



Administrator Ready Reference Guide

Examples of Webpages Promoting “How to” Usage of RefWorks

August 2005



Examples of Webpages Promoting “How to” Usage of RefWorks Table of Contents

Introduction – Page 3

Example #1 – Page 3

Example #2 – Page 8

Example #3 – Page 11

Example #4 – Page 15

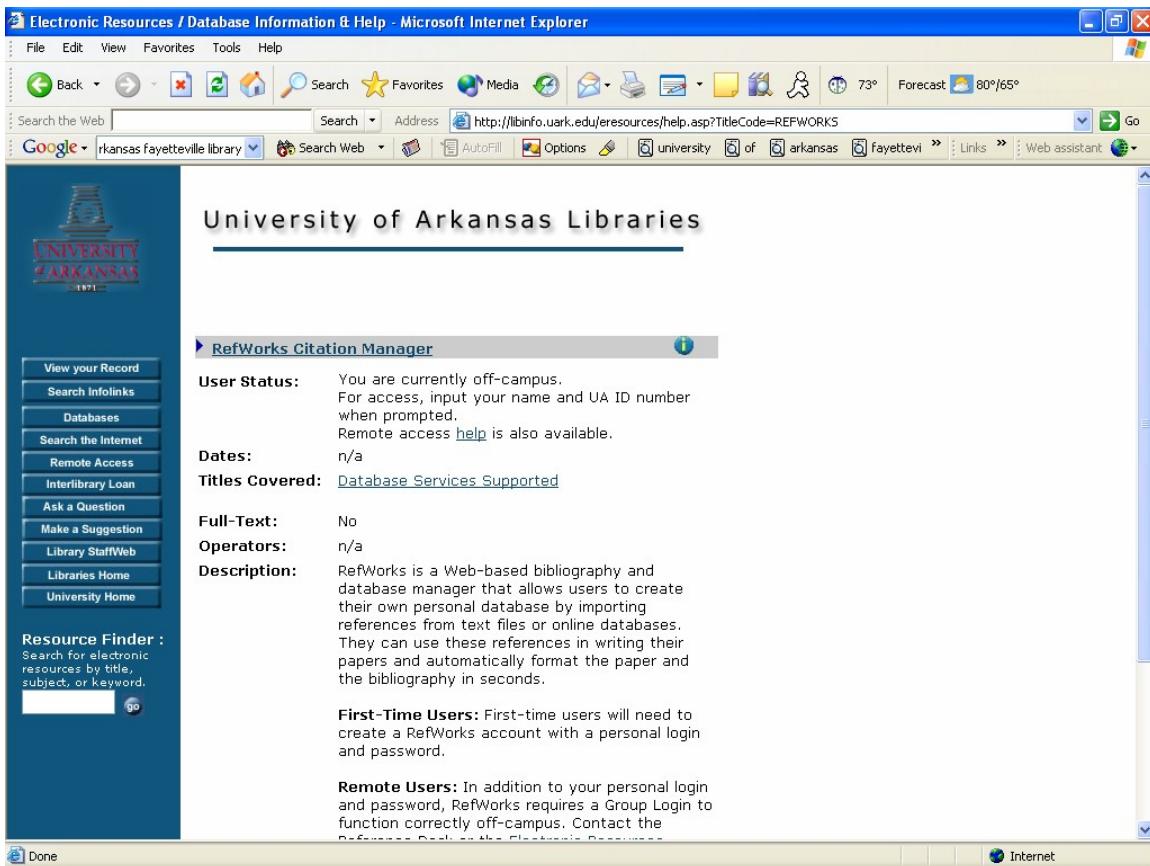
Introduction

More and more users look to the web to get information on how to access tools and research available to them. In this pamphlet, we've included just a small sampling of what some of our subscribing institutions have made available to their users online.

We hope these examples will give you ideas for your own website. One of our Subscribers showcased in this pamphlet has even offered to share their database of import instructions! (See Example #1 for more information...)

Example #1 – Introduction page about RefWorks

This Institution created a link from their Electronic Resources listing for RefWorks to a page with information about the software and links to the RefWorks list of import filters, off-campus log-in information and features (like Write-n-Cite), as well as the RefWorks Quick Start Guide.

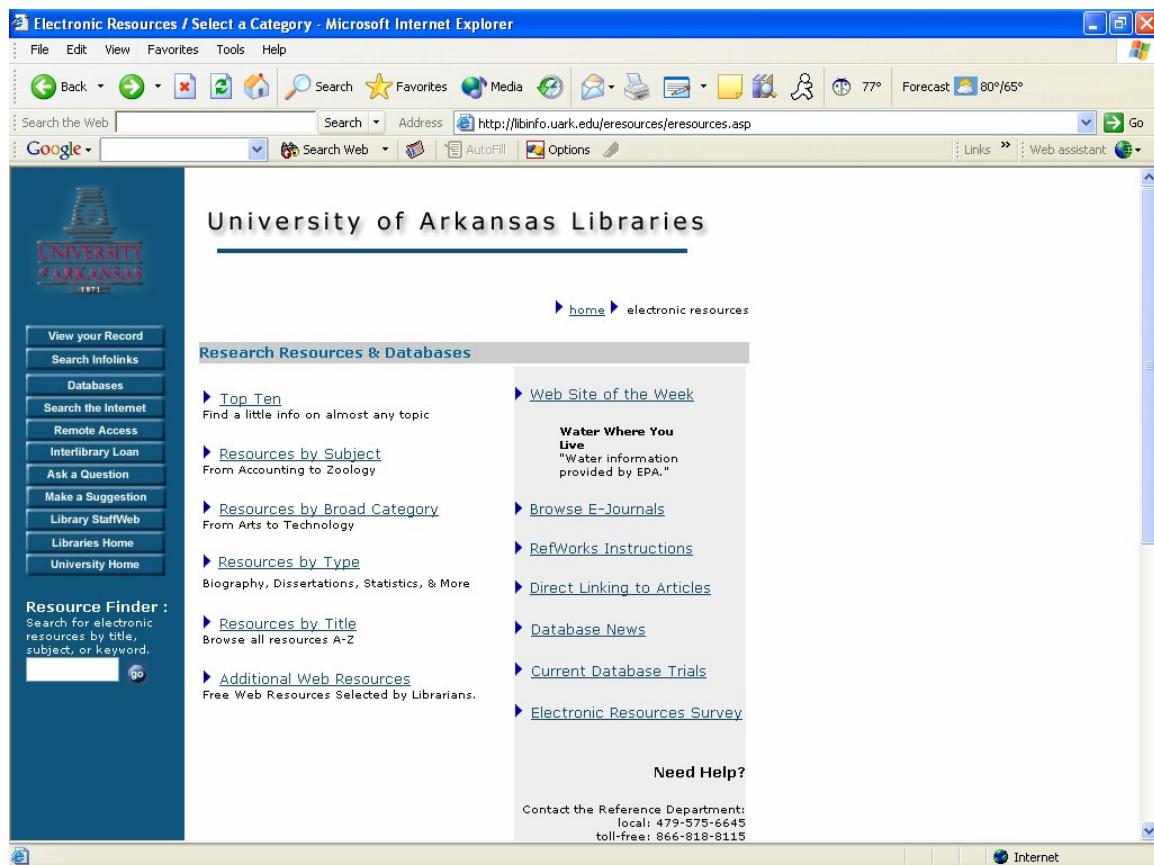


The screenshot shows a Microsoft Internet Explorer window with the following details:

- Address Bar:** http://libinfo.ark.edu/eresources/help.asp?TitleCode=REFWORKS
- Toolbar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, Mail, Print, Address, Options, University, Arkansas, Fayetteville, Links, Web Assistant.
- Page Content:**
 - University of Arkansas Libraries** logo and name.
 - RefWorks Citation Manager** section.
 - User Status:** You are currently off-campus. For access, input your name and UA ID number when prompted. Remote access [help](#) is also available.
 - Dates:** n/a
 - Titles Covered:** Database Services Supported
 - Full-Text:** No
 - Operators:** n/a
 - Description:** RefWorks is a Web-based bibliography and database manager that allows users to create their own personal database by importing references from text files or online databases. They can use these references in writing their papers and automatically format the paper and the bibliography in seconds.
 - First-Time Users:** First-time users will need to create a RefWorks account with a personal login and password.
 - Remote Users:** In addition to your personal login and password, RefWorks requires a Group Login to function correctly off-campus. Contact the Reference Desk in the Electronic Resources Department.
- Left Sidebar:** View your Record, Search Infolinks, Databases, Search the Internet, Remote Access, Interlibrary Loan, Ask a Question, Make a Suggestion, Library StaffWeb, Libraries Home, University Home.
- Resource Finder:** Search for electronic resources by title, subject, or keyword.

