

# RefWorks

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## About RefWorks

RefWorks is a web-based tool for storing and managing bibliographic references.

## [Connect to RefWorks](#)

You can:

- Copy references from the Library catalogue and many Library databases into your RefWorks account.
- View the complete list of databases compatible with RefWorks.
- Drag documents into your RefWorks account and edit and annotate them.
- Set up a RefWorks account that is accessible from anywhere with Internet access.
- Create a personal database of your references.
- Collaborate on group work.
- Insert references into documents in your choice of citation style.

## Accessing RefWorks

### Create an individual RefWorks account.

1. Click the Connect to RefWorks link above.
2. Click **Create Account**.
3. Use your university email address to create your account.

You can now use your account to build up your personal database of references.

## Set up RefWorks Citation Manager (RCM)

Use Reference Citation Manager (RCM) to insert in-text citations and create a reference list in Word.

### Install Reference Citation Manager (RCM)

RefWorks Citation Manager is for users of Word 2016 or later.

- Log in to your [RefWorks account](#)
- Click on the **Tools** icon, then click on **Tools** in the dropdown menu.
- Go to the **RefWorks writing tools** section.
- Under the **Microsoft Word** section, follow the instructions for installing **RefWorks Citation Manager (RCM)** from the **Microsoft AppSource**.

## Save to RefWorks

Use "Save to RefWorks" to export bibliographic information from web pages.

### Install Save to RefWorks

- Log in to your RefWorks account.
- Click on the **Tools** icon, then click on **Tools** in the dropdown menu.
- Click **Install Save to RefWorks**.
- Drag the 'Save to RefWorks' button to your browser's toolbar.
- The bookmarklet should appear in your browser toolbar.

## Cite in Google Docs

Use the Google Docs add-on to insert and edit citations from your RefWorks library into Google Docs and create a bibliography.

### Install the Google Docs add-on.

- Log in to your RefWorks account.
- Click on the **Tools** icon, then click on **Tools** in the dropdown menu.
- Go to the **RefWorks writing tools section** and click on the **Google Docs** tab.
- Click on **Get the Add-on** and follow the instructions.
- The add-on will be available from the Add-ons menu in Google Docs.

## Group Code

If you are asked for a **Group Code** when accessing RefWorks, enter **RWUnivAuckland**.

## Guides and videos

### University of Auckland RefWorks guides

- Use the RefWorks [Online training](#) to learn the basics.
- Refer to the [tool comparison table](#) to see why RefWorks might be right for you.

## Official RefWorks guides

- [RefWorks user guides](#)  
A handy guide to take you through the main features of RefWorks.
- [Knowledge articles](#)
- [Resources/Support](#)

## Videos

- Official RefWorks [training videos](#)  
A series of useful short videos on the main tasks you will need to carry out.

## Webinars

RefWorks also provides [webinars](#) (online classes) in which students and staff can participate. You can register for a webinar from the training page of the RefWorks website.

## Help

View [Guides](#) and [videos](#) to gain basic knowledge of the software.

## RefWorks Support Centre

- View the official [Support Centre](#)

## Google it

- There's a wealth of information about RefWorks out there.

## Still can't find the answer to your question?

If you have further questions about RefWorks, please use the official [RefWorks support pages](#).

Support Centre queries are dealt with Monday - Friday, 9am-5pm. You can expect a reply within 24 hours.

Submit a [Help Form](#)