

## **RefWorks Fundamentals Training Training Outline**

The following is a sample outline of a RefWorks Beginner User training session. The RefWorks Leader Guides follow this outline. This session would run approximately 1 1/2 hours if given demonstration style...longer if hands-on.

### **Module 1: Logging in/Creating an Account**

- Creating your account
- On-campus login
- Off-campus login (via group code, proxy server or other authentication system)

### **Module 2: Navigating RefWorks**

- Toolbar used to access various areas
- Search box (demonstrated later)
- Show online help
- Show online tutorials
- Show Quick Start Card

### **Module 3: Getting References into RefWorks**

- Direct Export from a data vendor
- Importing a Text File
- Entering References Manually
  - o What is AccuCite?
- Searching Online Catalog or Database

### **Module 4: Organizing/Managing Your References**

- Creating Folders
- Moving References into Folders
- Removing References from Folders

### **Module 5: Searching**

- Search Refworks (quick search)

### **Module 6: Creating a Bibliography**

- Reference List from a folder of References
- Using Write-N-Cite **OR**
- Using One Line/Cite View (optional)

### **Module 7: Conclusion**