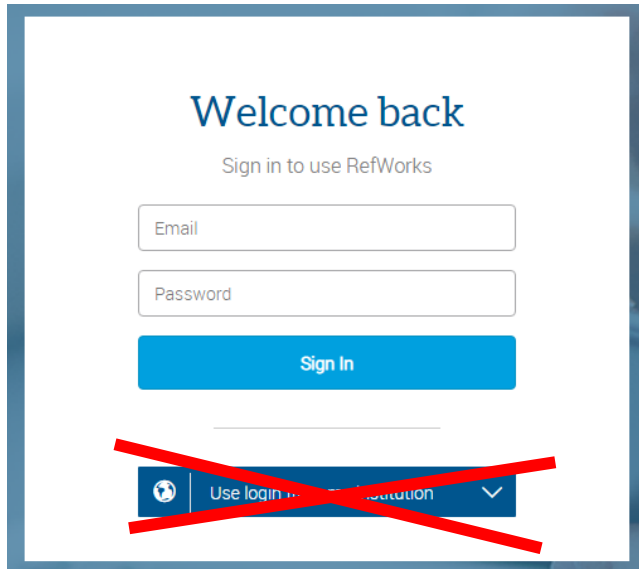


Setting up RefWorks

RefWorks is a web-based referencing software, available at this address;
<https://refworks.proquest.com/>

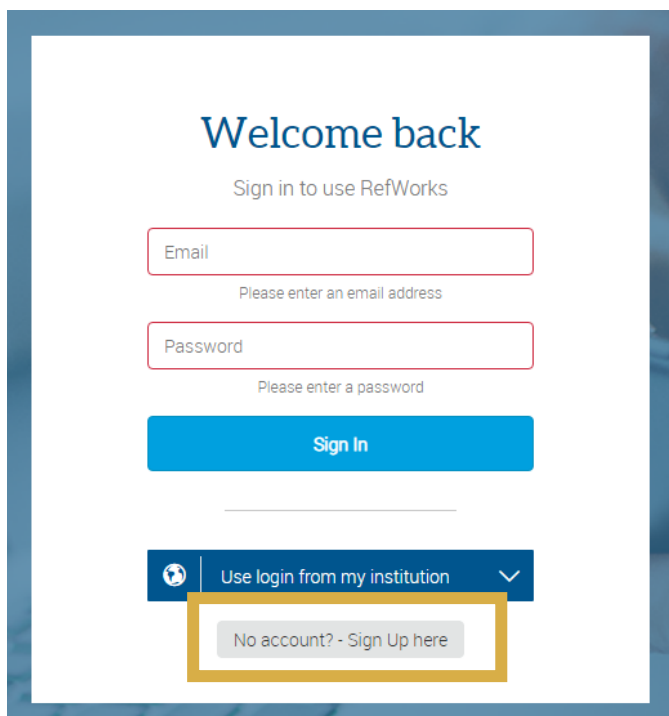
Step 1; Setting up an account

Click 'Sign In', ignore 'Use login from my institution'



The image shows the RefWorks login page. At the top, it says "Welcome back" and "Sign in to use RefWorks". Below this are two input fields: "Email" and "Password". A blue "Sign In" button is positioned below the password field. At the bottom, there is a dark blue button with a globe icon and the text "Use login from my institution". This button is crossed out with a large red 'X'.

Then Click 'No Account? –Sign up here', and use your UWTSD email address, and any password you like. You will get an email with a link to confirm your account (This may go into your Junk folder).



