

Aalborg University Library's



REFWORKS MANUAL

English edition



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HOW TO ACCESS REFWORKS



RefWorks is a web-based reference handling system, which can help you save and organize your references - make correct references and bibliographies in your documents and share your references with others.

All students and employees at Aalborg University have an *individual* RefWorks account. You can access RefWorks from anywhere. It is possible for you to create an additional account which can be used as a *joint account* for groups or when you want to use the *Refmobile* facilities.

Access to your individual account

1. Find AUB's homepage <http://www.en.aub.aau.dk/>
2. Click on [Reference Handling](#) in the menu to the right
3. Click on [Go to your individual account in RefWorks via the AAU access control](#)
4. Now you come to the entry page for the AAU Access Control System
5. Both employees and students must use the AAU Access Control System in order to access their individual RefWorks account
6. It is your official AAU e-mail and corresponding PIN code that serves as your login/password
7. Remember that your PIN code is personal and should never be shared

Creating and accessing a new account

1. Find AUB's homepage on <http://www.en.aub.aau.dk/>
2. Click on [Reference Handling](#) in the menu to the right
3. Click on: In cases of joint accounts, please go to [RefWorks's direct login](#)
4. Use the menu to the left and create a new account by using [Sign Up for an New Account](#) in the upper right corner
5. The new account can be an extra account for yourself or can be shared with others
6. You must use an AAU email when creating the account
7. You cannot customize the email in the new account unless it is to another AAU email (p.t. you can also customize it to a gmail)
8. Share your login and password with your group members if it is a shared account
9. The new account must always be accessed via [RefWorks's direct login](#) in the menu to the left

RefWorks direct login menu

Groupcode for access to RefWorks outside the campus network

When you want to access RefWorks from outside the campus network, you're sometimes asked to enter a groupcode.

For Aalborg University, this groupcode is *rwuaalborg*.

Afterwards you login through the AAU Access Control System.

Browser compatibility

RefWorks recommends the browsers *Firefox* or *Internet Explorer*. If using Internet Explorer 9 make sure to switch on Compatibility View. RefGrab-It is not compatible with Google Chrome and can cause problems in Safari. Make sure plug-ins are not deactivated in your browser.

FOLDERS



In RefWorks your references are by default organized in a folder called *All References*.

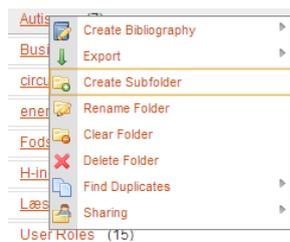
You can create new folders according to your needs. It is recommended to use folders when you work with many references. When you *edit* or *delete* a reference, it will be edited or deleted in your entire RefWorks database. However, by using *Remove from Folder*, the reference will only be removed from the particular folder and still be present in *All References*.

Create a folder

1. Choose 
2. Name the folder, for example: Academic essay
3. Click OK

Organize your folders

1. Choose the tab *Organize & Share Folders* 
2. Rightclick on a folder to explore the possibilities you have: *Create Subfolder, Rename Folder, Clear Folder, Delete Folder etc.* Especially the *Find Duplicates* functionality is important



Rightclick on a folder to explore the possibilities

GETTING REFERENCES INTO REFWORKS



There are six different ways to get references into RefWorks.

- Direct export from a database
- Import references as a text file
- Use the RefWorks' search facility: *Online Catalog or Database*
- Manual input of data in a fixed formula
- Converting references from other bibliographic reference management systems
- "Harvest" webpage data or references with RefGrab-It (title, author, ISBN etc.)

DIRECT EXPORT FROM A DATABASE



Below are examples of databases from which you can export directly to RefWorks. The databases are all listed on the AUB's homepage www.en.aub.aau.dk under *Databases*

- **Bibliotek.dk**
- **Scopus (part of SciVerse)**
- **Google Scholar**

BIBLIOTEK.DK

You can export references in two ways from Bibliotek.dk.
Remember first to make the setting "Enable export to records to RefWorks".

You cannot make settings until you are logged in. Click on "Log in"  and choose either "Create New Account" or "Log in". When you are logged in click on "My account" and choose "Settings" (in the menu to the left). Checkmark "Enable export of records to Refworks" and "Save Settings".
Now you are ready to export references from Bibliotek.dk to Refworks.

