



Administrator Ready Reference Guide

Examples of Webpages Promoting “How to” Usage of RefWorks

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

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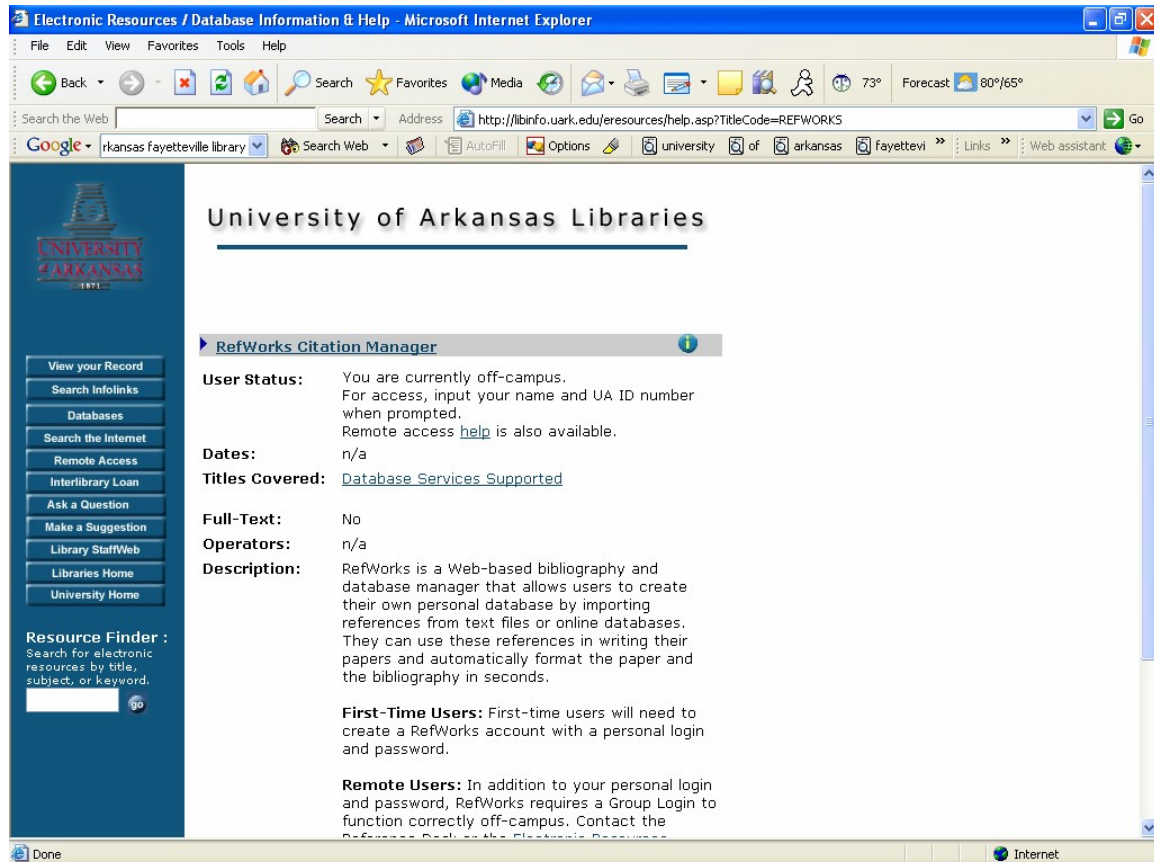
Introduction

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...)

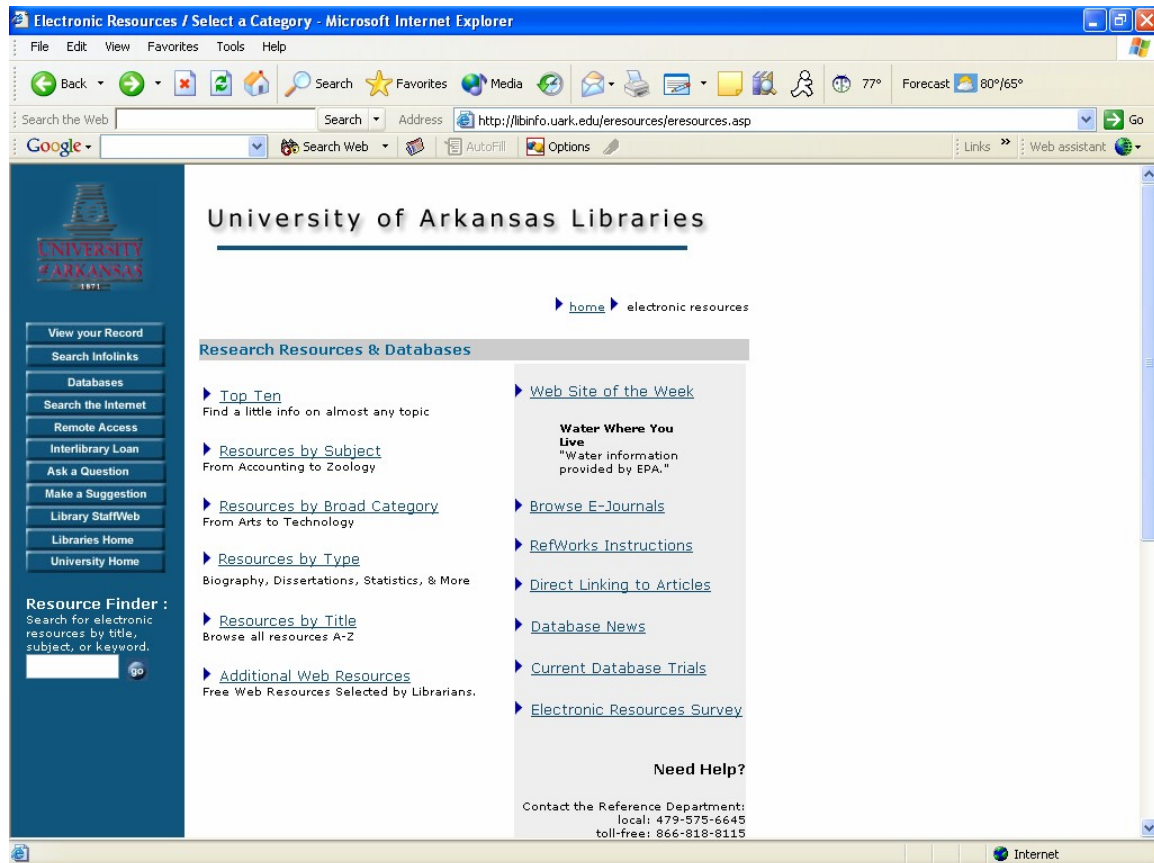
Example #1 – Introduction page about RefWorks

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.