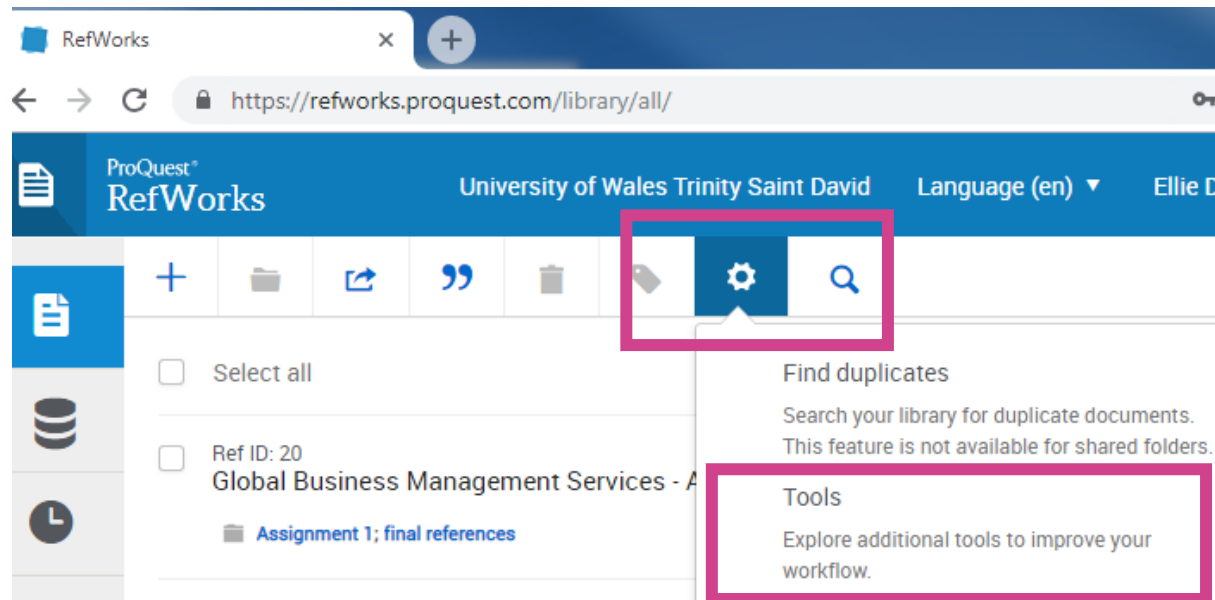
The image shows the same RefWorks login page. The "Email" and "Password" fields now have red borders and placeholder text: "Please enter an email address" and "Please enter a password". The "Sign In" button remains. The "Use login from my institution" button is still present. Below it, a grey button with the text "No account? - Sign Up here" is highlighted with a yellow rectangular box.

Step 2: Installing the bookmark tool.

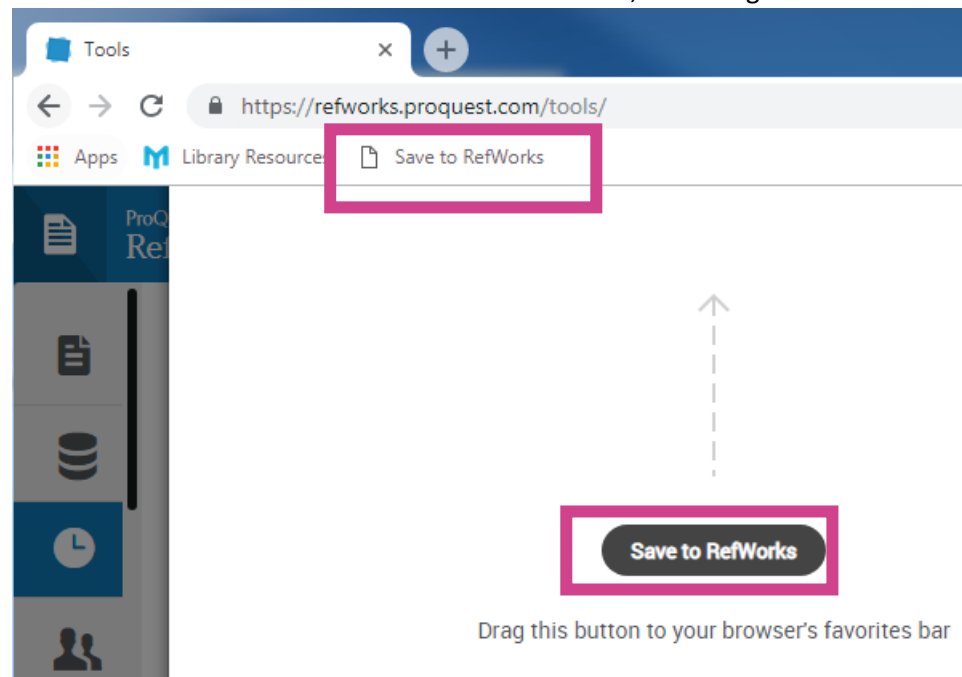
Once you have signed up and logged in, you need to install the Bookmark tool. This enables you to save and format anything you access online into a reference.

