



RefWorks I: Logging In and Access Details for Stanford

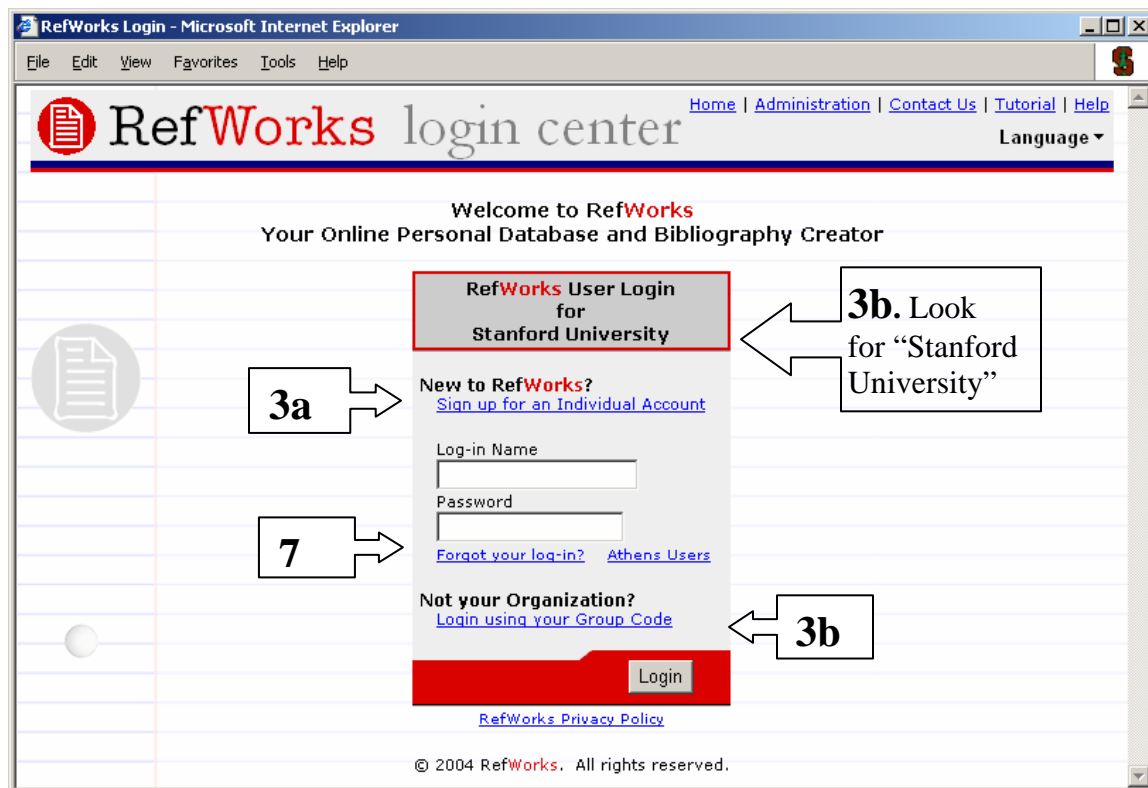
Use RefWorks to:

- create your personal online collection of references to journal articles, books, dissertations, newspaper articles, webpages, artwork, or anything else you want to have at the ready to reference as a cited work.
- import references from existing databases and save you from typing each individual reference
- format bibliographies and manuscripts quickly in the required style (e.g. AIP, APA, CBE, Chicago, MLA, Turabian, etc.)

RefWorks is on the Web. Your personal database may be accessed from any computer, on any operating system, provided there is an Internet connection and a Web browser.

