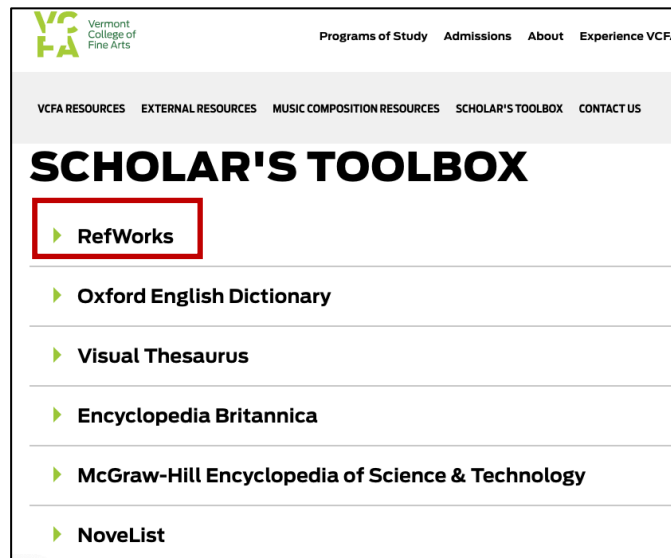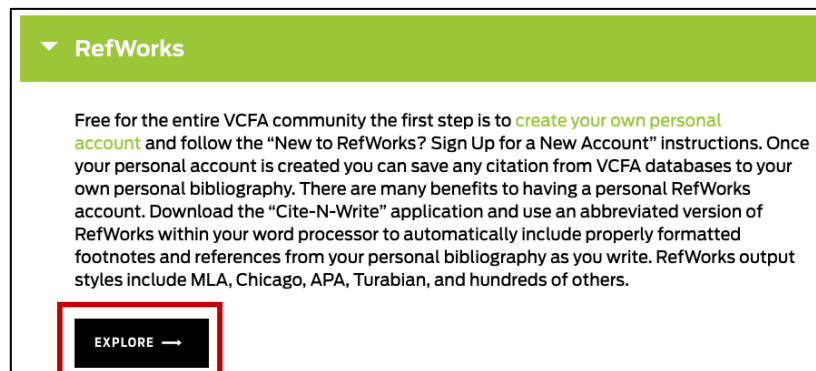# A Basic Guide to Using RefWorks

RefWorks is a tool for organizing research, made available for you through the VCFA Library. To access RefWorks, go to the library's website at vcfa.edu/library-resources, and scroll down to the Scholars' Toolbox section toward the bottom of the page:
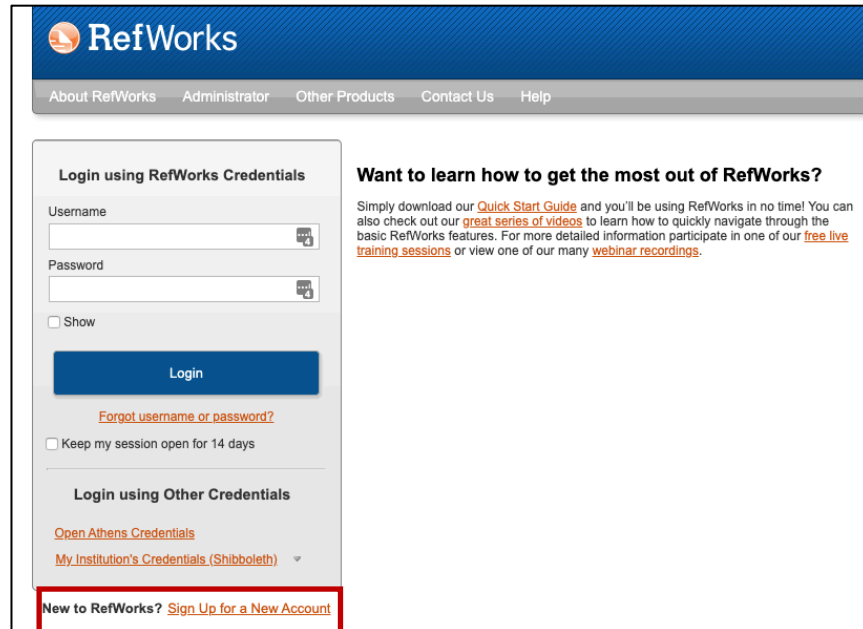

Click on RefWorks, and then click the Explore button to open RefWorks in a new window:

