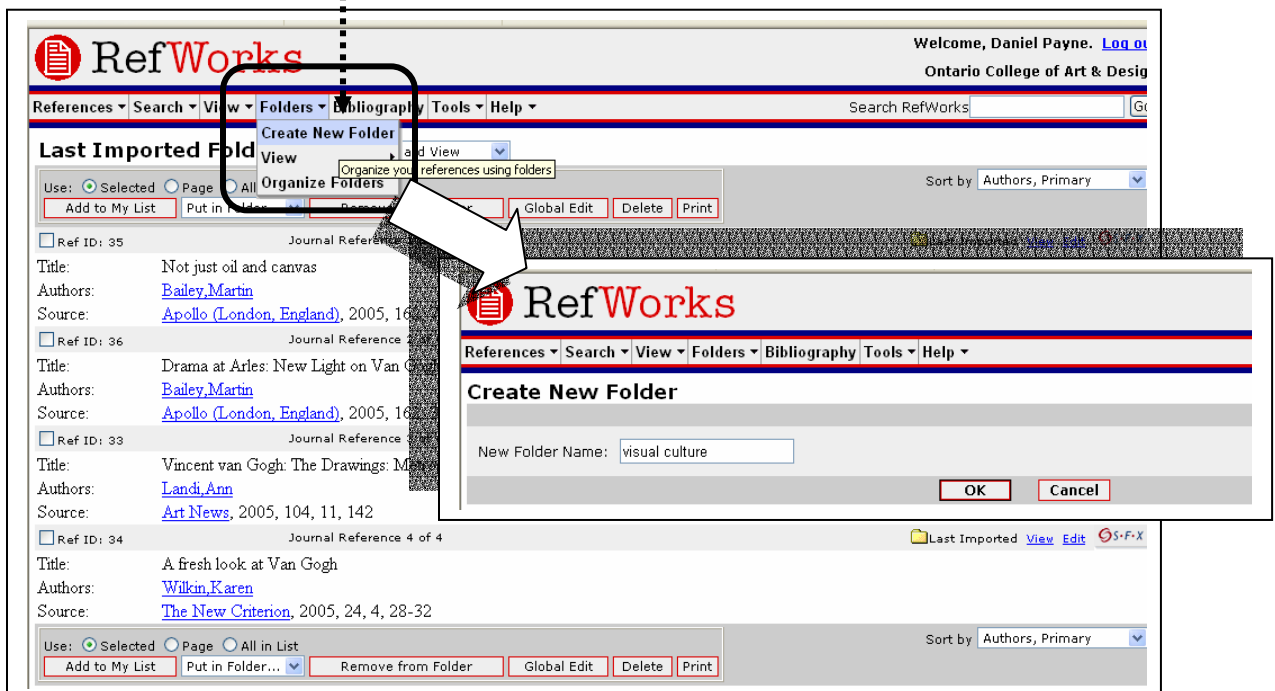
RefWorks: Quick Guide

@ DOROTHY H. HOOVER LIBRARY

1. Log in to RefWorks
2. Import records
3. Click **View Last Imported Folder**

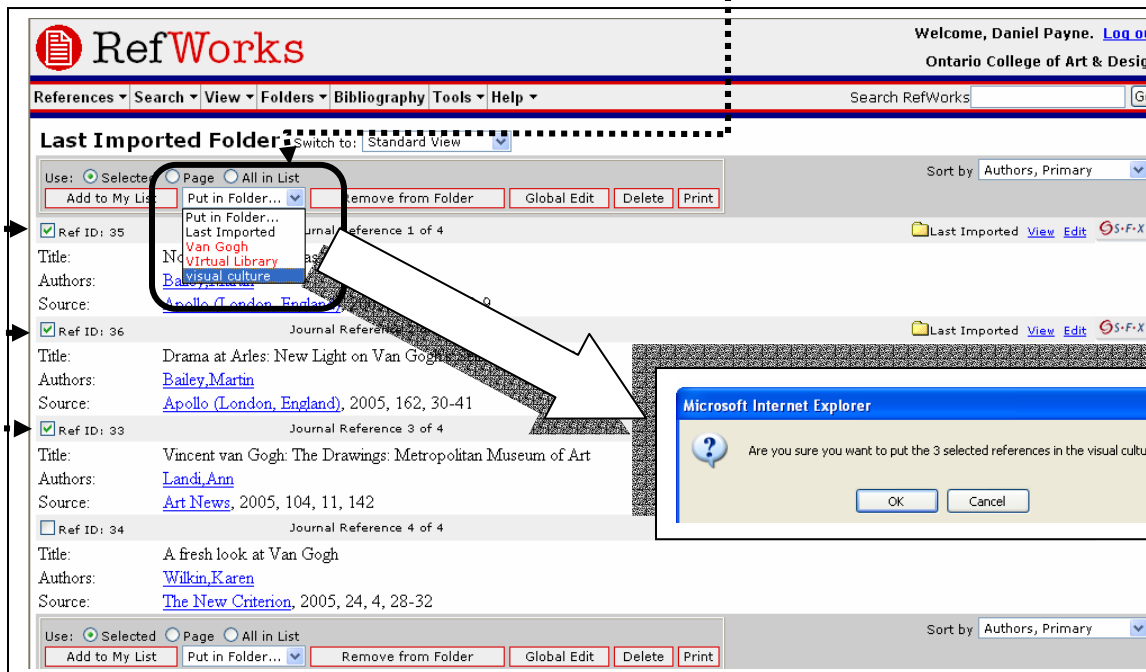


4. Create folders
