RefWorks Basics - Creating A Custom Output Style List

Slide 1
RefWorks has thousands of output styles for you to use for your bibliography.

To save you time navigating the long list of styles, we created the Output Style Manager where you can create a list of Favorite styles which are easily accessible throughout RefWorks.

So before you create your bibliography (or use Write-N-Cite while writing your paper) you’ll want to make sure you have the styles you need in your Favorites list by using the Output Style Manager.

Slide 2
The Output Style Manager can be accessed from the Tools area....

Slide 3
Or from the Bibliography area.
In the left column, all of the output styles available in RefWorks are listed. In the right column are the styles that will appear in the Favorites area of the drop-down when you are formatting a paper or printing a bibliography. New RefWorks users will already find some output styles in the Favorites area. We've added some of the most popular styles for you. You can add more styles to your Favorites list or remove styles you do not need... To add styles to your Favorites, you need to locate the name of the style you want to add in the left column. You can choose which list of styles you want displayed in the left column from the drop-down option... By default, we display all output styles (those created by RefWorks and any custom styles you create).
Besides the default list of all styles, there are two other options for listing output styles to choose from:

- Show My Organization displays styles that have been pre-selected by your Organization as being highly used or recommended (in this example, "My Organization" would be the name of the Organization your subscription may be affiliated under).
- Show User Customized would display only the output styles you have created or modified (displayed in red text).

You can add a style to your Favorites from any of the three list options, by clicking on the style name... and then the Add to Favorites button.
Slide 13
The style now appears in your Favorites list. The same process works for any custom output styles you have created. First, select the option from the drop-down.

Slide 14

Slide 15
Styles you create are automatically added to your Favorites, but you can remove and re-add them as desired. Output Styles that you create or modify are displayed in red text. Select the style...and add it to your Favorites.
Another way to locate styles is to search by entering all or part of the name in the search box.

If you are not familiar with a style and want to look at it first, simply click on the Preview Styles button to open the Output Style Preview Utility.

Locate the style in the drop-down and you'll see sample references (for more on the Output Style Preview Utility, see the Advanced Feature Tutorial module on this topic).
We'll add this to the list as well.

Output styles can also be removed from your Favorites list (removing them does not delete them from your account -- it just places them back in the full list).
Select the output style to remove...

And click the Remove button
The output style is removed from your list of Favorites. Let's take a look at how this list appears when you are creating a bibliography.

Your Favorites appear at the top of the list, followed by any Organization-specific styles that may have been selected. These styles are ready for you to use!
We want to mention a few things to remember about the Output Style Manager: Access to the Output Style Manager is only available in your RefWorks account. If you are using Write-N-Cite to write and format your paper and you want to add output styles, you'll need to log in to your RefWorks account to do so. Output styles are used in several places within RefWorks, so you'll need to use the Output Style Manager to make sure your style is listed if you want to do any of the following:
- create a bibliography from a folder of references
- create a list of references using the Print feature
- format a paper using Write-N-Cite, One Line/Cite View or from the Bibliography area of RefWorks

Now that you know how to get the output styles you need, you are ready to create your bibliography. Select Building Your Bibliography from the tutorial menu to continue.