



RefWorks is unable to retrieve full-text versions of journal articles, unlike EndNote. It does not have the capability to create a formatted list of charts and figures and does not work on mobile devices. It can be used with iPads, but functionality is limited. Nevertheless, it can be used to store and annotate PDFs.

## Getting Started with RefWorks: Importing Data

Before you start using RefWorks, you need to create an account and [login here](#). Then, you need to follow a few steps to import data and create your database.

### Importing Data Directly

- Click the RefWorks option under the save or export functions within the online service that you are using
- If your RefWorks account is already open, the import should begin automatically.
- If not, you will be redirected to the RefWorks login page and the import will automatically begin after you login.
- Under the *Folders* tab, select *Last Imported* to view your imported records.

The screenshot displays a ProQuest search interface. At the top, it indicates 'Searching: 29 databases' and '1 Recent searches | 2 Selected items | My Research | Ex'. Navigation options include 'Basic Search | Advanced | Publications | Browse' and 'Preferences | English | Help'. The search bar contains 'obesity' with filters for 'Full text' and 'Peer reviewed'. Below the search bar, 'Suggested subjects' are listed, including 'Obesity AND Weight control', 'Obesity AND Diet', etc. The results section shows '14145 Results' and a bar with '2 Selected items [Clear]'. A specific result is highlighted: 'Obesity as a prospective predictor of depression in adolescent females.' by Boutelle, Kerri N.; Hannan, Peter; Fulkerson, Jayne A.; Crow, Scott J.; Stice, Eric. The result includes a snippet and a section for 'Images (3)'. On the right, a sidebar offers options to 'Sort results by: Relevance' and 'Narrow results by: Full text, Peer reviewed, Source type'. A black arrow points from the top right towards the 'Export/Save' button in the results bar.

## Importing Data from Saved Text Files

- Save the results you want to export from current bibliographic managers or online services in a .txt file
- Login to your RefWorks account and click *References* from the drop-down menu, then click *Import*.
- Click *Import Filter/Data Source* from the next menu and select your data source from the *Database* drop-down menu
- Select the text file to import by clicking the *Browse* button then click on the *Import into Folder* button in the drop-down menu to specify the location where you want to save the file.

- Click on *Import* and check the imported data from the *Folders* tab and the *Last Imported*

## Importing from RSS Feeds

- Locate the RSS feed
- Right-click on the RSS Feed icon or link and select *Copy Shortcut*
- In the RefWorks interface, select *RSS Feed* from the *Search* menu
- Add the RSS Feed by pasting the shortcut into the text bar
- Launch the RSS Feed

## Manually Entering References

- Click on the *New Reference* button
- Select your desired bibliographic style
- Select the type of reference you are entering
- Enter the needed information in the boxes

**Add New Reference**

[Help](#)

Fields used by APA 6th - American Psychological Association, 6th Edition [About this style](#)

and Reference Type Book, Whole

The following fields are used by your selected output style. You can access additional fields below.

Authors: Jones, Ann; Williams, Huw

Book Title: 
B *I* U ~~x~~ <sup>x'</sup> | ↶ ↷
   
Mindfulness

Pub Year: 2011

Editors:  