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.



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 web browser window titled "Electronic Resources / RefWorks Filters - Microsoft Internet Explorer". The address bar shows the URL "http://libinfo.uark.edu/eresources/refworks.asp". The page is titled "University of Arkansas Libraries" and "RefWorks Importing and Exporting". It provides instructions on saving records to RefWorks and lists various databases and filters for import. The page is organized into a sidebar with navigation links and a main content area with a table of import instructions.

University of Arkansas Libraries

[electronic resources](#) [refworks filters](#)

RefWorks Importing and Exporting

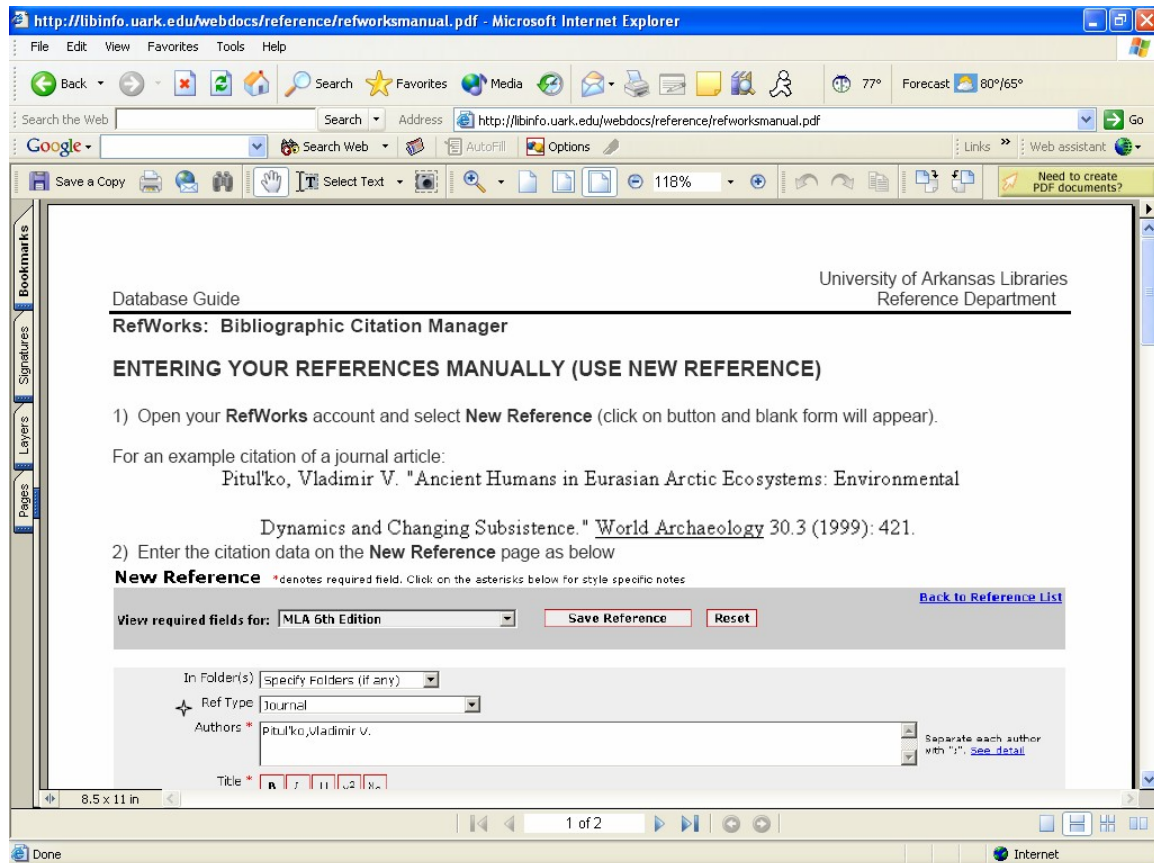
Click on the filter links below for instructions on saving records to RefWorks.

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.

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 (WebSpis)	SilverPlatter
▶ AGRIS (WebSpis)	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

