

RefWorks 2.0 Fundamentals Workbook

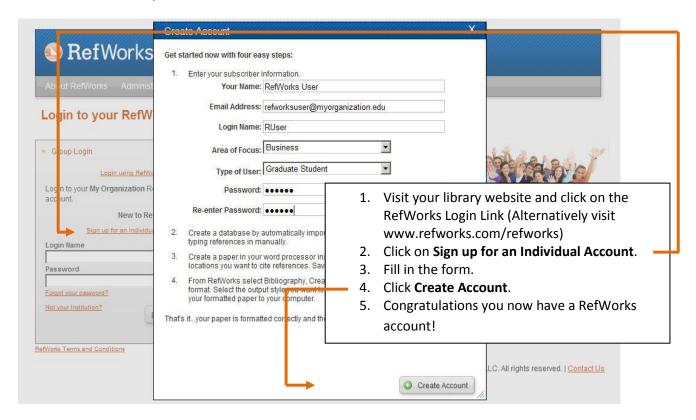
Introduction

The workbook is designed to guide users through some of the basic features of using RefWorks.

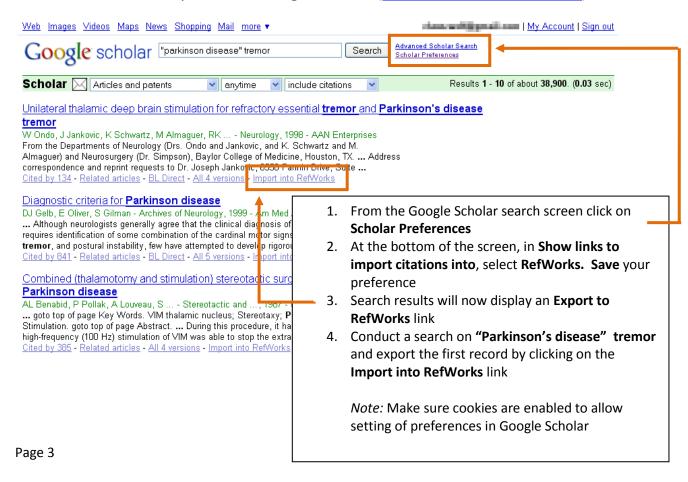
We suggest using this workbook as a post-training handout and/or as a companion piece to the RefWorks tutorials for self-directed study.

- **Task 1:** Set-up an account
- **Task 2:** Direct Import from Google Scholar
- **Task 3:** Direct Import from ProQuest
- **Task 4:** Import Data from a Saved Text File
- **Task 5:** Add New Reference Manually
- **Task 6:** Search Online Database
- **Task 7:** Search Library Catalog
- **Task 8:** Creating Folders and Moving Information
- **Task 9:** Create a List of References in Preferred Output Style
- **Task 10:** Create a Bibliography with Write-N-Cite III for Windows
- **Task 11:** Create a Bibliography without Write-N-Cite

Task 1: Set-up an account

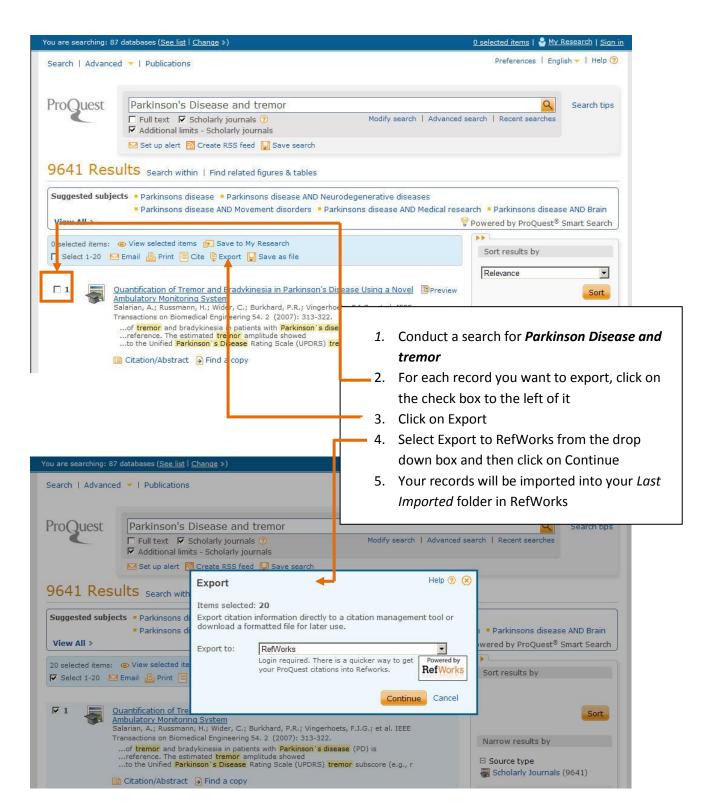


Task 2: Direct Import from Google Scholar (http://scholar.google.com)



