

RefWorks Tutorial

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Use this nine step tutorial as an introduction to RefWorks and Write 'n' Cite.

Task 1 Set Up an Account

1. Access RefWorks from the **OCAD Library Catalogue**
<http://www.ocad.ca/Page604.aspx> or enter
<http://refworks.scholarsportal.info/Refworks/login.asp?WNCLang=false>
2. Click on **Sign up for an Individual Account**

New User Information for Ontario College of Art & Design
(All fields are required)

Your Name:

Login Name:

Password:

Re-enter Password:

E-Mail Address:

Type of User
Select a User Type

Area of Focus
Select a Focus Area

[Back to RefWorks Login](#)

3. Fill in the form.
4. Click **Register**.
5. You now have a RefWorks account. Close your browser.
6. Open your browser and return to the RefWorks website and login to your new account.

Task 2 Direct Import from Art Full Text

Note: You can substitute another database for this search. For a complete list of how to access records from each database click on:

<http://www.ocad.ca/AssetFactory.aspx?did=2016>

1. After selecting Art Full Text enter your chosen keywords to search a topic (e.g. art AND ecology)
2. Select several records to import by checking the boxes to the left of the titles.
3. Click on **Exporting/Citing**

Wilson Web Basic Search

Current Search: art AND ecology AND ALL AND (FULL_TEXT = YES)

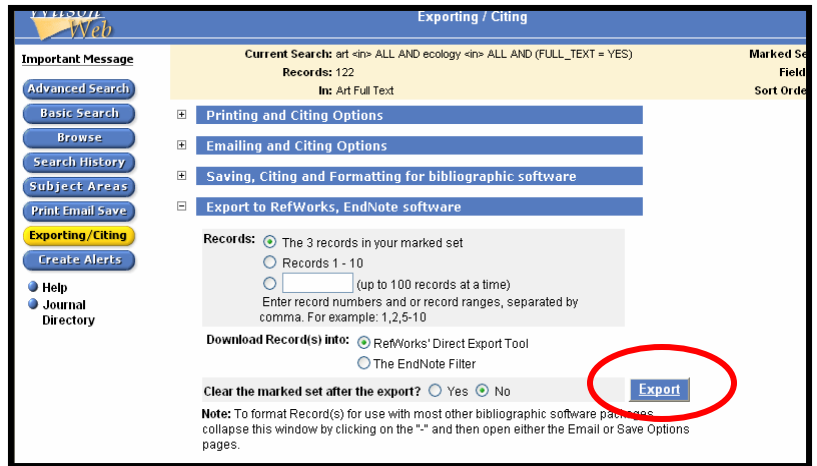
Records: 122

In: Art Full Text

Subjects: Art and ecology | Environmental art | Art and ecology/Exhibitions | Art and ecology/Conferences | Environmental art/Conferences | Photography and ecology/Exhibitions

80%	<input checked="" type="checkbox"/>	1	Duford, D. <i>The Other Portland and Second Skin at the Portland Art Center</i> [Exhibit]. <i>Artweek v. 30</i> no. 2 (March 2007) p. 22-3	<input type="button" value="Full Text HTML"/>	<input type="button" value="Full Text PDF"/>
80%	<input checked="" type="checkbox"/>	2	Caylor, S. <i>A Barometer of Our Times. Afterimage v. 34</i> no. 3 (November/December 2006) p. 34-5, 38	<input type="button" value="Full Text HTML"/>	<input type="button" value="Full Text PDF"/>
80%	<input checked="" type="checkbox"/>	3	Saltz, J., et al. <i>Does Art Have the Power to Help Protect the Environment?</i> <i>Art Review (London, England)</i> no. 2 (August 2006) p. 41, 47-5	<input type="button" value="Full Text HTML"/>	<input type="button" value="Full Text PDF"/>
80%	<input checked="" type="checkbox"/>	4	Driggs, J. O. <i>Art and the Environment</i> [Introduction to special section]. <i>Art Review (London, England)</i> no. 2 (August 2006) p. 42-3	<input type="button" value="Full Text HTML"/>	<input type="button" value="Full Text PDF"/>
80%	<input checked="" type="checkbox"/>	5	Lowenstein, O. <i>What Ever Happened to Land Art?</i> <i>Art Review (London, England)</i> no. 2 (August 2006) p. 59-63	<input type="button" value="Full Text HTML"/>	<input type="button" value="Full Text PDF"/>