Example #1 – Instructions for Manually Adding References

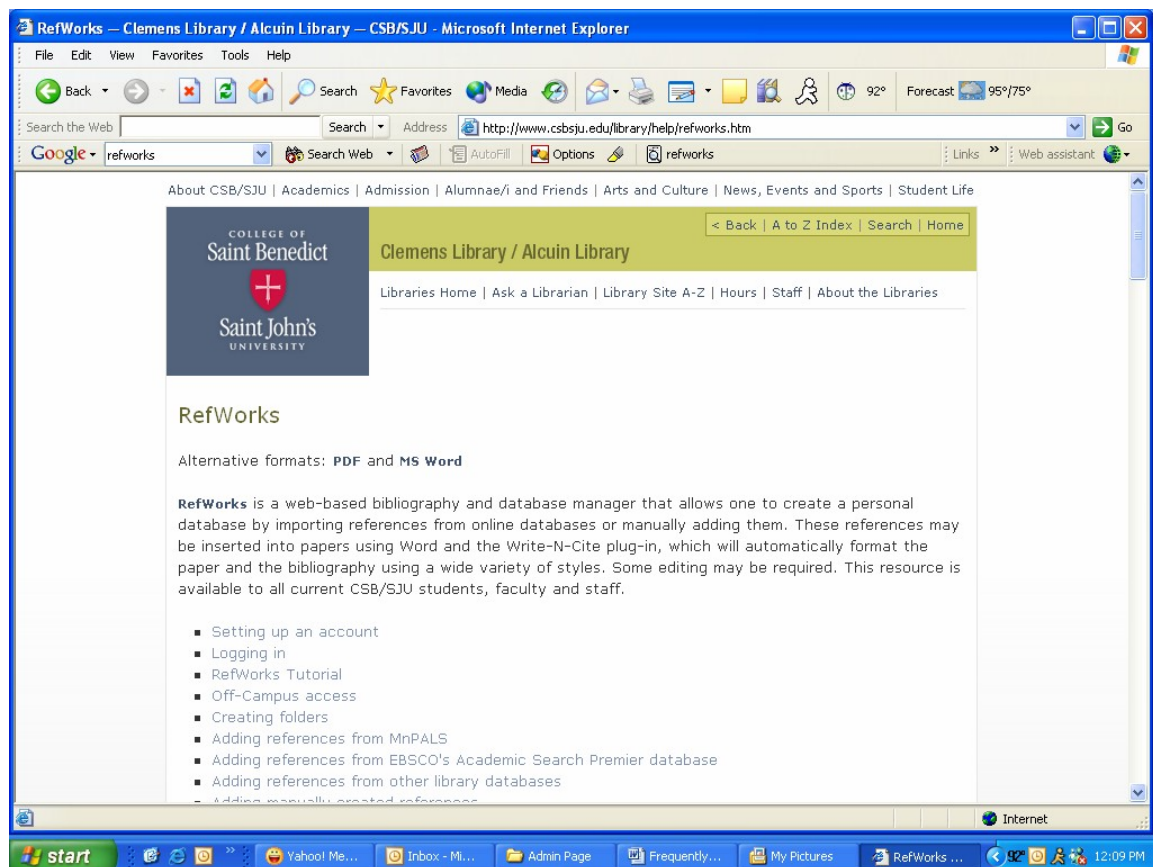
This two page handout provides users step-by-step instructions on how to enter a reference into RefWorks manually as well as how to tag an existing bibliography in a document for import.



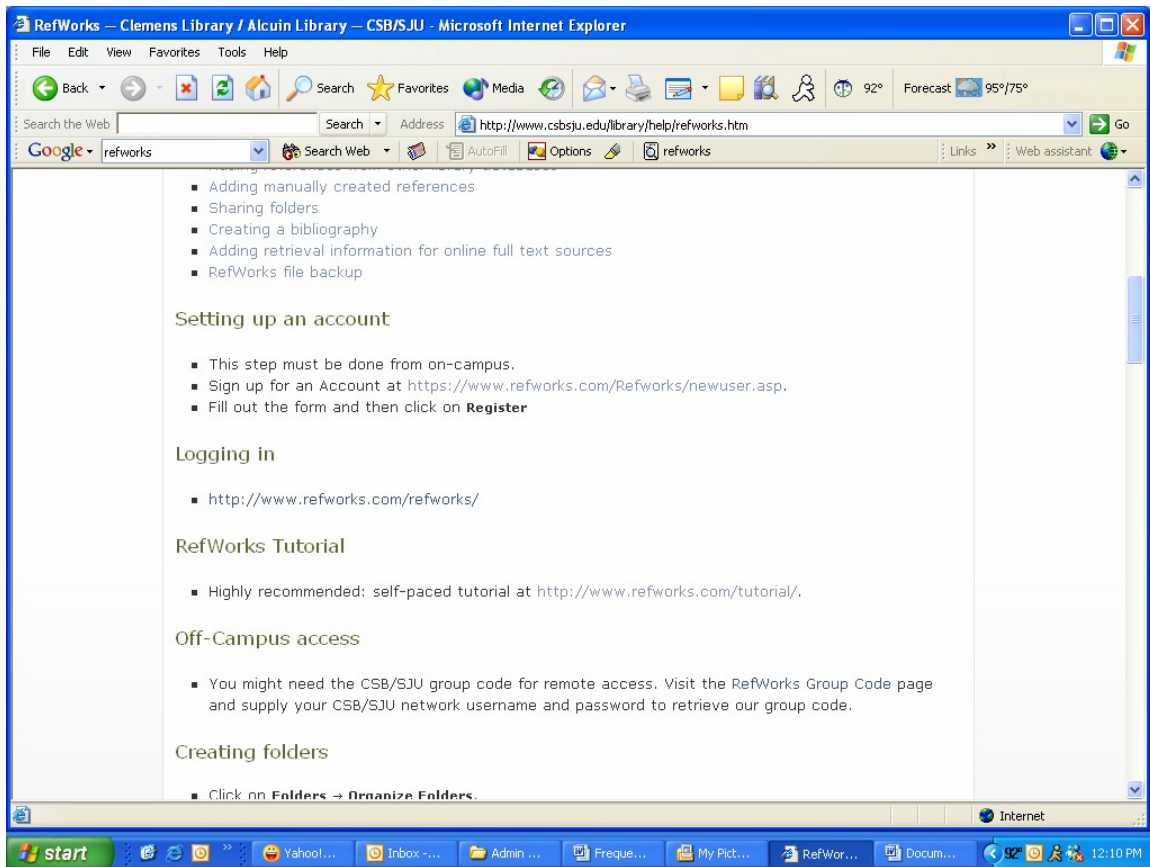
Example #2 – Webpage with Detailed Information and Multiple Formats

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.

