**Refworks** is an online citation manager. You can import reference information directly from databases and websites.¹

Upgrade from Legacy Refworks by clicking the link in the top left corner of the screen. Before upgrading, backup your reference lists using the link to backup and restore under “Tools.”

To create a folder:

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¹ Please note that electronic citation programs are not infallible. Always **double-check the correctness** of your “works cited” page against the printed volumes, which are available at the **circulation desks** in both libraries for **2-hour checkout**.
To share reference with colleagues:

Type email addresses and choose whether you want group members to be able to read, annotate or modify your references.

Connect Refworks to MS Word with the write and cite feature. Add websites automatically by adding a browser button.

Click “Tools” to add these features to a computer.

**Hint:** Search for books in [Worldcat](https://www.worldcat.org), then send citations directly to Refworks by clicking the [Cite/Export](https://www.worldcat.org) button on the right side of the toolbar.
To add references from databases, click “Export” on article pages and select Refworks from the dropdown menu. This will automatically launch Refworks in a new browser window or tab.

To create a bibliography:

Click the symbol in the tool bar.

Reference lists can be copied and pasted into a Word Document.

For additional information, check our Citing Sources Libguide.