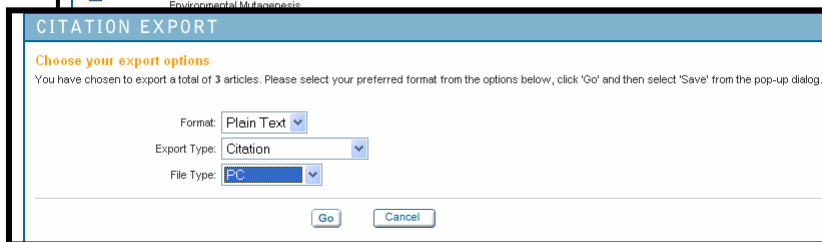
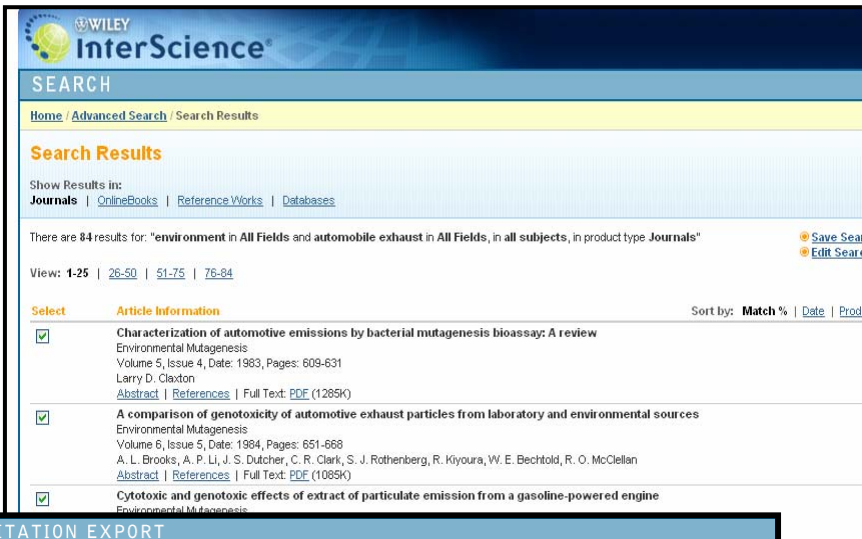
4. Click on **Export to RefWorks, EndNote software.**
5. Click on **Export.**
6. Your records should be imported into your **Last Imported Folder** in RefWorks.



Task 3 Import Data from a Saved Text File

In this example we are using InterScience Periodicals (Wiley) as our data source.

1. Enter search terms (e.g. environment AND automobile exhaust)
2. From your search results, select items to save by clicking in the checkbox to the left of the appropriate citations.