Example #1 – Additional Information on RefWorks

In addition to the basic information provided in the screen above, an additional link to more detailed information is available from a general page on Research Resources & Databases.



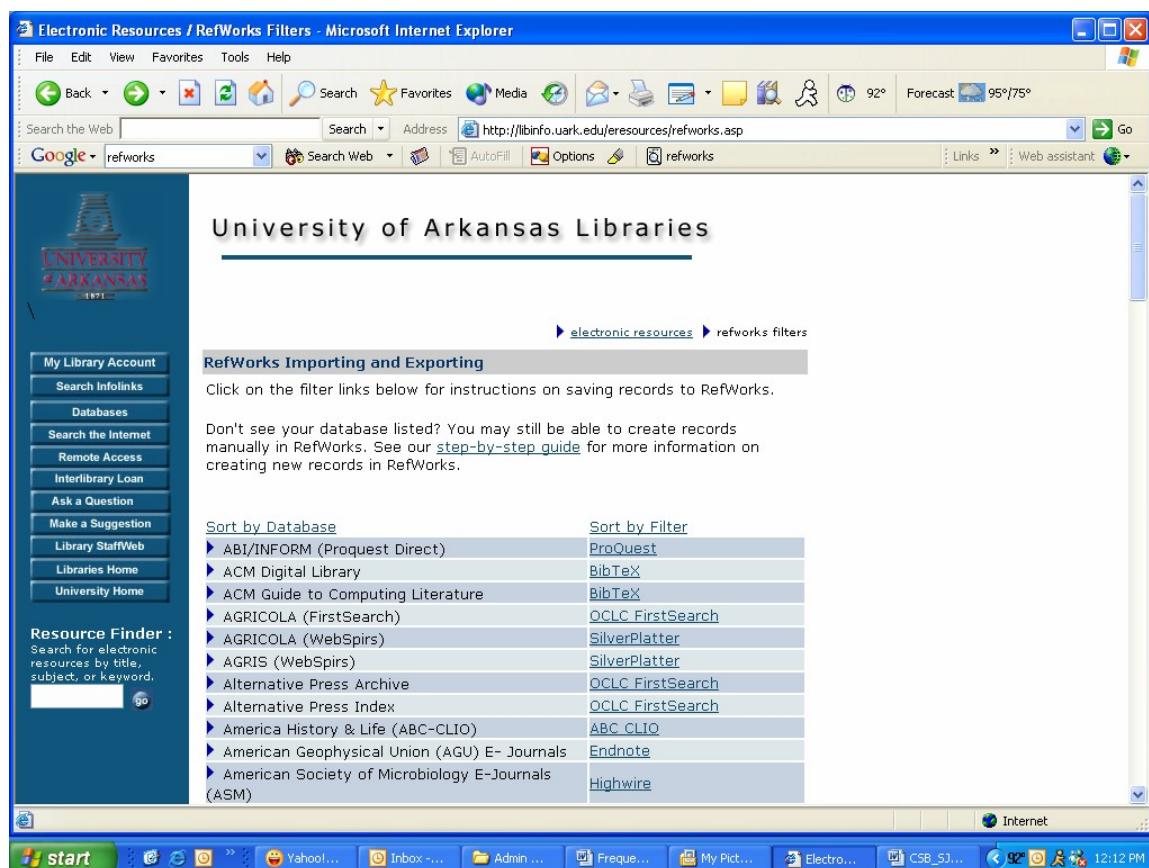
The screenshot shows a Microsoft Internet Explorer window with the following details:

- Title Bar:** Electronic Resources / Select a Category - Microsoft Internet Explorer
- Address Bar:** http://libinfo.ark.edu/eresources/eresources.asp
- Toolbar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, Mail, Print, Copy, Paste, Paste Special, Find, Options, Links, Web Assistant.
- Page Content:**
 - University of Arkansas Libraries Logo:** A logo featuring a stack of books and the text "UNIVERSITY of ARKANSAS 1871".
 - Page Title:** University of Arkansas Libraries
 - Breadcrumbs:** home > electronic resources
 - Section:** Research Resources & Databases
 - Links:**
 - Top Ten
 - Resources by Subject
 - Resources by Broad Category
 - Resources by Type
 - Resources by Title
 - Additional Web Resources
 - Web Site of the Week
 - Water Where You Live
 - Browse E-Journals
 - RefWorks Instructions
 - Direct Linking to Articles
 - Database News
 - Current Database Trials
 - Electronic Resources Survey
 - Need Help?** Contact the Reference Department:
local: 479-575-6645
toll-free: 866-818-8115

Example #1 – Importing and Exporting

This page is linked to from the Research Resources page above. This institution created a custom list of import instructions that is sortable by database name or by data vendor. (Note: This Institution has kindly offered to make available their MS Access database of import instructions – contact RefWorks Technical Support if you are interested). You can also just link to their webpage as well!

There is also a link to a pdf file of step-by-step instructions for manually adding records into RefWorks (see next page).



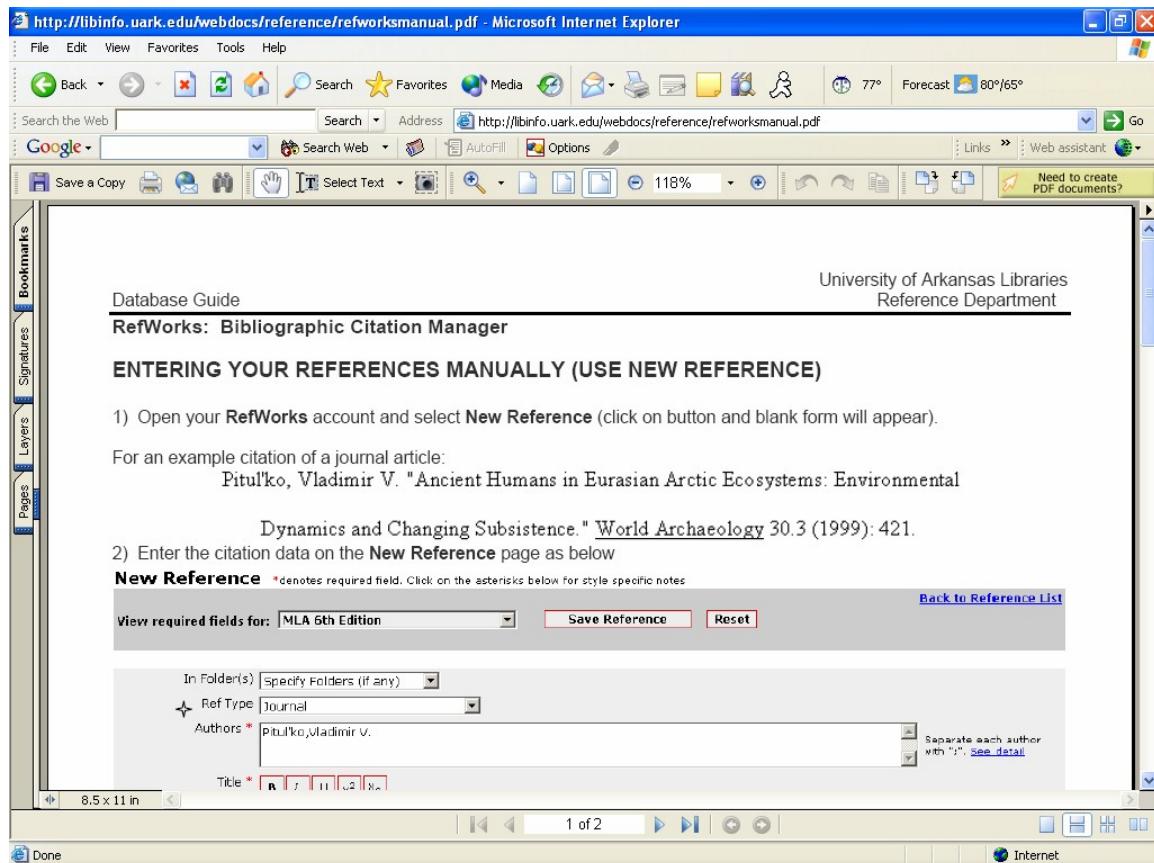
The screenshot shows a Microsoft Internet Explorer window with the following details:

- Title Bar:** Electronic Resources / RefWorks Filters - Microsoft Internet Explorer
- Address Bar:** http://libinfo.uark.edu/eresources/refworks.asp
- Page Content:**
 - University of Arkansas Libraries Logo:** A blue logo with the text "UNIVERSITY OF ARKANSAS" and "1871".
 - Navigation Links:** My Library Account, Search Infolinks, Databases, Search the Internet, Remote Access, Interlibrary Loan, Ask a Question, Make a Suggestion, Library StaffWeb, Libraries Home, University Home.
 - Resource Finder:** Search for electronic resources by title, subject, or keyword.
 - Section Header:** RefWorks Importing and Exporting
 - Text:** Click on the filter links below for instructions on saving records to RefWorks.
 - Text:** Don't see your database listed? You may still be able to create records manually in RefWorks. See our [step-by-step guide](#) for more information on creating new records in RefWorks.
 - Tables:** Two tables for sorting import filters.