Export of a single reference

1. Find *bibliotek.dk* on www.en.aub.aau.dk under *Databases*
2. Choose the English Edition of Bibliotek.dk

3. *Make a search* (e.g. for: Doing interviews by Kvale)
4. *Click on "More info"* under the reference
5. *Click on "Export to RefWorks"* (you see it to the right)
6. If you are not already logged in to RefWorks you sometimes have to go back to Bibliotek.dk and export the references again after you have logged in to RefWorks
7. *View the reference in RefWorks* by clicking on *View Last Imported Folder*
8. *Click on*  *if you want to check the reference*
9. *Click on*  *if you want to change or add information to the reference*
10. *Click on "Save Reference"* to save the changes
11. *Close the record*
12. *Select* the reference and put it in a folder

Export of more than one reference

1. Find *bibliotek.dk* on www.en.aub.aau.dk under *Databases*
2. Choose the English Edition of Bibliotek.dk

3. Make a search (e.g. for: experience economy)
4. Click on "Select and order"

5. Checkmark *Memo*  (to add to "items saved")
6. You can also add items to save by clicking on [Add item to memo \(any edition\)](#)
7. Select the records you want to export to your RefWorks by using one or the other way to save them
8. When you have finished selecting records - click on "xx Items saved"  - in the top right corner
9. Select *all/none* - or select the records you want to export
10. Click on *Export to RefWorks*
11. If you are not already logged in to RefWorks you sometimes have to go back to Bibliotek.dk and export the references again after you have logged in to RefWorks
12. View the new references in RefWorks by clicking on *View Last Imported Folder*
13. Click on  if you want to check each reference
14. Click on  if you want to change or add information to a reference
15. Click on *Save Reference* to save the changes
16. Close the record
17. Select the references and put them in a folder

SCOPUS

Export of references from Scopus

1. Find *Scopus* on www.en.aub.aau.dk under *Databases*
2. Make a search (e.g. for: gender AND "social welfare")
3. Select the references you want to export to RefWorks
4. Click on  **Export**
5. A new page will appear and you must decide which information to export to RefWorks by selecting the desired output type. Please *do not* change the export format (RefWorks direct format)
6. Click on *Export*
7. View the new references in RefWorks by clicking on *View Last Imported Folder*
8. Click on  if you want to check each reference
9. Click on  if you want to change or add information to a reference
10. Click on *Save Reference* to save the changes
11. Close the record
12. Select the references and put them in a folder

GOOGLE SCHOLAR

You have to *activate the direct export functionality* in Google Scholar before you can export references from Google Scholar to RefWorks. You can only import one reference at a time in Google Scholar.

If RefGrab-It works with your browser you can use RefGrab-It to import several records from Google Scholar.

Setting your Google Scholar preferences

1. Find *Google Scholar* on www.en.aub.aau.dk under *Databases*
2. Click on Settings  in the upper middle of the screen
3. Find the *Bibliography manager* (near the bottom of the Scholar settings page)
4. Select *Show links to import citations into*
5. Use the drop-down arrow and choose RefWorks
6. Click on *Save*
7. Now the link [Import into RefWorks](#) is visible below each record

Export of a single reference

1. Find *Google Scholar* on www.en.aub.aau.dk under *Databases*
2. *Make a search* (e.g. for: ("traffic safety") ("mobile telephone"))
3. Click on the link "*Import into RefWorks*" (just beneath the reference you want to export to Refworks)
4. View the reference in RefWorks by clicking on *View Last Imported Folder*
5. Click on  if you want to check the reference
6. Click on  if you want to change or add information to the reference
7. Click on *Save Reference* to save the changes
8. Close the record
9. *Select* the reference and put it in a folder

Using RefGrab-It

If RefGrab-It works with your browser you can use RefGrab-It to import directly from Google Scholar to RefWorks. You can only export the number of references that appear in one page.

Export of references from Google Scholar using RefGrab-It

1. Find *Google Scholar* on www.en.aub.aau.dk under *Databases*
2. *Make a search* (e.g. for: diabetes mellitus)
3. Click on *RefGrab-it* - (it is in your Favorites/Bookmarks - see page 12 how you Bookmark RefGrab-It)
4. A new *RefGrab-It* window opens
5. Select references
6. Click on *Import to Refworks*
7. View the new references in RefWorks by clicking on *View Last Imported Folder*
8. Click on  if you want to check each reference
9. Click on  if you want to change or add information to a reference
10. Click on *Save Reference* to save the changes
11. Close the record



You can import references in two ways from PubMed:

As a text file

When importing references as a text file, it is important to choose the correct filter format. The list of filter formats to use can be found under "Help" in RefWorks menu bar. Choose: Launch Help file/ Getting References Into Your Account/Importing from Online Data Vendors, and scroll down to find PubMed.

Using RefGrab-It

If RefGrab-It works with your browser you can use RefGrab-It to import directly from PubMed to RefWorks.

Import of references from PubMed as a text file

1. Find Medline / PubMed on www.en.aub.aau.dk under *Databases*
2. *Make a search* (e.g. for: diabetes mellitus)
3. *Select* the references you want to export to your RefWorks
4. Under *Send to* choose *File*
5. Under *Format* choose *Medline*
6. Choose *Create File*
7. Name the file and save the file as a text file on your desktop
8. In RefWorks choose *Reference/Import* in the menu bar
9. *Import filter/Data Source*: choose *NLM PubMed*
10. *Database*: choose *PubMed*
11. *Select Text File*: use *Browse* to find the text file on your desktop
12. Click on *Import*
13. View the new references in RefWorks by clicking on *View Last Imported Folder*
14. Click on  if you want to check each reference
15. Click on  if you want to change or add information to a reference
16. Click on *Save Reference* to save the changes
17. Close the record
18. *Select* the references and put them in a folder

Using RefGrab-It

If RefGrab-It works with your browser you can use RefGrab-It to import directly from PubMed to RefWorks. You can only export the number of references that appear in one page.