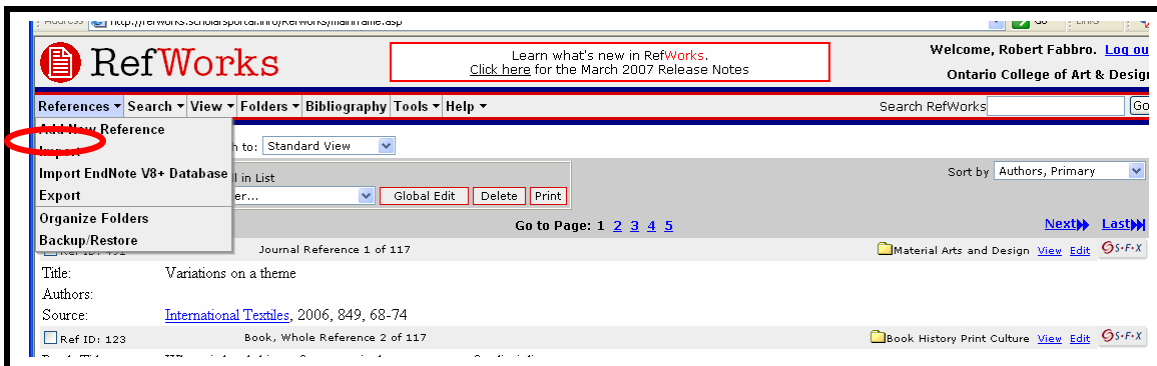


3. At the bottom of the page click: **Download Selected Citations.**

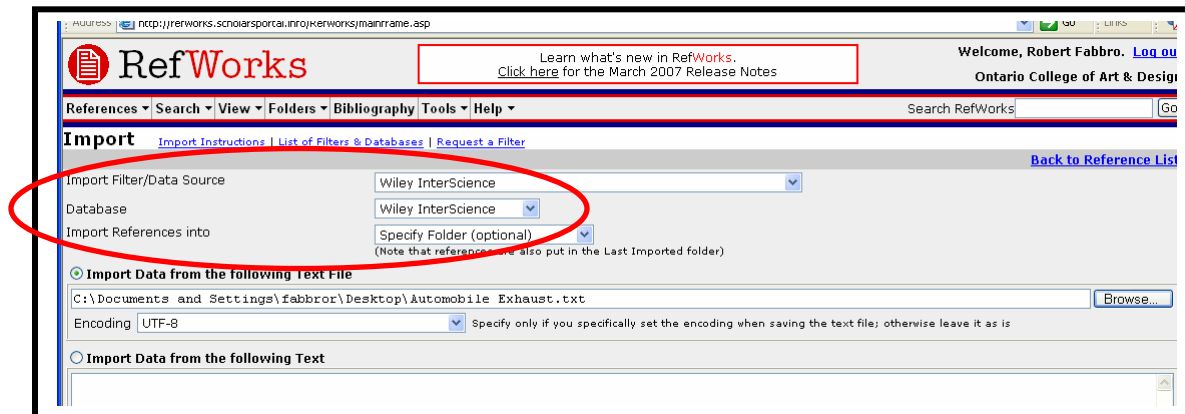
4. From **Citation Export** choose: Plain Text, Citation, and PC or Mac.

5. Save your citations to your desktop or folder.

6. In RefWorks, select **References** and then **Import** from the toolbar.



7. Select Wiley InterScience as the data source and Wiley InterScience as the database.



8. **Browse** to find the text file you saved to your computer and click **Open**.

9. Click **Import**. Your records should appear in the **Last Imported Folder**.

Task 4

Add new references manually

1. Click **References, Add New Reference**.
2. Select **MLA 6th Edition** (View Fields Used by Box)
3. Select **Journal** as reference type.
4. Enter details in all fields marked with a check mark (i.e. fields required for correct citation in this output style).
5. **Save** reference, or **Save & Add New** to continue adding more references.

RefWorks

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References > Search > View > Folders > Bibliography > Tools > Help > Search RefWorks

New Reference ✓ indicates fields used by your selected output style. [Back to Reference List](#)

View fields used by: **MLA 6th Edition**

In Folder(s) Specify Folders (if any)

Ref Type Journal

Source Type Print

Authors ✓ Separate each author with ";". [See detail](#)

Title ✓

Periodical, Full ✓

Periodical, Abbrev

Pub Year ✓

Pub Date Free Form

Volume ✓

Issue ✓

Start Page ✓

Other Pages ✓

Descriptors Separate each descriptor with ";", e.g. Diet; Health Behavior

Abstract

Notes

start fabbro RefWorks Basics - MC... Refworks Web Based... Ontario College of Ar... 11:16