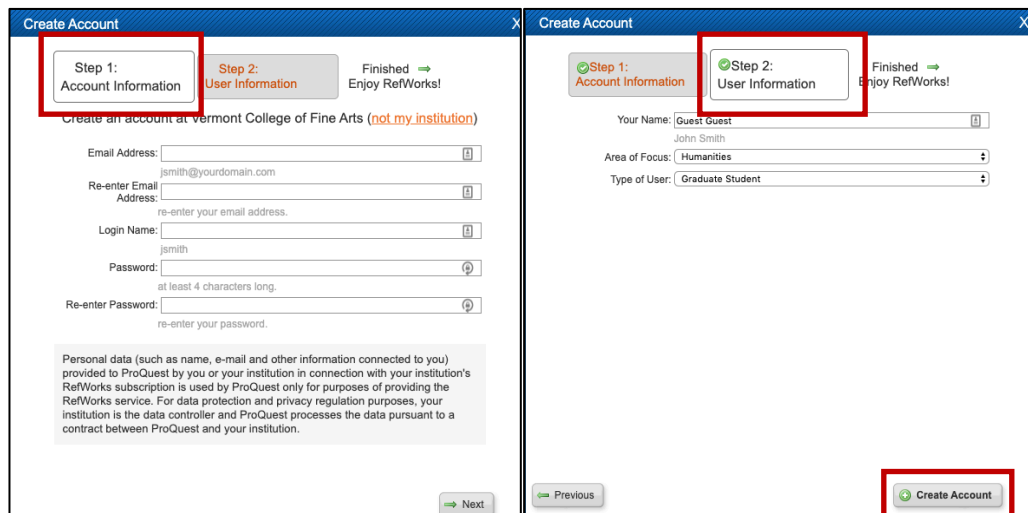You will be asked to log in with your VCFA Library username (firstname.lastname) and your password:

RefWorks will now open in a new window. Click on the "Sign Up for a New Account" link at the bottom of the page to begin setting up a new account:

Be sure to fill in both Account Information *and* User Information, and then click "Create Account":

Now you can import citations from the VCFA catalog directly to RefWorks. When you find an item in the catalog you want to save, simply click on the "Cite" button:
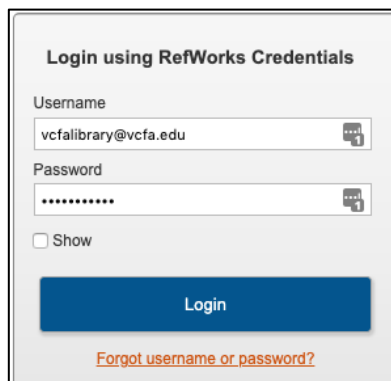
Select your citation style, and then click on "Export to RefWorks":
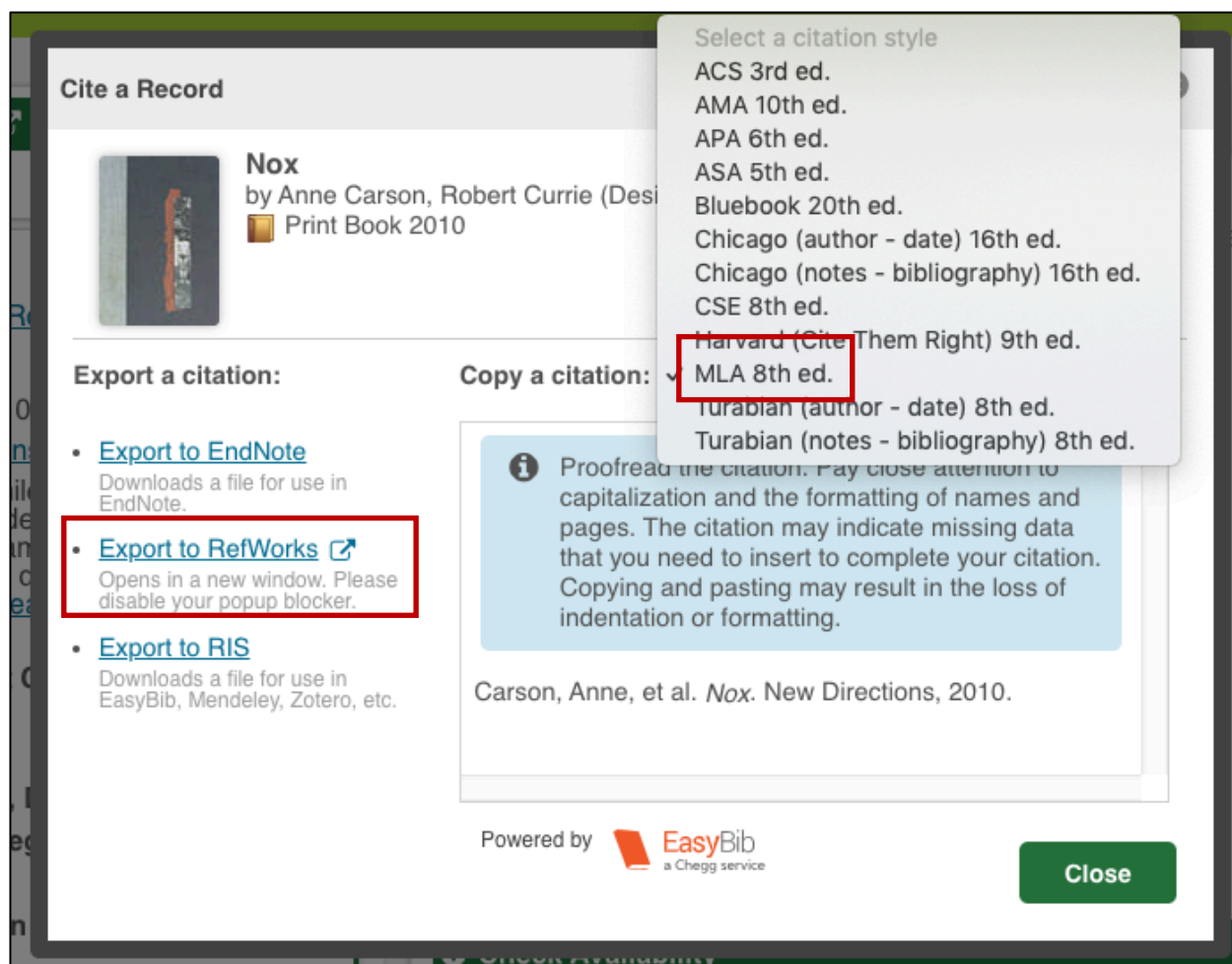
A new window will open. You will first be asked which version of RefWorks to use. Select the legacy version:

