

GETTING STARTED WITH PROQUEST REFWORKS

CREATE A PROQUEST REFWORKS ACCOUNT

- Go to: <https://refworks.proquest.com> and click on Create Account.
- Enter your **Saddleback email address** and click on Check, then create a password.
- Open up your **Saddleback email account**.
- Find the email from ProQuest RefWorks and click on the provided link to activate your account.

EXPORT CITATIONS FROM A SADDLEBACK DATABASE TO YOUR REFWORKS ACCOUNT

- You may export citations from most of the Saddleback library databases to your ProQuest RefWorks account.
- The process is similar in most databases with minor variations. For instance, in some databases you need to look for a Cite button, in others you need to look for an Export or Save button.
- **When exporting citations, you may encounter a pop-up window that asks you to select a version of RefWorks. Always click on the right-hand box for ProQuest RefWorks.**

PROQUEST MAGAZINES AND JOURNALS

- Open a resource of your choice.
- Click on **Save** from the top, right menu.
- From the drop-down menu, click on **RefWorks**.
- A window will pop-up.
- Click on **Continue**.

EBSCO

- Open up a resource of your choice.
- Click on **Export** from the Tools listed on the right.
- Select **Direct Export to RefWorks**.
- Click **Save**.

GALE

- Open up a resource of your choice.
- Click on **Citation Tools** on the right.
- At the bottom of the pop-up window, is an export feature. **Select RefWorks** from the list.
- Click on **Export**.

JSTOR

- Open up a resource of your choice.
- Click on **Cite This Item** from the list on the right.
- Look down the pop-up window **to Export Citation**.
- Click on **Export to RefWorks**.

- If you are not already logged in to RefWorks, you will be prompted to do so.
- A new RefWorks window will automatically open and will display “Import Complete” when finished.
- If nothing appears to happen, go to RefWorks and click on **Last Imported** from the Navigation Menu and hit your Internet browser refresh button. Your Last Imported folder will display imports with the date and time.

EXPORT CITATIONS FROM SADDLEBACK CATALOG (SEARCH BAR ON MAIN PAGE)

Print Books

- Select a book from the library catalog. **Click on the book title, then click on Cite.**
- FYI – You may export directly from the results page, but it works better from within the title. This is particularly true for eBooks and articles.
- In the pop-up window, click on **Export to RefWorks**.
- Be aware of **pop-up blockers** in your Internet browser that you may need to disable.
- Go back and click Export to RefWorks again after disabling the pop-up blocker.

eBooks

- eBooks may be exported from the library catalog the same way as print books; however, it works MUCH better if you **click on View eBook from the catalog then export directly from the database**.
- If you do choose to export eBooks directly from the library catalog, you will need to edit the citation to remove multiple databases. (The catalog exports ALL of the Saddleback databases containing the eBook).

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ADDING CITATIONS MANUALLY WITHIN REFWORKS

- You may use information you collect visually from a resource to manually create a reference within RefWorks.
- Go to RefWorks and click on the **plus sign** in the top menu.
- Select **Create New Reference** from the drop-down menu.
- Select **the appropriate resource type** from the drop-down menu.
- **Enter the information** that is available for your source. You may click on More Fields to add additional information such as Publisher or DOI.
- FYI – If you are unable to type, try clicking your cursor closer to the middle of the field.
- When you are finished entering your information, click on the **Save** button at the top right.
- You may go back to **edit a resource** at any time by opening the entry and clicking on the **pencil icon**.

CREATE A FOLDER IN REFWORKS

- Once you start collecting multiple resources for an assignment, you will want to organize them in a folder. In particular, having resources organized into a folder will make creating a Works Cited or References list easier.
- From the Navigation Menu, click on **My Folders** then click on **Add a Folder**.
- Name your new folder then click Save.
- Return to the **Last Imported** list.
- **Select all of the items** you would like to move to your new folder.
- Click on the Folder icon from the top bar and select the appropriate folder.
- Complete the move by clicking on **Apply**.

CREATE A BIBLIOGRAPHY (WORKS CITED/REFERENCES LIST) USING REFWORKS

- **Go to the folder** that contains the resources for your bibliography.
- Click on **Select All**, so that all of the resources in the folder are checked.
- Click on the **Quotation Mark** in the top menu.
- Select **Create a Bibliography** from the drop-down menu.
- **Change the citation style** to your preferred citation format. If the citation style you need does not show in the drop-down menu, then you need to search for it using the search bar. Only a limited number of styles will show up in the list.
- **Click on the Copy to Clipboard button** to copy your bibliography to the clipboard.
- **Paste** your bibliography to a blank Microsoft Word document.
- You may also paste to other word processing platforms such as Google Docs or Mac Pages.

USE THE REFWORKS QUICK CITE FEATURE TO COPY/PASTE AN IN-TEXT CITATION

- Make sure you are in the **correct folder**.
- Click on the **Quotation Mark** in the top menu.
- Click on **Quick Cite** from the drop-down menu.
- A new window will open. **Choose your citation style**, then click **Continue**.
- You will now be in the **Insert Citations tab**. All of the resources in the folder will display in a list.
- To create an in-text citation, **check the box next to the resource title**.
- An in-text citation will automatically generate in the box.
- **Copy/paste** to your research paper to finish.

HELPFUL TIPS

- Always make sure you **check all of your citations for errors!**
- Whenever possible, export articles and eBooks directly from the database rather than the library catalog.
- If you have questions, get help from a librarian.