



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

## Quick Reference Card Global Edit Feature

When creating citations for your bibliography/reference(s) document, ensure that the citation you create is correctly identified as either a Print or Electronic resource. Global Edit is just that, it will edit all of your citation records at once, and make them all either Print or Electronic Resources. This does affect the format of your final bibliography creation.

RefWorks automatically defaults to identify all resources as “**Electronic**” when a citation is created. Therefore, the default needs to be reset when/if the material you are citing is in print instead of from an electronic database such as Business Source Complete (EBSCO) or the Electronic Journal Center.

If you are using articles from our databases to create your bibliography/reference(s) document, Global Edit will allow you to set your preferences in the APA format and save them within the Refworks database. Note that if you subsequently use a different database, you must make the appropriate changes in Refworks

It is a good idea to make changes prior to Bibliography/reference(s) document creation. Therefore, we use the Global Edit feature located in RefWorks. When selecting the citation record(s) that you want to modify, one of the three following choices are available to you: (a) Items Selected (by checking off each record), (b) Page or (c) All in List. Another option to ensure that your bibliography/reference(s) document is in the appropriate APA format is to manually change each citation once your document has been created.

This is a screenshot of the full view of a citation record that has been imported into RefWorks without changing the global edit feature. Under **Source Type** it says 'Electronic' which is correct since it was imported from the Electronic Journal Center database.

**RefWorks**

References Search View Folders Bibliography Tools Help Search Ref

### Author Lookup for "Kwek,L C."

Reference 1 of 1

Edit Duplicate Delete In Folder...

Ref ID: 710  
Ref Type: Journal Article  
Source Type: Electronic ←  
Output Language: Unknown  
Authors: [Kwek,L.C.](#); [Takahashi,Y.](#); [Choo,K.W.](#)  
Title: Spin chain under next nearest neighbor interaction  
Periodical, Full: [Journal of Physics: Conference Series](#)  
Pub Year: 2009  
Volume: 143  
Issue: 1  
Start Page: 012014  
Other Pages: 012014  
Abstract: We perform a numerical study on the concurrence of the ground state Heisenberg XXX with next-nearest-neighbor interaction with og  
Notes: 10.1088/1742-6596/143/1/012014  
ISSN/ISBN: 1742-6596  
Author: Centre for Quantum Technologies, National University of Singapore, 3 Science Drive 2, Singapore 117543; National Institute of Edu  
Address/Affiliation: Nanyang Walk, Singapore 637616  
Links: [http://0-journals.ohiolink.edu.ohlinkserver.franklin.edu/ejc/article.cgi?issn=17426596&issue=v143i0001&article=012014\\_scunni](http://0-journals.ohiolink.edu.ohlinkserver.franklin.edu/ejc/article.cgi?issn=17426596&issue=v143i0001&article=012014_scunni)  
Database: Electronic Journal Center ←  
Data Source: OhioLINK

Instructions on how to use the Global Edit feature:

**Step 1** Log into RefWorks as mentioned in [QRC1](#): Logging into RefWorks.

The screenshot shows the RefWorks login center interface. At the top, there is a navigation bar with links for Home, Administration, Contact Us, Tutorial, and Help, along with a Language dropdown menu. The main heading reads "Welcome to RefWorks Your Online Personal Database and Bibliography Creator". On the left, there is a "RefWorks User Login for Franklin University" section with a "New to RefWorks?" link and a "Not your Organization?" link. The login form includes fields for "Log-in Name" and "Password", with "Forgot your log-in?" and "Athens Users" links. A "Login" button is at the bottom of the form. To the right, there is a "RefWorks Franklin University" section with a description of the service and a list of four steps for "Offsite users" to use Write-N-Cite off campus. Below this is a "Write-N-Cite users" section with instructions on how to use One Line/Cite View. At the bottom, there is a "RefWorks Terms and Conditions" link and a copyright notice: "© 2006 RefWorks. All rights reserved."

The next screen that appears is the Standard View screen that lists all the citations you have assembled into RefWorks to create your bibliography/reference(s) document.

