



(Creating in-text citations, bibliographies, and paper-formatting)

# Quick Reference Card 1: Logging into RefWorks

The following procedure explains how to access RefWorks and how to create your RefWorks Login Name and Password. The RefWorks utility is located on the Library Web site.

- Step 1** Go to the Franklin University Library Web site at: (<http://www.franklin.edu/go/library>). Click on **Articles & Databases**, then choose **Databases by Name**.



Go to myFranklin | Search



The screenshot shows the Franklin University Library website home page. At the top left is the Franklin University logo. To the right is a search bar with the text "Go to myFranklin | Search" and a "GO" button. Below the search bar is a banner image showing people at a library desk. The main content area is titled "Franklin University's Nationwide Library" and features a navigation menu on the left with links: "Search Catalogs", "Articles & Databases", "Instructional Resources", "About the Library", "Manage Your Account", and "Ask a Librarian". An arrow points from the "Articles & Databases" link to a "Spotlight" section. The "Spotlight" section contains a list of bullet points: "Database identification and access made easier! [Find out how!](#)", "RefWorks - create and manage your citations.", "Student Meeting Rooms (SMR) enhance group collaboration. Reserve your SMR [here!](#)", and "Go [wireless](#) in the Library." Below the list is a photograph of a library circulation and reference desk, with a caption: "The Library Circulation and Reference Desk - where your information needs can be answered." At the bottom of the page, there is a link: "Take the library [Virtual Tour!](#)".

**Franklin Library**

Home > Articles & Databases

**Search Catalogs**  
**Articles & Databases**

- [Databases by Name](#)
- [Databases by Subject](#)
- [Electronic Journal Finder](#)
- [Columbus Metropolitan Library Electronic Resources](#)

**Articles & Databases**

Databases contain collections of information usually pertaining to a particular subject that has been systematically organized for easy access and use. Databases provide information in the form of journal and magazine articles, industry profiles, country information, human resource management resources and business information including company profiles, annual reports and financial ratios. Information is presented in multiple formats, including: html, pdf, streaming video, images and more.

**Why would I use library databases?**

Databases will assist you in locating needed information to successfully complete your research and assignments. The information is organized in a manner for easy access and includes reliable, scholarly, historically relevant, and diverse information for your needs. Online databases not only give you access to a wealth of information, but also provide the convenience of an online environment accessible anywhere.

**How do I use databases?**

**Instructional Resources**  
[About the Library](#)  
[Manage Your Account](#)  
[Ask a Librarian](#)

**Click on 'Databases by Name'.**

**Step 2** The resulting screen will show the alphabet. Click on **'R'** to see the database names that begin with that letter.

**Search Catalogs**  
**Articles & Databases**

- [Databases by Name](#)
- [Databases by Subject](#)
- [Electronic Journal Finder](#)
- [Columbus Metropolitan Library Electronic Resources](#)

**Instructional Resources**  
[About the Library](#)  
[Manage Your Account](#)  
[Ask a Librarian](#)

**Databases Listed by Name**

Databases are listed below by the name of the database. If you would like, you may also view the available databases [listed by Subject](#).

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [R](#) | [S](#) | [T](#) | [V](#) | [W-Z](#)

**OFFSITE USERS:** You will be prompted to authenticate. Enter your **myFranklin username and password** after selecting the database of your choice.

**R**

[RefWorks](#)

**Click the link to RefWorks.**

- **ANNOUNCEMENT:** To make [in-text citations](#) you must use Write N Cite as this feature does not work within the "bibliography" tab in RefWorks currently (or make manual in-text citations). Please pardon the inconvenience while this is escalated to the vendor.
- Web-based citation management system.
- First time users register via the "Sign up for an Individual Account" option to begin. Registration is accepted only for Franklin email users.

Once you click on the link for RefWorks, the Library authentication page is displayed.

