

Refworks - Advanced

RefGrab-It: capture bibliographic information from web pages, works for Firefox, IE & Chrome.

Add the **RefGrab-It** bookmarklet to your favorites / bookmarks toolbar,

- Within your RefWorks account, choose the **Tools** tab then select RefGrab-It.
- Right click on the **RefGrab-It** bookmarklet link
- Add to favourites / bookmarks

Capture data from Web Pages

- To reference a web page or search results from Google Scholar, PubMed, etc. simply click the **RefGrab-It** bookmarklet while viewing that page, the data will be captured
- Select items and send to RefWorks. You may need to add some information for web page, e.g. authors, year of publication, depending on the page you are viewing.

RSS Feeds

You can set up RSS feeds from most databases to search for a research topic and also from journals for the new content. to search for a research topic automatically– including ScienceDirect, EBSCO (Academic Search Premier, Business Source Premier, CINAHL and more), Proquest and more. Once you set up a feed, there will be a URL created, which you can then plug into RefWorks so you can easily reference.

To do this:

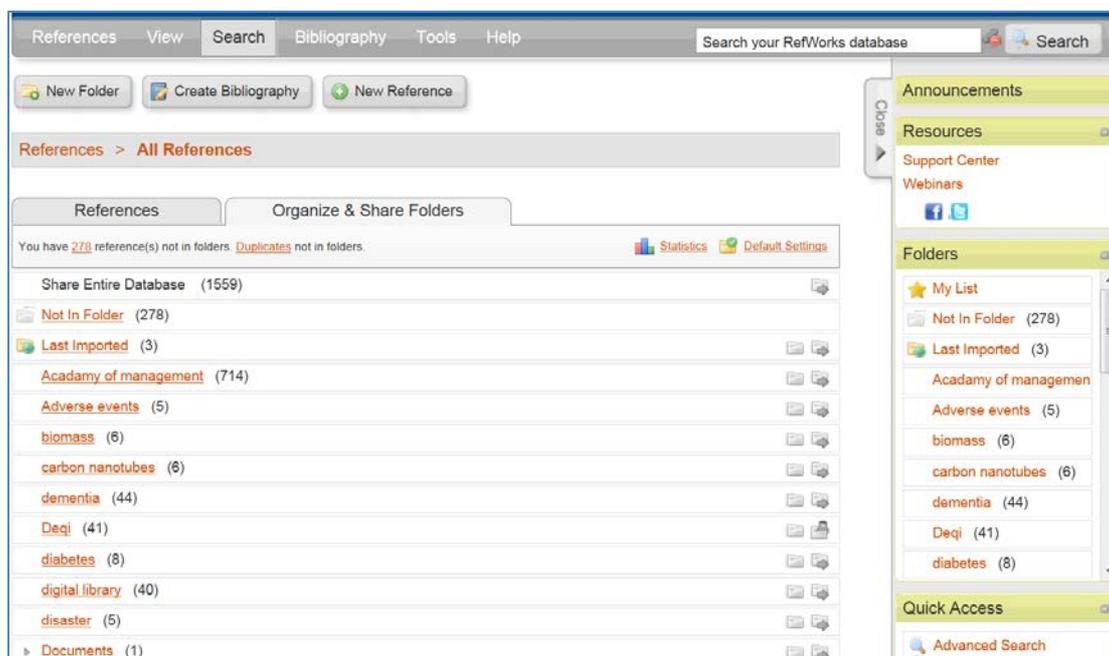
- Do a search in your favourite database, or go to a journal website. Find the RSS feed link and press it. Copy the URL created. 
- Within RefWorks - Use the **SEARCH** tab → **RSS Feeds** → paste the URL, and then click Add RSS Feed. This RSS Feed will be added.
- Click the name of the RSS Feed to access the current articles.
- Choose the articles you are interested and click Import to add them into your RefWorks.

Organizing & Share Folders

Folders allow you to classify references by research topic or project. Moving references into a Folder is pretty easy. You can even share folders with other researchers or group members.

- Create a folder: Choose the **New Folder** button to create a folder.
- Move references to a folder: Tick the box beside the reference and then choose **Add To Folder** icon  option or just put the cursor on a reference and drag it into a folder

- Share a Folder/ Entire Database: Choose **Organizing & Share Folders** tab, a page should open with all folders. Choose **Share** icon  belonging to a folder to process sharing the folder/ Entire Database. You can also right click on the folder and choose **Sharing**. When finish the setting, the **Share** icon will change to icon , then you can open **Share Link**  or Email this share link to someone. See details below.



