



# RefWorks

## **RefWorks in 15 Minutes or Less...**

While the ideal way to teach users the basic features of RefWorks is to conduct a full training session, we realize that in some situations you may have only a few minutes to demonstrate the power of RefWorks.

The following outline is a suggested method for demonstrating RefWorks when you have a minimal amount of time. This is purely demonstration – no hands-on:

1. Create an account. Mention how to access accounts both on-site and off-site
2. Using a RefWorks direct export partner (like EBSCOHost, ProQuest, CSA, etc.), conduct a search and export selected citations.
3. In RefWorks, point out Last Imported Folder and value of quickly checking records when imported.
4. Create a folder and add the newly imported citations in the Last Imported folder into the new folder.
5. Conduct a second search using a different data vendor. We recommend using Google Scholar or PubMed (or any other data vendor of your choice). Mark records and import into RefWorks.
6. Create another folder and move references from the Last Imported folder into new folder.
7. In Bibliography area, show how to create a bibliography from a folder of references
8. Select one method (Write-N-Cite OR One Line/Cite View) and demonstrate how to add temporary citation placeholders to a document.
9. Save document and format.
10. Point out the tutorials, online help file and Contact Us link to write RefWorks Tech Support.