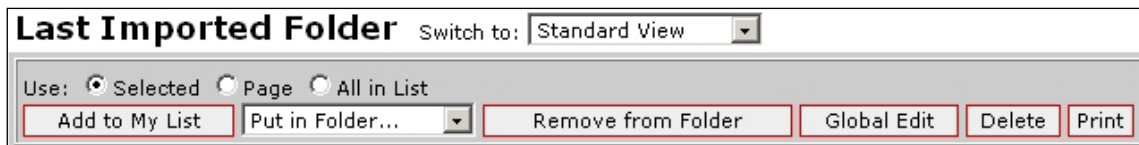


Folder Options

Use the following toolbar to manage your references. Note: In the *All References* folder, *Remove from Folder* is not an option.



Note the circled points of reference in the following screen shot.



Circle in upper left corner: Radio buttons *Selected* and *All in List* let you to choose items to be managed. Command buttons operate on the selected references You can move, delete and print selected references.

Circle on right: References can be included in more than one folder. You can keep track of where you have stored them.

Add to My List Option

To put selected items in a temporary folder, *My List*, use *Add to My List*. This combines references from more than one folder. You can print, edit or delete items in this temporary folder. When you *Log out*, items in *My List* are automatically cleared.

If you would like something more permanent: *Folders > Create New Folder*

Global Edit Option

Use this option to append to, or overwrite, a field in the selected items, or to all items in the active folder (*All in List*). *Append to Existing Data* adds to, and *Overwrite Existing Data* replaces, whatever is in that field. There are five (5) fields designated *User* that will hold unique information about citations that you can add.

Remove from Folder and Delete Options

References may be removed from a folder by opening that folder, selecting the references, and clicking on *Remove from Folder*.

Delete deletes all selected references. Even if these references reside in other folders, if you select them and use the *Delete* option, they will disappear. No undo option is available.

Copying Citations

- Navigate to the folder which has the references to be copied.
- Select the citations (*Selected* or *All in List*) you would like to copy.
- Use *Put in folder . . .* drop-down menu to choose the receiving folder.

Print Option

RefWorks will print selected citations in an output style from their list of options. An output style is a citation style, e.g. APA 5th, MLA 6th. This option prints out a webpage. If you would like to print your reference list in a cleaner form, use the *Bibliography* option.

Bibliography Option

The *Bibliography* option creates a formatted copy of selected citations.



Select an *Output style*. Under *Format a Bibliography from a List of References*, select the *File Type to Create* and which references will be included on the line below. Click *Create Bibliography*.

A screenshot of the 'Bibliography' interface in RefWorks. At the top, there are links for 'List of Output Styles' and 'Request an Output Style', and a 'Back to Reference List' link. The 'Output Style' is set to 'APA - American Psychological Association, 5th Edition'. Below this, there are two radio button options: 'Format Paper and Bibliography' (unselected) and 'Format a Bibliography from a List of References' (selected). Under the selected option, there is a 'Document to Format' field with a 'Browse...' button. Below that, there is a 'File Type to Create' dropdown menu set to 'Word for Windows (2000 or later)'. There is also an 'Include' section with radio buttons for 'All References (27)', 'My List (0)', and 'References from' (selected), with a dropdown menu showing 'munchkins'. A 'Create Bibliography' button is highlighted with a red box. At the bottom, there is a section titled 'Document Formats Supported' with a list of supported formats: Word for Windows 2000 or later, Word for Mac 98 or later, HTML, Rich Text Format (RTF), and Text.