Sort by Database	Sort by Filter
► ABI/INFORM (Proquest Direct)	ProQuest
► ACM Digital Library	BibTeX
► ACM Guide to Computing Literature	BibTeX
► AGRICOLA (FirstSearch)	OCLC FirstSearch
► AGRICOLA (WebSpirs)	SilverPlatter
► AGRIS (WebSpirs)	SilverPlatter
► Alternative Press Archive	OCLC FirstSearch
► Alternative Press Index	OCLC FirstSearch
► America History & Life (ABC-CLIO)	ABC CLIO
► American Geophysical Union (AGU) E- Journals	Endnote
► American Society of Microbiology E-Journals (ASM)	Highwire
- Taskbar:** Shows various open windows and system icons.

Example #1 – Instructions for Manually Adding References

This two page handout provides users step-by-step instructions on how to enter a reference into RefWorks manually as well as how to tag an existing bibliography in a document for import.



The screenshot shows a Microsoft Internet Explorer window displaying a PDF document from the University of Arkansas Libraries Reference Department. The document is titled "Database Guide" and "RefWorks: Bibliographic Citation Manager". The main content is titled "ENTERING YOUR REFERENCES MANUALLY (USE NEW REFERENCE)".

1) Open your RefWorks account and select **New Reference** (click on button and blank form will appear).

For an example citation of a journal article:

Pitul'ko, Vladimir V. "Ancient Humans in Eurasian Arctic Ecosystems: Environmental Dynamics and Changing Subsistence." *World Archaeology* 30.3 (1999): 421.

2) Enter the citation data on the **New Reference** page as below

New Reference *denotes required field. Click on the asterisks below for style specific notes

View required fields for: **MLA 6th Edition** [Save Reference](#) [Reset](#) [Back to Reference List](#)

In Folder(s): **Specify Folders (if any)** [...](#)

Ref Type: **Journal** [...](#)

Authors *: **Pitul'ko, Vladimir V.** [...](#) Separate each author with ";" [See detail](#)

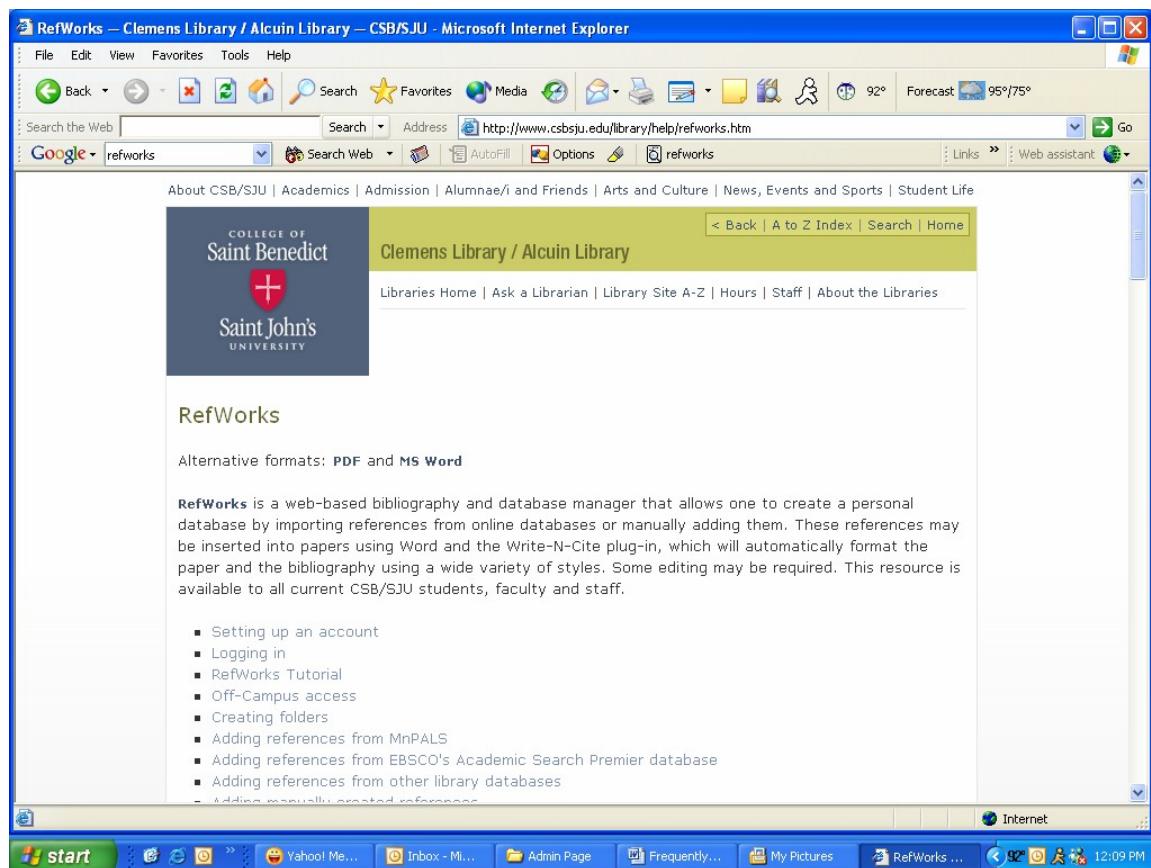
Title *: **Ancient Humans in Eurasian Arctic Ecosystems: Environmental Dynamics and Changing Subsistence.** [...](#)

Page 1 of 2 [Previous](#) [Next](#) [First](#) [Last](#) [Reset](#)

Example #2 – Webpage with Detailed Information and Multiple Formats

Here is an example of having a lot of information on one long webpage, along with versions for downloading and printing (good multi-use of the same information). The page has hyperlinks to various topics and online resources (like the RefWorks Tutorial). While there is a lot of information on one webpage, the information is very concise and easy to access (i.e., minimal clicking around). Users can either click on the hyperlinks or scroll down to find the information they need.

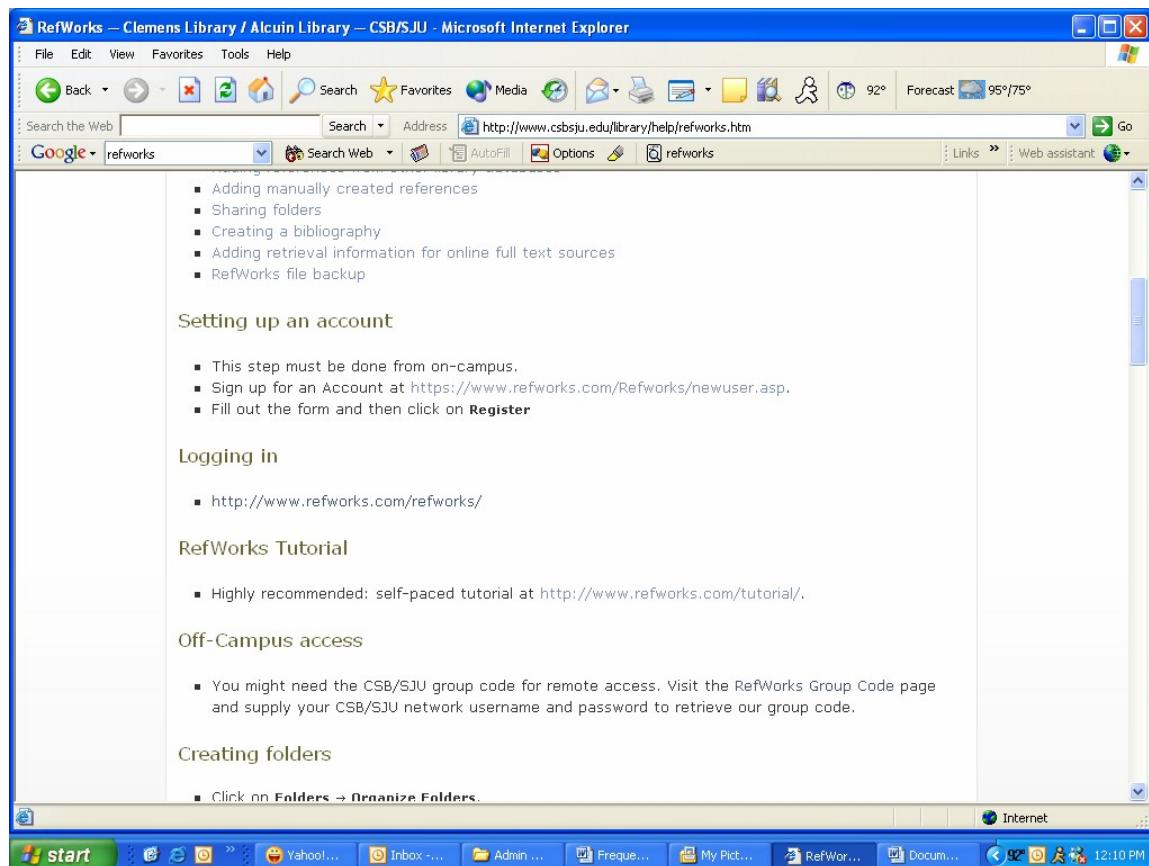
Note: the entire webpage is not included here for brevity's sake. Only a few screen shots are included (you get the idea...)