Export of references from PubMed using RefGrab-It

1. Find Medline / PubMed on www.en.aub.aau.dk under *Databases*
2. *Make a search* (e.g. for: diabetes mellitus)
3. Click on *RefGrab-it* - (it is in your Favorites/Bookmarks - see page 12 how you Bookmark RefGrab-It)
4. A new *RefGrab-It* window opens
5. Select references or checkmark all
6. Click on *Import to Refworks*
7. View the new references in RefWorks by clicking on *View Last Imported Folder*
8. Click on  if you want to check each reference
9. Click on  if you want to change or add information to a reference
10. Click on *Save Reference* to save the changes
11. Close the record
12. *Select* the references and put them in a folder

VBN

VBN - backend

You can only export your own references from the backend of VBN.

1. Login in the backend (the operational part) of VBN <http://vbn.aau.dk/admin> with your login/password to the AAU Access Control
2. In the left column choose *Publications*
3. At the bottom of the page you can see the different download formats [PDF](#) | [Word](#) | [Excel](#) | [HTML](#) | [RIS](#) | [BibTeX](#)
4. Choose *RIS*
5. Name the file and save the file as a text file on your desktop
6. In RefWorks choose *References / Import*
7. *Import filter/Data source*: choose *RIS format*
8. *Database*: choose *RIS format*
9. *Select Text File*: use *Browse* to find the text file on your desktop
10. Click on *Import*
11. View the new references in RefWorks by clicking on *View Last Imported Folder*
12. Click on  if you want to check each reference
13. Click on  if you want to change or add information to a reference
14. Click on *Save Reference* to save the changes
15. Close the record
16. *Select* the references and put them in a folder

VBN – frontend

You can export other researchers' references *one at a time* from the VBN frontend <http://vbn.aau.dk/>.

1. Make a search in VBN and click on the publication title you want to export to RefWorks
2. Choose the tap *Citationformats*
3. Copy all of the information under RIS with Ctr.+ C

```
TY - CHAP
T1 - 1950'ernes danske jazzmiljøer
A1 - Høyer,Ole Izard
AU - Høyer,Ole Izard
PY - 2011//
Y1 - 2011//
BT - Jazzen i Danmark 1950 - 2010
T2 - Jazzen i Danmark 1950 - 2010
ER -
```

} example of RIS format

4. In RefWorks choose *References / Import*
5. *Import filter/Data source*: choose *RIS format*
6. *Database*: choose *RIS format*
7. *Select From Text*
8. Paste the information with Ctr. + V into the blank formular
9. Click on *Import*
10. View the reference in RefWorks by clicking on *View Last Imported Folder*
11. Click on  if you want to check the reference
12. Click on  if you want to change or add information to the reference
13. Click on *Save Reference* to save the changes
14. Close the record
15. *Select* the reference and put it in a folder

For further information please contact vbn@aub.aau.dk

E-BOOKS



Below are 2 examples of exporting references from e-publishers.

EBRARY

Before you can export references from Ebrary to RefWorks. You have to *activate the direct export functionality* in “My settings” in Ebrary.

Activate the direct export functionality in Ebrary

1. Find *Ebrary* on www.en.aub.aau.dk under *Books/homepages of the individual publishers*
2. Click on *My Settings*
3. In the *Managing Bibliographic Information* area select *Show RefWorks buttons*
4. Click on *Set preferences*

Export of one reference

You have two choices:

1. Make a search (e.g. for: tourism AND networking)
2. Click on *RefWorks* beneath the reference you want to export
3. If you are always logged in to Refworks, you must log in and repeat
4. View the reference in RefWorks by clicking on *View Last Imported Folder*
5. Click on  if you want to check the reference
6. Click on  if you want to change or add information to the reference
7. Click on *Save Reference* to save the changes
8. Close the record
9. *Select* the reference and put it in a folder

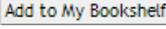
Or

1. Make a search (e.g. for: tourism AND networking)
2. *Click on* the title of a document
3. Choose the tab *Info Tools*
4. Select *RefWorks*
5. If you are not already logged in to RefWorks you sometimes have to go back to Ebrary and export the references again after you have logged in to RefWorks
6. View the reference in RefWorks by clicking on *View Last Imported Folder*
7. Click on  if you want to check the reference
8. Click on  if you want to change or add information to the reference
9. Click on *Save Reference* to save the changes
10. Close the record
11. *Select* the reference and put it in a folder