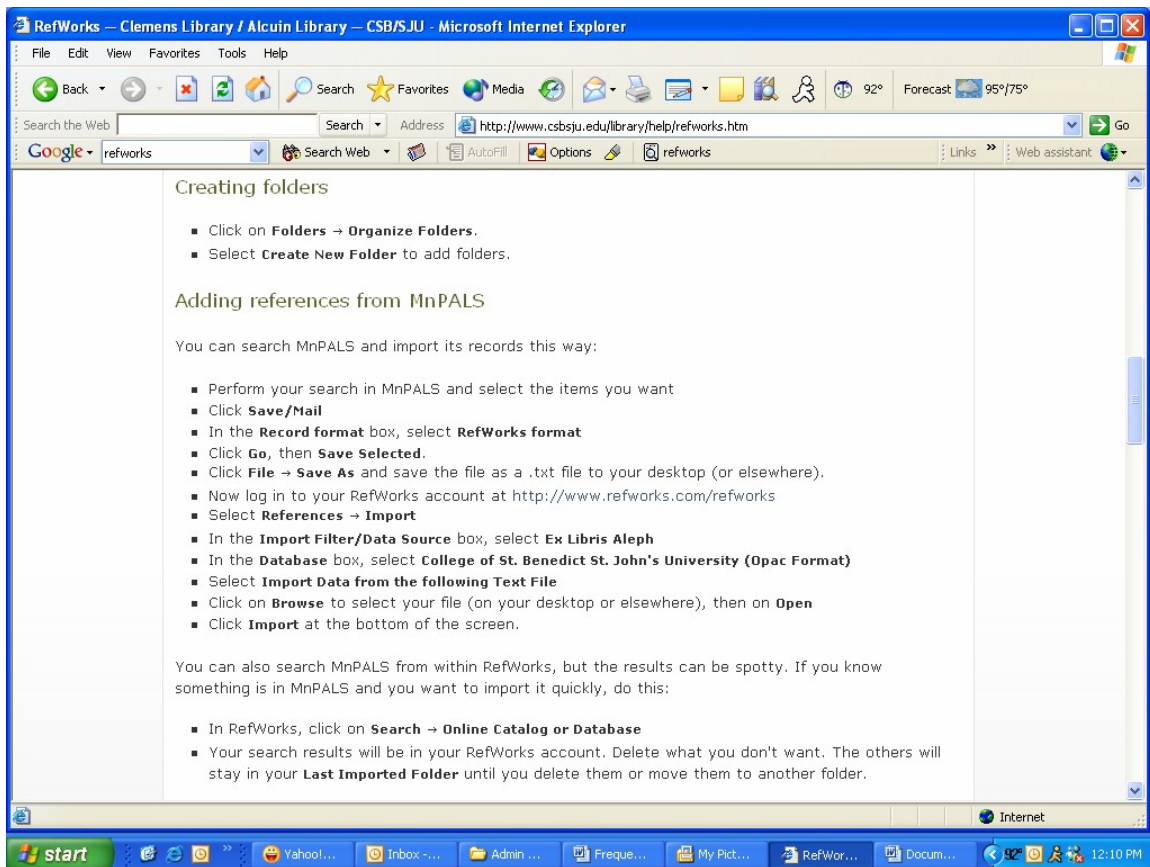
Note: the entire webpage is not included here for brevity's sake. Only a few screen shots are included (you get the idea...)



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



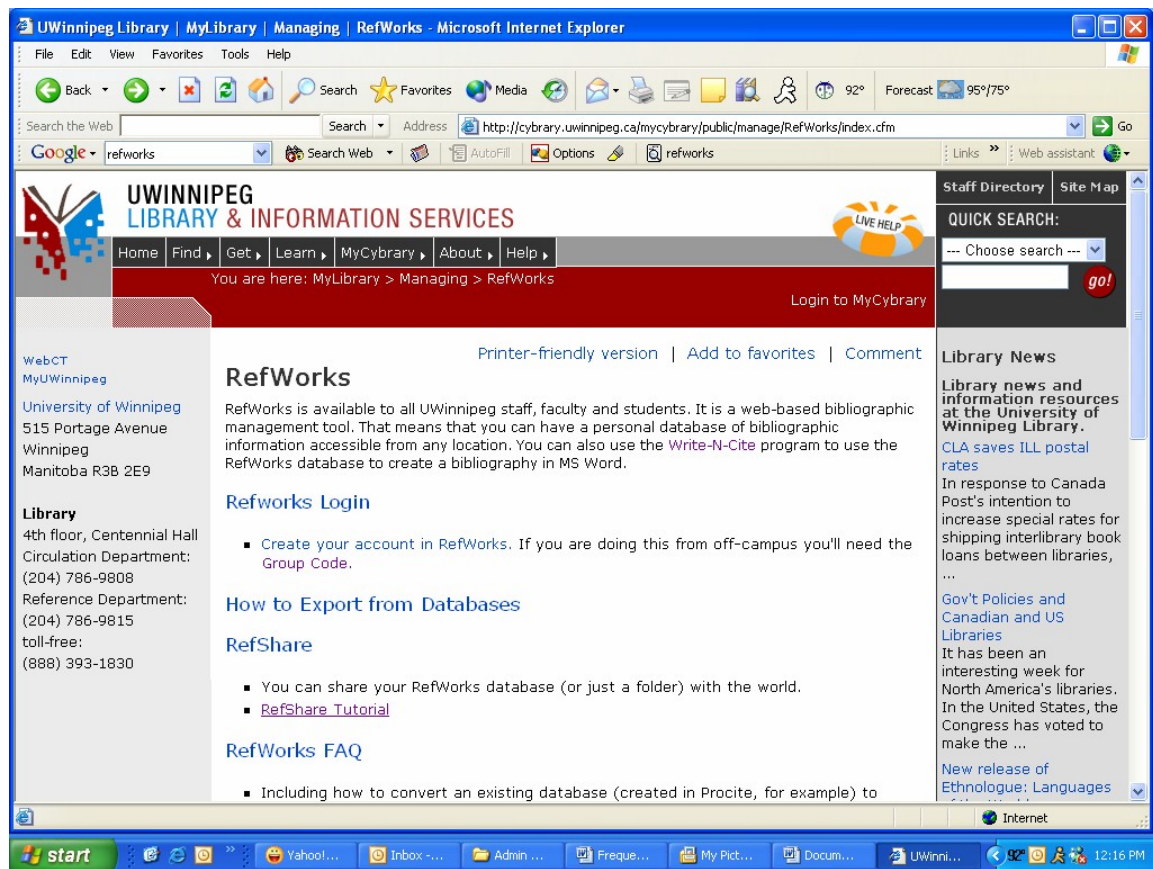
Example #2 – Detailed Information on one Webpage (cont'd)