The screenshot shows a Microsoft Internet Explorer window with the following details:

- Title Bar:** RefWorks – Clemens Library / Alcuin Library – CSB/SJU - Microsoft Internet Explorer
- Toolbar:** File, Edit, View, Favorites, Tools, Help
- Address Bar:** http://www.csbsju.edu/library/help/refworks.htm
- Search Bar:** Search the Web, Address, Go
- Google Toolbar:** Google, refworks, Search Web, AutoFill, Options, refworks
- Page Content:**
 - Header:** About CSB/SJU | Academics | Admission | Alumnae/i and Friends | Arts and Culture | News, Events and Sports | Student Life
 - Clemens Library / Alcuin Library:** Libraries Home | Ask a Librarian | Library Site A-Z | Hours | Staff | About the Libraries
 - Section:** RefWorks
 - Text:** Alternative formats: PDF and MS Word
 - Description:** RefWorks is a web-based bibliography and database manager that allows one to create a personal database by importing references from online databases or manually adding them. These references may be inserted into papers using Word and the Write-N-Cite plug-in, which will automatically format the paper and the bibliography using a wide variety of styles. Some editing may be required. This resource is available to all current CSB/SJU students, faculty and staff.
 - List:**
 - Setting up an account
 - Logging in
 - RefWorks Tutorial
 - Off-Campus access
 - Creating folders
 - Adding references from MnPALS
 - Adding references from EBSCO's Academic Search Premier database
 - Adding references from other library databases
 - Adding manually created references
- Taskbar:** Internet, start button, Yahoo! Mail, Inbox - Mi..., Admin Page, Frequently..., My Pictures, RefWorks..., 12:09 PM

Example #2 – Detailed Information on one Webpage (cont'd)



The screenshot shows a Microsoft Internet Explorer window displaying a detailed webpage from RefWorks. The page content is organized into several sections with bullet points:

- Adding manually created references**
- Sharing folders**
- Creating a bibliography**
- Adding retrieval information for online full text sources**
- RefWorks file backup**

Setting up an account

- This step must be done from on-campus.
- Sign up for an Account at <https://www.refworks.com/Refworks/newuser.asp>.
- Fill out the form and then click on **Register**

Logging in

- <http://www.refworks.com/refworks/>

RefWorks Tutorial

- Highly recommended: self-paced tutorial at <http://www.refworks.com/tutorial/>.

Off-Campus access

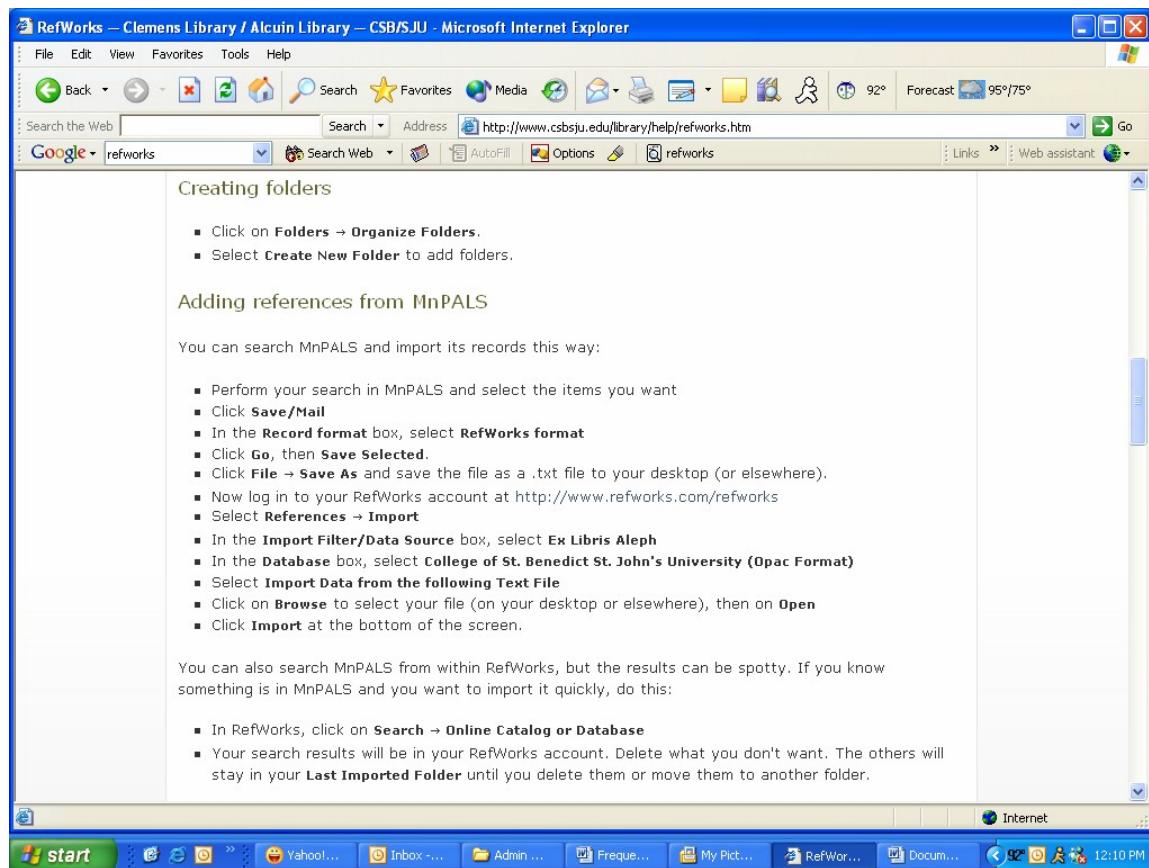
- You might need the CSB/SJU group code for remote access. Visit the RefWorks Group Code page and supply your CSB/SJU network username and password to retrieve our group code.

Creating folders

- Click on **Folders** → **Organize Folders**.

The browser's toolbar, address bar, and status bar are visible at the top and bottom of the window.

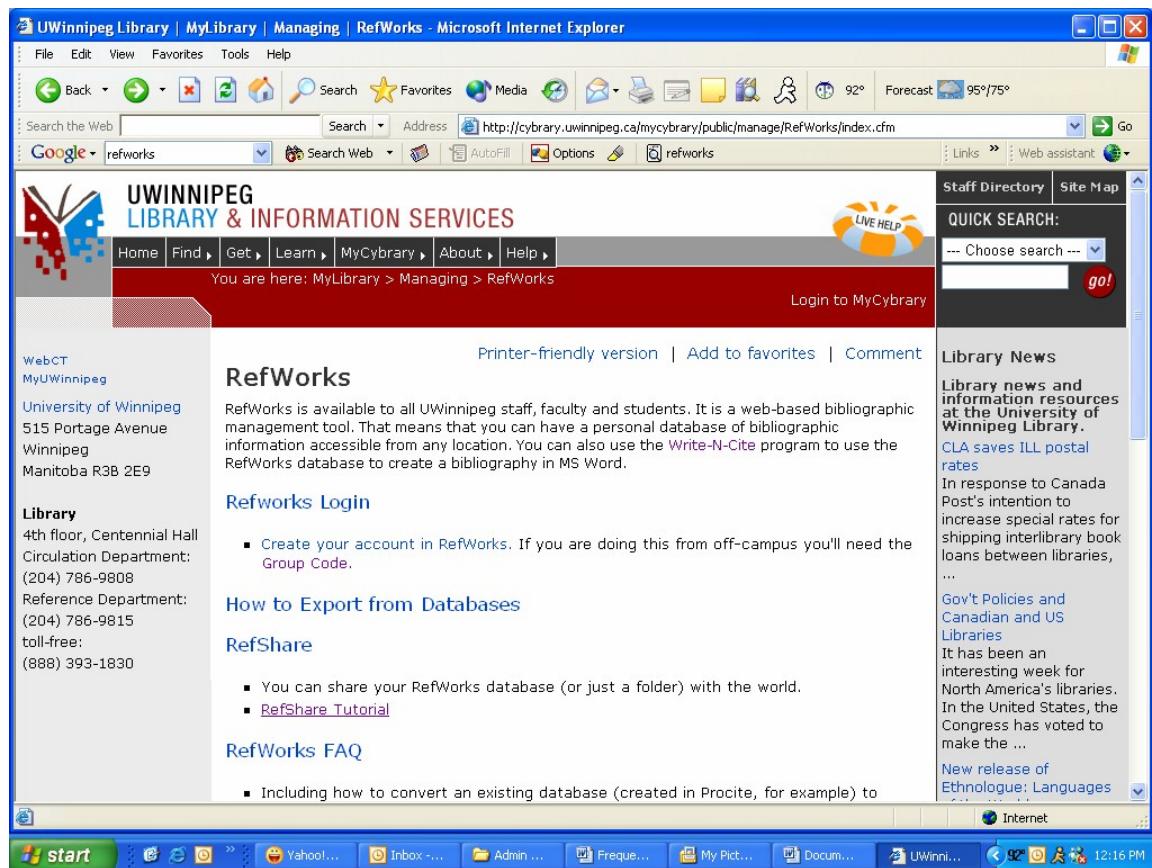
Example #2 – Detailed Information on one Webpage (cont'd)