Task 5

Search a Library Catalogue

1. Click on **Search**, then **Online Catalogue or Database**.
2. Choose a library catalogue from the alphabetical drop-down list.
3. Set the **Maximum Number of References** to 25.
4. Enter search terms.
5. Check the titles you want and click **Import**.
6. Close the search results and return to RefWorks

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and a navigation menu includes 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. A search bar contains 'Search RefWorks' and a 'Go' button. A red box highlights a message: 'Learn what's new in RefWorks. Click here for the March 2007 Release Notes'. On the right, it says 'Welcome, Robert Fabbro. Log out' and 'Ontario College of Art & Design'. Below the navigation is a section titled 'Search Online Catalog or Database' with a link to 'Request a 239.50 Site' and a 'Back to Reference List' link. The 'Online Catalog or Database to Search:' dropdown is set to 'York University'. The 'Max. Number of References to Download:' is set to 25. The 'Quick Search for:' section has a text input field and 'Search' and 'Clear' buttons. The 'Advanced Search for:' section has three rows of search criteria: 'Descriptors', 'Authors', and 'Title, Primary', each with a dropdown menu, an 'and' dropdown, and a text input field. The 'Advanced Search for:' section also has 'Search' and 'Clear' buttons. The Windows taskbar at the bottom shows the 'start' button and several open applications: 'Refworks Web Based...', 'RefWorks Basics - Mic...', and 'Inbox - Microsoft Out...'. The system clock shows '1:28 PM'.

Task 6

Creating Folders and Moving Information

1. Click **Folders** and **Create New Folders**.

2. Name your folder (e.g. **Material Arts and Design**) and click on **OK**.

3. Create another folder (e.g. **Art**)

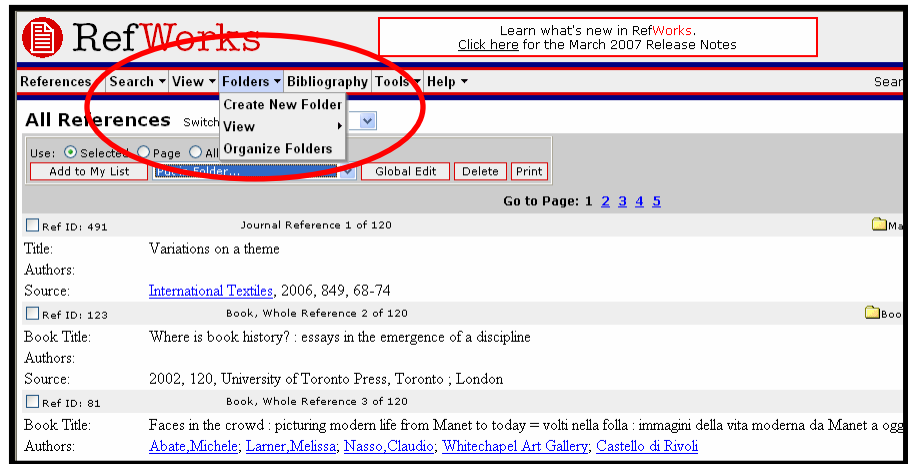
4. In RefWorks **Search**, search for art.

