



## REFWORKS HELP

### WHAT IS REFWORKS

RefWorks is a bibliographic management service that permits users to create a database of references from search results in online research databases. References can then be used in writing papers. In-text citations and bibliographies are automatically formatted with the click of a button in a citation style of your choosing. RefWorks is available to Xavier faculty and students across various platforms.

### CAPTURING WEBPAGES WITH REFGRAB-IT

RefGrab-It works with your browser to capture bibliographic information from web pages giving you the option to import that data into your RefWorks account. If you are using Internet Explorer and a Windows computer, follow the instructions below for setting up and using RefGrab-It:

Setting up RefGrab-It in Internet Explorer favorites:

- Go to Refworks Help: [http://www.xavier.edu/library/help/refworks\\_help.cfm](http://www.xavier.edu/library/help/refworks_help.cfm)
- Right-click the RefGrab-It link on this page.
- A menu will appear.
- Click *Add to Favorites* (IE) or *Bookmark This Link* (Firefox)
- If a *Security Alert* message appears, click the *Yes* button.
- In the *Add Favorite* window click the *OK* button.

Using RefGrab-It to export a web page into RefWorks:

- Go to a web page you want to appear in your list of references.
- Click *Favorites* in the menubar of your browser window.
- Click *RefGrab-It* from the drop down menu.
- A temporary RefWorks results window will open and display information about the web page.
- Click the *Import* button in the temporary results window.
- In you are not already logged into RefWorks, you will be prompted to log in.
- After logging into RefWorks, you will receive confirmation that your web page was imported.
- Click the *View Last Imported Folder* button to display the Refworks record of your web page.

### IMPORTING REFERENCES FROM GOOGLE SCHOLAR

To include RefWorks export links in Google Scholar:

1. Click *Scholar Preferences*.
2. Scroll down to the *Bibliography Manager* section.
3. Select *RefWorks* from the drop-down list.
4. Click the *Save Preferences* button.

5. Conduct your search in Google Scholar.
6. Each record displayed in your search results will have an *Import into RefWorks* link.

To include FIND IT @ XU links in Google Scholar:

1. Click *Scholar Preferences*.
2. Scroll down to the *Library Links* section.
3. Type Xavier University in the textbox.
4. Click the *Find Library* button.
5. Make sure *Xavier University - Find It! @ XU* is checked.
6. Click the *Save Preferences* button.
7. Conduct your search in Google Scholar.
8. Each record for which Xavier has full-text will display a FIND IT @ XU link.
9. Click the link to launch the FIND IT @ XU window.

## EXPORTING QUICK SEARCH REFERENCES INTO REFWORKS

Quick Search is the library's federated search engine that searches multiple databases at once.

Follow these instructions for exporting a **single** Quick Search reference into RefWorks:

1. Click the article title of the reference you want.
2. Click the *diskette icon* (save record) in the top, right corner of the reference display.
3. A pop-up box will open.
4. Click the down arrow in the *Record Format* select box.
5. Click *RefWorks* in the drop-down list.
6. Click the *Save* button.
7. You will be taken directly to RefWorks where you must login to complete the direct export process.

Follow these instructions for exporting **multiple** Quick Search references into RefWorks:

1. Click the *folder icon* (add to basket) for each reference you want.
2. Click *My Stuff* at the top of page.
3. Your screen will refresh and display only those references you added to your folder.
4. Click *Select all* at the top of the list of references in your folder.
5. Click *Selected* at the top of the list of references.
6. A pop-up box will open.
7. Click the *Save* button in this pop-up box.
8. Click the down arrow in the *Record Format* select box.
9. Click *RefWorks* in the drop-down list.
10. Click the *Save* button.
11. You will be taken directly to RefWorks where you must login to complete the direct export process.

## FOOTNOTES

Footnotes are placed at the bottom of the page on which the reference appears. RefWorks does not actually create the footnote in the document, but is used to insert and format the

citations. You create the footnote using your word processor. To insert a citation in a footnote:



- Create the footnote from within your word processor. In Word 2000, choose Footnote from the Insert menu. From the Footnote and Endnote dialog box, set the appropriate options.
- Insert the RefWorks RefID number in the footnote using double curly brackets. When you create the bibliography, RefWorks inserts the reference into the footnote in the correct format. If appropriate for the output format you can also create a bibliography at the end of the paper, in addition to the footnotes.
- To view the results in your Word document, make sure you are using print layout view ( on the Word menubar, click View and then select Page Layout)

## INSERTING PAGE NUMBERS INTO IN-TEXT CITATIONS

Some output styles require that a specific page be included in an in-text citation. Others require that the author name be left out of the citation if the name is included in the text. RefWorks cannot determine a specific page number for a reference or know when an author name is in the text. You can, however, manually instruct the program to exclude or include certain items in the citation through the use of in-text switches. The switches include:


- **/f Following text (including page numbers).** This switch is used to place text at the end of a specific reference citation. You could use this switch to add **page numbers** after the author and year information. Your citation would look like this, {{1 Smith 2003/f p. 43}}. After formatting it would be, (Smith 2003 p. 43).
- **/y Suppress the year field.** This switch is used to hide the year field of a specific reference. Your citation should look like this, {{1 Smith 2003/y}} where the RefID number is 1. After formatting it would be, (Smith).
- **/a Suppress the author field.** This switch is used to hide the Primary Author field for a specific reference. Your citation should look like this, {{1 Smith 2003/a}}. After formatting it would be, (2003).
- **/h Hidden text.** This switch is used to hide an entire citation. This switch takes precedence over all other switches. It will not only hide the reference it is attached to, but all other references in the specific citation location as well. The hidden references will, however, still be included in the bibliography. A hidden citation would look like this, {{1 Smith 2003/h}}. When formatted it would not appear at all.
- **/p Preceding text.** This switch is used to place text in front of a specific reference citation. All text up to the next switch or the end of the reference citation is used as the preceding text, including spaces and tab characters. Your citation would look like this, {{1 Smith 2003/pUnpublished work by }}. After formatting the citation would be (Unpublished work by Smith 2003).

## COS SCHOLAR UNIVERSE

RefWorks features an author information service that links author names from your RefWorks database to possible matching profiles about the authors. This profile service draws from a multi-disciplinary, editorially controlled database of nearly 2 million authors, researchers, and scholars. Within your RefWorks database, click the  icon displayed next to an author name to view a list of potential author profiles. The  icon is only displayed in the standard or full views.

## RSS (REALLY SIMPLE SYNDICATION) FEEDS

RefWorks has integrated a **RSS Feed Reader** so you can easily add favorite RSS feeds from publishers and websites, view these references and import them into RefWorks. To Add a RSS feed:

1. Locate the RSS feed you wish to include (there are lots of these in the Electronic Journal Center).
2. Right mouse click on the RSS  icon and select *Copy Shortcut*.
3. Go to RefWorks and select *RSS Feed* from the *Search* menu.
4. Paste the shortcut into the text box and click the *Add RSS Feed* button
5. Your feeds will be listed alphabetically by the title of the feed which has been provided by the feed itself. The list will also include the feed provider's description.
6. Click OK to the question: Do you want to retrieve the RSS feed? or launch the RSS Feed by clicking on the RSS feed link. Your feed results will be displayed in a separate window
7. Select the records you wish to import by clicking on the appropriate checkboxes.
8. In the Input to Folder select box, click the folder into which you want to import your records.
9. After the import you will be taken to the Import view in RefWorks.
10. Click *View Last Imported* to see the feeds.