Example #3 – Webpage with Lots of Links, Little Text

This is an example of a webpage that packs in a lot of links without looking crowded. Included on this page is a link to the proxy server, a link to a page of import instructions, links to a custom tutorial, as well as the Refworks tutorial, help and quick start guide and some FAQs.

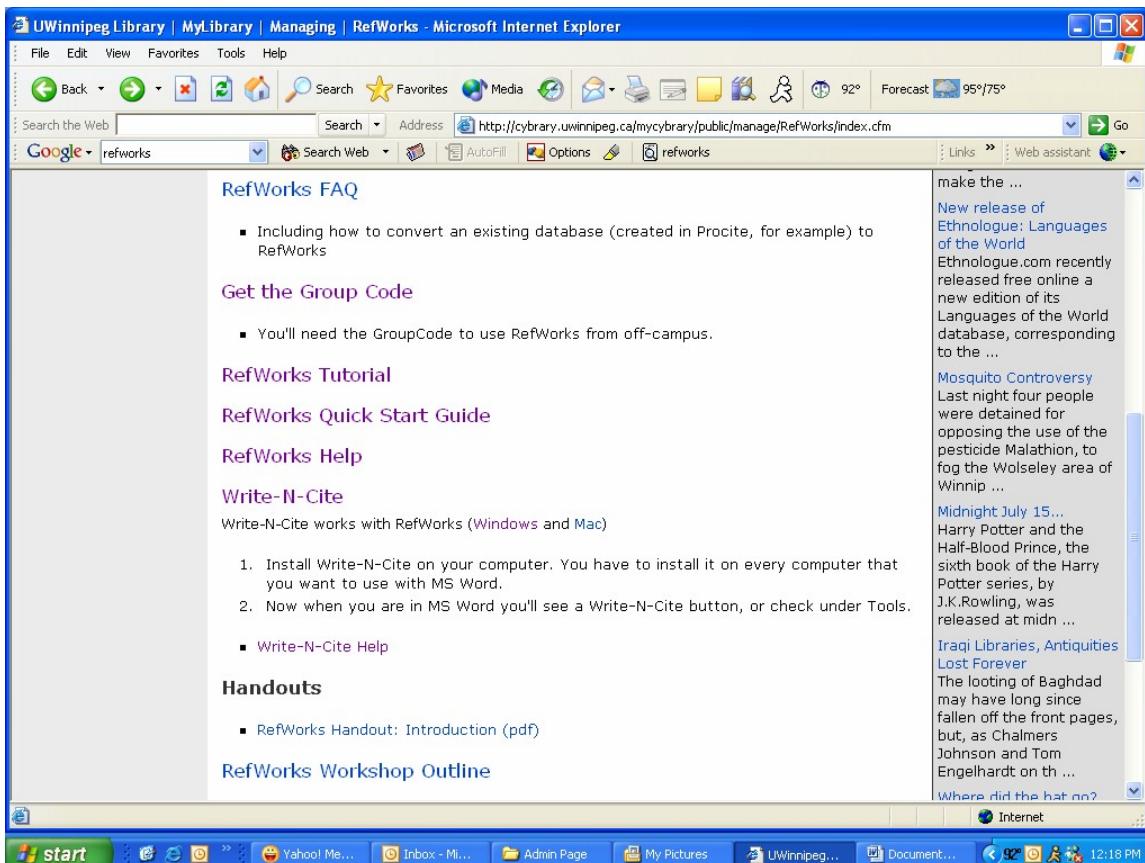
Also, the course outline for a RefWorks training session is linked to, for users to see what will be covered.



The screenshot shows a Microsoft Internet Explorer window with the following details:

- Title Bar:** UWinnipeg Library | MyLibrary | Managing | RefWorks - Microsoft Internet Explorer
- Toolbar:** Back, Forward, Stop, Refresh, Search, Favorites, Media, Print, Mail, Home, etc.
- Address Bar:** http://cybrary.uwinnipeg.ca/mycybrary/public/manage/RefWorks/index.cfm
- Search Bar:** Google refworks
- Page Content:**
 - Header:** UWINNIPERG LIBRARY & INFORMATION SERVICES
 - Breadcrumbs:** You are here: MyLibrary > Managing > RefWorks
 - Links:** Home, Find, Get, Learn, MyCybrary, About, Help, Login to MyCybrary
 - Text:** RefWorks is available to all UWinnipeg staff, faculty and students. It is a web-based bibliographic management tool. That means that you can have a personal database of bibliographic information accessible from any location. You can also use the Write-N-Cite program to use the RefWorks database to create a bibliography in MS Word.
 - Section:** Refworks Login
 - List:** Create your account in RefWorks. If you are doing this from off-campus you'll need the Group Code.
 - Section:** How to Export from Databases
 - Section:** RefShare
 - List:** You can share your RefWorks database (or just a folder) with the world. RefShare Tutorial
 - Section:** RefWorks FAQ
 - List:** Including how to convert an existing database (created in Procite, for example) to
- Right Sidebar:**
 - Staff Directory, Site Map
 - QUICK SEARCH: Choose search ... go!
 - Library News
 - Library news and information resources at the University of Winnipeg Library.
 - CLA saves ILL postal rates
 - In response to Canada Post's intention to increase special rates for shipping interlibrary book loans between libraries, ...
 - Gov't Policies and Canadian and US Libraries
 - It has been an interesting week for North America's libraries. In the United States, the Congress has voted to make the ...
 - New release of Ethnologue: Languages
- Taskbar:** Start, Internet, etc.

Example #3 – Example #3 – Webpage with Lots of Links, Little Text (cont'd)



The screenshot shows a Microsoft Internet Explorer window displaying a webpage from the UWinnipeg Library. The main content area contains several sections of text and links:

- RefWorks FAQ**
 - Including how to convert an existing database (created in Procite, for example) to RefWorks
- Get the Group Code**
 - You'll need the GroupCode to use RefWorks from off-campus.
- RefWorks Tutorial**
- RefWorks Quick Start Guide**
- RefWorks Help**
- Write-N-Cite**

Write-N-Cite works with RefWorks (Windows and Mac)

 - Install Write-N-Cite on your computer. You have to install it on every computer that you want to use with MS Word.
 - Now when you are in MS Word you'll see a Write-N-Cite button, or check under Tools.
 - Write-N-Cite Help
- Handouts**
 - RefWorks Handout: Introduction (pdf)
- RefWorks Workshop Outline**

On the right side of the screen, there is a vertical sidebar containing a list of news links:

- make the ...
- New release of Ethnologue: Languages of the World
- Ethnologue.com recently released free online a new edition of its Languages of the World database, corresponding to the ...
- Mosquito Controversy
- Last night four people were detained for opposing the use of the pesticide Malathion, to fog the Wolseley area of Winnip ...
- Midnight July 15...
- Harry Potter and the Half-Blood Prince, the sixth book of the Harry Potter series, by J.K.Rowling, was released at midn ...
- Iraqi Libraries, Antiquities Lost Forever
- The looting of Baghdad may have long since fallen off the front pages, but, as Chalmers Johnson and Tom Engelhardt on th ...

The status bar at the bottom of the browser window shows the time as 12:18 PM.