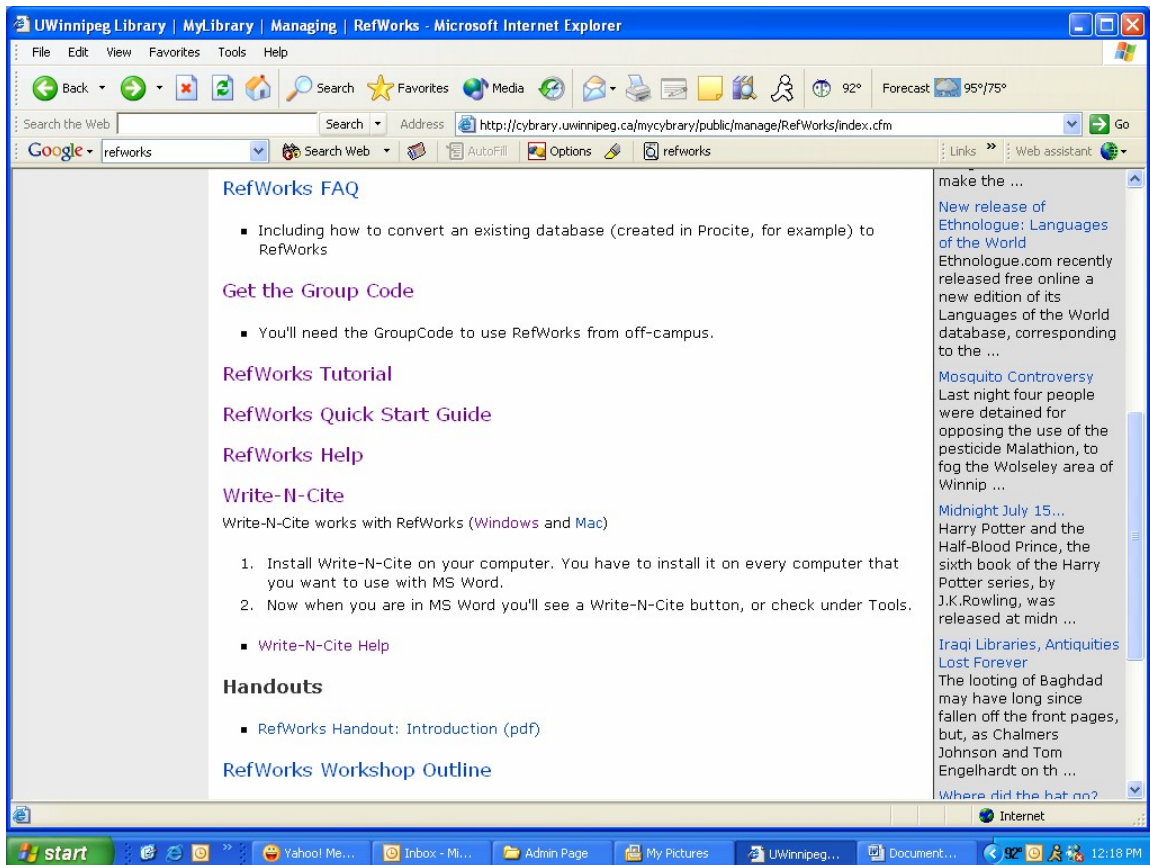
Example #3 – Webpage with Lots of Links, Little Text

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.

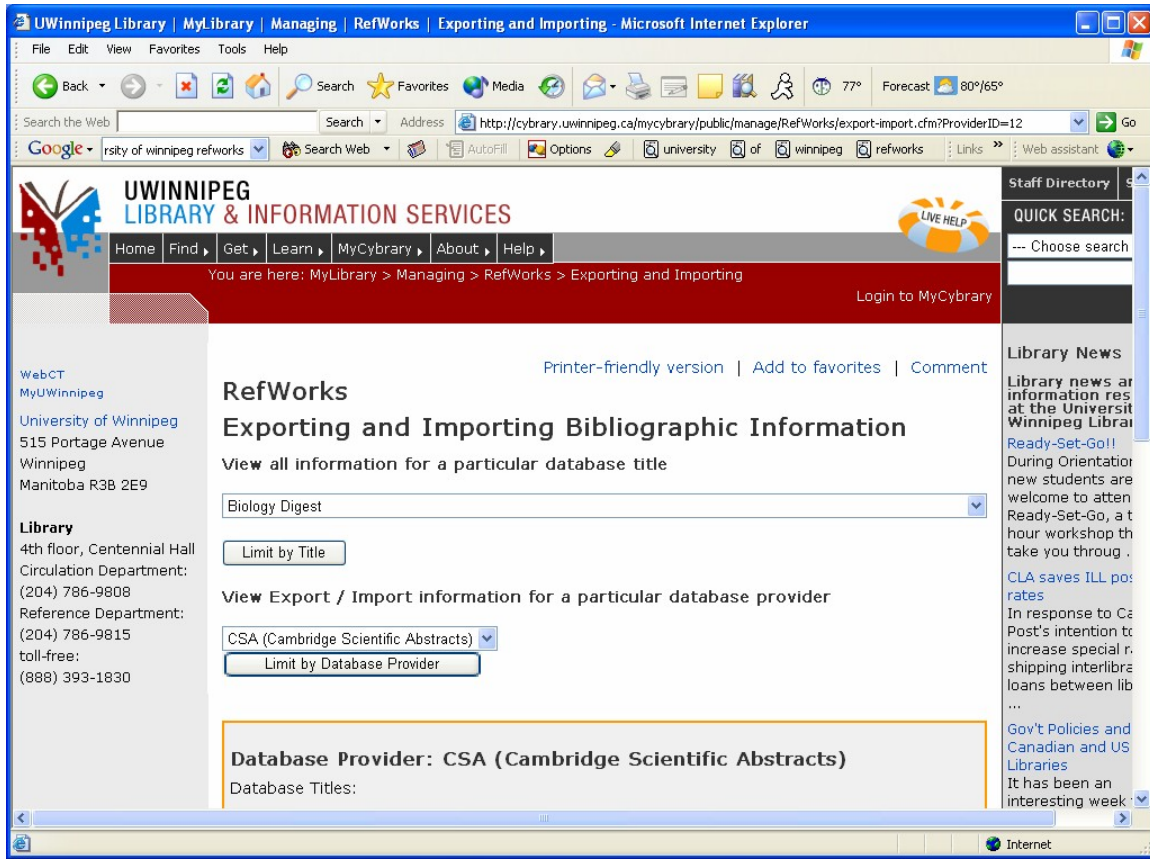


Example #3 – Example #3 – Webpage with Lots of Links, Little Text (cont'd)



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.



