



An online research management and bibliography creator service

Created by RefWorks, adapted by MW, National-Louis University, 121409

Working with RefMobile:

RefMobile (www.refworks.com/mobile) gives you access to your references in RefWorks from your smart phone, mobile phone or PDA. **RefMobile** provides specific functionality including:

- ❖ **Searching** within your RefWorks account
- ❖ Viewing **ALL** references and file attachments (if the attachment type is supported by your mobile device)
- ❖ Viewing references by **folder**
- ❖ Adding or removing references to/from a folder
- ❖ Creating new folders
- ❖ Entering new references via **SmartAdd** -- which locates references on the web when you enter an ISBN, DOI, PubMed ID (PMID), first author and pub year, or partial title
- ❖ Adding comments or text to the **Notes** field of your references

For more information about RefWorks, visit the RefWorks LibGuide at <http://libguides.nl.edu/refworks>.

Note: RefMobile is only accessible using your **Group Code** and login information. When you created your RefWorks account, you received an email with your login, password, and Group Access Code. If you do not have the code, contact the NLU library for assistance.

To Access Your RefWorks Account Using RefMobile:

1. Navigate to www.refworks.com/mobile
2. Enter your **Group Code**, **Login Name** and **Password**.
3. Select the **Remember Login** option if desired. Your login information will be remembered for 14 days from the date you check this box.
3. Click the **Login** button.

Navigating RefMobile:

RefMobile has five options that are always available to you: **Search**, **Folders**, **All**, **Smart Add** and **Log out**. You can access each option by clicking on the link or entering a corresponding keypad number:

- 1 will display the **Search** option
- 2 displays your **Folders**
- 3 displays **All** references
- 4 launches the **Smart Add** feature
- 5 **Log out** of RefMobile

There are additional keypad options that correspond to links within RefMobile:

- 0 activates the **Skip to end** link
- 8 can be used on pages with a **Return to** link
- 9 will display the **next 10** references in your list

The first time you log in to RefMobile the Search option is displayed by default. Subsequent logins will display the last option or view used.

To Search Your References:

1. Access the **Search** option by clicking on **Search** or entering **1**. The **Search** option is displayed by default when you log in to RefMobile.
2. Enter the word or term you wish to search for. This search works like the [Search RefWorks](#) feature in your regular RefWorks account -- it will search your entire RefWorks database for results.
3. Click the **Submit** button.

To View a Specific Folder or All of Your References:

1. To view a specific folder, click **Folders** or enter **2** on your keypad to display all the folders in your RefWorks account.
 - Click on the **Folder name** to display the references.
 - The number of references stored within the folder is displayed next to the folder name. (An abbreviated version of each reference is displayed with the Title, First Author and Publication Year.)
2. To view all of your references, click on **All** or enter **3** on your keypad.
3. To view a full reference, click on the **Title** link.
4. To add data to the Notes field, click on **Add a Note**.
5. To add or remove the reference from a folder, click **Select Folders**.
 - Select or de-select folder name(s).
 - Click **Save** to keep your new folder options.

To Add a New Reference Using SmartAdd:

In RefMobile, you can add references using the **SmartAdd** option. Smart Add locates references by searching the Internet based on DOIs, PubMed IDs (PMIDs), PubMed Central IDs (PMCID), ISBNs, authors and pub year, or keyword. **Smart Add** uses pattern matching to determine what type of information has been entered and then searches PubMed, ISBNDB and/or CrossRef to find any matching information. If **Smart Add** finds more than one match, it will display a list of references found -- up to 10 references total (even if search results locate more than 10 references).

1. Click the **Smart Add** link or **4** on your keypad.
2. Enter the information for Smart Add to search for: DOI, PubMed ID (PMIDs), PubMed Central ID (PMCID), ISBNs author and pub year, or keyword.
3. Click the **Search** button.
4. Click the **Save** link for each reference you wish to add. You can view the full reference by clicking on the title.

From the full reference, you have the options to **Save**, **Add a Note** and **Select Folders**. If you **Add a Note** or **Select Folders**, when you click **Save**, the reference is also saved. *Note:* References not placed in a folder will appear in the **References Not in a Folder** area of your RefWorks Account.

To Create a New Folder:

In order to create a new folder, you must be in the full view of one of your references.

1. Locate a reference using the **Quick Search**, **View Folder** or **All** option.
2. Click on the reference **title** to display the full reference.
3. Click the **Select Folders** link.
4. Click the **Create New Folder** link.
5. Enter the folder name and click the **Create** button.
6. Click the checkbox next to the new folder to add the current reference to the folder.
7. Click **Save**.

To Add or Remove a Reference From a Folder:

In order to add or remove a reference from a folder, you must be in the full view of the references.

1. Locate the reference using the **Search**, **View Folder** or **All** option.
2. Click on the reference **title** to display the full reference. Then click the **Select Folders** link.
3. To **add** the reference to a folder, click the checkbox next to the folder name. You can select multiple folders during this process.
4. To **remove** the reference from the folder, de-select the folder by clicking on the checkbox next to the folder name.
5. Click **Save**.