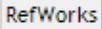
Using the bookshelf feature in Ebrary

Using the bookshelf feature allows you to create folders and thereby export more than one reference at a time. You must *Sign In* before you can access and use the bookshelf feature in Ebrary

Create folders in your Bookshelf, and add references to the folders

1. Click on *Sign In* in the top-right corner of Ebrary and sign in via the AAU Access Control System
2. Create one or more folders in your bookshelf
3. Select the *Bookshelf* tab
4. Click on *Add Folder*
5. Give the folder a name and click again on *Add Folder*
6. Make a search (e.g. for: tourism AND networking)
7. Add references to your bookshelf by using *Add to My Bookshelf*  which you find beneath the title in the titles results list and also as an option when you have opened a title
8. Select the Bookshelf tab
9. To add references to a folder just drag the references over to the folder

Export several references from your bookshelf folder to RefWorks

1. Select the *Bookshelf* tab
2. Select the appropriate folder
3. Click on *Export entire folder to:* 
4. If you are not already logged in to RefWorks you sometimes have to go back to Ebrary and export the folder again after you have logged in to RefWorks
5. View the references in RefWorks by clicking on *View Last Imported Folder*
6. Click on  if you want to check each reference
7. Click on  if you want to change or add information to a reference
8. Click on *Save Reference* to save the changes
9. Close the record
10. *Select* the references and put them in a folder

SPRINGERLINK

You can only export one reference at a time from SpringerLink.
And you can only export chapters and articles, it does not work on books.

Export of references from SpringerLink

1. Find *SpringerLink* on www.en.aub.aau.dk under *Books/homepages of the individual publishers*
2. Make a search (e.g. for: "city planning")
3. Click on the title you want to export to RefWorks
4. Click on "Other actions" which you find to the right
5. Click on "Export Citation". Open the drop-down box next to "Select Download"
6. Choose *RefWorks (RIS)*
7. A new window opens
8. Save the file to your downloads (or open it, name it and then save the file as a text file on your desktop)
9. In RefWorks choose *Reference/Import* in the menu bar
10. *Import filter/Data Source*: choose *RIS Format*
11. *Database*: choose *RIS Format*
12. *Select Text File*: use *Browse* to find the text file on your desktop (or in your downloads)
13. Click on *Import*
14. View the new reference in RefWorks by clicking on *View Last Imported Folder*
15. Click on  if you want to check the reference
16. Click on  if you want to change or add information to the reference
17. Click on *Save Reference* to save the changes
18. Close the record
19. *Select* the reference and put it in a folder

NB! RefGrab-It works with SpringerLink depending on which browser you use (see p.12)

USE REFWORKS' SEARCH FACILITY: online catalog or database



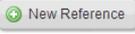
Direct search from RefWorks in online catalogues and databases defined in the menu *Search / Online Catalogue or Database*

Search in online catalogs or database

1. Choose *Search / Online Catalog or Database*
2. Select *British Library*
3. Set *Max. Number of References to Download* to 10
4. Choose *Advanced Search*
5. Make a search (in the descriptor field) (e.g. for: social welfare)
6. Click on *Search*
7. A new RefWorks window opens "*Search Results for Advanced Search*"
8. *Select* the appropriate references
9. Click on *Import*
10. Click on *OK*
11. View the references by clicking on *View Last Imported Folder*
12. Click on  if you want to check each reference
13. Click on  if you want to change or add information to a reference
14. Click on *Save Reference* to save the changes
15. Close the record
16. *Select* the references and put them in a folder

MANUALLY ADD NEW REFERENCES

How to manually add references

1. Click on the button  or use the menu *References / Add New*
2. Add the appropriate information in the fields as exemplified below
3. *View fields used by:* choose an Output style
4. *Add to folder:* Choose one of your folders
5. *Ref. type:* Journal Article
6. *Source:* Print
7. *Author:* Lundvall, Bengt-Åke
8. *Title:* Why all this fuss about codified and tacit knowledge?
9. *Periodical, full:* Industry and Corporate Change
10. *Periodical, abbrev.:* Ind corp change
11. *Pub Year:* 2002
12. *Volume:* 11
13. *Issue:* 2
14. *Start Page:* 245
15. *Other Pages:* 263
16. Click on *Save Reference*
17. Close the record

REFGRAB-IT



RefGrab-It is an optional feature for capturing bibliographic information from webpages. Be aware that pdf files are not webpages!
NB: RefGrab-It does not work with Safari for Mac. If you want to use it with Chrome you cannot follow the description here.