You will next be prompted to log in to RefWorks:

When RefWorks opens, it will show you that it has imported a reference:
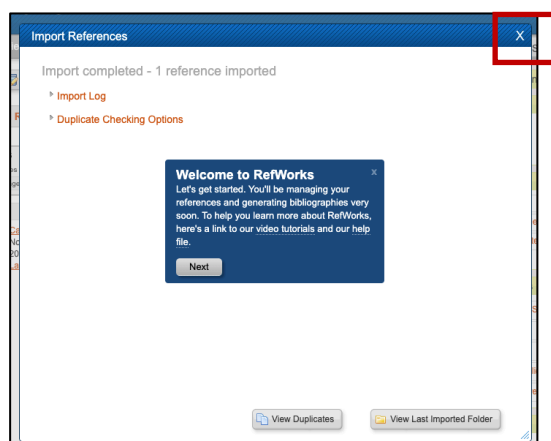
Click the X to close this window and view your references:
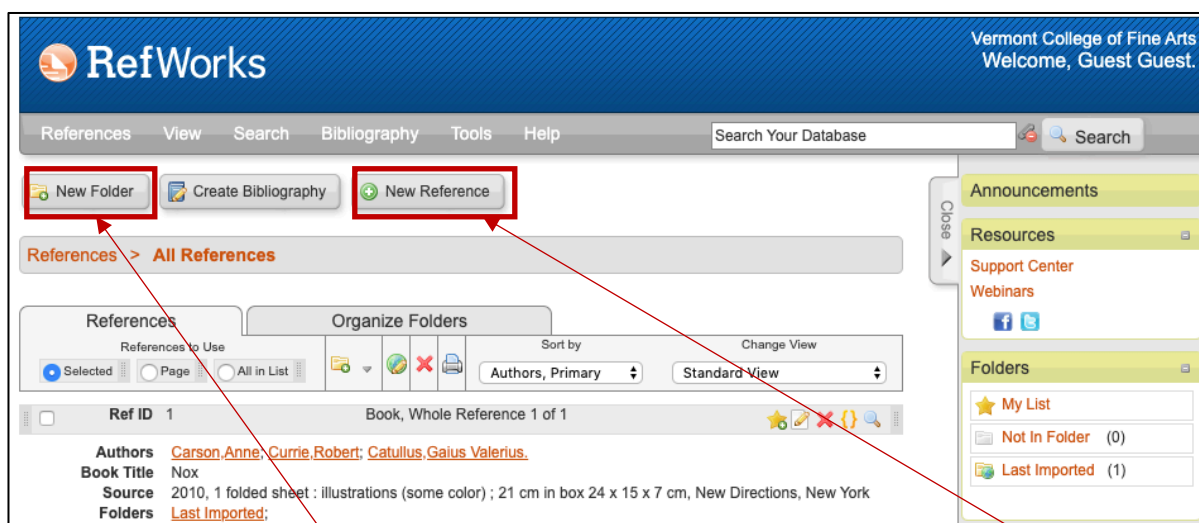
From here, you can create folders to organize your research, and you can create new citations from within RefWorks if you are unable to use a citation generator for the item you wish to cite (for instance, for websites, lectures, or printed materials that do not appear in library catalogs or other databases).

