



- MUS 60
- Music Education Methods

- I. Database - <http://library.furman.edu/resources/databases/refworks.htm>
- II. Adding references from physical items
 - a. References >> Add new reference
 - b. Select item type in drop down menu
 - c. Paste or type information in
 - d. Can also add notes (annotations), abstracts, summaries
- III. Adding references from online databases: ERIC
 - a. Use purple "Full Text?" button
 - b. You should see option to add to RefWorks
 - c. If not, cut and paste
- IV. Adding references from online databases: DAI
 - a. Turn off pop-up blocker
 - i. Mac – Safari – Tools>>Pop-Up Blocker, or apple-K
 - ii. PC – Internet Explorer – Tools>> Pop-Up Blocker
 - iii. PC – Firefox – Tools>> Options>> Content>> Pop-Up Blocker
 - b. Check records
 - c. Click on export
 - d. Click "Selected items"
 - e. Click "export to RefWorks"
 - f. Once you hit export, RefWorks should open in its window
If it doesn't, your pop-up blocker was not turned off.
- V. Organizing records
 - a. Create folders – Folders >> Create New Folder
 - b. View >> Last Imported or All References
 - c. Click on articles you want to move
 - d. Select folder from "Put in Folder" drop-down menu on top of page
- VI. Creating bibliographies
 - a. Click on bibliography from main menu in RefWorks.
 - b. Select Output Style (APA 5th ed.)
 - c. Select File Type to Create
 - d. Select which items to use (select appropriate folder)
 - e. Click on "Create Bibliography"
- VII. Write n' cite
 - a. Download under Tools within RefWorks
 - b. For Mac – you need to open Write n' Cite separately
 - c. For PC – a Write n' Cite toolbar will be embedded into Microsoft Word
 - d. To cite an item using RefWorks, it needs to be in your bibliography
 - e. Type the sentence, then click "Cite" next to the article you are referencing.
 - f. To change your default format, go back to your RefWorks account.
- VIII. Problems?
 - a. Contact Jenny Colvin – jenny.colvin@furman.edu, x3797
 - b. During nights/weekends – Research Assistance in the Main library, x2195