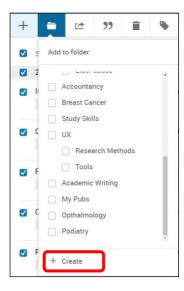
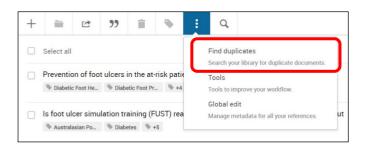
## Using New RefWorks

Organise and share your research:

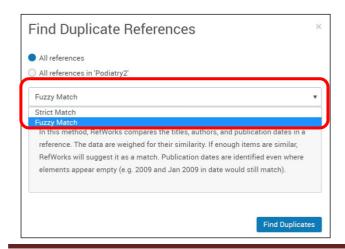
To move your references into a named folder 'select all' and click the folder icon on the top menu bar. Select a folder from the list or create a new folder.



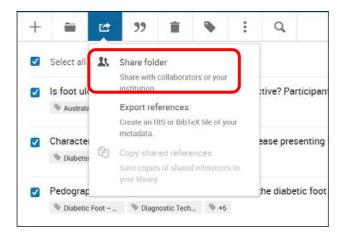
Find and remove duplicates from your folders. Choose the folder you want to de-duplicate and 'select all'. Click the 'show actions options' icon (three dots) and 'find duplicates'.



Select 'strict match' to find data that matches exactly. Select 'fuzzy match' to find data that matches closely. There may be small differences in the metadata for the same article in different databases – therefore it is often good practice to select 'fuzzy match' and double check whether the articles found are indeed duplicates.

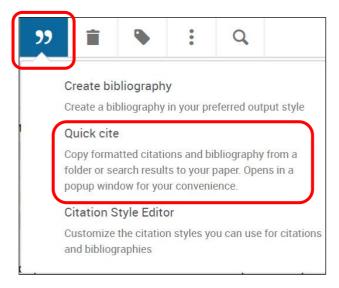


You can share your folders with others. This can be useful if you are collaborating on a group project.

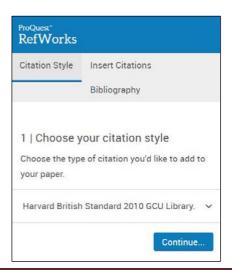


**Create bibliographies and in-text citations:** 

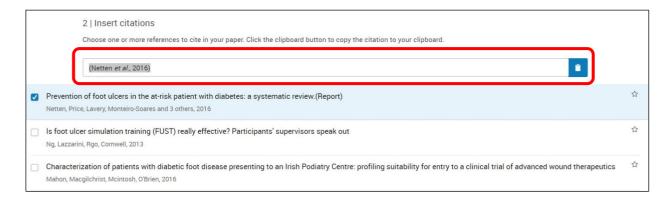
To create in text citations you can click the 'create bibliography' icon (quotation mark) and choose the 'quick cite' function.



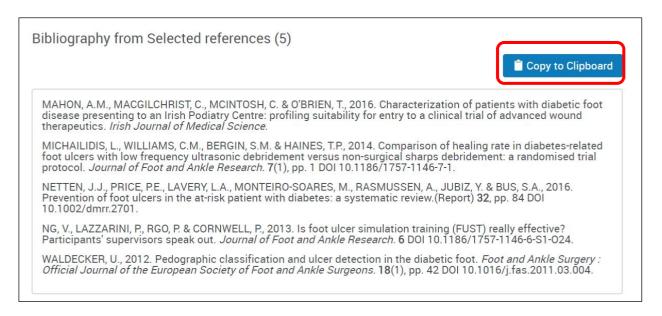
Whether you are creating in text citations or a bibliography you will be asked to select a referencing style. Choose the style that you are following.



To insert an in text citation, select the paper(s) that you want to cite and copy to the clipboard. You can now paste the citation into your Word document.



To create a bibliography choose the style you are following and copy the output to the clipboard. You can now paste the bibliography into your Word document.



IMPORTANT: You must check the list of references produced by RefWorks against the guidance for the style that you are following for any errors in formatting or content.