



RefWorks is an online citation management tool that allows you to import references automatically from journal articles databases, organize and manage references in folders, and format in-text citations and bibliographies in seconds. RefWorks is brought to you by the NLU Library and is available to all NLU students, alumni, faculty, and staff.

Accessing RefWorks

1. Go to the NLU Library's Web site at www.nl.edu/library. *If accessing the library's Web site from off-campus, login through MY NLU Portal.*
2. Under "Use It," click on the **RefWorks** link.

Getting Started

New users must first create an individual account:

1. After accessing RefWorks, you will come to the "RefWorks User Login for National-Louis University" page.
2. Click on **Sign up for an Individual Account**
3. Fill in all fields in the **New User Information** box
4. Enter your **email address** in the E-mail Address field (does not have to be your NLU email)
5. Click on **Register**. You will receive an email with your login, password, and Group Access Code.

3 Ways to Add References to your RefWorks Account

1. **Manually:** Type in (or cut and paste) references into your account manually. Mouse over **References** in the top navigation bar; then click on **Add New**. Be sure to click on **Save Reference** when finished.
2. **Direct Export from Databases:** Most journal article databases available through the NLU Library have a direct export function. For details, visit the "Adding References" section of the **RefWorks LibGuide** at <http://libguides.nl.edu/refworks>.
3. **Import using RefWorks Filter** (select **Import** from the **Quick Access** sidebar): It is also possible to **import references** into RefWorks from article databases, existing EndNote files, or using text files. For details, visit the "Adding References" section of the **RefWorks LibGuide** at <http://libguides.nl.edu/refworks>.

Manage your References with Folders

Create folders for specific subjects, projects, or classes. There is no limit to the number of references or folders you may have in your account. A reference may also be kept in more than one folder.

- Click on **New Folder** to make folders for specific subjects, projects or classes. Name your folder and click **Create**.
- **Last Imported Folder:** The most recently imported references will automatically be placed in the **Last Imported Folder**. A reference(s) will remain in this folder until you move it to another folder or *until you import another reference(s)*. If references get displaced from your **Last Imported Folder**, they will not be deleted. They will stay in your RefWorks account, but will not be in a designated folder. To view these references, click on **View**, then on **View Folder**, then on **Not in Folder**.

Creating a Bibliography

RefWorks will create a bibliography of references for you. You may create a bibliography of all of your references, of references in a specific folder, or of a temporary list of references you've chosen (**My List**).

1. Click on **Bibliography** in the RefWorks tool bar.
2. Choose your **Output Style** and **File Type to Create** (i.e a Word file or an HTML file). We recommend choosing HTML file so that you can copy and paste the bibliography into your own Word document.
3. Then click on **Create Bibliography**.
4. Your bibliography is automatically created in the style and file type you chose; however, be sure to **proofread and save** your bibliography.

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