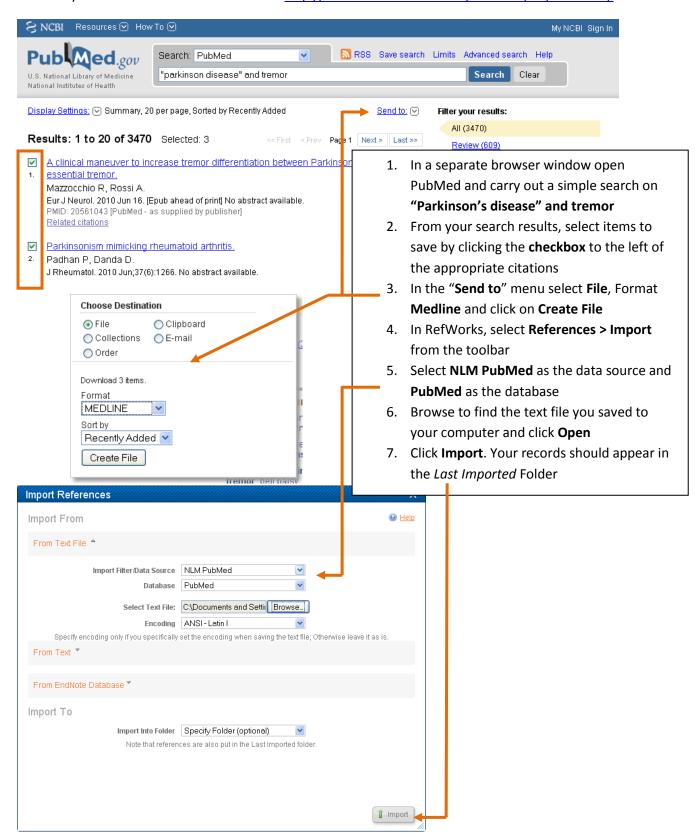
Task 3: Direct Import from ProQuest

Note: You can substitute a different vendor for this exercise. The complete list of Direct Export partners is available from: http://www.refworks-cos.com/refworks/DEPartners/. Check the RefWorks online help for detailed instructions for a specific vendor.

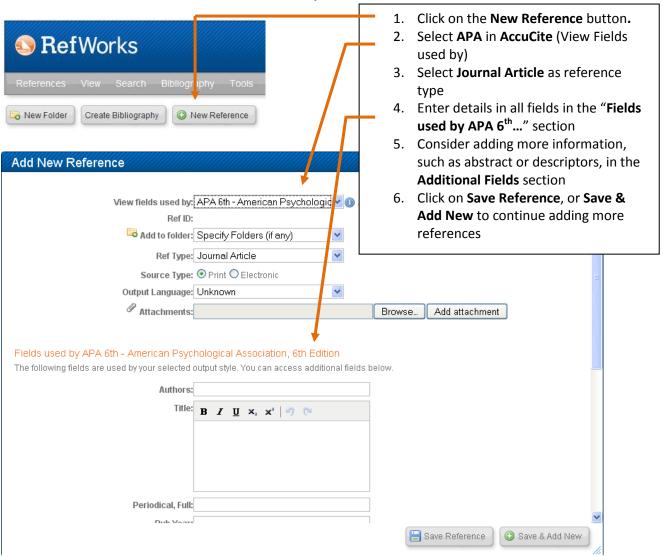


Task 4: Import Data from a Saved Text File

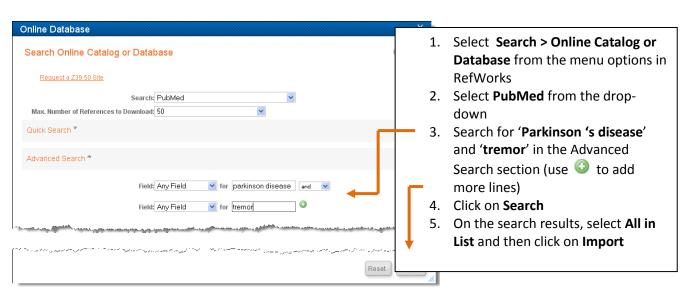
Note: You can substitute PubMed for one of the many hundred other databases supported by RefWorks. A full list is available at http://www.refworks-cos.com/refworks/ImportFilters/