Removing Duplicates

You can use the **View** tab then **Duplicates** to find duplicates. Tick the spare references and delete if you wish. You can select Exact Duplicates or Close Duplicates

Backup/Restore

In case you delete or alter your references and want to return to an earlier version you can backup your references.

In RefWorks, use the **Tools** tab then **Backup/Restore** – and **Backup**, save to desktop (RefWorks will make a zipped ‘rwb’ file) – to retrieve it use the **Restore** function and specify references and if wanted attachments, etc.

Moving References from EndNote to RefWorks (and Vice Versa)

- **RefWorks to EndNote:** Exporting selected references from Refworks into EndNote
 1. Open your RefWorks account
 2. Select a number of references from a folder or all references list
 3. Go to top toolbar and select **References – Export**

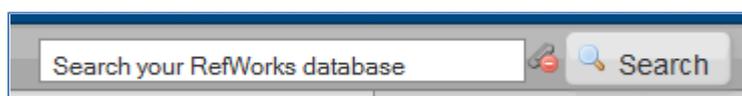
4. Select **Bibliographic Software (EndNote, Reference Manager, ProCite)** for export format
5. **References to Include:** Selected or All in List
6. **Export**
7. The text file will appear in new browser. You will need to save this as a text file onto the Desktop.
8. Open your EndNote library
9. Go to File – Import. New box will open.
Choose file from desktop and select the text file
10. Select import option – **Reference Manager (RIS)**
11. Your RW references are now in EN library.
12. Show all references (EN option)

- **EndNote to RefWorks**

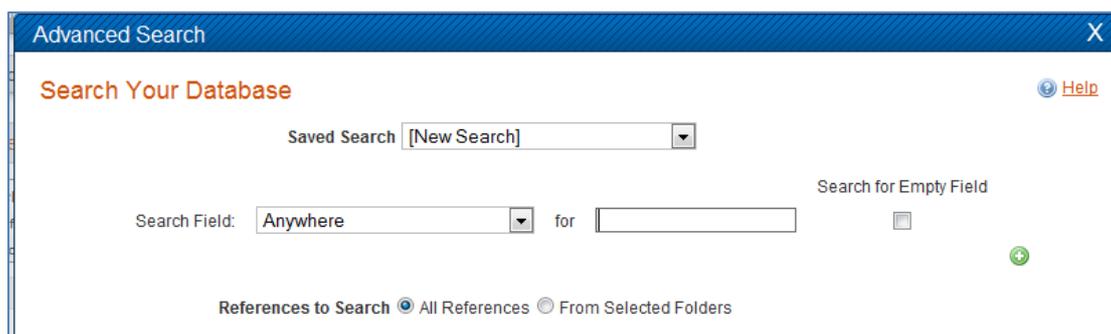
1. Save your EndNote library onto the desktop and close the EN library, or select a group in your EN library, then Export it onto the desktop with a text file in RefMan(RIS) output style
2. Open RW
3. Go to top toolbar and select References – Import
 - For an EN library (.enl), choose From EndNote Database to import
 - For a RIS text file, choose From Text File with RIS Format both for Import Filter and Database
4. Browse file you just saved
5. Choose which folder you want to import to and IMPORT

Sorting and Searching References

You can search for aspects of your references like author or title by using the search RefWorks box on the same line as the tabs (see below). Attached files can be included by selecting the **Attachments** checkbox.