First ensure that the bookmark bar on your browser is visible.

Log in and go to 'Tools'



Click on Tools and click on 'Install Save to RefWorks', then drag the button to the bookmark bar



Then, when you go to a website whether it's a journal article, a newspaper, or web page, if you click the 'Save to RefWorks' button, it will take the information and create the reference.

Apps

Library Resources

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Project Dragonfly would allow Beijing to censor search results

Open letter is latest sign of worker unrest



ProQuest[®]
RefWorks

Type of reference

Newspaper Article

☐ Save the contents of this web page?

Title

Google employees sign letter against censored search engine for China

Tags

Google x Technology x China x

Add tag

Authors

Wong, Julia Carrie Last name, First name

Publication

The Guardian

Publish Date

2018-11-27T14:00:09.000Z

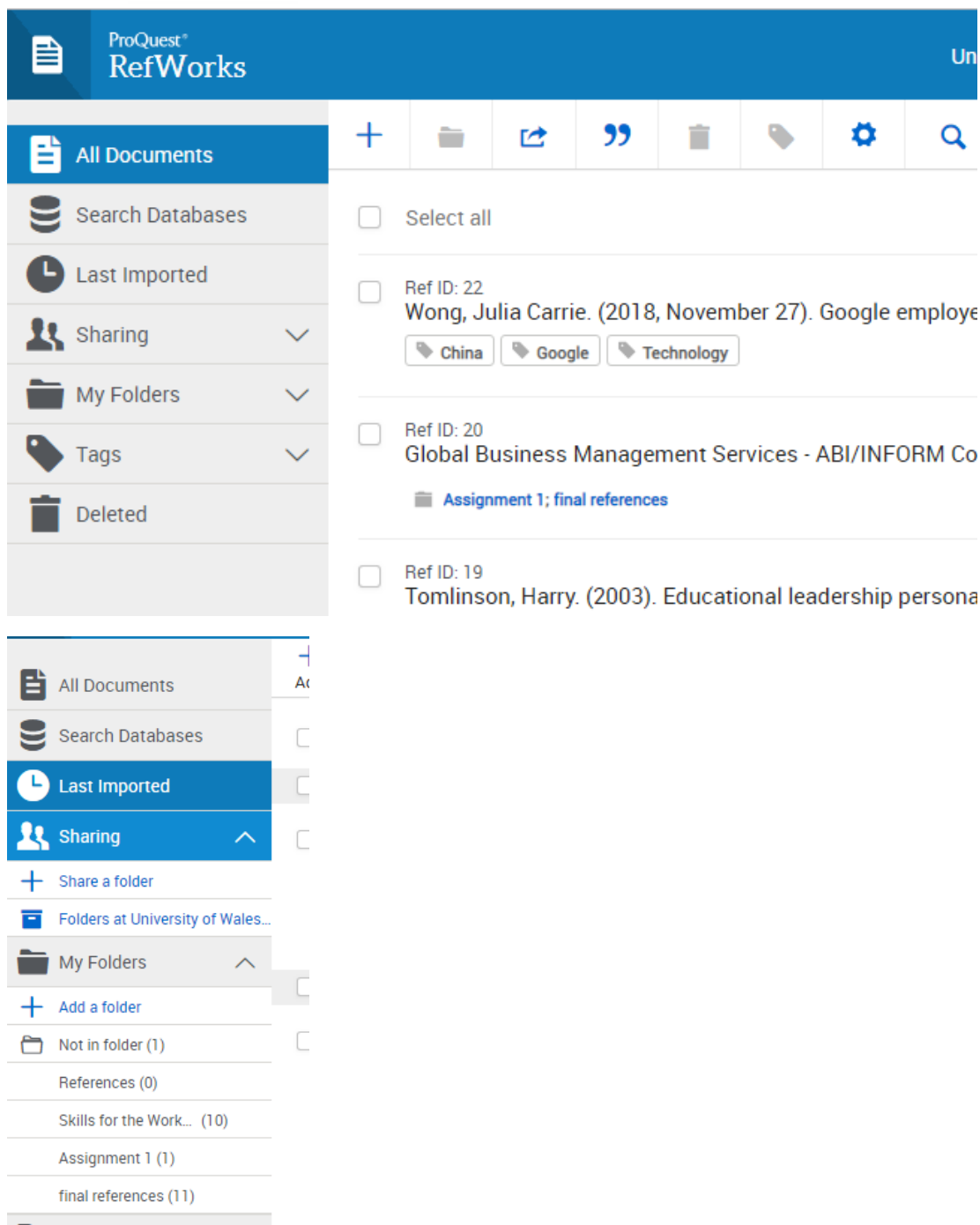
