1. Locate Refworks link on Library homepage

2. Choose New Refworks – BLUE icon
3. Create an account. You need to do this even if you have an account in the legacy Refworks system.
4. To import citations into Refworks start by searching in your database of choice, select items you like, place them into a folder by clicking the folder, or click the select box next to the item. Then click the folder to view items.

Directions for exporting from each database is located on the library’s database page under the “i” icon.
5. Now select items and choose to export them.

6. Choose Refworks from citation manager options.

7. Choose Refworks blue icon. You can select the check box at the bottom if you want this version to be the default for your account.
8. Use the button icons at top of screen to create folders, bibliographies and to find plug-in tools for web browsers and Microsoft Word.
9. You can also drag and drop a PDF onto your Refworks database and the citation will be added and full-text of the item will be uploaded.

Find more extensive help using new Refworks view tutorials from Library homepage, browse collection – **Using the New Refworks**.
Write-n-Cite

1. Log-into new Refworks and choose tools.

2. Scroll down to Cite in Microsoft Word, download appropriate version. If you choose the wrong version the system will instruct you during installation to select the other version.

3. Open Microsoft Word, your plugin is now available in the tool ribbon.
Web browser plug-in

To gather citations from the web, Google Scholar and other databases without an option to export to Refworks, install the Refworks button in your web browser tool bar.

1. Log-into new Refworks and choose tools.

2. Click Install Save to Refworks blue button.
3. Drag the Refworks button to your web browser tool bar. *Make sure that your browser's favorites bar is showing*

![Drag the Refworks button to your browser's favorites bar](image)

4. Now you will see Refworks in your browser and can click to add citations to your Refworks account.

![Refworks browser plug-in](image)