



(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 **“Print”** when a citation is created. Therefore, the default needs to be reset when/if the material you are citing is from an electronic resource, such as Electronic Journal Center or an EBSCOhost database.

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 ‘Print’ but this citation record was retrieved from an EBSCO database.

**RefWorks** German interface (in beta test) now available. [Click here for details.](#)

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾ Search F

### All References

Reference 6 of 20 [◀◀Prev](#)

In Folder... ▾

Ref ID: 9  
Ref Type: Journal  
Source Type: **Print** ←  
Authors: [Arnaud, Glues](#)  
Title: A coach or a couch? A Lacanian perspective on executive coaching and consulting  
Periodical, Full: [Human Relations](#)  
Pub Year: 2003  
Pub Date Free Form: 09//  
Volume: 56  
Issue: 9  
Start Page: 1131  
Other Pages: 1154  
Descriptors: [MANAGEMENT science](#); [MENTORING](#); [PSYCHOANALYTIC counseling](#); [PSYCHOLOGY, Applied](#); [I theory](#); [management](#); [psychoanalysis](#); [LACAN, Jacques](#)  
Abstract: At a time when competition in the workplace is becoming more and more individual, ruthless and widespread, more personally. That is why the market for psychologically oriented executive coaching is exploding nowadays

## Global Edit Feature

Instructions on how to use the Global Edit feature:

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

The screenshot shows the RefWorks login center for Franklin University. The page has a header with the RefWorks logo and navigation links: Home, Administration, Contact Us, Tutorial, Help, and a Language dropdown. The main content area is titled "Welcome to RefWorks" and "Your Online Personal Database and Bibliography Creator". On the left, there is a "RefWorks User Login for Franklin University" box with a "Login" button. Below it, there are links for "New to RefWorks?" (Sign up for an Individual Account) and "Not your Organization?" (Login using your Group Code). The main text area provides instructions for "RefWorks Franklin University" users, "Offsite users" (with a 4-step list: 1. Install Write-N-Cite, 2. From the Start Menu, select Programs and RefWorks, 3. Select the WNC Proxy Configuration Utility, 4. In the Proxy Server URL textbox, type in: https://0-www.refworks.com.olinkserver.franklin.edu/Refworks/?WNC=true and click OK), and "Write-N-Cite users". 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. The header includes the RefWorks logo, a welcome message for "amber bice", and a "Log out" link. Below the header is a navigation menu with "References", "Search", "View", "Folders", "Bibliography", "Tools", and "Help". A search bar is present with the text "Search RefWorks" and a "Go" button. The main content area is titled "All References" and shows a list of references. The first reference is "Construction" (Ref ID: 14) from "Country Profile Bulgaria, 2006, 42-42, EIU: Economist Intelligence Unit". The second reference is "Construction" (Ref ID: 15) from "Country Profile Bulgaria, 2006, 42-42, EIU: Economist Intelligence Unit". The third reference is "Manufacturing" (Ref ID: 16) from "Country Profile Czech Republic, 2006, 42-44, EIU: Economist Intelligence Unit". The fourth reference is "Codes of professional responsibility : ethics standards in \par business, health, and law" (Ref ID: 11) from "1999, 1149, Bureau of National Affairs, Washington, D.C, 4th ed.\par". The fifth reference is "Codes of professional responsibility : ethics standards in \par business, health, and law" (Ref ID: 13) from "1999, 1149, Bureau of National Affairs, Washington, D.C, 4th ed.\par". Each reference entry includes a checkbox, the reference ID, the title, authors, source, and a "View Edit OLinks" link.

