

RefWorks Basics: Step by Step

1. Sign up for a RefWorks account.

- a. Visit <https://refworks.proquest.com/>.
- b. Select "Create An Account" toward the bottom of the registration box.
- c. Register for an account using your Southern Adventist University email address.
- d. Confirm your account by clicking the link in the email sent by RefWorks.

2. Set up your sharing folder (if needed/required)

- a. On the left side of the screen, expand the "My Folders" area.
- b. Click "Add Folder."
- c. Name group following your professor's directions.
- d. In the folder, select "Share" from the toolbar and select "Share Folder."
- e. Under "Shared With," add your professor's email address and select the level of access. *If you are not sure which level, please consult with your professor.*
 - i. Can read: Professor can only view/read the content in your folder
 - ii. Can annotate: Professor can make comments on the folder.
 - iii. Can modify: Professor can add, annotate, and delete content in the folders.
- f. Here is a tutorial explaining this process:
<https://southern.libguides.com/refworks/organizing>

3. Learn the basic functions of RefWorks.

- a. Watch tutorial: <https://southern.libguides.com/refworks/basicfunctionality>

4. Populate your RefWorks Library

- a. Populate your RefWorks Library
 - i. [For instructions using EBSCO databases click here](#)
 - ii. [For instructions using GALE databases click here](#)
 - iii. [For instructions using the library catalog click here](#)

5. Cite Your References with Your Word Processor

- a. Watch tutorial: <https://southern.libguides.com/refworks/writing>
- b. Set-up your account:
 - i. In RefWorks, go to the Tools menu.
 - ii. Scroll down to the "Cite References in Your Word Processor" section.
Follow the directions for the word processor that you utilize.

6. Write your paper, using RefWork's Write-N-Cite to create your in-text citations & bibliography.

- a. Watch Tutorial: <https://southern.libguides.com/refworks/creatingreferences>

7. Need help?

- a. Technical issues: <https://southern.libguides.com/refworks/help>
- b. Learning how to use RefWorks: <https://southern.libcal.com/appointments/>