Get started

1) In Word, click on the "Insert" tab and "Store"
2) Search for the RefWorks and install
3) Refworks app opens in panel on right side of Word program/document
4) Login or create an account
5) To re-open the app, simply click on the "Insert" tab, and select RefWorks under "My Apps"

RefWorks Citation Manager opens up on the right side of your Word document.

To change the citation style, format footnotes, update the citations in the document after making changes in RefWorks, or to Log out, click on the 3 small bars to the left of the “All references” drop-down menu. You can sort using the drop-down menu on the right, which sorts references according to your preference. In the image below, “by dated added” is selected to sort the references in the window underneath the menu.
You can select to insert a Quick citation, or choose the “Preview & Edit” function to create a custom citation. You will see a Bibliography preview in this window. The bibliography will automatically appear after inserting your first in-text citation.