Example #3 – Link from Webpage to Import Instructions

Here is another good presentation of import instructions...using drop-downs by database name or data vendor.

The screenshot shows a Microsoft Internet Explorer window with the following details:

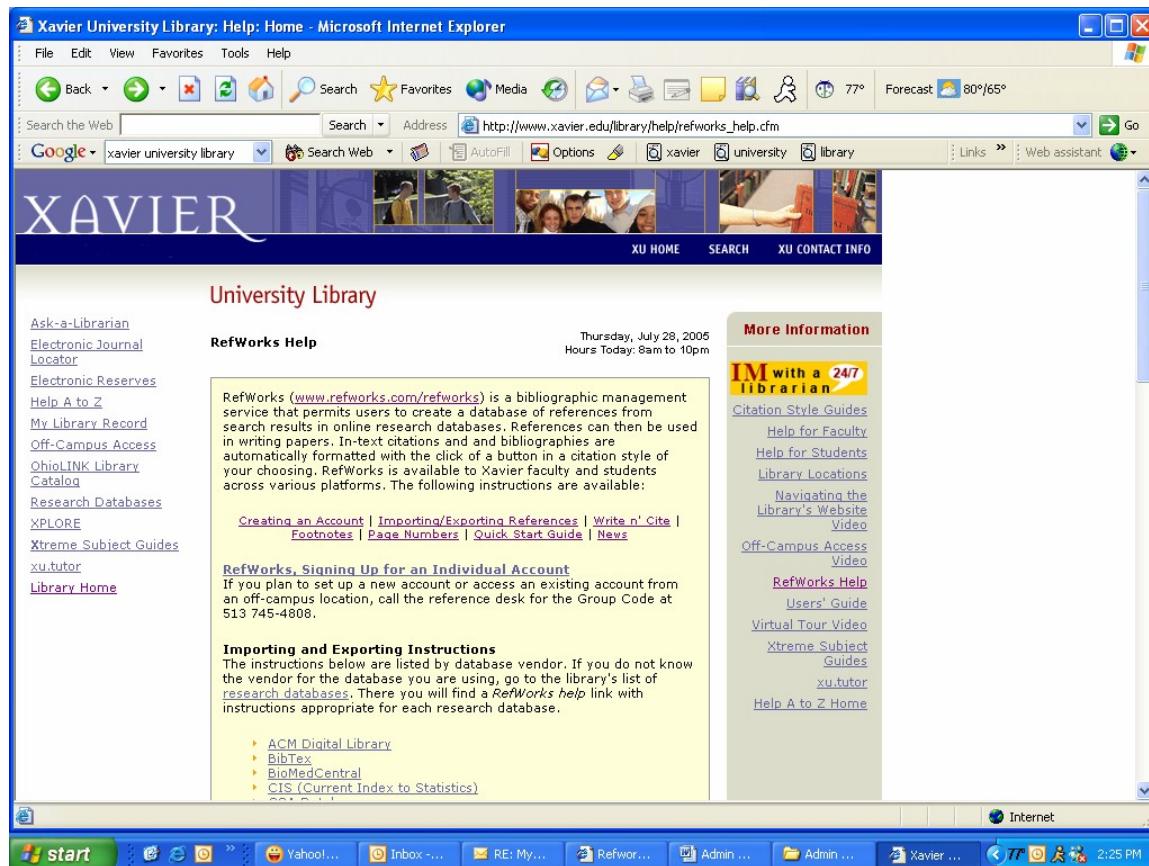
- Address Bar:** http://cybrary.uwinnipeg.ca/mylibrary/public/manage/RefWorks/export-import.cfm?ProviderID=12
- Page Title:** UWINNIPERG LIBRARY & INFORMATION SERVICES
- Header:** You are here: MyLibrary > Managing > RefWorks > Exporting and Importing
- Content Area:**
 - RefWorks Export and Import Information:** View all information for a particular database title (Biology Digest) and View Export / Import information for a particular database provider (CSA (Cambridge Scientific Abstracts)).
 - Database Provider:** CSA (Cambridge Scientific Abstracts)
 - Database Titles:** (Listed in a table, but no specific titles are visible in the screenshot)
- Right Sidebar:** Includes links for Staff Directory, QUICK SEARCH, Library News, and various news items.

Example #3 – RefWorks Workshop Outline

The screenshot shows a Microsoft Internet Explorer window displaying the UWinnipeg Library RefWorks Workshop Outline. The page title is "UWINNIPERG LIBRARY & INFORMATION SERVICES". The main content area shows the RefWorks Workshop outline with sections for Overview, Create an account, Import records from UWinnipeg Library Catalogue, Folders, Import records from databases (CSA databases, Others), and Write-N-Cite. The left sidebar contains links for WebCT, MyUWinnipeg, University of Winnipeg address, and Library contact information. The right sidebar features a "QUICK SEARCH" box, "Library News" (including Ready-Set-Go!, CLA saves ILL postal rates, and Gov't Policies and Canadian and US Libraries), and a "Links" section. The browser toolbar at the top includes Back, Forward, Stop, Refresh, Home, Search, Favorites, and Help buttons. The taskbar at the bottom shows various open windows and the system clock at 2:13 PM.

Example #4 – Detailed Links with Illustrated Examples

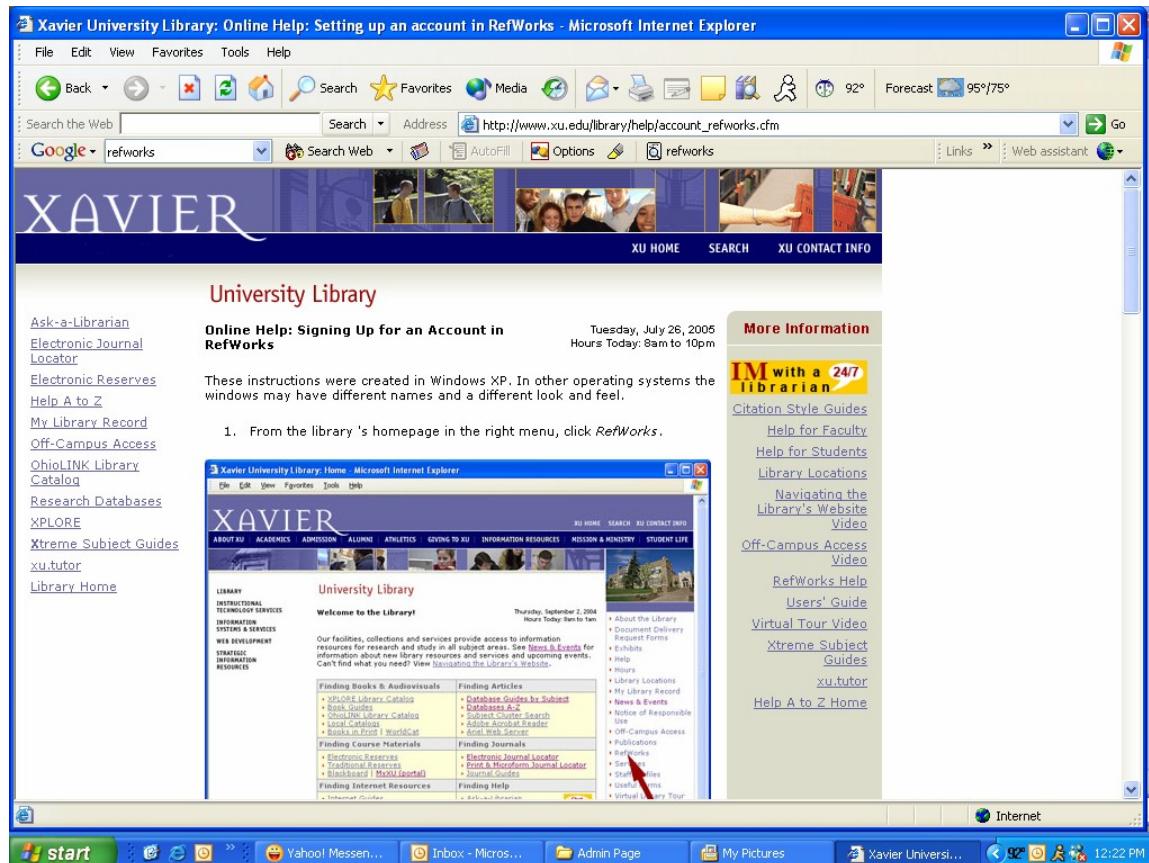
This Institution created their own Help page that links to various topics. In addition to the help, links to import instructions are also available for each database they offer. All help pages are illustrated with screen shots and callouts along with written instructions.