Example #3 – RefWorks Workshop Outline

The screenshot shows a Microsoft Internet Explorer browser window displaying the UWinnipeg Library & Information Services website. The browser's address bar shows the URL: <http://cybrary.uwinnipeg.ca/mycybrary/public/manage/RefWorks/refworks-workshop.cfm>. The website header includes the library logo and navigation links: Home, Find, Get, Learn, MyCybrary, About, and Help. A red banner below the header reads "You are here: MyLibrary > Managing > RefWorks" and includes a "Login to MyCybrary" link. The main content area is titled "Refworks Workshop" and "Outline". The outline lists six steps: 1. Overview, 2. Create an account, 3. Import records from UWinnipeg Library Catalogue, 4. Folders, 5. Import records from databases (with sub-items: CSA databases, Others), and 6. Write-N-Cite. The left sidebar contains contact information for the library, including the address (4th floor, Centennial Hall, 515 Portage Avenue, Winnipeg, Manitoba R3B 2E9) and phone numbers for the Circulation Department (204) 786-9808, Reference Department (204) 786-9815, toll-free (888) 393-1830, and WebCT/MyUWinnipeg. The right sidebar features a "QUICK SEARCH" box, a "Staff Directory" link, a "Site Map" link, and a "Library News" section with links to "Ready-Set-Go!!", "CLA saves ILL postal rates", and "Gov't Policies and Canadian and US Libraries". The bottom of the browser window shows the Windows taskbar with the Start button and several open applications: Yahoo!, Inbox, RE: My..., Refwor..., Admin, Admin, and UWinni... The system clock in the bottom right corner shows 2:13 PM.

UWinnipeg Library | MyLibrary | Managing | RefWorks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media 77° Forecast 80°/65°

Search the Web Address <http://cybrary.uwinnipeg.ca/mycybrary/public/manage/RefWorks/refworks-workshop.cfm> Go

Google rsity of winnipeg refworks Search Web AutoFill Options university of winnipeg refworks Links Web assistant

UWINNIPEG
LIBRARY & INFORMATION SERVICES

Home Find Get Learn MyCybrary About Help

You are here: MyLibrary > Managing > RefWorks

Login to MyCybrary

WebCT
MyUWinnipeg

University of Winnipeg
515 Portage Avenue
Winnipeg
Manitoba R3B 2E9

Library
4th floor, Centennial Hall
Circulation Department:
(204) 786-9808
Reference Department:
(204) 786-9815
toll-free:
(888) 393-1830

Printer-friendly version | Add to favorites | Comment

Refworks Workshop

Outline

1. Overview
2. Create an account
3. Import records from UWinnipeg Library Catalogue
4. Folders
5. Import records from databases
 - CSA databases
 - Others
6. Write-N-Cite

Staff Directory Site Map

QUICK SEARCH:
--- Choose search ---
go!

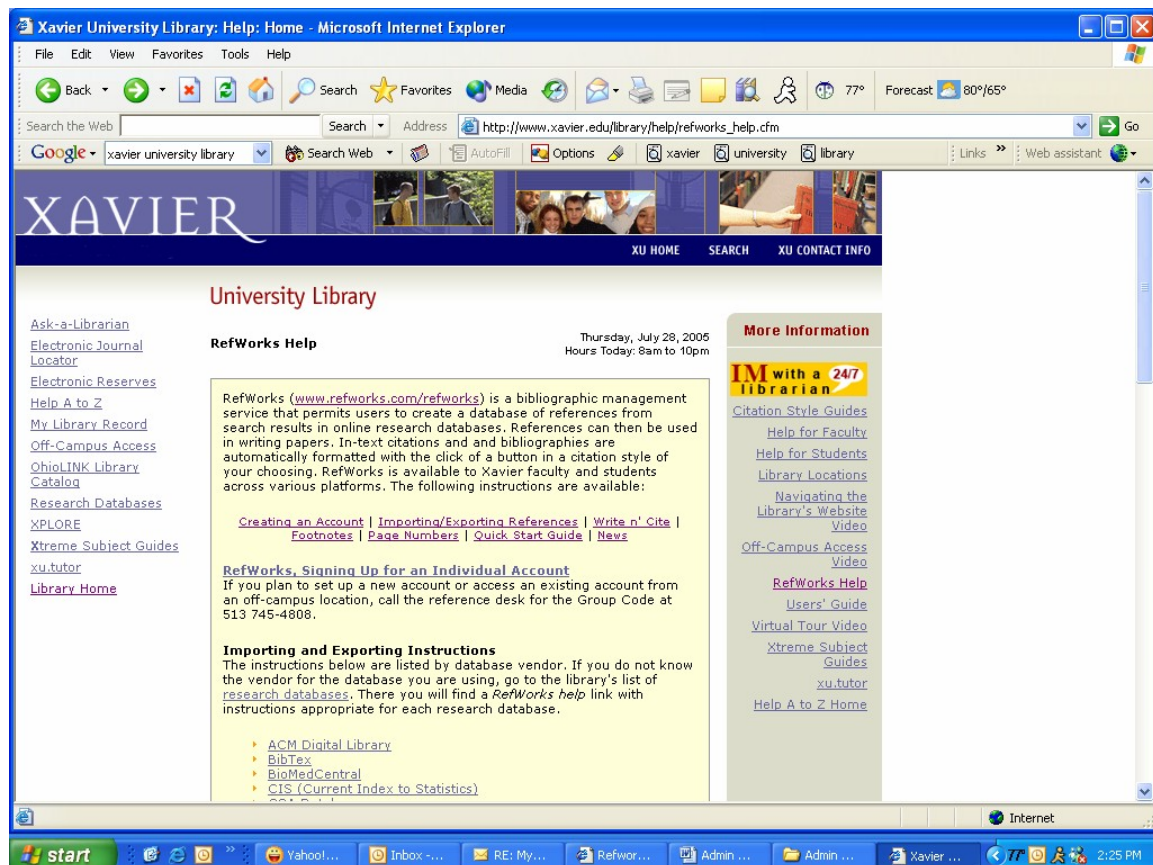
Library News
Library news and information resources at the University of Winnipeg Library.
[Ready-Set-Go!!](#)
During Orientation week new students are welcome to attend Ready-Set-Go, a three hour workshop that will take you through ...
[CLA saves ILL postal rates](#)
In response to Canada Post's intention to increase special rates for shipping interlibrary book loans between libraries, ...
[Gov't Policies and Canadian and US Libraries](#)
It has been an

Done Internet

start Yahoo!... Inbox... RE: My... Refwor... Admin... Admin... UWinni... 77° 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.