5. Select **All in list**.

6. Add to the folder **Art** from the drop down menu in **Put in Folder**.

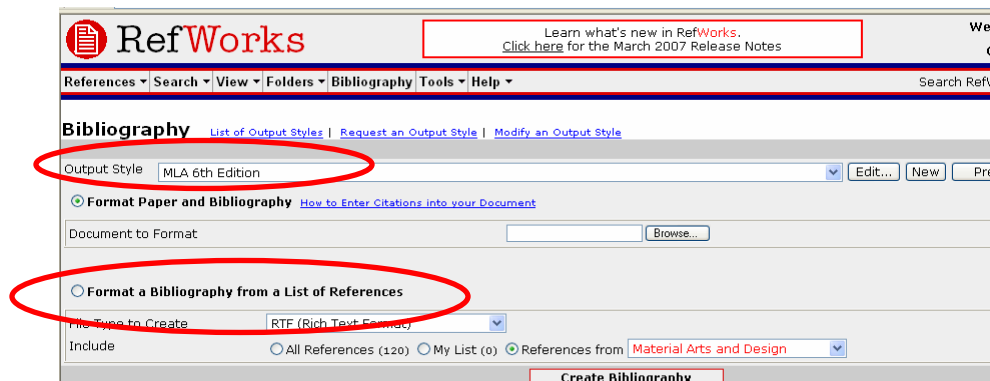
7. In RefWorks **Search**, search for material arts.

8. Select All in list and the **Material Arts and Design** folder. **Put in Folder**.



Task 7

Create a list of references in preferred Output Style



1. In RefWorks, click **Bibliography**.

2. Select **MLA 6th Edition** as the **output style**.

3. Select the **Format a Bibliography from a List of References** radio button.
4. Select **RTF** (Rich Text Format) as **File Type to Create**.
5. Select on the files you created: Art or Material Arts and Design in the **References from Folder** drop-down.
6. Click **Create Bibliography**.