The screenshot shows the RefWorks Standard View screen. At the top, there is a navigation bar with links for References, Search, View, Folders, Bibliography, Tools, and Help, along with a search box and a "Go" button. The main heading reads "All References" with a "Switch to: Standard View" dropdown menu. Below this, there is a "Use:" section with radio buttons for "Selected", "Page", and "All in List", and buttons for "Add to My List", "Put in Folder...", "Global Edit", "Delete", and "Print". The "Sort by" dropdown menu is set to "Authors, Primary". The list of references is as follows:

Ref ID	Title	Source	Actions
Ref ID: 14	Construction	Country Profile Bulgaria, 2006, 42-42, EIU: Economist Intelligence Unit	View Edit OLinks
Ref ID: 15	Construction	Country Profile Bulgaria, 2006, 42-42, EIU: Economist Intelligence Unit	View Edit OLinks
Ref ID: 16	Manufacturing	Country Profile Czech Republic, 2006, 42-44, EIU: Economist Intelligence Unit	View Edit OLinks
Ref ID: 11	Codes of professional responsibility : ethics standards in \par business, health, and law	1999, 1149, Bureau of National Affairs, Washington, D.C., 4th ed.\par	Test View Edit OLinks
Ref ID: 13			View Edit OLinks

**Step 2** Go to **Tools**. Scroll to the **Customize** option.

The screenshot shows the RefWorks interface. At the top, there is a navigation bar with the following items: **References**, **Search**, **View**, **Folders**, **Bibliography**, **Tools**, and **Help**. The **Tools** menu is highlighted with a red box, and an arrow points to it from a callout box. The callout box contains the text: "Scroll down through the options under 'Tools' and click on 'Customize'". Below the navigation bar, there is a section for "All References" with a "Switch to:" dropdown menu set to "Standard View". There are three radio buttons: "Selected" (selected), "Page", and "All in List". Below these are buttons for "Add to My List", "Put in Folder...", "Global Edit", "Delete", and "Print". The first reference is for "Ref ID: 14" with the title "Construction" and source "Country Profile Bulgaria, 2006, 42-42, EIU: Economist Intelligence Unit". The second reference is for "Ref ID: 15" with the title "Construction".

**Results:**

A screenshot of the Customize page:

The screenshot shows the "Customize" page in RefWorks. The page is divided into several sections:

- Reference List Options:** Includes "References Per Page" (25), "Output Styles Choices for Reference View" (three dropdown menus), "Show Folder Information For Each Reference" (Yes/No), "Author Resolver Links" (Default Setting (Show 2 Bars)), and "Automatically Mark Duplicates" (Yes/No).
- Startup Options:** Includes "View Folder" (Last Imported), "Sort Ref List by" (Pub Year, Descending), "Language/Locale" (English (United States)), and "Enable Screen Reader Friendly Menu" (Yes/No).
- Import Options:** Includes "Default Source Type for Imported References" (Electronic) and "Show Option for Global Edit of Electronic Source Related Fields After Import" (Yes/No).
- RefWorks Links:** Includes "Show PubMed" (Yes/No).
- Reference Edit Options:** Includes "Enable Term Assistant" (Yes/No) and "Default Output Language" (Unknown).

### Step 3 Look at the Import Option Section:

The screenshot shows the RefWorks 'Customize' interface. The 'Import Options' section is circled in red. The 'Default Source Type for Imported References' dropdown menu is set to 'Electronic'. A red box highlights this dropdown with a note: 'Note it is set to electronic. Only change this option if you will be importing print materials.' Other options include 'References Per Page' (25), 'Output Styles Choices for Reference View' (three dropdowns), 'Show Folder Information For Each Reference' (Yes/No), 'Author Resolver Links' (Default Setting (Show 2 Bars)), 'Automatically Mark Duplicates' (Yes/No), 'Startup Options' (View Folder: Last Imported, Sort Ref List by: Pub Year, Descending, Language/Locale: English (United States), Enable Screen Reader Friendly Menu: Yes/No), 'RefWorks Links' (Show PubMed: Yes/No), and 'Reference Edit Options' (Enable Term Assistant: Yes/No, Default Output Language: Unknown).

### Step 4 If you make any changes to the import options, click the **Save** button.

- After saving, you must log out of RefWorks for these changes to apply. The next time you need to use RefWorks, it will be ready to make your electronic citations properly.

#### Note:

Remember that you will need to set up the **Import Option** default according to the material type you are referencing in your bibliography/reference(s) document. **The import option should always match the material type of your reference source.** Ex: If you locate a print resource, such as a book, from the Franklin University Library search catalog you will want your option to be set as PRINT before you import your citation into the document that you are creating with RefWorks. However, you will want the import option to be set on ELECTRONIC, if you are importing an e-book record from the Franklin University Library search catalog.