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)

Xavier University Library: Online Help: Setting up an account in RefWorks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

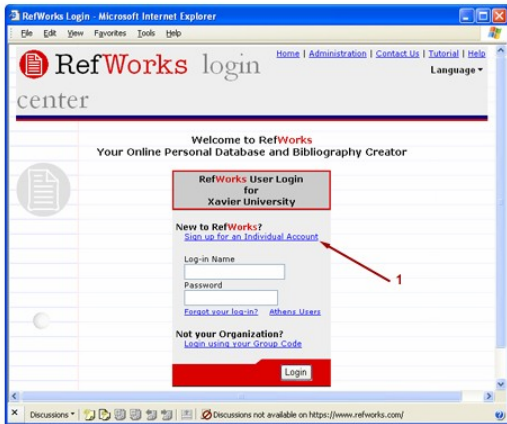
Back Search Favorites Media AutoFill Options refworks Links Web assistant

Search the Web Address http://www.xu.edu/library/help/account_refworks.cfm Go

Google refworks

At the RefWorks User Login page:

1. Click [Sign up for an Individual Account](#) under the New to RefWorks? statement.



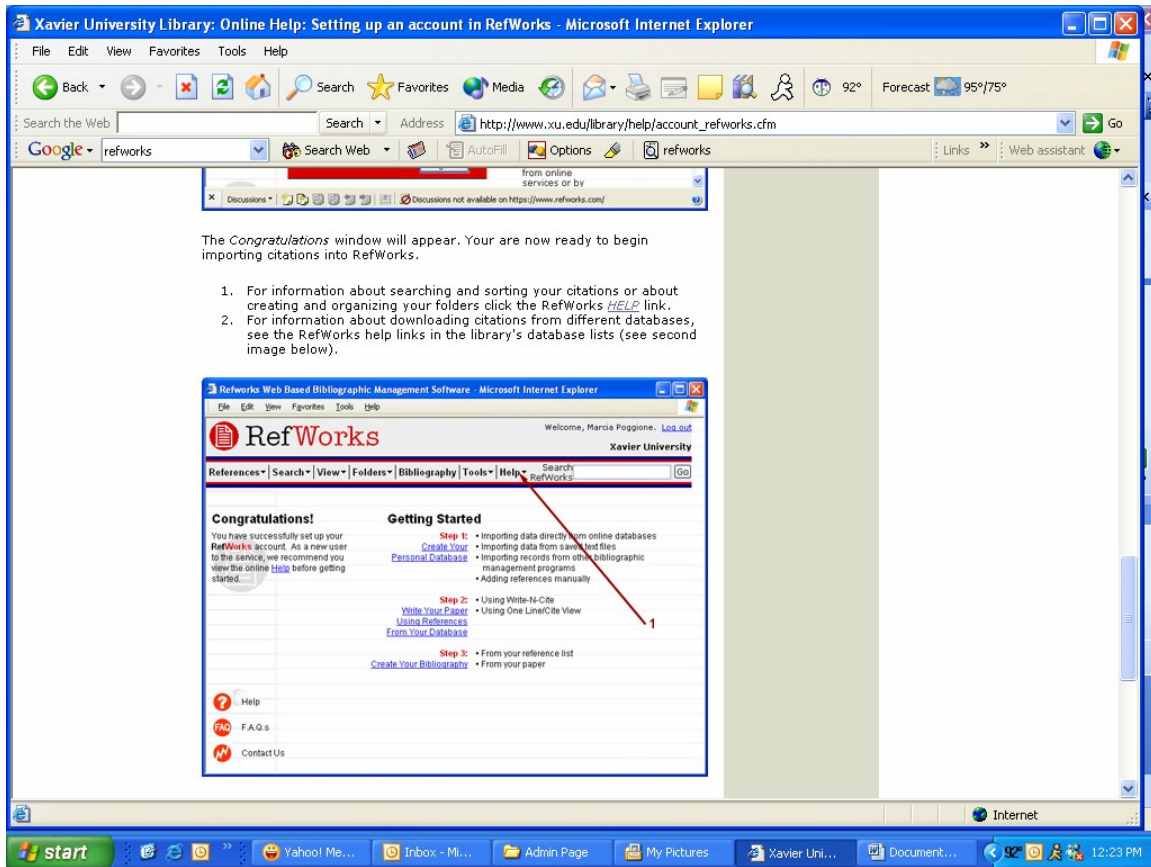
The New Use Information screen will appear.

1. Type your full name
2. Type in a login name. The login name can be anything that you choose.
3. Type in your password. Again the password is your choice.
4. Repeat the password.