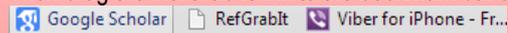
Add RefGrab-It from RefWorks like this

1. Open RefWorks
2. In the menu bar select *Tools / RefGrab-It*
3. Use *RefGrab-It Bookmarklet*
4. Right-click on the RefGrab-it link at the lower right corner of the page, and *Bookmark* or *Add to Favorites* (the terminology Bookmark or Favorites is browser dependent)
5. Check your Bookmarks or Favorites to see if the link RefGrab-It is there
6. It is a good idea to place the RefGrab-It link in the Bookmarks Bar or Favorites Bar so it is easily available

Add RefGrab-it to the Chrome browser's bookmark bar

Follow step 1-3 above

Then drag the RefGrab-it link to the bookmark bar and it will appear there like this among your other bookmarks



Export data with RefGrab-It from a webpage

(remember not to use Google Chrome or Safari)

1. Find a webpage with information for publications you want to export to RefWorks (for example the Danish Health and Medicine Authority <http://sundhedsstyrelsen.dk/en/publications/>)
2. Click on the *Ref-Grab-It* link in your Bookmarks /Favorites or Bookmarks Bar/Favorites Bar
3. A new *RefGrab-It* window opens
4. Select the references you want and click on *Import to RefWorks*
(sometimes you first have to click on the + to the left of RSS feed  **RSS feed**  Selected: 0/25 to see and select the references)
5. View the reference by clicking on *View Last Imported Folder*
6. Click on  if you want to check the reference
7. Click on  if you want to change or add information to the reference (Author information is often not available so you will have to add this information yourself)
8. Click on *Save Reference* to save the changes
9. Close the record
10. *Select* the reference and put it in a folder

CONVERTING REFERENCES FROM REFMAN TO REFWORKS



It is possible to convert references from other reference management systems to RefWorks. Here you only get a description of how to convert references from RefMan to RefWorks.

For further information look under Help / Launch Help File in Refworks.

Converting references from RefMan to RefWorks

1. Start *Reference Manager*
2. Select the references you want to convert to RefWorks (under *Edit/mark all*)
3. Use: *File menu / Export*
4. Choose: *RIS format* and the desired Reference Option
5. Name the file
6. Click on: *Export*
7. In RefWorks use: *References / Import*
8. *Import Filter/Data Source*: choose *RIS Format*
9. *Database*: choose: *Reference Manager*
10. *Encoding*: automatically changes to *OEM – United States*
11. *Select Text File*: use Browse and choose the file you just created in Reference Manager
12. Click on *Import*
13. View the references by clicking on *View Last Imported Folder*
14. Click on  if you want to check each reference
15. Click on  if you want to change or add information to a reference
16. Click on *Save Reference* to save the changes
17. Close the record
18. *Select* the references and put them in a folder

There may be problems with diacritic symbols – e.g. ^, (circumflex), ` (accent grave) etc. - and letters from non-Latin alphabets.

If you experience problems you can do the following before you import the file to RefWorks:

- Open the file with WordPad and save the file on your pc as a *.txt file.
- Then you can afterwards import the WordPad *.txt file to RefWorks.
- This operation should be able to handle the problem.

BACKUP YOUR REFWORKS ACCOUNT

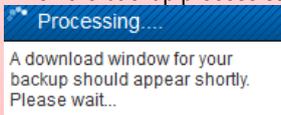


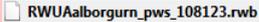
If you want to keep your references and at a later time restore them to another RefWorks account at another institution or one you have created privately you have to perform a backup of your account. The function Backup/Restore only works on RefWorks accounts.

NB! As long as Aalborg University Library subscribes to RefWorks you can use your RefWorks Account as an alumni, check how here: http://www.en.aub.aau.dk/digitalAssets/76/76356_refworks-alumni-handout.pdf

Create a backup of your account:

1. On the menu bar select *Tools / Backup & Restore*
2. Select *Backup* and decide which features to include
3. Click on *Perform Backup*
4. When the backup process starts you first get this message in the bottom right corner of the window



5. When the backup is completed a new window opens with the file 
6. Save the backup file to your computer
7. The file name will be something like this *RWUAalborgurn_pws_108123.rwb*

Restore your references to a new RefWorks account:

1. On the menu bar select *Tools / Backup & Restore*
2. Select *Restore*
3. Find the file *RWUAalborgurn_pws_108123.rwb* on your computer
4. Click on *Perform Restore*

EXPORT OF REFERENCES FROM REFWORKS TO OTHER REFERENCE MANAGEMENT SYSTEMS

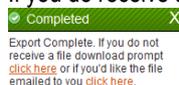
If you want to export your references to other reference management systems, you have to be aware that different systems use different standards of formats. If you don't know which system you later on are going to use, you have to export your references in at least 2 formats that RefWorks offers and save the 2 files on your computer:

1. **Bibliographic Software (EndNote, Reference Manager, ProCite)**
2. **BibTeX – Refworks ID**

Here is an example of export of your RefWorks account to a file format BibTeX that can be uploaded to the freeware programmes Zotero and Mendeley (see list of free reference management programmes here: http://en.wikipedia.org/wiki/Comparison_of_reference_management_software

How to export your references in the BibTeX format:

