RefWorks Registration & Tool Download

This document will walk you through the steps to create a RefWorks Account, add the Save to RefWorks bookmarklet to a browser, and install the Write-n-Cite add-on to Google Docs and Word.

More help and details are available at http://libguides.furman.edu/citing/refworks

If you cannot find the information or assistance you need in this guide or at the website, please contact Andrea Wright (andrea.wright@furman.edu) directly.

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Creating a RefWorks Account

1. Go to https://refworks.proquest.com/signup/email/

2. Enter your @furman.edu email address

3. Choose a password to create a new account

4. Check your Furman Email for a confirmation email and follow the link to confirm your account

5. Enter the basic demographic information to complete your registration
Adding the “Save to RefWorks” Bookmarklet to Your Browser

1. From the RefWorks homepage, select the “More Option” (three vertical dots) icon, and then select “Tools”

2. Select “Install Save to RefWorks”

3. Drag the grey button to your browser’s bookmarks bar* 

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1 Note that Microsoft Edge, the default browser on Windows 10 computers, does not support java bookmarklets and thus cannot install the Save to RefWorks button. While you can build your RefWorks library through other import methods, the Save to RefWorks button is far and away the easiest way to transfer data from PubMed. For extensive searching and RefWorks use from PubMed, consider Chrome, Firefox, or Safari.
*How to view your favorites or bookmarks bar in various browsers*

**Chrome**

1. Select the “More Options” (three vertical dots) button to the right of the search/browser bar
2. Select Bookmarks
3. Check “Show bookmarks bar”

4. Your bookmarks bar will now appear under the search/browser bar
Firefox

1. Select the Bookmark icon
2. Select “Bookmarks Toolbar”
3. Select “View Bookmark Toolbar”

4. Your bookmarks bar will now appear under the search/browser bar
Safari for Mac

1. Select the View Dropdown
2. Select “Show Bookmarks Bar”
3. Your bookmarks bar will now appear on the left side of your browser window

Safari for Windows

4. Click the Options Icon
5. Select “Show Bookmarks Bar”
6. Your bookmarks bar will now appear under the search/browser bar
Installing Write-n-Cite

For Google Docs

1. Open a blank Google Doc
2. Select Add-ons
3. Select “Get add-ons”
4. Search for RefWorks in the top right search bar
5. Add ProQuest RefWorks
6. Complete Add-on installation
7. Back in your blank doc, select Add-ons, then ProQuest RefWorks, then Manage citations
8. A RefWorks sidebar will appear on the right side of the doc. Login with your furman email address and RefWorks password.

Log in with RefWorks

your.name@furman.edu

Forgot your password?

Log in
Word 2016 for Mac or Windows

1. Open Word 2016
2. Select the Insert tab and then the Store icon

![Store icon in Word](image)

3. Search for “RefWorks”

![Search for RefWorks](image)

4. Add “RefWorks Citation Manager”

![Add RefWorks Citation Manager](image)

5. A RefWorks sidebar will appear on the right side of the doc. Login with your Furman email and RefWorks password to activate the program and sync your account.
Word 2013 (or older) for Windows

1. From the RefWorks homepage, select the “More Option” (three vertical dots) icon, and then select “Tools”

2. Scroll down and select “Cite in Microsoft Word”

3. RefWorks should automatically detect the correct version to prompt you to download

4. Ensure that Microsoft Word is completely exited on your computer

5. Follow the installation instructions from the download

6. Once installation is complete, reopen Word

7. Word should now display a RefWorks tab on your top ribbon

8. Log In with your Furman email address and RefWorks password to activate the program and sync your account
Word 2008 or Word 2011 for Mac

1. From the RefWorks homepage, select the “More Option” (three vertical dots) icon, and then select “Tools”

2. Scroll down and select “Cite in Microsoft Word”

3. RefWorks should automatically detect the correct version to prompt you to download

4. Ensure that Microsoft Word is completely exited on your computer. You should QUIT Word, not just close the window.

5. Follow the installation instructions from the download

6. If you get a java error when attempting the installation, download this Apple-specific version of java, then re-run the installation program: [https://support.apple.com/kb/dl1572](https://support.apple.com/kb/dl1572)

7. Once installation is complete, reopen Word

8. Word should now display a RefWorks toolbar near the top of your Word screen. Login with your Furman email and RefWorks password to activate the program and sync your account.