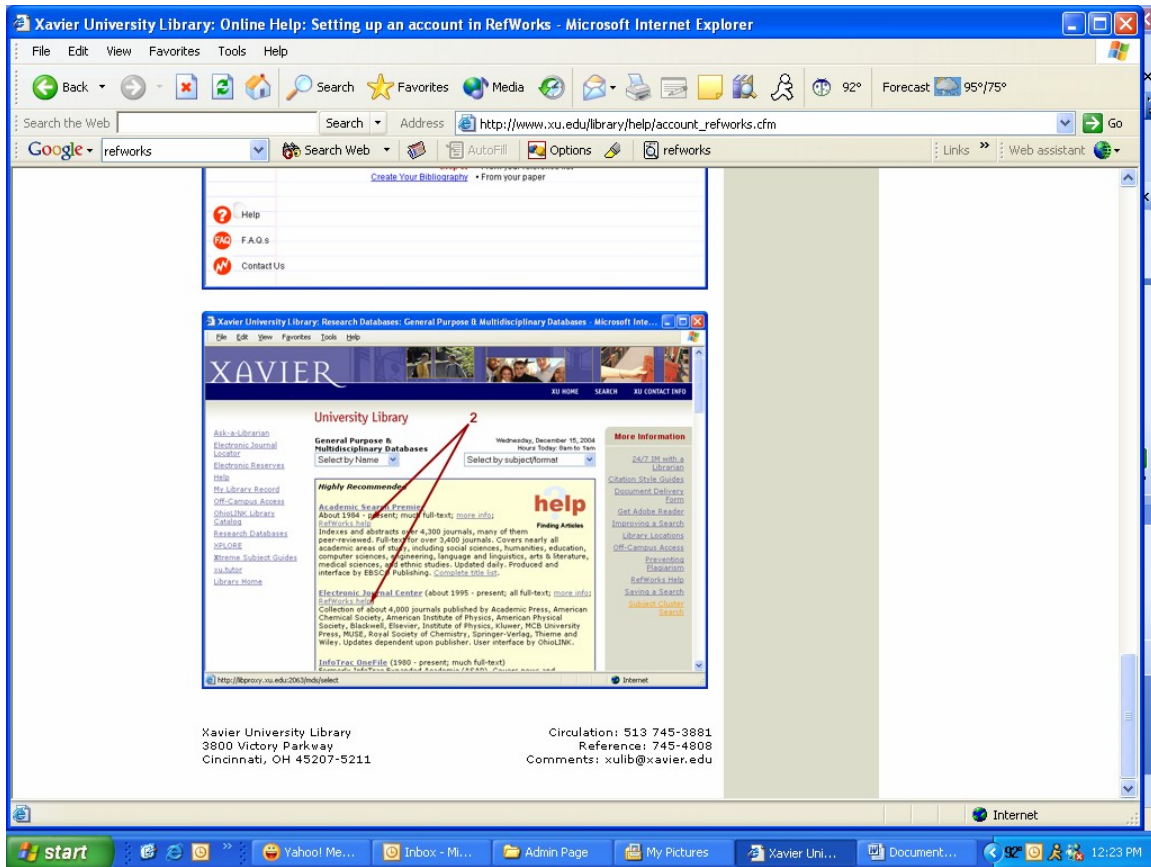
Internet

start Yahoo! Me... Inbox - Mi... Admin Page My Pictures Xavier Uni... Document... 12:23 PM

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

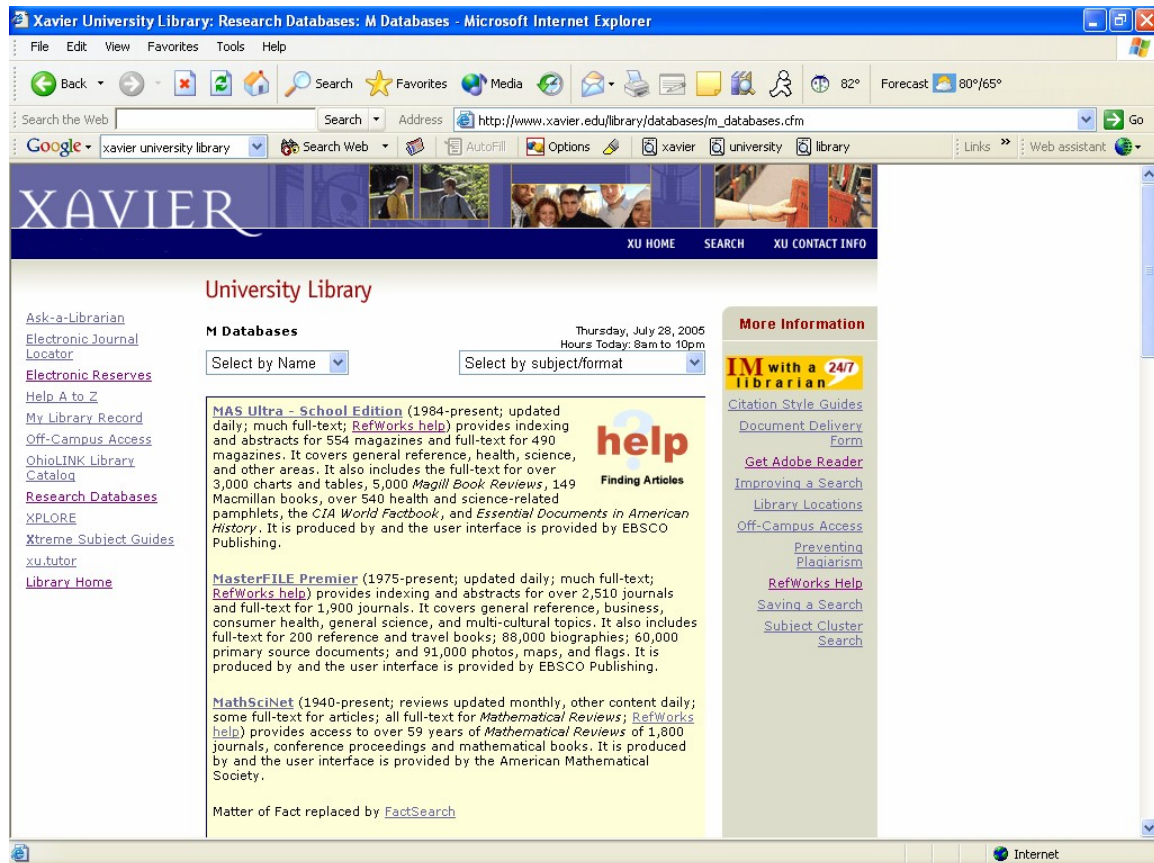


Example #4 – Detailed Links with Illustrated Examples (cont'd)



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

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



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

Sample of illustrated instructions for a particular database.

