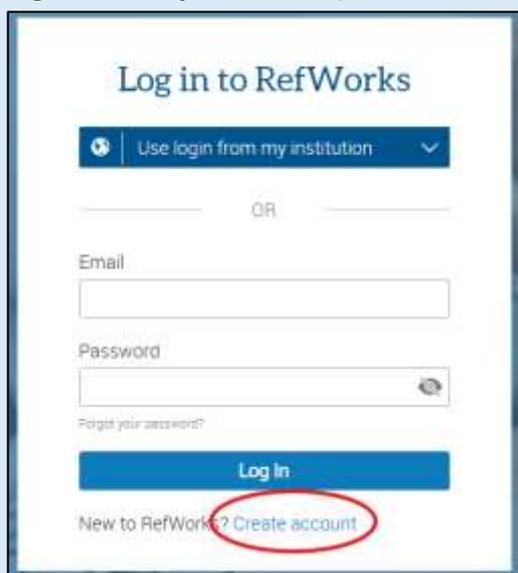


Signing up to RefWorks and installing RefWorks Citation Manager

This document outlines the steps you need to take to sign up to RefWorks and install the Word add-in **RefWorks Citation Manager** so that you can participate in the practical exercises in the RefWorks for referencing workshop.

Signing up to RefWorks

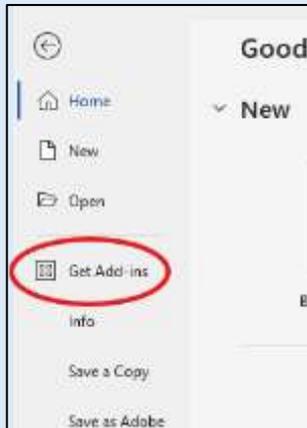
1. Go to <https://refworks.proquest.com/>
2. To sign up using your Oxford email address, choose **Create account**, (do not click **Use login from my institution**).



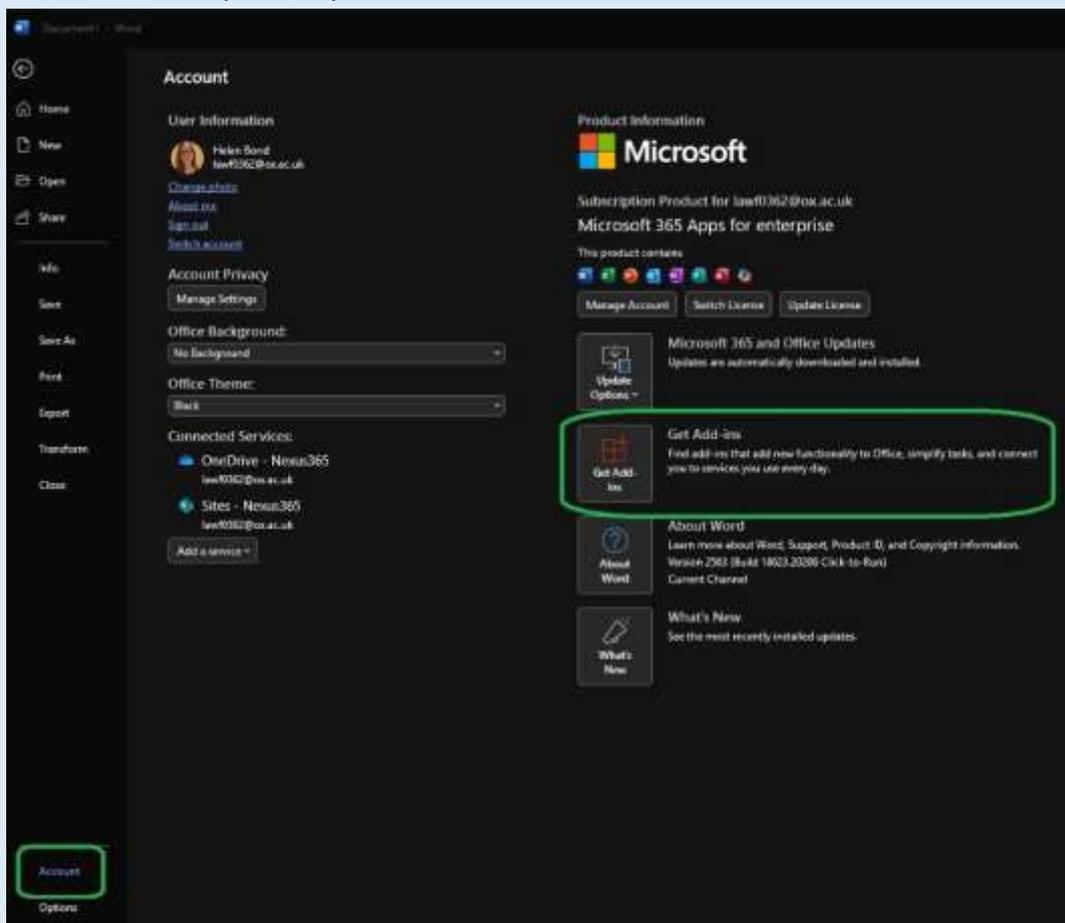
3. When prompted, enter your university email address (ends in ox.ac.uk) and click **Check**.
4. RefWorks should recognise the address as belonging to Oxford. Now pick a password and click **Sign up**.
5. An activation email will be sent to your email account. In your email, either click on the link, or copy and paste the link into a browser.
6. You will be prompted to fill in some details for your account (e.g. name, area of study).