1. On the menu bar select *References / Export*
2. Select export format: *BibTeX - RefWorks ID*
3. Click on *Export References*
4. Your exported reference file are shown in a new file download prompt in your browser
5. If you do receive a file download prompt, follow the instructions you get in RefWorks



6. To save the exported references - select *File > Save As...* from your browser menu. Then name and save the file in the appropriate format (a text file) on your desktop

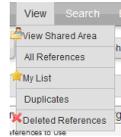
ORGANIZING YOUR REFERENCES



Duplicates

It is advisable to look for duplicates and delete duplicates while your references are still in the *Last Imported Folder*. The “*Find Duplicates*” feature will appear as a functionality several relevant places in Refworks. For example also under “*Organize and Share Folders*” (rightclick on a folder and you get the option “*Find Duplicates*”).

1. Choose *Duplicates* under *View* in the menu bar
2. Choose either *Exact Duplicates* or *Close Duplicates*
3. A new window opens with the title *Exact Duplicates* or *Close Duplicates*
4. Delete the duplicates by clicking on the red cross 
5. Deleted duplicates will be stored in 30 days in the folder Deleted References (can only be found under the menu under *View / Deleted References*)



6. You can restore deleted references from the folder “*Deleted References*” by clicking on the restore symbol 

Search

From *Search* in the menu bar, you can search all your references or limit your search to a specific folder. The operators AND, OR, NOT can be used and you can add more search fields. You can browse for and edit author names, descriptors and journal titles.

Edit a reference or a selection of references

- You can edit a single reference by choosing the *Edit*  option next to each reference
- You can edit a selection of references by using the *Global Edit*  function

Delete or remove references

You can delete a single reference or a selection of references from Refworks. You can also remove a reference or a selection of references from a folder. Deleting or removing references are two quite different operations. Removing references only works on a single folder. Deleting references works on the all references throughout RefWorks.

- Select a single reference or a selection of references
- Click on the delete symbol  to delete the reference or references. The references will be deleted from all folders where they appear and also from the All References folder. The references will stay for 30 days in the *Deleted References* folder, that you find in the menu bar under *View / Deleted References*
- Open a folder and select one or more references. Click on the “*Remove from Folder*” symbol  (the symbol only appears when you have a single folder open), and the references will be removed from only the particular folder you have opened. If you have the same references in other folders, they will remain there, and the references will also remain in *All References* folder

SHARE YOUR REFERENCES



Apart from creating a joint account where each group member has the same rights, you can also share references from your personal account with other colleagues or students and still remain in charge to edit, delete or add new references. References/folders are sent as emails.

You can also share your references or folders with all others at the AAU.

Share references

1. Choose the tab *Organize & Share Folders*
2. Rightclick on  next to the folder you want to share
3. Choose *Sharing / Share Folder*, and a new window opens
4. Click on *Share*
5. Choose which sharing options to give to the recipient of the folder
6. Click on  and then click on 
7. Rightclick on  next to the folder you want to share and choose *Email this share* 
8. Type the email address and maybe some information in the message form, and click on 
9. You can always remove the *Share* function by clicking on  and choose *Remove Share*
10. You can also share a folder with all at Aalborg University by using the *Shared Folder Options*
11. Choose *Share Options* and select *Include in Aalborg University's shared area*
12. Choose *Category* (for example: computer Science) and click on *Save*
13. If you want to see or export the references/folders in Aalborg University's Shared Area choose *View / View Shared Area* in the menu bar

IN-TEXT-CITATIONS



When you are writing your paper and want to insert citations in your Word document you can do it in 2 different ways. Either use the MS Word Add-in Write-N-Cite or use the *One line/Cite View* directly from your RefWorks account.

Write-N-Cite has a version for both MS Word for Windows and for MS Word for Mac. All other word processing software users should use **One Line/Cite View** to insert citations in their documents.

NB! "MS Word non-commercial use" is not compatible with Write-N-Cite, use instead "One line/Cite View".

WRITE-N-CITE 4 FOR WINDOWS



Installation of Write-N-Cite (version 4) for Windows

Write-N-Cite for Windows is compatible with Windows XP, Windows 7 and Windows 8. It supports Word 2007, Word 2010 and Word 2013