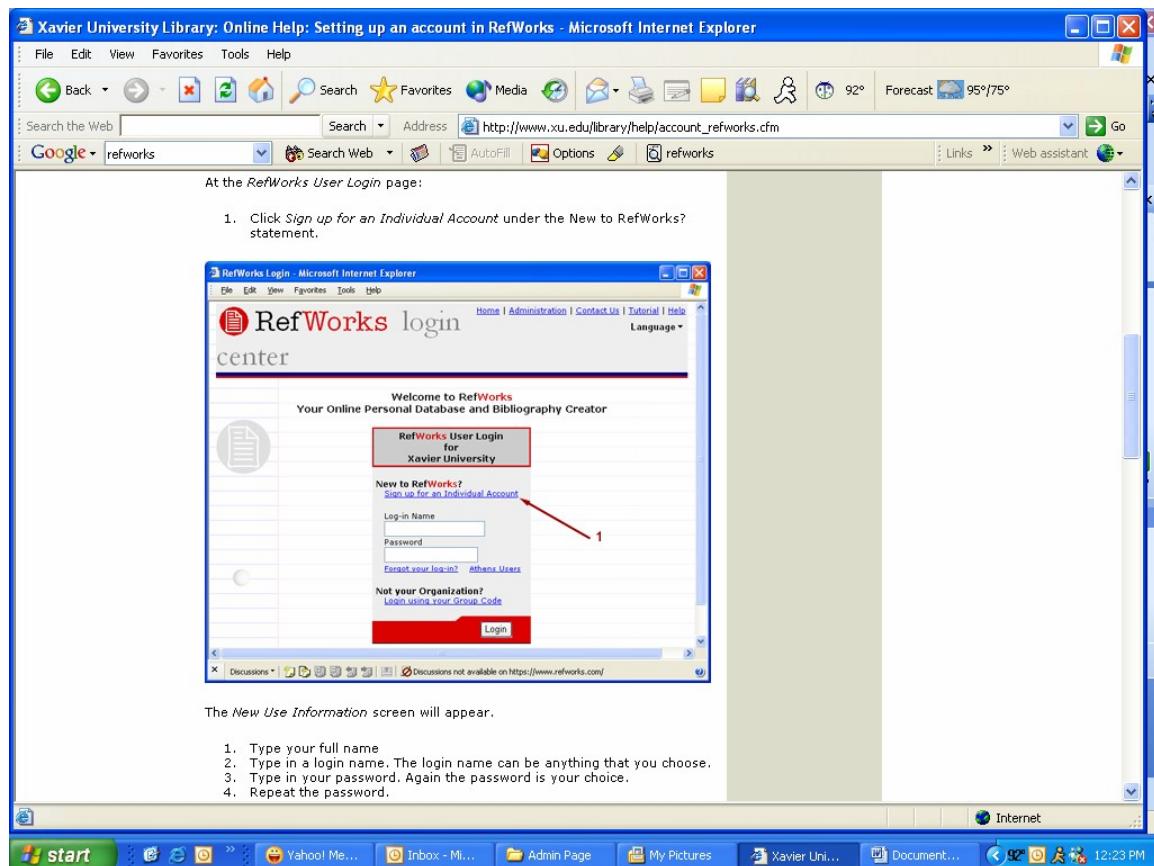
The screenshot shows a Microsoft Internet Explorer window displaying the Xavier University Library Help page. The page is titled "RefWorks Help" and is dated Thursday, July 28, 2005, with hours from 8am to 10pm. The content includes a sidebar with links like "Ask-a-Librarian", "RefWorks Help", "Importing and Exporting Instructions", and "RefWorks, Signing Up for an Individual Account". A "More Information" sidebar on the right lists various links such as "IM with a 24/7 Librarian", "Citation Style Guides", and "RefWorks Help". The browser's toolbar, address bar, and taskbar are visible at the top and bottom of the window.

Example #4 – Detailed Links with Illustrated Examples (cont'd)

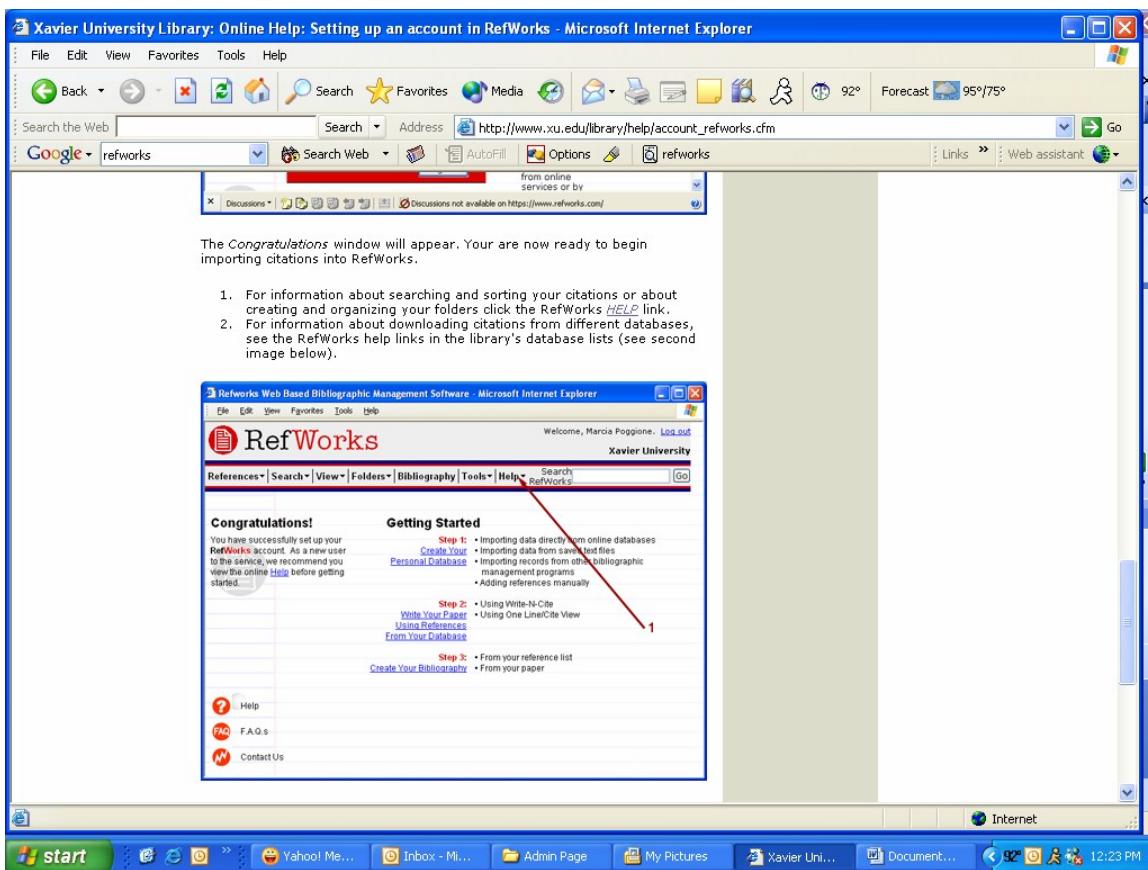
Here's an example of detailed help for one topic – Signing up for an Account (see next few screen shots...)



