

Introducing



RefWorks Helps You Create Bibliographies and Manage Citations.

RefWorks is available to the Saint Michael's community from the Library's homepage.

Get started: set up your RefWorks Account

- Go to www.smcvt.edu/library and click on **RefWorks** to register—first-time users must be on campus to register
- At the RefWorks login page, click **New to RefWorks?** [Sign up for an individual account.](#) Fill in the required fields.
- NOTE: **You** choose your own username and password.
- Click on **Register** and your account will be set up.
- Once in RefWorks you will see a welcome message confirming your registration.
- You can create as many accounts as you want and enter as many references as you want into your RefWorks account.
- From off campus, login using the group code for SMC: **RWSMC**

RefWorks Online Tutorial

To learn how to use RefWorks, take the tutorial

www.refworks.com/tutorial/

**Build Your Database.
Enter references four ways:**

1. **Direct Imports.** Many of our databases allow you to directly export citations to RefWorks.
2. **Entering References Manually.** You may create new references and type or cut and paste the data into the citation. Choose **Add New Reference** in the **References** menu.
3. **Search Online Catalogs.** Library catalogs can be searched from within RefWorks and references directly imported into your database. Access the **Search** menu and choose **Online Catalog**.
4. **Importing Citations and Abstracts from a Text File.** While some databases do not offer Direct Import, you can save data (or format as a text file) and import it to RefWorks. Choose Import in the **RefWorks References** menu.

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Manage Your Citations Using Folders

Creating Folders

Choose **Create New Folder** from the **Folder** menu. You can put references in as many folders as you like.

Last Imported Folder

When you import citations from a library database such as Academic Search Premier or ProQuest, RefWorks puts them into a folder called **Last Imported Folder**. These can be moved to any folder you create.

My List

You may select references from multiple views, search results and multiple folders and place them together in this temporary folder for printing, exporting, editing or deleting. The references you add to your list are only available during the current RefWorks session. Be aware that once you log out of RefWorks, the list is cleared!

Create Quick Bibliographies

- Click the **Bibliography** menu
- Under **Output Style**, select the appropriate style—MLA, APA, etc.
- Click **Format a Bibliography from a List of References**
- Under **File Type**, select the file format you wish to create (Word for Windows)
- Under **Include**, select **All References** or **References from <folder name>**
- Click **Create Bibliography**
- Follow your browser's instructions for viewing the files and be sure to save the document to your hard disk before closing

Try Other Features

Consult the online help within your RefWorks account to find out about other features.

Need assistance?

- Consult the **RefWorks help pages**: www.refworks.com
- Check out the **RefWorks Quick Start Guide**
- Take the **RefWorks tutorial**
- Contact the **SMC Reference Desk**, 654.2405
- Email your questions to: referencelibrarian@smcvt.edu

Use RefWorks to:

- Format Citations
- Create Bibliographies
- Manage Your Research

Saint Michael's College
Durick Library
Library and Information Services
Reference Desk
802.654.2405

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