Quick Guide to RefWorks

Turku University Library

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Creating an account

The first time you use RefWorks you will need to create a user account. Go to RefWorks through our Reference Management Guide (https://utuguides.fi/reference/RefWorksEnglish).

Log in to RefWorks

Create an account by clicking on Create account.

The system will ask for your e-mail address. You must enter your UTU or TYKS e-mail address.

Save to RefWorks tool

You should install the Save to RefWorks tool to your web browser. Go to the Tools menu and click on Tools:

Choose Install Save to RefWorks:

Use Save to RefWorks to add references and full-text to RefWorks from any website.
After that you can drag the *Save to RefWorks* button to your browser’s favorites bar or bookmarks:

### Adding references

There are several ways you can add references to your database: using the *Save to RefWorks* tool, exporting references from different databases, importing references from another reference management programme or a reference file, adding PDF files (that contain the necessary bibliographic data) or by adding a new reference manually.

#### Importing references with *Save to RefWorks*

After you have found the references you want in a database, press the *Save to RefWorks* button. The programme will open itself to the right side of the page and list all the reference details it can find on the page. If there are many references, wait until all the information has been downloaded (*Getting metadata...*).

Choose the references you want to copy to RefWorks and press *Save to RefWorks*.

Once the references have been saved, you can click on *View in RefWorks* so that you can see the references (*Last Imported* folder). You should always check that the references you imported have been transferred correctly.
Exporting references directly from different databases

Many databases have an Export to Refworks (or similar) feature. In Volter this feature is called Export reference. Open the reference you want to copy to RefWorks and click on Export reference. After that click on Export to RefWorks.

After that click on Send to RefWorks:

In Melinda the reference management tools can be found at the bottom of the page. Choose whether you want to export all references, selected references or just the page you are on. Choose RefWorks export and press Submit.

In Ebsco’s databases this feature is called Export, in ProQuest Export/Save (in some databases it is found under More). In Web of Science you can select Save to RefWorks.
Importing references from another reference management programme or from a file

You can import references from other reference management programmes by clicking on Add. Choose Import references:

You can import references from another RefWorks account (e.g. from the old version of RefWorks), from Mendeley or as a file (RIS, BibTex, etc).

Adding PDF files to the database

If you have e.g. PDF files, you can add them to the database by dragging and dropping. If the file contains the necessary bibliographic information, RefWorks will recognise them. Please note that the process might take some time to be completed:
You can add a file also by clicking on Add and Upload document:

If RefWorks doesn’t recognise your file you can add all the necessary bibliographic information manually.

You can read the saved PDF files by first choosing a reference and then clicking on Read:

You can also make notes and highlight words in the PDF:
Adding references manually

Click on Add and choose Create new reference:

First you have to choose what kind of reference you are adding (book, article, web page...). While you are writing the title, the system does a search and shows possible hits:

Did you mean one of these?

Browsing the references

You can find your latest references in the Last Imported folder. All references are in the All Documents folder.

You can also search your references with Search:
If you wish, you can also change the style in which the reference is shown in RefWorks:

![Style options in RefWorks](image)

If you chose a specific style (*Citation View*), the programme will warn you about any missing fields:

![Warning for missing fields](image)

**Checking for duplicates**

It is important that every reference is in the databases only once. One reference can belong to multiple folders, but they should be added only once to the database.

In *Tools* menu there is the function *Find duplicates*, which allows you to delete possible duplicates.

![Find duplicates function](image)

You can choose between three different methods: *Exact Match*, *Close Match* and “Legacy” *Close Match*. 

![Choice of duplicate methods](image)
Editing the references

You can edit the references by choosing a reference and clicking on the pen symbol at the right side of the page:

You can e.g. add bold or cursive text by selecting first the words you want to edit:

![Editing options]

Italic Syntax: Some Aspects of

Once you finished your corrections, click Save.

Adding tags to a reference

If you like, you can add tags to the references. Add the tags one by one and press enter after each one:

![Tags]

You can browse your tags in the menu on the left:

![Tags menu]

NB! If you copy references from different databases, please note that the references might include tags. If you want to use only your own tags, you should remove the automatic tags.

Adding a file to a reference

If you want to add a file to your reference, add it in Attachments:
Once you made the addition, press Save.

**Adding references to folders**

Create a new folder by clicking on *Add a folder*:

Once you have created a folder, you can create a subfolder by clicking on the three dots. From the same menu you can also rename, share and delete a folder:

You can add references to a folder simply by dragging them to the folder. You can also move references to folders by choosing references and clicking on *Assign to Folder*:

NB! In RefWorks one reference can belong simultaneously to several folders. When you are in *All References* or *Last Imported* folder, the folders can be seen under the reference:

A reference can be removed from a folder by going to the folder, choosing the wanted references and clicking *Remove from folder* (under *Delete*). The removed references will still be in *All Documents* and (if they are not in any other folder) in *Not in Folder*. 
Delete deletes the reference. If you delete a reference by mistake, you can get it back from the Deleted folder.