Most importantly, RefWorks will also generate bibliographies using your saved citations. First, decide which references you'd like to use and click the check box to the left of those citations. Then click on "Create Bibliography":
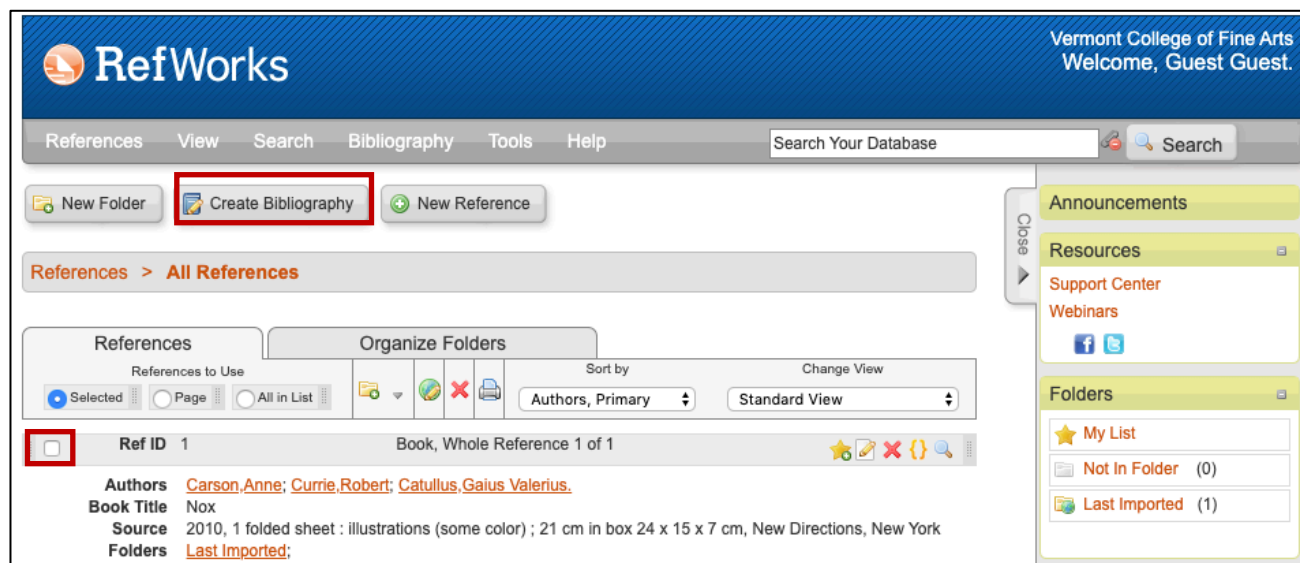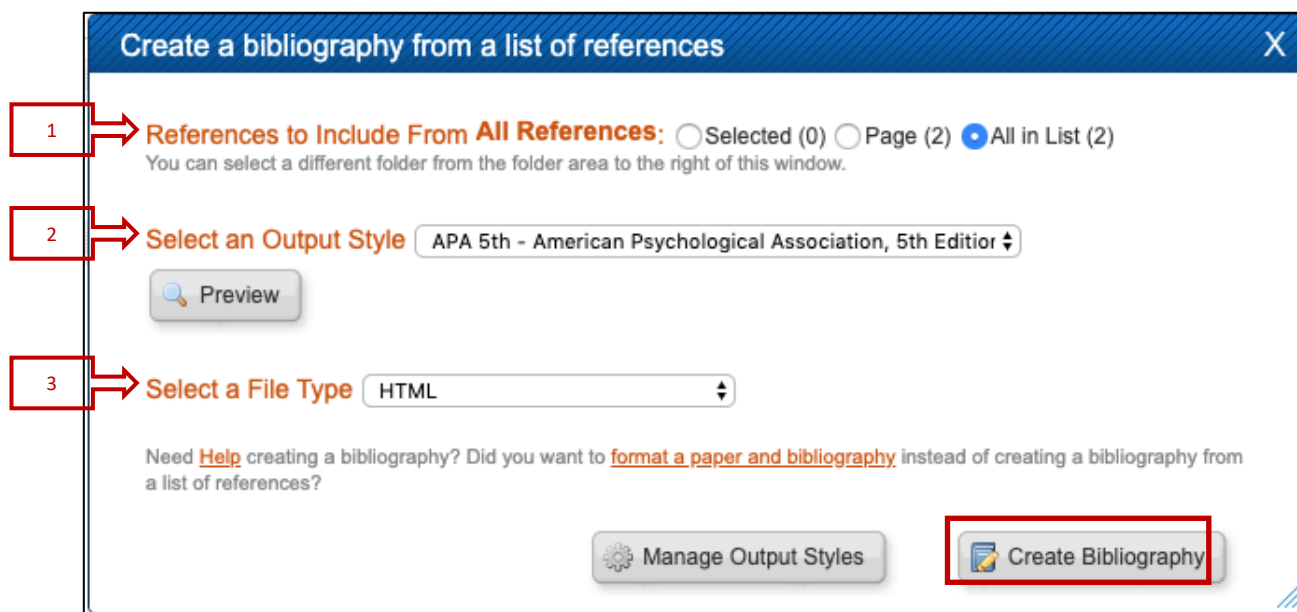