## Global Edit Feature

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

The screenshot shows the RefWorks web interface. At the top, there is a navigation bar with the following menu items: References, Search, View, Folders, Bibliography, Tools, and Help. The 'Tools' menu is currently selected, and a callout box with a black border and white background points to it. The callout box contains the text: "Scroll down through the options under 'Tools' and click on 'Customize'". Below the navigation bar, the main content area displays a list of references. The first reference is for Ref ID: 14, titled "Construction", with a source of "Country Profile Bulgaria, 2006, 42-42, EIU: Economist Intelligence Unit". The second reference is for Ref ID: 15, also titled "Construction". Above the list, there are several buttons: "Add to My List", "Put in Folder...", "Global Edit", "Delete", and "Print". The "Global Edit" button is highlighted with a red border.

### Results:

A screenshot of the Customize page:

The screenshot shows the 'Customize' page in the RefWorks interface. The page is titled 'Customize' and has a 'Back to Reference List' link in the top right corner. The page is divided into several sections:

- Reference List Options:** Includes a 'References Per Page' field set to 25 (with a note '(500 refs max.)'), three 'Output Styles Choices for Reference View' dropdown menus, and a 'Show Folder Information For Each Reference' section with radio buttons for 'Yes' (selected) and 'No'.
- Startup Options:** Includes a 'View Folder' dropdown menu, a 'Sort Ref List by' dropdown menu, and a 'Language/Locale' dropdown menu set to 'English (United States)'.
- Import Option:** Includes a 'Default Source Type for Imported References' dropdown menu set to 'Print', and a 'Show Option for Global Edit of Electronic Source Related Fields After Import' section with radio buttons for 'Yes' (selected) and 'No'.
- RefWorks Links:** Includes a 'Show PubMed' section with radio buttons for 'Yes' (selected) and 'No'.

At the bottom of the page, there are two buttons: 'Save' and 'Reset'.



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

The screenshot shows the RefWorks 'Customize' settings page. The 'Import Option' section is circled in red. Two callout boxes provide instructions: one to change 'Print' to 'Electronic' in the 'Default Source Type for Imported References' dropdown, and another to change 'No' to 'Yes' in the 'Show Option for Global Edit of Electronic Source Related Fields After Import' radio buttons. The 'Save' and 'Reset' buttons are visible at the bottom.

**Step 4** Once you have changed the settings as shown above, click the 'Save' button.

- a. 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.
- b. Login to RefWorks, as instructed in [QRC 1](#). You will need to follow the steps in [QRC 2a](#), [QRC 2b](#) or [QRC 2c](#) to import a citation record into RefWorks. Once you have done this, the RefWorks screen that will automatically pop up is:

## Global Edit Feature

 **RefWorks** German interface (in beta test) now available. [Click here](#) for details. Welcome, amber bice. [Log out](#)  
Franklin University 

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾ Search RefWorks

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### Import from ebSCO

[Back to Reference List](#)

Importing references, please wait...

Import completed - 1 reference imported

The default Source Type for imported reference(s) is set to Print. You can choose to add electronic source related information in the fields below. All references from your last import will be updated with any information you provide. Some electronic source related information may be included by the data vendor and if so, will appear in the fields below.

Globally Edit Fields for Imported References		
Data Source	<input type="text" value="ebSCO"/>	Leave Existing Data Alone ▾
Database	<input type="text"/>	Leave Existing Data Alone ▾
Links	<input type="text"/>	Leave Existing Data Alone ▾
Retrieved Date	<input type="text" value="8/4/2006"/>	Leave Existing Data Alone ▾

- c. The adjustments that need to be made on this screen are as follows:
- i. **Data Source field:** EBSCO is the automatic default. Leave this as EBSCO, as long as this is the database you found your articles in. The article citation record(s) is what will be used to create your bibliography/reference(s) document.
  - ii. The **box to the right of the Data Source field**, use the drop down menu to highlight 'Append to existing data'.
  - iii. **Database field:** Type in the specific database that you are using. For example, Business Source Complete.
  - iv. **Links field:** Leave this box blank. The only exception is when you are including a link to a website.
  - v. **Retrieved Date field:** Change the numerical date to the format specified by APA, ie. January 21, 2006.
- d. Click on 'Edit Fields'. This will automatically change the existing records that you have in RefWorks and modify any records that you create in the future.

**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.