 - a. select **Folders** → **Create New Folder**

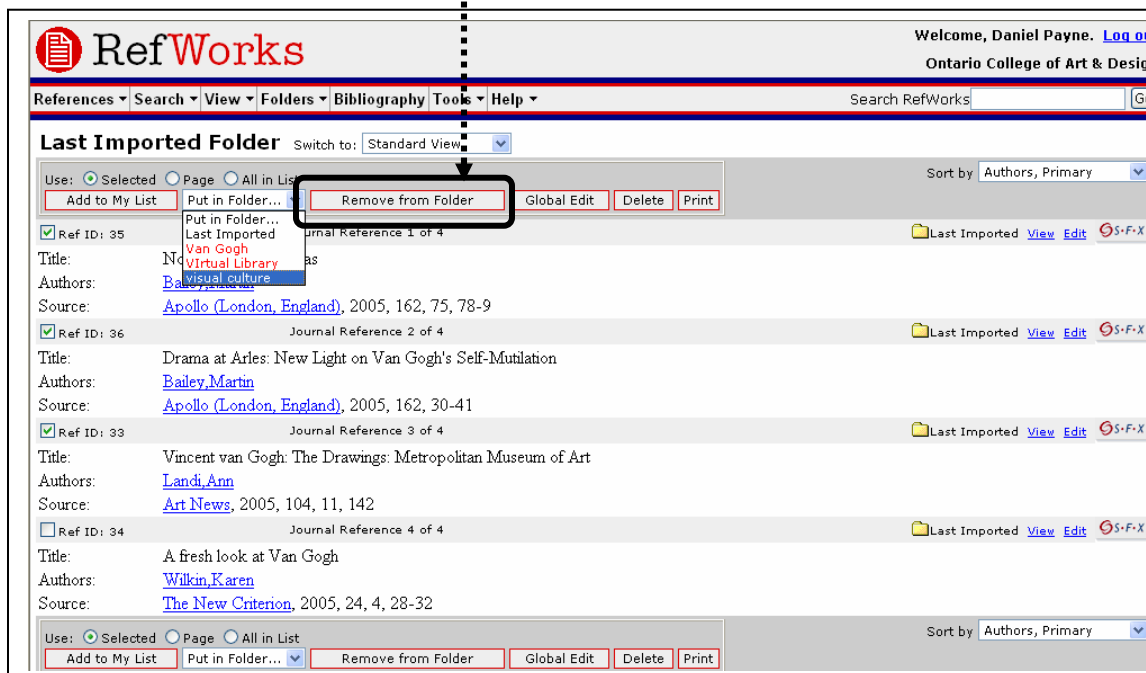


5. Put citations in folder

- a. click desired citations
- b. use drop down **Put in Folder ...**
- c. select folder
- d. click OK button