Sharing references

With the sharing feature you can share your folders with the persons you want or with the whole university (not recommended).

Choose a folder and add e-mail addresses to invite more people to share. You can give different kinds of rights to different people (can read, can annotate, can modify):

Creating a separate bibliography

If you want to create a bibliography, choose the references you want and click on Create Bibliography:
You can change the style by clicking on the name of the style. After that you will get a window with Search for styles... You can copy the final bibliography to the clipboard.

If you need to modify a style, use the Citation Style Editor.

Projects

If you do not want all your references to be in one single database, you can create separate projects. The default project is called Untitled Project.

NB! The project are separate databases: you cannot copy files from one project to another and in Word you can cite only one project in one document!
Citing in Microsoft Word

In order to use RefWorks in Word, you will need to install the Write-n-Cite plugin. In the University of Turku network it can be installed from the Software Center, otherwise it can be downloaded from the Tools menu (under Cite in Microsoft Word):

A version for 64-bit Word and a version for Mac can be found under Other Windows and Mac Versions. Please note that Write-n-Cite does not work with Word 2016 in Mac. You can use RefWorks Citation manager instead.

In Word you can find RefWorks in a separate tab. Log in to your RefWorks account.

Word will download your references from your RefWorks account. Notice that if you make changes in your RefWorks database while you are writing in Word, you have to click on Sync My Database to keep your database up to date.
Adding citations to the text

Add a citation by clicking on *Insert Citation*

On the left you will see your folders. Choose the references you want by double clicking them (the reference will be added to *Compose Citation*). You can cite more than one reference at the same time.

Page numbers can be added to *Suffix*, e.g.: 100-104 (the colon : must be entered manually). If you are citing more than one reference, add page numbers to each of them separately (choose one at a time in *Compose Citations*).

The citation will be shown in the text according to the style you have chosen. For example: (Hirsjärvi and others 2009: 25-89; Shakespeare and Furness 1963) or only as a number (¹).

Adding a bibliography to the text

The bibliography is added to the text with *Bibliography Options – Insert Bibliography.*
If you add references to the text, the bibliography will be updated automatically. For this reason you should not make any changes to the bibliography manually (the changes will disappear when the bibliography is updated). If you find any mistakes in the references, the corrections should be made in RefWorks, not in Word. Once you have done your corrections, remember to click on Sync my database and update your bibliography.

Changing the style

You can change the style of the citations and the bibliography under Style. Please note that in the list of different styles (Select Other Style) only the reference styles you have used in RefWorks are shown. If you need more styles, go to RefWorks and create a bibliography (see creating a separate bibliography, p. 11) and choose the style you want. After that click on Sync My Database and the style will appear on the style list.

Finished document

When your Word document is finished, make a copy of it. After that you can click on Remove Field Codes, which changes the references and bibliography to plain text. Once the RefWorks fields are removed, you can send your document e.g. to the publisher.

IMPORTANT! Always make a copy of your document before you use Remove Field Codes. Removing the RefWorks fields from the document cannot be undone. If you want to add any references later, you will need the original document!

RefWorks Citation Manager in Word

Instead of Write-n-Cite you can also use RefWorks Citation Manager. It can be installed from Microsoft Store. You can find the store under Insert:

Once you installed RefWorks Citation Manager, the program can be found in My Add-ins.

RefWorks Citation Manager seems to be quite unstable. We recommend that people using Word 2016 in Windows use Write-n-Cite instead.
Adding citations in Google Docs

Under the Tools menu there is an add-on for Google Docs:

Click on Get the Add-on. After that you can install the add-on by clicking on +Free:

In Google Docs you can find Proquest RefWorks – Manage citations under Add-ons. The programme will open itself on the right side of the screen:

With this add-on you can add citations to the text and the bibliography will be created automatically as well. You can change the style by clicking on the gear wheel icon. You can add page numbers by choosing Edit and cite. NB! The page numbers do not seem to work with every style! If you edit the citations manually, do not press on Update document, since it will mess up your citations.
Adding citations to other word processors

You can add citations to other word processors with copy/paste. First, go to the folders where your citations are, and then choose *Quick cite*:

First you have to choose the style:

After that you can chose the references:
The citation can then be copied to your document. You can also create a bibliography by clicking on Continue to bibliography:

Works Cited
Disney, Walt, and Eeva Kalaja. "Aku Ankka Naammiaisissa: Disneyyn Satulukemisto /[Walt Disney] ; ["