Basic housekeeping in RefWorks

http://unihub.mdx.ac.uk/study/library
You can view all the references that you have imported

Click on ‘View’ and select ‘All references’

‘All references’ includes every reference you have imported ie. the contents of all your folders
References are listed alphabetically by author. Use drop-down menu to sort in a different way eg. by title.
See the full reference by clicking on the magnifying glass.
Check for duplicate references

Select ‘View’

Select ‘Duplicates’

Select ‘Exact duplicates’
To edit a reference click on the edit icon

Make your changes or add additional information and click on ‘Save reference’
Search within your references

Enter search term (keyword) in the search box and click on ‘Search’

Search results
Print out references by clicking on the printer icon

Select references to use, and referencing style

Click on ‘Print references’
Delete a reference by clicking on the red cross

The reference will be deleted from all folders ie. ‘All references’, ‘Last imported’ and any other folder where it has been saved.
Need further help?

If you need further help then have a look here ...

......or contact :

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