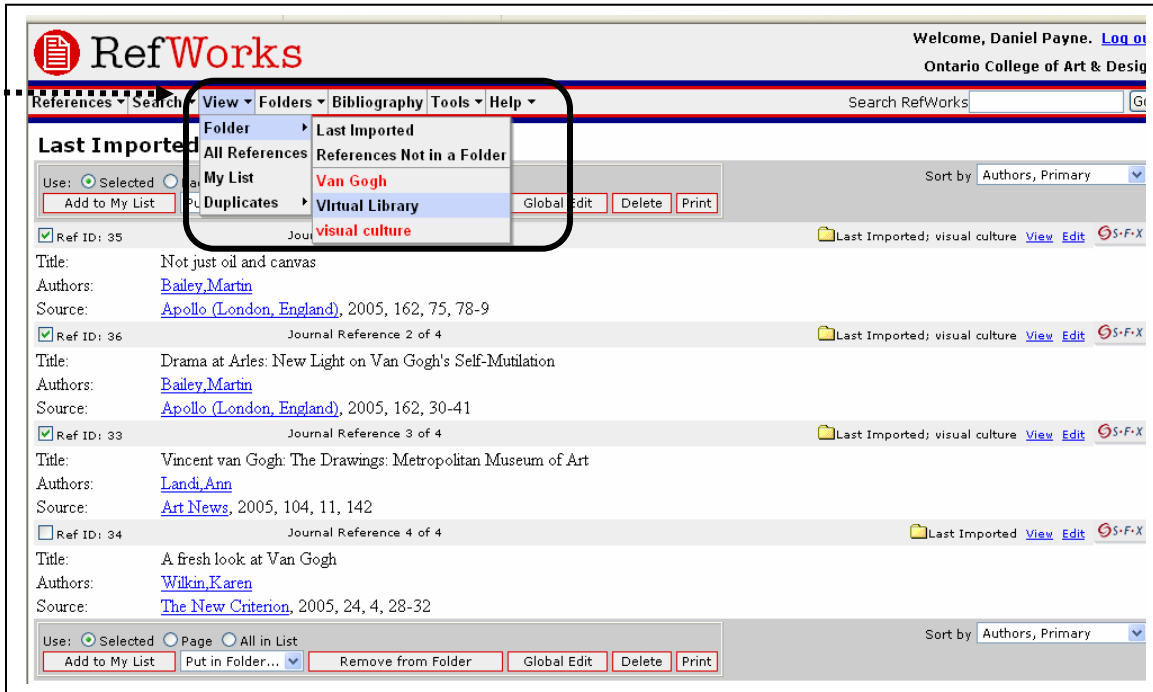


- e. remove citations from **Last Imported Folder** to ensure you don't save citations twice