Edition

Pages

Save to RefWorks

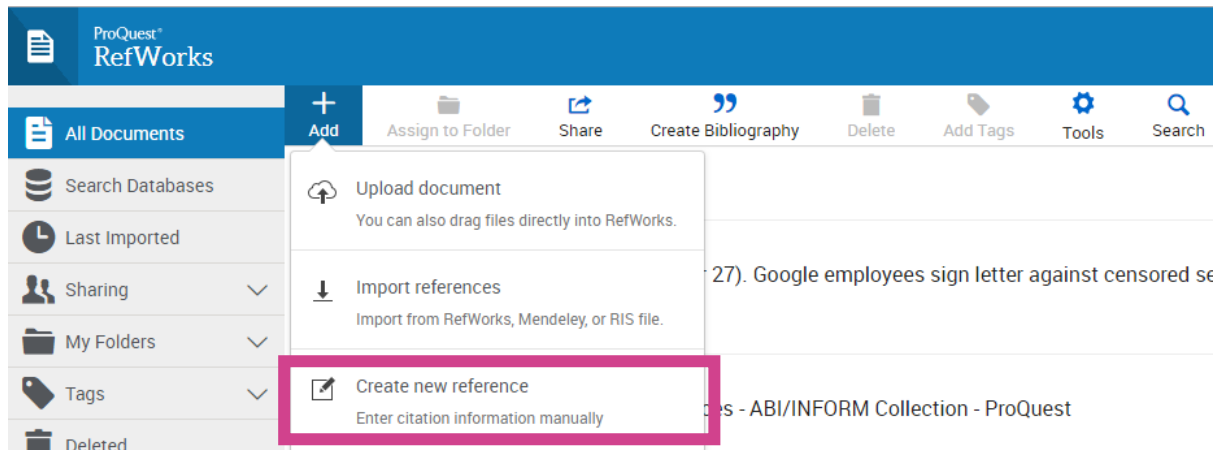
Step 3; Exploring RefWorks

1. 'All Documents' is a list of **every** reference you have saved
2. 'Search Databases' searches university databases provided by ProQuest for references, but **will not** take you to the full article
3. 'Last Imported' is the **most recent** references you have saved
4. 'Sharing' are folders or references you have shared with another user
5. 'My Folders' are an extra feature to organise your references, you can sort references by Chapter or module, or subject.
6. 'Tags' are labels you can attach to references, which you can then use to search and sort your references further.



Step 4; adding References manually

You can create your own reference manually using the Add tool



You can use 'Create Bibliography' to create a list, and to change Reference Styles. It will usually be automatically Harvard, but it is important to check