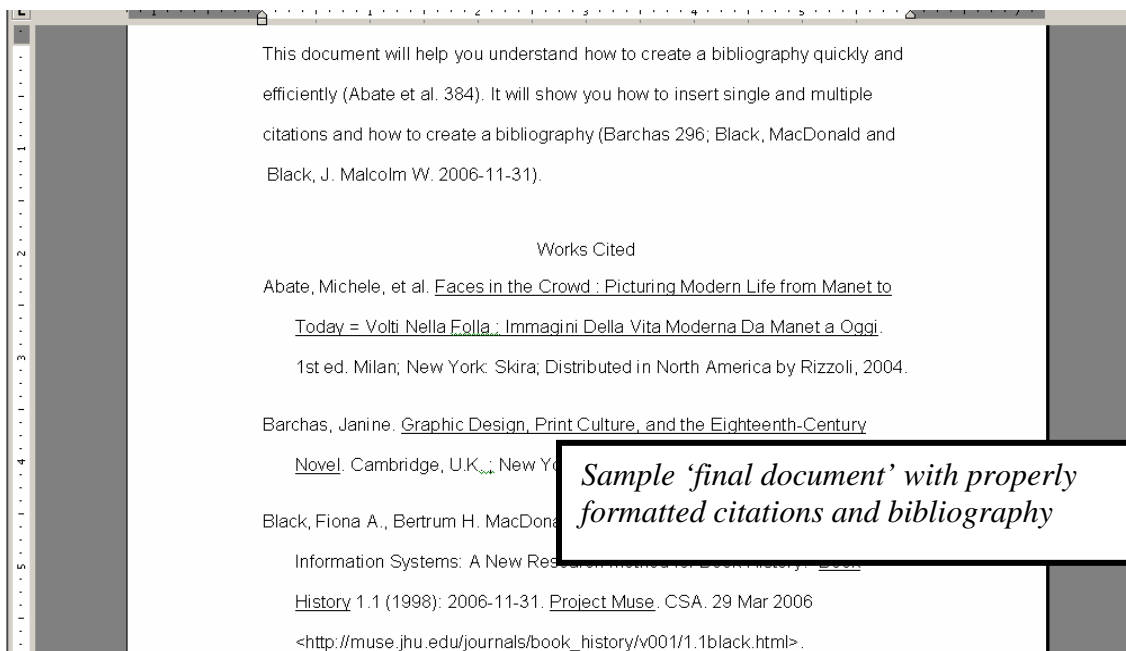
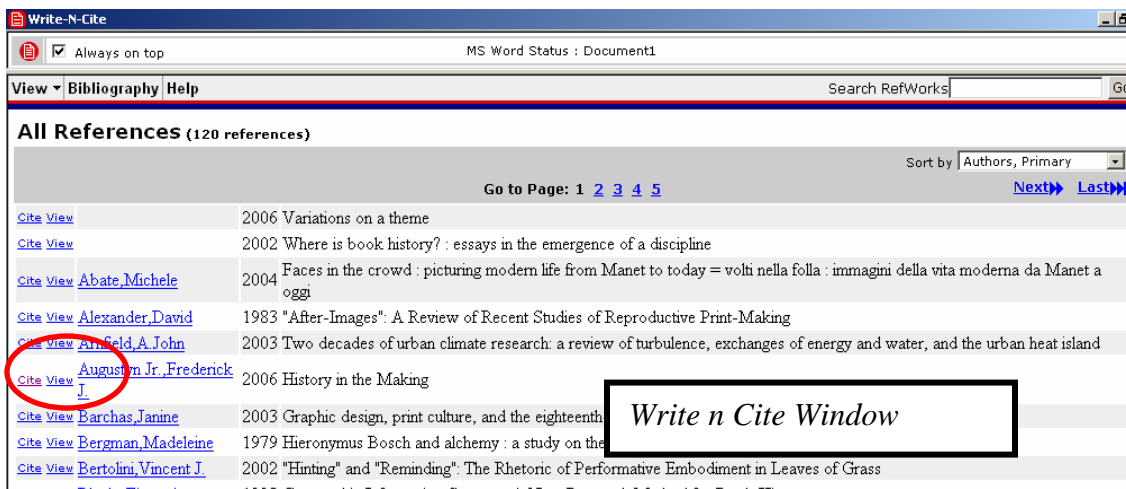
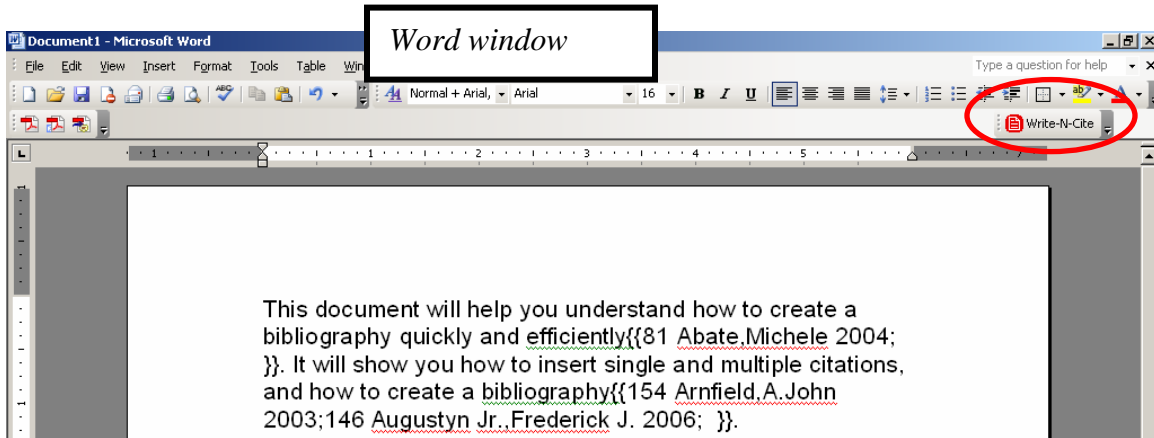
A list of properly formatted references will be created as an RTF file for you to save, print, or email as required.

Task 8 Create a Bibliography with Write n Cite (optional)

1. Log out of RefWorks.
2. Open **Microsoft Word** and type in some text, for example:

This document will help you understand how to create a bibliography quickly and efficiently using Write-n-Cite. It will show you how to insert single and multiple citations and how to create a bibliography.
3. Launch the **Write-n-Cite** plug in the Word toolbar or from the Word menu option **Tools, Write-n-Cite**.
4. Login to you RefWorks database.
5. Select **Always on top** to keep Write-n-Cite visible.
6. Do a quick search for **Art**.
7. In Word document, place the cursor in the text, **where you want to insert the citation**.
8. Back in Write-Cite, click on the **Cite** link next to the record you want to cite.
9. Return to your document and continue typing text and add a few more citations. You can include more than one citation placeholder in the same grouping.
10. Save your document to your computer (File, Save As).
11. Back in the Write-n-Cite Window, click on **Bibliography** and choose the appropriate output style (MLA, 6th Edition). Click **Create Bibliography**.

