

RefWorks Redux

1) From TheBRAIN use the *How to* tab and go to the *Cite Your Sources* link. Click on **RefWorks**. The link under **New to RefWorks?** walks you through setting up an individual account. [Don't worry – it only takes a minute!] You need to complete this first step to use RefWorks.



Terrific Time-saving Tip #1: In RefWorks, go to the *Folders* tab. Use *Create a New Folder* to set up a folder for each of your courses or assignments – whichever you know!

Adding Books

1. In TheBRAIN, search **Books and Videos (Library Catalogue)** for information you need.
2. When you view an item, you have the option (top, right hand corner) to **Add to RefWorks**.
3. If you're not logged in to RefWorks, it will prompt you to do so.

Adding Articles

1. In TheBRAIN, choose and search an appropriate database for your topic. Your best bet is to use the link for your program and choose from **Databases – Best Bets**.
2. Once you've narrowed your results, choose some good sources and mark them or add them to your folder. Your option depends on the database you're using, but the language is user-friendly – or you can ask library staff to translate!
3. At the top of your screen in the database, there is a folder or marked records with your saved items. Click.
4. The magic word is **EXPORT**. Regardless of the database, you will have this choice – but sometimes you'll have a few options. Make sure to choose the one mentioning **export and RefWorks!**
5. It seems strange, but clicking on **Save** sends your item(s) to RefWorks.



Terrific Time-saving Tip #2: Login to RefWorks before starting your research for a more seamless process!

Creating a Bibliography

1. In RefWorks, use the **Bibliography** tab at the top of the screen.
2. The default for Mohawk is the latest APA. If you need MLA, use the drop down menu in the top box and select **MLA, 6th or 7th edition** depending on your instructor's preference.
3. Click **Format a Bibliography from a List of References**. Choose the appropriate folder for your assignment.
4. Click **Create Bibliography**. Voila!
5. Make sure to check your bibliography. You may have to capitalize a word or add a space; RefWorks isn't perfect... but it's accurate and **fast!**
6. Save your bibliography as a text file/Word document and add to your assignment.