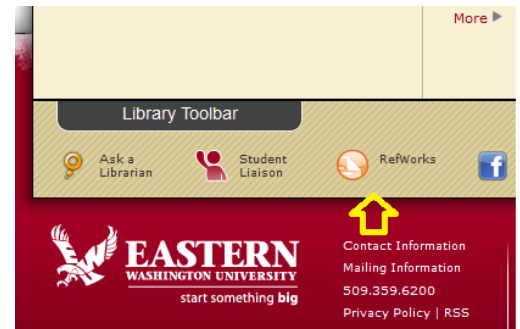


Introduction:

RefWorks is an online citation resource that conveniently stores and cites articles from internet databases. RefWorks is available to students, faculty, and alumni. The following instructions will explain how to find RefWorks, create an account, export files, and use Write-N-Cite.

Finding RefWorks:

- **Go to** Eastern's home page (www.ewu.edu).
 - **Go to** the bottom of the home page and **click** the link "EWU Libraries."
 - **Go to** the bottom of the EWU Libraries page to find the RefWorks icon (located under the Library Toolbar).
 - **Left-Click** the orange, circular icon (third from the left) to get to RefWorks.

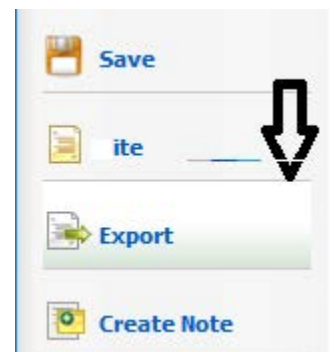


Creating an Account:

- You are now at the RefWorks home page.
 - **Left-Click** the link "login" (below the RefWorks logo).
 - Under the phrase, "Login to Your RefWorks Account," is the link "Sign Up for a New Account."
 - **Click** "Sign Up for a New Account."
 - Input the necessary information to create an account.
 - Try your eagles email address instead of a whacky personal address (i.e. jsmith@eagles.ewu.edu, not lover230alpha@gmail.com).
 - The password only needs to be four characters long.
 - Logging in later requires the **login name** you created.

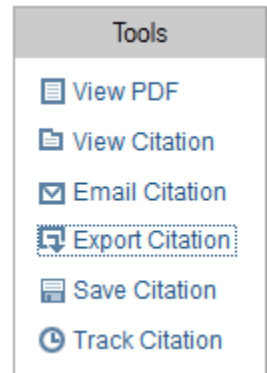
Exporting from EBSCO HOST:

- **Go to** Eastern's home page (www.ewu.edu).
- **Click** the "EWU Libraries" link located at the bottom of the page.
- **Click** Articles and Databases, which is located to the left.
- **Click** Academic Search Complete (EBSCOhost).
 - Enter your search term.
- **Click** the article you want to export to Refworks.
 - **Left-Click** Export, which is located on the right side of the page.
 - **Click** Direct Export to RefWorks.
- A pop-up window in RefWorks will appear, signaling that an article has been imported.
- **Click** View Last Imported Folder.



Exporting from JSTOR:

- Go to Eastern's home page (www.ewu.edu).
- **Left-Click** the "EWU Libraries" Link at the bottom of the page.
- **Click** Articles and Databases, which is located on the left of the page.
- **Click** JSTOR
 - Enter your search term.
- **Click** the article
 - **Left-Click** Export, located in "Tools."
 - **Click** Direct Export to RefWorks.
- A pop-up window in RefWorks will appear, signaling that an article has been imported.
- **Click** View Last Imported Folder.



Write-N-Cite:

- **Login** to RefWorks.
- **Left-Click** on the Tools Tab.
- **Click** Write-N-Cite from the dropdown menu.
- **Download** the appropriate version of Write-N-Cite.
- To find your system information:
 - **Click** on the Start button.
 - **Right-Click** on the Computer tab.
 - **Click** on Properties.
 - Find the information under System Type.
- **Click** on the version that fits your system.
- **Save** file for download.
- **Follow** the installation instructions.
- **Open** Write-N-Cite from your desktop.



Using Write-N-Cite:

- **Click** on the Write-N-Cite icon on your desktop.
- **Login** using your RefWorks Username and Password.
- A Word document will open, where you can begin writing your essay.
- View the references you have gathered through the window you logged into RefWorks with.

How to Cite Information:

- **Within** your paper, place your cursor where the desired citation is needed.
- In the window with your references there will be "Cite" and "View" options.
- **Left-Click** "Cite" which will insert a placeholder citation.
 - This citation will be formatted correctly once you choose the desired format style in the Bibliography.