1. Go to your RefWorks Account via Aalborg University Library's homepage <http://www.en.aub.aau.dk/>
2. On RefWorks menu bar find *Tools / Write-N-Cite*
3. Download the version of Write-N-Cite that fits your computer (32-bit or 64-bit)
4. Save the .exe file to your computer
5. **Important:** Before leaving the download page please copy your Login Code onto your clipboard. To log in to RefWorks via Write-N-Cite, you **MUST** copy and use this code on the Write-N-Cite 4 login screen.
6. Make sure that MS Word is not running when you run the .exe file
7. Confirm that you have all recent Windows and Office updates from Microsoft's Update tool
8. Run the downloaded .exe file
9. Follow the steps of the installer. You may be prompted to install pre-requisites before the Write-N-Cite install begins
10. Pre-requisites will appear as error messages for example: "Microsoft Visual Studio 2010 Tools for Office Runtime (x86) needs to be installed for this installation to continue"
11. If you meet such error messages you have to go to www.microsoft.com and search for a program with exactly the name of the error message and install it on your computer before you can continue the installation process. You may get other error messages and have to install other programs from www.microsoft.com before your installation of Write-N-Cite is successful
12. You can check the information for all software prerequisites [here](#)
13. When the installation is completed, open MS Word. You will see a new RefWorks tab in your Ribbon
14. Login to your RefWorks account by clicking the RefWorks tab's login button. Only use the **Login Code** as copied from the Write-N-Cite download page
15. If you did not copy your Login Code before, you can get it from the Write-N-Cite download page any time. Each code is specific to your account.
16. After installing and logging in, there's no need to log out when using your personal computer. Your account will stay tied to the computer across sessions until you choose to log out

NB! If you have an older version of MS Word you must download the older version Write-N-Cite III

Use of Write-N-Cite4 in a document

1. Open Word
2. Click on the *RefWorks* tab
3. Write a text
4. Place the cursor where you want to insert a citation (called an in-text-citation) in your Word document
5. Click on *Insert Citation / Insert New*
6. Choose a reference and click on *OK (or Save)*
7. Now the in-text-citation is added to the text in your Word document
8. Write some more text in your Word document and continue adding in-text-citations in this way
9. A citation can always be modified later by double clicking on the in-text-citation in the Word document.
10. A double click opens the *Insert/Edit Citation* menu. You can now for example insert a page number as suffix.
11. Sometimes you have to click on the + next to "Compose Citation" area in order to activate the suffix. It depends on which type of computer, browser or Word edition you use
12. Click on *OK (or Save)*, and the page number is added to your in-text-citation in your Word document

Create a bibliography in a document

1. Places the cursor in your Word document where you want the bibliography
2. Click on the tab *RefWorks*
3. Under *Style* use the drop-down arrow and choose for example *Harvard*
4. Under *Bibliography Options* choose *Insert Bibliography*

For more information on how to use Write-N-Cite check the Help file in your RefWorks account.

WRITE-N-CITE 4 FOR MAC



Installation of Write-N-Cite for Mac

1. Go to your RefWorks Account via Aalborg University Library's homepage <http://www.en.aub.aau.dk/>
2. On RefWorks menu bar find *Tools / Write-N-Cite*
3. Choose *Write-N-Cite for Word (Mac)*
4. Download the programme to your own computer following the installation instructions
5. The Write-N-Cite toolbar will appear on the screen, you can move it around as you please.
6. Log into Write-N-Cite using the login code you find under *Tools / Write-N-Cite* in RefWorks

NB! If you have the Danish version of Word you sometimes have to move the "Write-N-Cite Bundle" before Write-N-Cite works on your Mac. You can see how to do that here: http://www.en.aub.aau.dk/digitalAssets/61/61299_write_n_citemanual--28eng-29.pdf

Inserting and editing in-text citations in your Word document - and creating a bibliography

Insert an in-text-citation

You have logged into Write-N-Cite

1. Open Word
2. Write a text
3. Place the cursor where you want to insert your in-text-citation
4. On the RefWorks toolbar choose *Insert Citation / Insert New*
5. Choose a reference and click on *OK (or Save)*
6. Now the in-text-citation is added in your text
7. Write some more text in your Word document and continue adding in-text-citations in this way

Referring to specific pages in the in-text-citation – using the Insert/Edit Citation menu

8. If you want to refer to a specific page in your in-text-citation you can use the suffix area and enter a page number
9. Click on *OK (or Save)*, and the page number is added to your in-text-citation in your Word document

Editing an in-text-citation in your Word document

10. The in-text-citations can be modified or edited in your Word document any time
11. Just place the cursor over the in-text-citation in the Word document and double click
12. The *Insert/Edit Citation* menu opens and you can edit the in-text-citation as you want
13. Click on *OK (or Save)*

Create a bibliography in your Word document

1. Places the cursor in your Word document where you want the bibliography
2. On the Refworks toolbar **Style** use the drop-down arrow and choose for example **Harvard**
3. On the RefWorks toolbar **Bibliography Options** use the drop-down arrow and choose **Insert Bibliography**
4. Check your document. The bibliography appears where you put the cursor

For more information on how to use Write-N-Cite check the Help file in your RefWorks account.

USING REWORKS ONE LINE/CITE VIEW



Use One line/Cite View with other software than MS Word, e.g. LaTeX or Open Office.

The One line/Cite View is a view option in your Refworks account. You can also just click on the cite symbol  that is present in all view options (Full View etc), but the One line/Cite View gives you a better view of all the references in for example a specific folder.