In the pop-up window that opens, first choose which references to include, next select an output style (the citation format), and finally select a file type. Then click "Create Bibliography" to finish. RefWorks will export your bibliography automatically.

If you don't see the citation style you need, click on "Manage Output Styles" to open the Output Style Manager. Scroll through the list of output styles or search for the citation style you need and add it to the favorites by clicking the top green arrow:
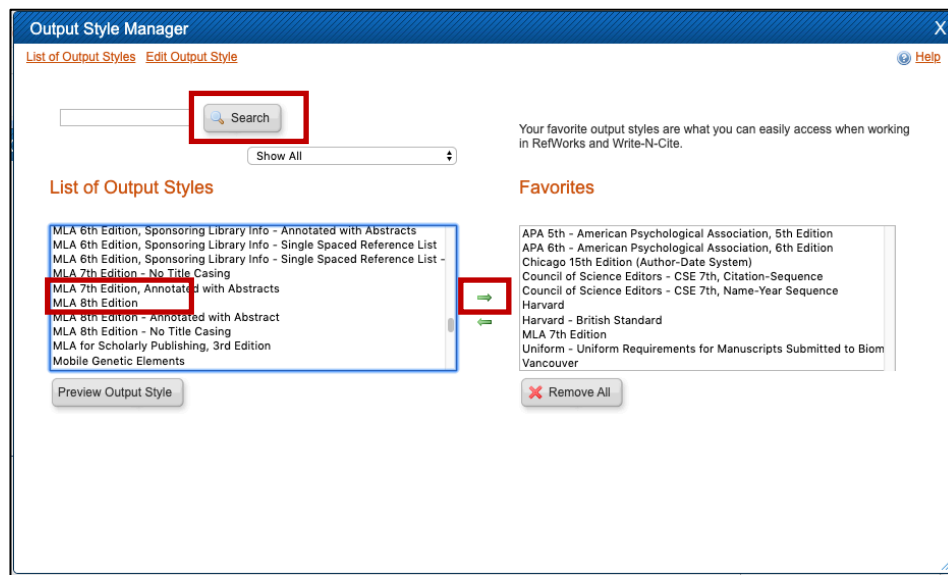
You'll have to close both the Output Style Manager and the Create a Bibliography pop-up window. Now you can create your bibliography using the citation style you just added.

Feel free to contact the staff at the VCFA Library directly if you have any questions about using RefWorks. We can be reached at vcfalibrary@vcfa.edu, or call us at 802-828-8512.