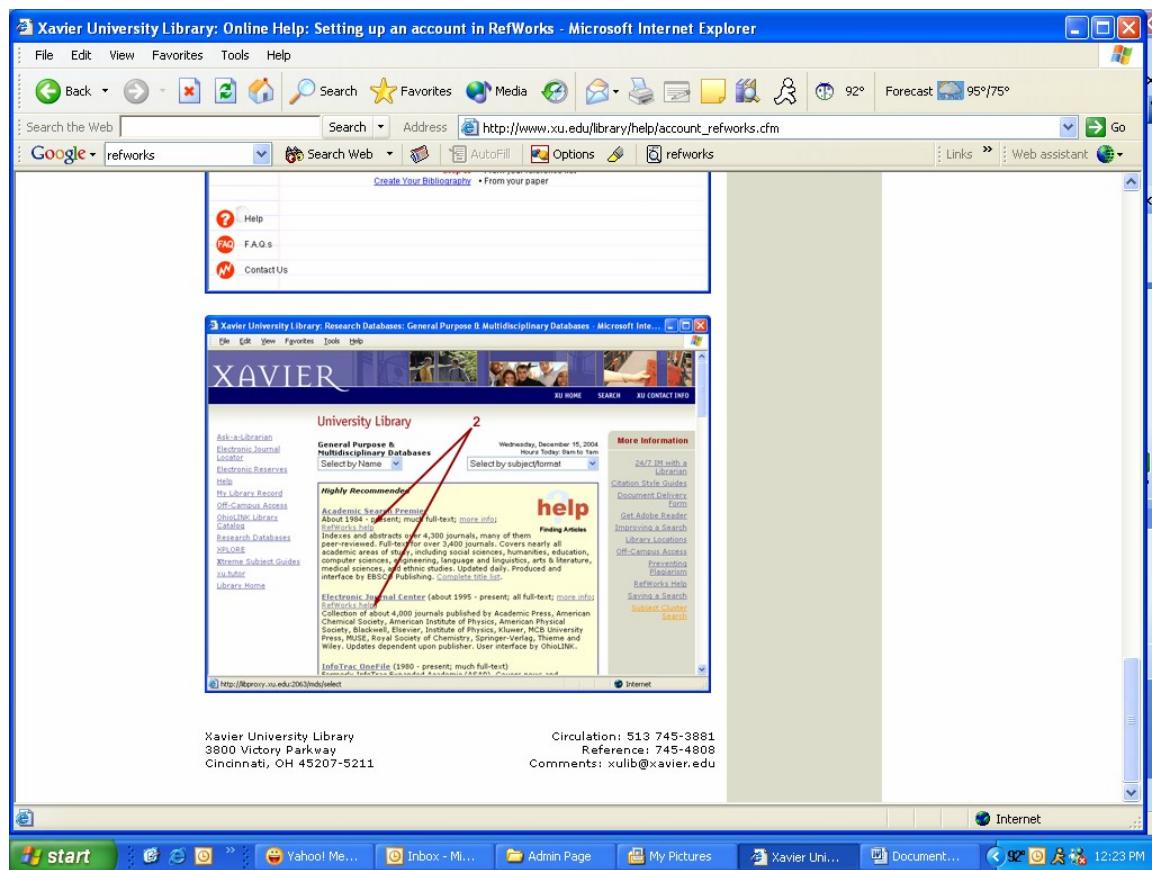
Example #4 – Detailed Links with Illustrated Examples (cont'd)



Example #4 – Detailed Links with Illustrated Examples (cont'd)

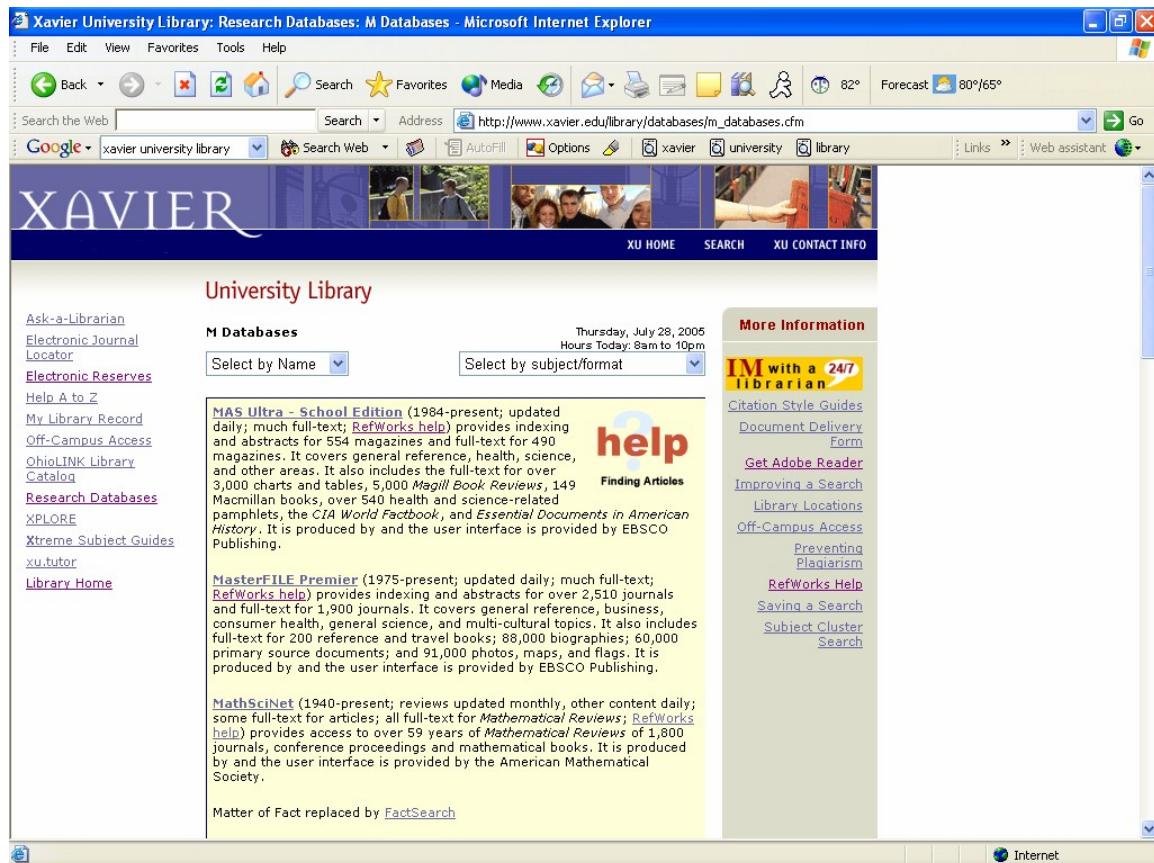


Example #4 – Detailed Links with Illustrated Examples (cont'd)



Example #4 – Detailed Links with Illustrated Examples (cont'd)

Links from the catalog of databases available to detailed, illustrated help for that specific database



The screenshot shows a Microsoft Internet Explorer window with the following details:

- Address Bar:** http://www.xavier.edu/library/databases/m_databases.cfm
- Toolbar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Tools, Help.
- Search Bar:** Search the Web, Address, http://www.xavier.edu/library/databases/m_databases.cfm
- Right Sidebar:** Includes links to "More Information" (IM with a 24/7 Librarian, Citation Style Guides, Document Delivery Form, Get Adobe Reader, Improving a Search, Library Locations, Off-Campus Access, Preventing Plagiarism, RefWorks Help, Saving a Search, Subject Cluster Search), "XU HOME", "SEARCH", and "XU CONTACT INFO".
- Content Area:** The main content area displays three database entries with "help" links:
 - MAS Ultra - School Edition:** (1984-present; updated daily; much full-text; RefWorks help) provides indexing and abstracts for 554 magazines and full-text for 490 magazines. It covers general reference, health, science, and other areas. It also includes the full-text for over 3,000 charts and tables, 5,000 Magill Book Reviews, 149 Macmillan books, over 540 health and science-related pamphlets, the CIA World Factbook, and Essential Documents in American History. It is produced by and the user interface is provided by EBSCO Publishing.
 - MasterFILE Premier:** (1975-present; updated daily; much full-text; RefWorks help) provides indexing and abstracts for over 2,510 journals and full-text for 1,900 journals. It covers general reference, business, consumer health, general science, and multi-cultural topics. It also includes full-text for 200 reference and travel books; 88,000 biographies; 60,000 primary source documents; and 91,000 photos, maps, and flags. It is produced by and the user interface is provided by EBSCO Publishing.
 - MathSciNet:** (1940-present; reviews updated monthly, other content daily; some full-text for articles; all full-text for Mathematical Reviews; RefWorks help) provides access to over 59 years of Mathematical Reviews of 1,800 journals, conference proceedings and mathematical books. It is produced by and the user interface is provided by the American Mathematical Society.
- Bottom:** A note states "Matter of Fact replaced by FactSearch".

Example #4 – Detailed Links with Illustrated Examples (cont'd)

Sample of illustrated instructions for a particular database.

The screenshot shows a Microsoft Internet Explorer window with the following details:

- Title Bar:** Xavier University Library: Online Help: Exporting and Importing from EBSCO Databases into RefWo - Microsoft Internet Explorer
- Toolbar:** Back, Forward, Stop, Refresh, Home, Search, Favorites, Tools, Help.
- Address Bar:** http://www.xavier.edu/library/help/ebSCO_refworks.cfm
- Menu Bar:** File, Edit, View, Favorites, Tools, Help.
- Search Bar:** Search the Web, Address, http://www.xavier.edu/library/help/ebSCO_refworks.cfm
- Image Bar:** Google, xavier university library, Search Web, AutoFill, Options, xavier, university, library, Links, Web assistant.
- Content Area:**
 - XAVIER** banner with three small images.
 - University Library** heading.
 - Ask-a-Librarian** link.
 - Online Help: Exporting and Importing References from EBSCO Databases into RefWorks** link. The text indicates the instructions were created in Windows XP and may differ on other systems.
 - More Information** sidebar with links to various databases and resources.
 - EBSCOhost: Microsoft Internet Explorer** window showing a search results page for "Academic Search Premier" with a search term of "percy shelley".
- Taskbar:** Start, Internet, etc.