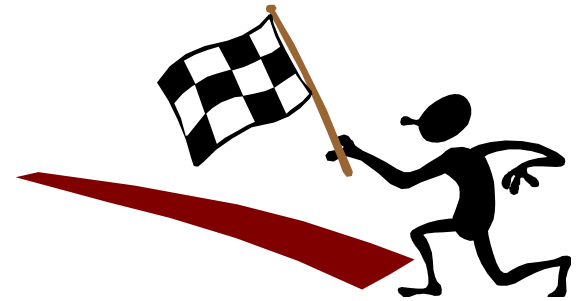


**Innis Library presents:
REFWORKS FOR BUSINESS
Part II**

A hands-on workshop



Part I: Recap...

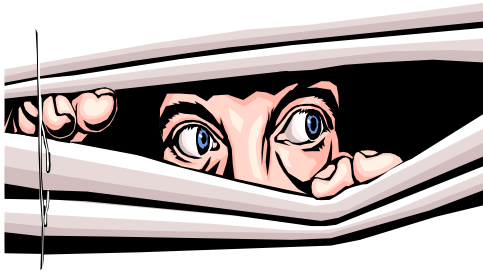


- Created a personal RefWorks database
- Imported from McMaster's catalogue
- Imported references from a database
- Manually added references
- Organized references into folders
- Created a bibliography and in-text citations using Write-N-Cite

Agenda for Part II

- Advanced searching and lookups
- Viewing, sorting, and printing references
- Editing multiple references
- Capturing data from a webpage
- Checking for duplicates
- Formatting footnotes and endnotes
- Sharing references with *RefShare*





Advanced Searching and Lookups

- **Advanced Search** lets you search your database by author, title, year of publication, etc.
- **Lookups** are alphabetical indexes of the fields in each record
- **Lookups** let you locate records, as well as make sure certain fields of information are consistent throughout your references

Viewing, Sorting, and Printing References



In your database, you can:

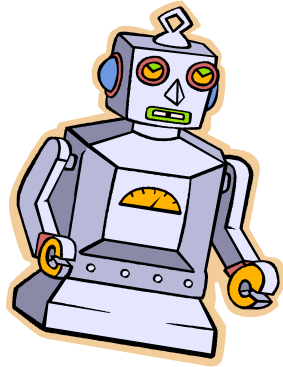
- change the way you **view** individual references
- change the **sort** order in which your references appear
- **Print** your references in any order (as opposed to the order prescribed by a particular citation style)

Editing Multiple References

- The **Global Edit** feature allows you to modify a single field across a number of references
- This feature is particularly useful for editing fields of information related to references gathered electronically

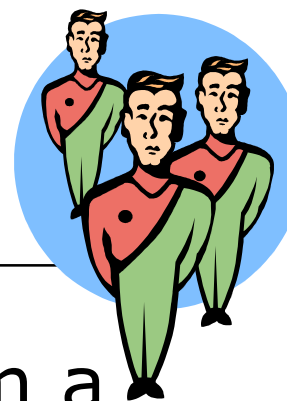


Capturing Data from a Webpage with *RefGrab-It*



- *RefGrab-It* lets you automatically import data from a web page into your RefWorks database
- *RefGrab-It* is a downloadable tool that works with your browser
- Note that *RefGrab-It* reads web pages; it cannot read PDF files displayed from web pages

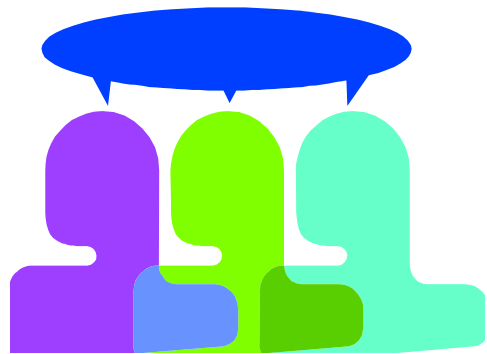
Checking for Duplicates



- If you are importing references from a variety of sources, you may have imported some of the exact same data
- Checking for duplicates allows you to get rid of unwanted data and save yourself confusion later
- RefWorks offers two ways to check for duplicates – *Exact Match* and *Close Match*.

Sharing Your References

- *RefShare* lets you share a folder or your entire database with other people



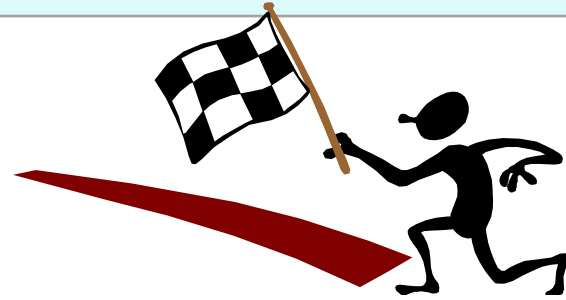
- *RefShare* gives you many options on how you want to share your research
- McMaster has a shared area where you can post your references

Formatting Footnotes and Endnotes

- Sometimes you may be asked to use a citation style that employs footnotes or endnotes instead of in-text citations
- e.g. *The Chicago Manual of Style*
- RefWorks will format endnotes and footnotes



Recap...



- Advanced searching and lookups
- Viewing, sorting, and printing references
- Editing multiple references
- Capturing data from a webpage
- Checking for duplicates
- Formatting footnotes and endnotes
- Sharing references with *RefShare*

Any questions? Want to learn more?



-
- Try an online RefWorks tutorial
 - Ask the Research Help staff at the Library
 - Contact me:

Leslie Taylor

Library Intern, Innis Library

letaylor@mcmaster.ca