Getting started: Logging In

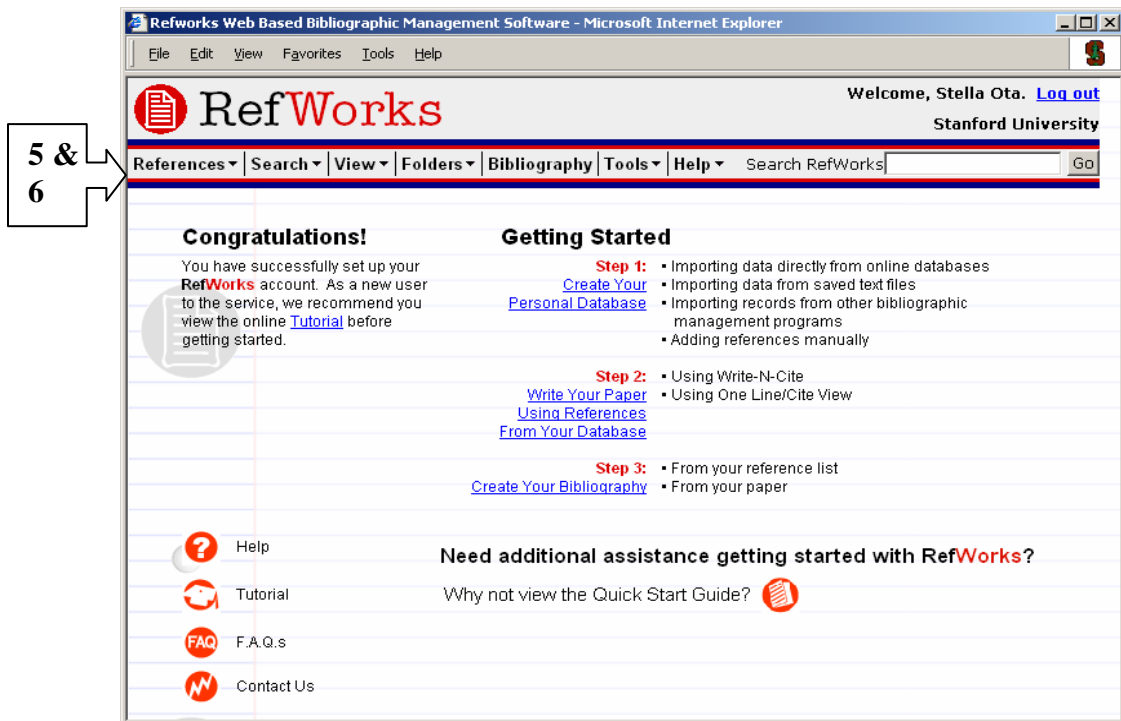
1. Go to <http://www.refworks.com/>
2. Select **Login** from the middle toolbar, first option on the left.



3a. For a new account, select **Sign up for an individual account**

3b. If you have an account and need off-campus access, select **Login using your Group Code** and look for **User Login for Stanford University** before logging in

4. After creating a new account, the **Congratulations/Getting Started** window appears.



5. Navigate the RefWorks interface using the top toolbar.
6. Tip: the **Tutorial** under **Help** is offers quick Flash segments to get familiar with the interface.
7. After creating your account, you will receive an email with your login information and group code. If you have more than one account, all logins associated with your email address will be listed. You will receive this email again if you select **Forgot your login?** from the login screen.

Access to RefWorks at Stanford: Some Details

1. RefWorks is free for Stanford students, faculty, and staff. A campus-wide site-license is paid by Stanford University Libraries for RefWorks. Access is based on IP address.
2. As many accounts as desired may be created with no size limits per account, currently.
3. To collaborate with Stanford colleagues, share your references by creating a read-only password for your account (**Tools**, then **Update User Information**)
4. If some collaborators are at other institutions, then contact the account administrator (as of 5/06, Grace Baysinger, graceb@stanford.edu, for group account requirements)
4. Login name, password, and group code are all encrypted by RefWorks
5. RefWorks is compatible with the following browsers: I.E. 5.0+, Netscape 6.0+
6. RefWorks is compatible with the following word processors: Word for Windows 2000+, Word for Mac 98+
7. Write-N-Cite is compatible with Microsoft Word 2000+ or Word for Mac98 and up; Windows 98, ME, NT, 2000, XP or Mac OS X v10.3 or later; and I.E. 5.0+

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