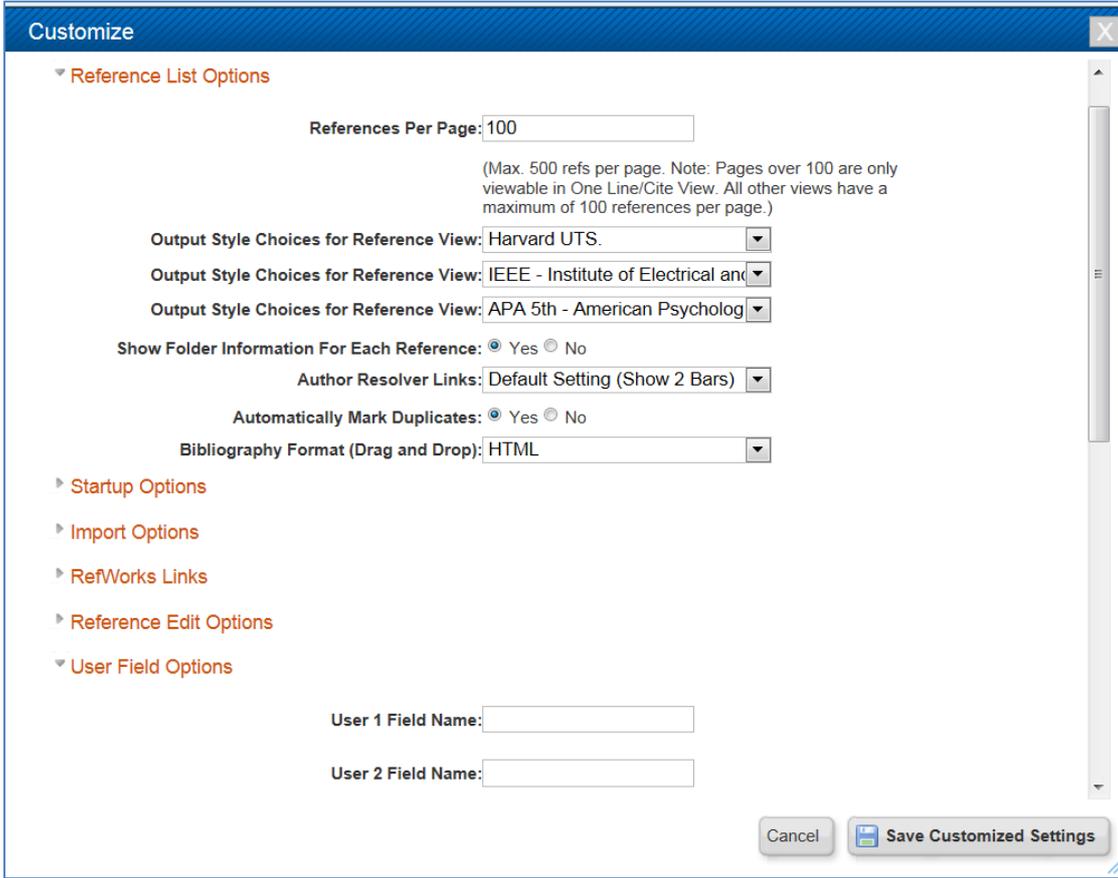


However if you find you are getting too many irrelevant results and want to specify where you are looking for a reference (ie: only in authors) you can use the **Search tab then Advanced** searching (see below)



Customize

The **Customize** area is where you can make some choices about how your references display, whether you want to enable certain features, even rename specific fields in your account. Choose **Customize** link on the top bar, then you can customise the setting (see below).



Modifying and Creating Referencing Styles

If you need to publish in a particular journal and want to see if their preferred referencing style is available, use the **Bibliography** tab then choose the **Output Style Manager**, you should be able to determine if it's there.

If it isn't, you can always construct the style yourself. You can do this by looking up a journal on the internet and see what their preferred referencing style is, or you can look at the references listed in an article published therein and copy what they look like. You can even use this function to very slightly change one of the default UTS uni styles like UTS Harvard or the APA style.

To edit a style choose **Bibliography – Output Style Editor** (see below)

Output Style Editor

Select Style to Edit

Style:

Name:

Link:

Created: 6/20/2001 8:42:15 PM Local Timezone (GMT +10hr)

Modified: 8/5/2010 2:43:20 AM Local Timezone (GMT +10hr)

Comments:

If you choose 'view' from the bottom of the page seen above, you'll be able to edit the style. When you edit the style, you'll see a preview of the in-text reference and the bibliographic reference. There will be a list of all the elements that will be included in your in-text reference and in your bibliographic reference that you can add and subtract – and for each element there is an edit function. See below for an example of an in-text reference edit function for authors in the Harvard UTS style.

Output Style Editor

Harvard_UTS

Bibliography | In-Text Citation

Bibliography Settings

Alternative Language Style(s) ([Default])

Reference types for "[Default]"

Reference Type:

 Undefined types will use Generic format

Fields for this type

- Add Text to Output
- Add OpenURL Link to Output
- Ref ID
- Ref Type
- Source Type
- Output Language
- Abstract
- Authors, Primary
- Title, Primary
- Periodical
- Pub Year
- Pub Date Free Form
- Volume
- Issue
- Pages
- Other Pages
- Descriptors
- Abstract
- Notes
- Personal Notes
- Authors, Secondary

Output Field Order

- Authors, Primary
- Pub Year
- Title, Primary
- Publisher
- Place of Publication
- Issue
- Volume
- Edition

Copy Fields from:

Field Comments: Any special comments about this field for this reference type

Author is the person or organisation who wrote or created the document or website.

Field Settings: Use \n for carriage return or \t for tab

Include Field:

Bold Underline Italic Superscript Subscript

Precede with Follow with

Author Settings

Show no more than If more, show first

followed by using