

## Overview

You have created your online RefWorks account and are ready to begin using it. There are five basic ways to get your citations (reference items) into RefWorks:

- Directly import items from compatible databases (See List). [Example: ProQuest]
- Manually enter items into your RefWorks account. [Example: Book on hand]
- Import a saved text (delimited) file. [Example: Downloaded from PubMed]
- Use the “Grab-It” feature to pull citation information from a web page.
- Export items from a received “shared” folder into your own RefWorks account.

- **To begin:**

- Open web browser                    **(Internet Explorer, Firefox, Opera, Mosaic, or Netscape)**
- Go →                                    Thompson Library home page. ([www.umflint.edu/library](http://www.umflint.edu/library))
- Click →                                **“RefWorks”** link    (bottom right side of screen).
- Login to your RefWorks account.
- Open second browser window    (for use with database searching)

NOTE: You **MUST** use the same browser to open both your RefWorks account and the database you intend to search for citations.  
(Open new window for database *after* logging into your RefWorks account using same browser.)

In the new window, open database you intend to search.

(See list of databases available from the Thompson Library page, found using the “**Databases**” link in the grey bar at top left of screen, or by selecting from the “Articles & Databases” drop-down list of disciplines for an alphabetical listing of major databases).

Now that you have both your RefWorks account open and (in a second window of same browser) your selected database, begin by creating a new folder to hold your items in RefWorks. (See next help sheet)