By now you are a pro on all the basics of using RefWorks... But there's even more you can learn, starting with how you look at your references within RefWorks.

Let's spend a few minutes on the variety of ways you can actually view or look at your references and how you can print those views.

You already know that you can view all your references or just a folder of references from the View area...

But, did you know that you can change how you look at the references that you select from the View menu by using the Switch to drop-down?
Ok, so what does that mean?
It means that the Standard View displays your references in a condensed manner -- showing only the:

- Title
- Authors
- Source (periodical name or publisher, pub year, etc.)

By default, you see the Standard View.

There are three views by default:

- Standard View
- One Line/Cite View
- Full View

We've already discussed the Standard View, so let's take a look at the other options...
(To learn how to USE this view, go to the Basic Feature tutorial section on Using One Line/Cite View.)

One Line/Cite View is used when writing a paper (remember the Building Your Bibliography section of the Basic Feature tutorial?) and you want to copy temporary citation placeholders into your document for formatting later.

The only information that displays is the author name(s), pub year and title.

The Full View shows you all the data in each reference. Only the fields of information that have data in them are displayed (you can view all the empty fields in the Edit mode of the reference).
You set this up in Customize section, under the Tools area. In addition to the three views RefWorks gives you, you can add three more, selecting from the list of output styles.
In addition to setting output styles (which we’ll get to you in a minute), you can also select the number of references to display on each "page".

One word of caution -- if you select a large number of references to display per page AND you have your default display set to Full View -- it may take a bit of time to load pages within RefWorks. This is because of the amount of data being displayed.
Simply choose three styles (or less...you do not have to use all three choices) that you want to use to view your references.

Back to selecting output styles to view records...There are three drop-downs to select from. The drop-downs all display the complete output style list (including any custom output styles you create).
Save the selections...
We'll take a look at our new options...and view our references in the Chicago style that we added.

Viewing your references using an output style is an excellent way of seeing how your bibliography or reference list will appear when formatted.
Let's return to the Standard View.
Note: The view you choose in the Switch to drop-down will remain as the default view until you change it to another view.

The Sort by drop-down provides you with alternate ways to view your references. Authors, Primary is generally the default sort...
Another way to change how you look at your references is to sort them.
Back in the Customize section of the Tools area, you can change the default Sort. The references are now sorted by Ref Type regardless of which View you have chosen.

Select the default Sort here...choosing an option from the list. Let's choose Ref ID.
You can also specify a folder of references to display when you log in to RefWorks (vs. the All References view you automatically get). Select the folder here...
You can temporarily change your sort at any time with the Sort by drop-down or you can change the default sort in the Customize section.

The references are now sorted by Ref ID.
You can print your references with any Sort by option by using the Print button located within RefWorks...
To use the print option, simply select the specific references you want to print (you will also have the option for the entire page or all in list).

When you are ready, click the Print button. The difference between the Print button and creating a bibliography from a folder or paper is that the Print option will use whatever you have selected in the Sort by drop-down -- overriding the specified sort of the output style you select.

What?
Let’s say you want to print out your references, in the MLA style, but you want them sorted by Ref ID. If you go to the Bibliography area and select the folder of references and MLA style, it will be sorted alphabetically by All Authors and then Title.

Using the Print button will create your bibliography in the sort order displayed.
After you pick your output style, click the Print button and your references will be displayed on screen for you to print.
Here's your custom bibliography!

Now you have lots of options for viewing, sorting and printing your references!