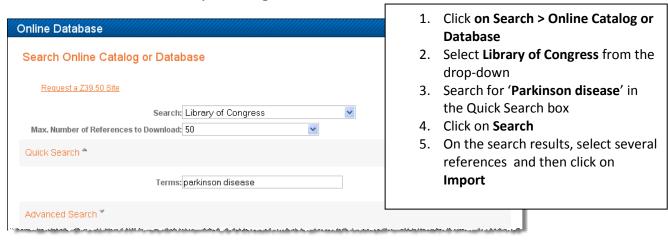
Task 5: Add New Reference Manually



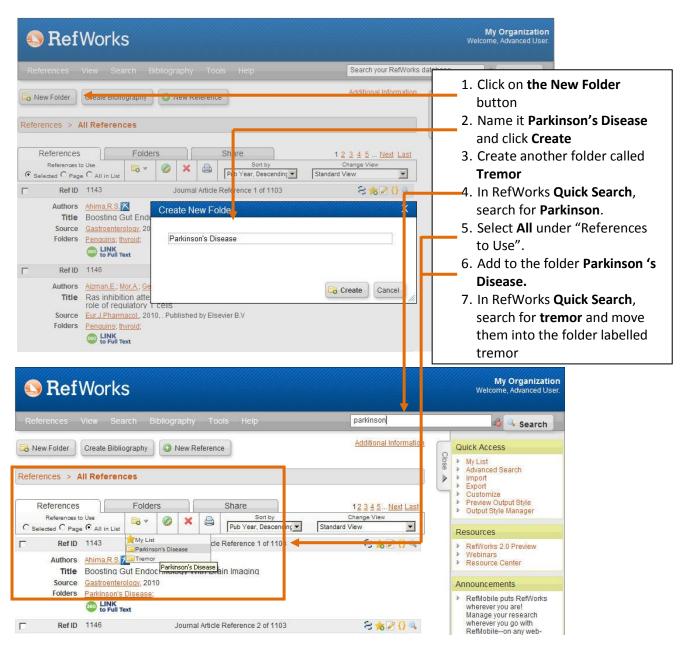
Task 6: Search Online Database



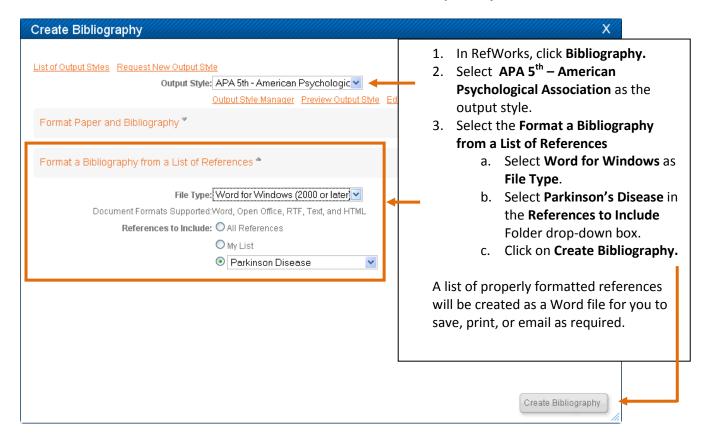
Task 7: Search Library Catalog



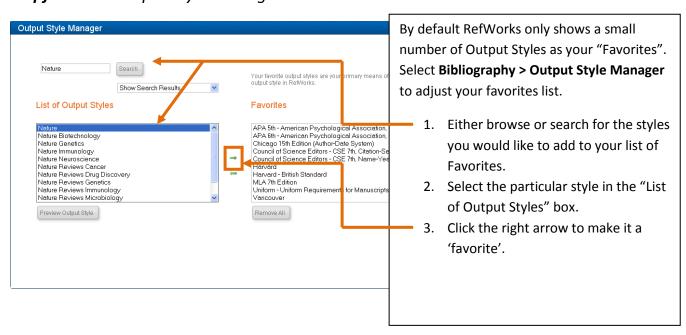
Task 8: Creating Folders and Moving Information



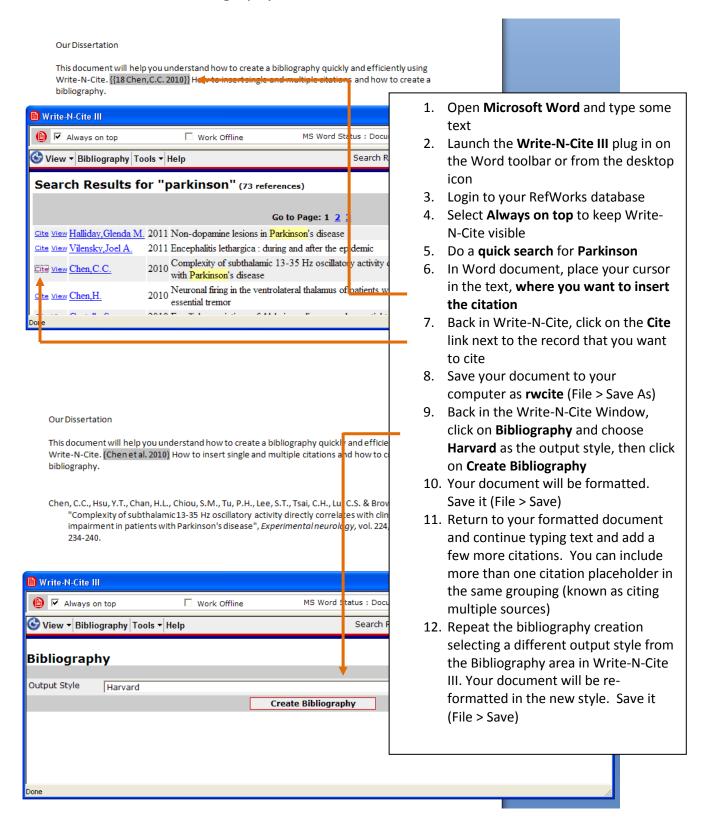
Task 9: Create a List of References in Preferred Output Style



Helpful Hint: Output Style Manager



Task 10: Create a Bibliography with Write-N-Cite III for Windows



Task 11: Create a Bibliography without Write-N-Cite