12. This will create a second document called **Final-your document name**.
 Save and close the formatted paper.
Note: remember to always work and edit in the original word document, although you can save as many final documents as you wish.



Task 9

Create a Bibliography without Write-N-Cite

1. Open your word processor and type the following text:

This document will help you understand how to create a bibliography quickly and efficiently when Write-N-Cite is not available (this can happen when working from computers other than your own or off-campus).

2. Login to RefWorks.
3. Do a **Search RefWorks** for art or design.
4. Choose the **One line/Cite view** in the **Switch to:** drop-down menu.
5. Choose a reference and click on its **Cite** link.
6. A box will open with the RefWorks temporary citation placeholder.
7. Click on the **Select Citation** button.
8. In your document place your cursor where you want the citation to appear and use the word processor's **paste** function to insert the citation placeholder in your document.
9. Repeat the previous steps with another citation, or multiple citations, placing them elsewhere in the text (make sure to **Clear the Citation Viewer** first).
10. Close and save your document (file type must be either .doc, .odt or .rtf).
11. In RefWorks click on **Bibliography**.
12. Choose appropriate output style (MLA, 6th edition).
13. Select **Format Paper and Bibliography**.
14. Browse to locate your file as the **Document to Format**.
15. Click on **Create Bibliography**.
16. You now have a second document with proper citations and bibliography. Save as **Final** *your file name*.

RefWorks

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References Search View Folders Bibliography Tools Help

Search RefWorks design

Search Results for "design" Switch to: One line/Cite View

Use: Selected Page All in List

Add to My List Put in Folder... Global Edit Delete Print

<input type="checkbox"/>	Cite View Boussaa,Djaffar	2007 Optimizing the composition profile of a functionally graded interlayer using a direct transcription method
<input type="checkbox"/>	Cite View	2006 Variations on a theme
<input type="checkbox"/>	Cite View Carpenter,Woodrow W	2006 Antique Enameled Jewelry
<input type="checkbox"/>	Cite View LeBlanc,Dave	2006 Toronto, Canada
<input type="checkbox"/>	Cite View Wallace,Ann	2006 Deco Lalique at the Royal Ontario Museum
<input type="checkbox"/>	Cite View Clegg,Peter	2005 Elevation Eye and the Future of Green
<input type="checkbox"/>	Cite View Hossey,Lance	2005 Green Design: All Skin and No Bones?
<input type="checkbox"/>	Cite View Stoicheff,Peter	2004 The future of the page
<input type="checkbox"/>	Cite View Barchas,Janine	2003 Graphic design, print culture, and the eighteenth
<input type="checkbox"/>	Cite View Bornstein,George	1998 The iconic base in manuscript, print, and digital

Citation Viewer

File Edit View Favorites Tools Help

RefWorks Citation Viewer

[[492 Wallace,Ann 2006;]]

Select the citation. After you select the citation you must copy & paste it into your document.

Select Citation Clear Bibliography

Done Internet

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References Search View Folders Bibliography Tools Help

Search RefWorks design

Bibliography [List of Output Styles](#) | [Request an Output Style](#) | [Modify an Output Style](#)

Back to Reference List

Output Style: Edit... New

Preview Styles

Format Paper and Bibliography [How to Enter Citations into your Document](#)

Document to Format: C:\Documents and Settings\... Browse...

Format a Bibliography from a List of References

Adapted from RefWorks Fundamentals Workbook, Michele Walker, 2007

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