**About the Library**  
**Manage Your Account**  
**Ask a Librarian**

**myFranklin Login :**

**myFranklin Username\*:**

**myFranklin Password:**

Login

**\* Not sure of your username/password?**  
Your username is the part of your email.franklin.edu e-mail address that comes before the @ sign. The password is your password for your email.franklin.edu e-mail account. Still not sure? See if [this](#) helps. If you have trouble logging in or cannot remember your e-mail username or password, please [e-mail the Help Desk](#) or call them at 614-341-6222, toll free at 1-877-341-6300 ext 6222 for assistance. For additional information, please [visit the Help Desk Website](#).

**Note:** You are required to enter your myfranklin username and password to access any library resources from off campus. If you encounter any difficulties with this step, please contact the library at [library@franklin.edu](mailto:library@franklin.edu), or call 614-947-6550 or 1-866-341-6252.

When you have completed these required fields, click the **Login** button.

**Result:**

The login screen for RefWorks appears.

**Step 3** Log into RefWorks.

Welcome to RefWorks  
Your Online Personal Database and Bibliography Creator

**RefWorks User Login  
for  
Franklin University**

New to RefWorks?  
[Sign up for an Individual Account](#)

Log-in Name

Password

[Forgot your log-in?](#) [Athens Users](#)

Not your Organization?  
[Login using your Group Code](#)

Login

If this is the first time that you have accessed RefWorks, click on '**Sign up for an Individual Account**' and complete the New User information. This screen is shown below.

If you *already* have a Log-in Name and Password, and you are ON CAMPUS, type in your information and click the **Login** button. Login is complete.

[RefWorks Privacy Policy](#)

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**New User Information for Franklin University**

(All fields are required)

Your Name: Michelle Buchberger

Login Name: buchber

Password: ●●●●●●

Re-enter Password: ●●●●●●

E-Mail Address: buchber@franklin.edu

Type of User: Select a User Type

- Select a User Type
- Undergraduate Student**
- Graduate Student
- Faculty Member
- Researcher
- Other

Register

If you are a **New user**, complete the following: Use your complete name for the **Your Name** Field.

Your **Login Name** can be anything you like, as long as it is unique to the system. Your Franklin e-mail prefix would be appropriate.

Your password must be at least 4 characters long.

Select the type of user you are: Undergraduate, Graduate, etc.

Area of Focus: Select a Focus Area

- Select a Focus Area
- Business**
- Humanities
- Medicine
- Nursing
- Science & Technology
- Social Sciences
- Other

Register

Scroll down and choose a focus area for your studies. This choice will not restrict your access in any way.

Click the **Register** button.

**Step 4** This screen will appear once you have registered.

**RefWorks** New RefWorks Release - [details](#)

Search | View | Folders | Bibliography | Tools | Help

**Congratulations!**

You have successfully set up your **RefWorks** account. As a new user to the service, we recommend you view the online [Tutorial](#) before getting started.

**Getting Started**

**Step 1:**

- [Importing data directly from online](#)
- [Importing data from saved text files](#)
- [Importing records from other bibliographies](#)

[Create Your Personal Database](#)

RefWorks has an excellent general **tutorial** on all of the major topics for the product. The Quick Reference Cards (QRCs) are designed for Franklin's customized RefWorks environment. After you have viewed the QRCs, you may want to explore these resources to expand your knowledge of RefWorks.


**Need** Why not view the Quick Start Guide?

- Help
- Tutorial
- F.A.Q.s
- Contact Us

You are now ready to use RefWorks!

For specific topics see the following Quick Reference Cards. It is recommended that you complete them in the following order:

- [QRC 2a](#): Creating a list of references from the
- [QRC 2b](#): Creating a list of references from the EbscoHost database
- [QRC 2c](#): Creating a list of references from the Franklin University Library Catalog
- [QRC 3](#): Manually creating a reference.
- [QRC 4](#): Folder Management
- [QRC 5](#): Creating a Bibliography (Reference Page)
- [QRC 6](#): Creating In-Text Citations Using Write-N-Cite
- [QRC 7](#): Global Edit Feature

In addition, when you are in RefWorks, look for the  link at the top right-hand corner of your screen. This link will take you to a page which includes more information on RefWorks including how to import and export references from different sources.