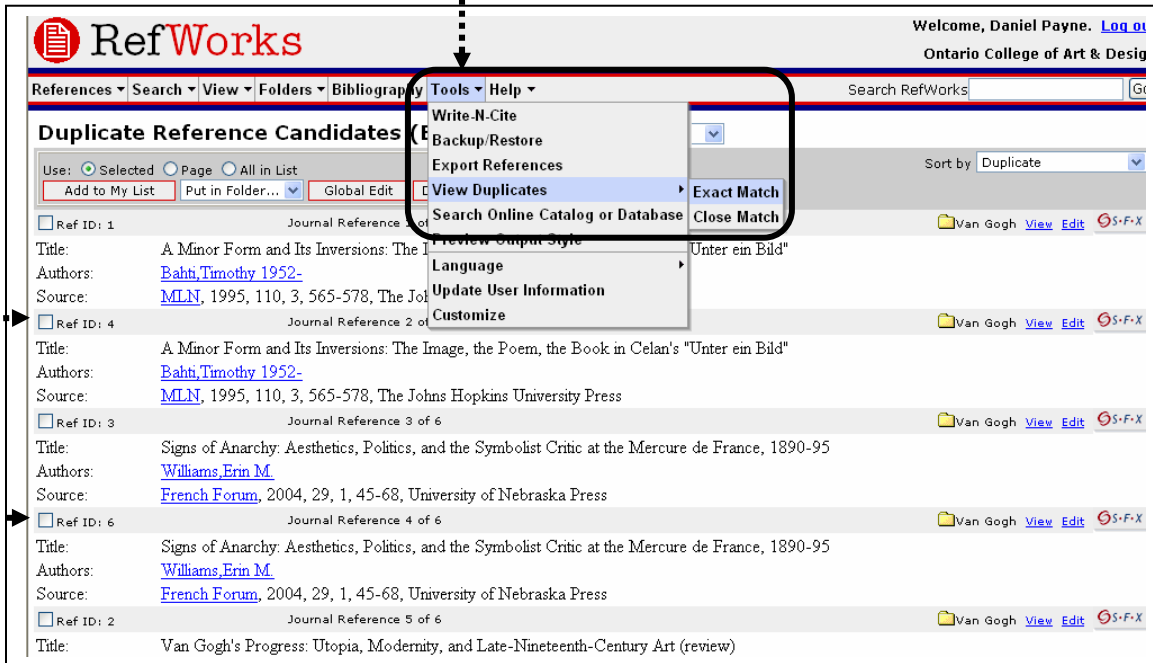


6. Organize folders (delete duplicates)

- a. select **View**→ **Folder**
- b. choose folder



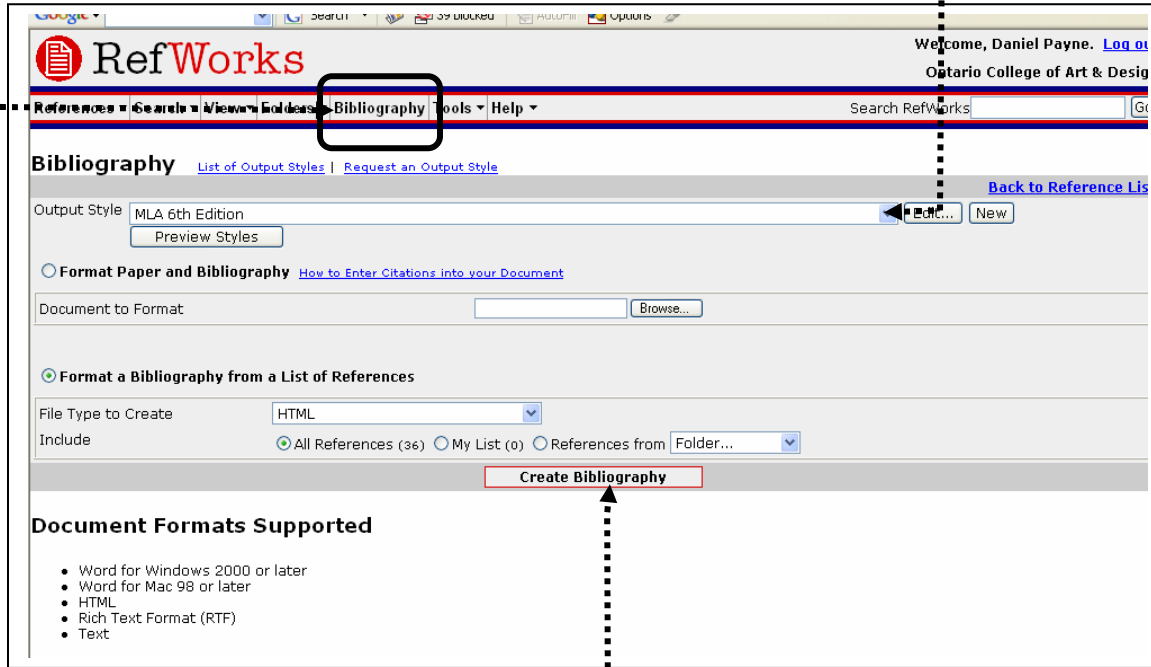
- c. select **Tools**→**View Duplicates**→**Exact Match**



- d. select ones to be deleted

7. Make a bibliography

- a. Select **Bibliography** from top tool bar
- b. Select style (MLA) from dropdown



- c. Click Create Bibliography
- d. e-mail or download