Edition: 2nd

Publisher: Bangor Books

Place of Publication: Bangor

Add to folder Mindfulness ▼

Mindfulness

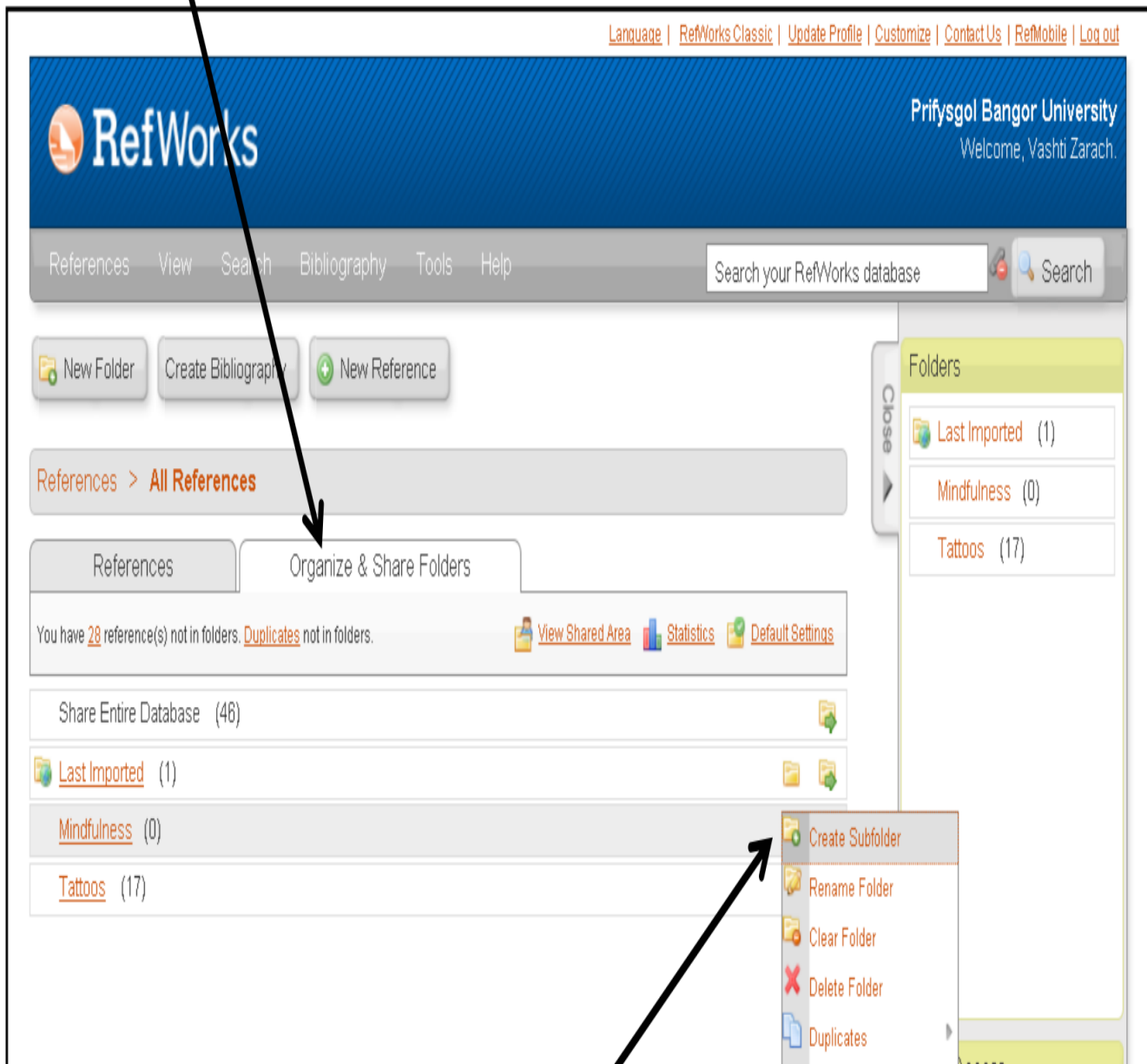
Attachments   Browse...

▶ Additional Fields

## Creating Folders and Sharing Data

### To Create a Folder

- Click on the *New Folder* button
- Name your folder
- Click *Create*



## Putting References into Folders

- Select desired references from the search results page and then click *Selected*
- Select the designated folder from the *Move To* drop-down menu

## Sharing your References

- Select *Share References* from the *Tools* pull-down menu
- Click *Share Folder* once you have selected the folder you wish to share.

- Select your *Shared Folder Options* to put restrictions that you want to set to RefShare participants
- Click on *Email URL* to email the folder to RefShare participants

Of course, RefWorks has other features and capabilities that you can use. The basic thing to remember is that RefWorks will be useful if you want to store citations and to collaborate with other researchers in writing your manuscript. It is a handy and convenient tool for citations.

If you are using RefWorks and would like to share your experience, do leave us a comment below!

*Disclaimer: All screenshots have been sourced from*  
<https://www.bangor.ac.uk/library/help/documents/refworks-proquest-guide-2020.pdf>

### Cite this article

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