



Navigating the Toolbar In RefWorks

Toolbar items include:

- A) References
 - B) Search
 - C) View
 - D) Folders
 - E) Bibliography
 - F) Tools
 - G) Help
-

A) “References” Tab.

Here you’ll find options which will enable you to add citations (reference items) into your RefWorks account. There are at least 5 ways to save items. Most are found under this tab.

- Add New - Use to manually enter a new item (such as a book)
- Import - Use to upload a text file (pulled from such databases as PubMed)
- Export - Use to upload items from a shared folder (received via email)

B) “Search” Tab.

Allows you to search through your personal RefWorks database to find specific item. Search options include:

- Authors - Search by author name
- Descriptors - Search by keyword
- Periodical - Search by journal title
- Online catalog - Locate cites in PubMed or Mirlyn (or use “Import” text file)
- RSS Feeds - Directs you to page listing your saved RSS Feeds

C) “View” Tab.

Allows you to find and look at an overview of all items saved into RefWorks

- Folders - Offers drop-down look at list of folders, plus
- Saved Search Results - Easily find any saved searches
- All References - See/sort/print/etc all saved items at once
- My List - See/print any separate lists of cites you’ve created
- Duplicates - Locate any duplication of items by exact or close match
- Shared Area - Selected readings folders available to all UM-Flint

D) “Folders” tab.

Allows you to organize and manage your citation items in folders.

- Create New Folder - Name a new folder as you would a manila folder tab
- View Folders - Drop-down list of folders; select one to use, plus
- Organize Folders - See list of all folders with total items in each, plus
(NOTE: *Rename, delete, empty or share folders here, too*)
- Share Folders - Email a copy of an individual folder to classmate/colleague

E) “Bibliography” tab.

Create and print a bibliography (“References” page / “Works Cited” page) here.

F) “Tools” tab.

Extra features to help you collect, create, organize and print your citations. 14 options available.

- Write-N-Cite - Downloadable plug-in software; use RefWorks INSIDE “Word”
- Grab-It - “Grab” a citation off any web page with any citation information
- User Info, Update - Login to your account; change password, email, etc.
- Customize - Adjust acct settings, such as “print” to “electronic” format

G) “Help” tab.

The best place to find online and email support help in using your RefWorks account!

- Tutorials – basic - **16** different online tutorials – sound included! Great resource!
- Tutorials – advanced - **11** different online tutorials – sound included! Terrific help!
- Write-N-Cite Guide - Help in downloading RefWorks into your Word program.
- Quick-Start Guide - Generic, downloadable, printable help guide for RefWorks.
- E-Mail Librarian - Need help? Use this to send email directly to your UM-Flint Thompson Library RefWorks administrator!