GETTING STARTED WITH REFWORKS

1. To sign up for RefWorks, start at the Salem State University library page: www.salemstate.edu/library

3. Enter your email address, a login name, password, and some basic information about yourself.

4. If you aren’t automatically logged in after creating an account, log in now.

Congratulations, you’ve gotten into RefWorks! But now what do you do with it? Let’s go round up some articles in a database.
5. Open up ProjectMUSE and look up one of the articles you need.

6. From the results page, click on *Save Citation* underneath the image of the journal.

7. (Repeat with your other articles if time permits.) Click on *Saved Citations* in the top right corner of the page.
8. On the Saved Citations page, click on Option 1: RefWorks: Export to RefWorks.

![Image of the Saved Citations page with Option 1 highlighted]

9. A window from RefWorks will open and tell you if the import was completed. Click on View Last Imported Folder.

![Image of the RefWorks import reference window with View Last Imported Folder button highlighted]
10. Now you’ll see the RefWorks version of the citations you just exported from ProjectMUSE. You could stop there, if you think you won’t be using RefWorks much in the immediate future. But when you start to have a large number of citations that you’ve imported, you’ll want to use folders to organize your references (by topic, by project, by class, by semester—anything that works for you!).

Click on the New Folder button to create a home for your new references.

11. Give the folder a name. (Note that you can also create subfolders. Unlimited organizing possibilities!)
12. Now, move your items into the folder. First, select the check boxes next to your references (or use the Page or All in List options under References to Use). Then click on the small icon of a folder with a green plus sign on it, and choose the folder you just made.

You’ll know if the move has worked when you see the following box appear in the lower righthand corner of the screen:

13. To see your references in their folder, click on Organize and Share Folders. From there, you can easily navigate back to the full-text of the articles, and even generate a bibliography using the style manual of your choice!

Links to more advanced RefWorks tutorials and webinars are available through the LibGuide for your class: http://libguides.salemstate.edu/