Using One line/Cite View

1. Open Word and write a text
2. Place the cursor in the text where you want to insert an in-text-citation
3. Open RefWorks
4. Choose the folder you want to use
5. In RefWorks *Change View to: One line/Cite View*
6. Select a reference and click on the cite symbol 
7. A *Citation Viewer* pops-up
8. Click on *Select*
9. Copy the citation (Ctrl.+C)
10. Delete the citation in the *Citation Viewer*
11. Return to your document and use the paste function (Ctrl.+V) to insert the reference
12. Go back and forth between the word document and RefWorks in order to insert more in-text-citations in this way
13. Save the document - It is important that you save the document with the unformatted references before you create a bibliography

Create a bibliography in your word document

14. In RefWorks click on the menu bar *Bibliography / Format Document*
15. A new window opens
16. **Select an Output Style.** Use the drop-down arrow and choose for example **Harvard**. To find out how Harvard looks like, click on *Preview*
17. Select the document you want to format Drop a document to format here or [select a file](#) from your computer.
18. A new window opens with a file download prompt – open the file and check the bibliography
19. If you do not receive a file download click on the answer from RefWorks in the lower right corner: Bibliography Complete. If you do not receive a file download prompt [click here](#) or if you'd like the file emailed to you [click here](#).
20. The file you receive from RefWorks is called "Final....", and you cannot use the Final... file to continue writing in
21. Instead use the original file to continue writing your document, and create a bibliography whenever you need to see how it looks or when you have finished writing it

Example of how an in-text-citation looks

Before formatting an in-text-citations in the original document it looks like this: `{{538 Busca, Guido 2008;}}`

After formatting (in the Final... document) the same in-text-citation looks like this: **(Busca, 2008)**

NB: Always use the original document when you continue writing your paper.

Refer to specific pages in your in-text-citations using One line/Cite View

If your in-text-citations are added with RefWorks One line/Cite View you can only include page numbers manually in this way:

If you for example want refer to a specific page in an in-text-citation (the example here is constructed to be using the Harvard output style when formatted) you can include `/f p. 19;`

It will look like this `{{538 Busca,Guido 2008/f p.19;}}` before being formatted.

When formatting a document where you have included `/f p.19;` in the above in-text-citation you will receive a Final document where the in-text-citation looks like this **(Busca, 2008, p. 19)**

Final documents cannot be formatted again. All changes to existing in-text-citations or insertions of new in-text-citations with RefWorks One line/CiteView must therefore be made in the original and unformatted document.

There are other so-called switches than `/f` that you can use.

Check other switches in the Refworks menu bar [Help / Modifying an In-Text-Citation or Footnote](#)

<http://www.refworks.com/refworks2/help/RefWorks2.htm> / Writing your paper... / Using One Line/Cite View / Modifying an In-Text-Citation or Footnote

CREATE A BIBLIOGRAPHY FROM A FOLDER OR A LIST OF REFERENCES



This feature only works in the RefWorks interface (not in Write-N-Cite)

Use the function to:

1. Create a bibliography in a certain output style
2. Copy-paste the bibliography into a document
3. Send/print a list of references to colleagues

You can process the bibliography from:

1. All references
2. A specific folder
3. My list

Example:

1. In the menu bar choose *Bibliography / Create Bibliography*
2. A new window opens
3. Choose *References to Include From All References*: mark your option (Selected (0), Page (25) or All in List (0))
4. *Select Output Style*: (choose for example) *Vancouver*
5. Click on *Preview* to find out how Vancouver Output Style looks
6. *Select a File Type*: (choose for example) *Word for Windows (2000 or later)*
7. Click on *Create Bibliography*
8. A new file download prompt should appear and you can open the document with the bibliography
9. Or alternatively you can click on the message from RefWorks in the lower right corner of RefWorks saying: *Completed. "Bibliography Complete. If you do not receive a file download prompt [click here](#) or if you'd like the file emailed to you [click here](#)".*
10. Name the file and save it on your computer

REFMOBILE



RefMobile works on mobile phones, smart phones and PDAs. RefMobile does not work with the AAU Access Control System, so first you have to sign up for a new RefWorks account, that can be used as an extra individual account or a **joint Refworks account**

How to use RefMobile

1. Sign up for a new additional RefWorks account (can also be used as a joint account)
<https://www.refworks.com/refworks2/default.aspx?r=authentication::init&groupcode=RWUAalborg> - if you already have an additional account then use the log in credentials to this account
2. From your mobile phone etc. find the homepage www.refworks.com/mobile
3. Login using your additional or joint account login credentials
4. You are now logged in to your RefMobile account and can:
 - a. Search your account
 - b. View and manage your folders
 - c. Search the web and add references to your account using *Smart Add*

HELP AND SUPPORT



Use the RefWorks' Help File on: <http://www.refworks.com/refworks2/help/RefWorks2.htm>

Email the AUB RefWorks' support team refworks@aub.aau.dk

Use the library's RefWorks blog: <http://refworkssupport.wordpress.com/>