Installing RefWorks Citation Manager

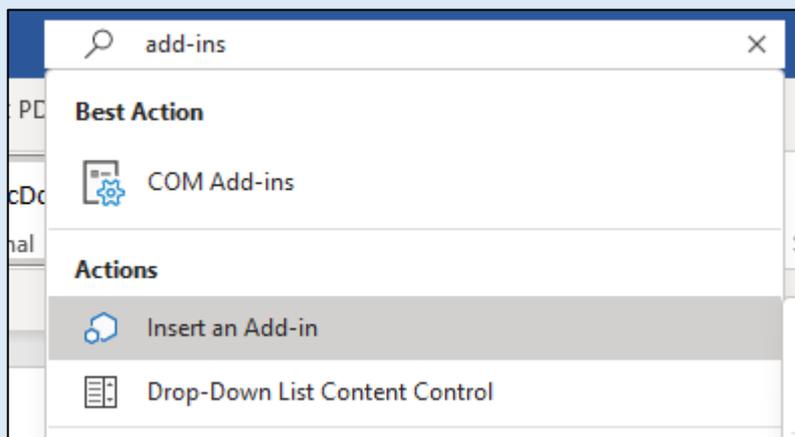
1. Open a Word document.
2. Click on **File -> Get Add-ins**.



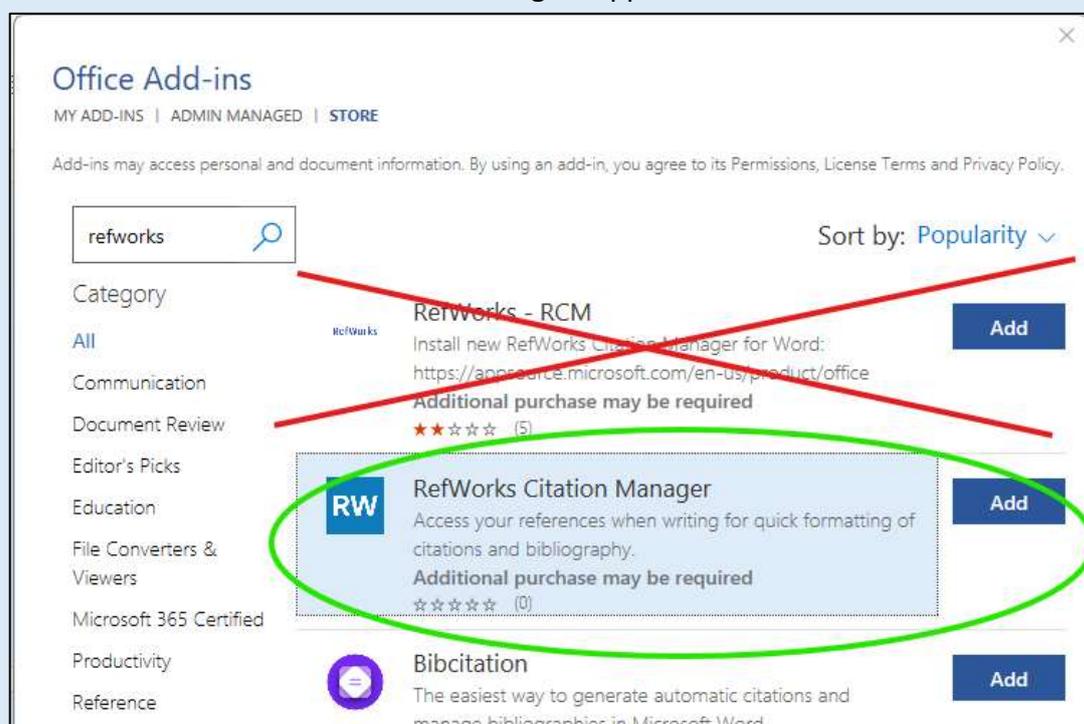
If this is not an option, try **File -> Account -> Get Add-ins**.



- Alternatively, use the search bar at the top of Word to search for Add-ins and click **Insert an Add-in**.



- Search for **RefWorks**. Click **Add** next to **RefWorks Citation Manager**. Ignore RefWorks – RCM – this is an old add-in that is no longer supported.

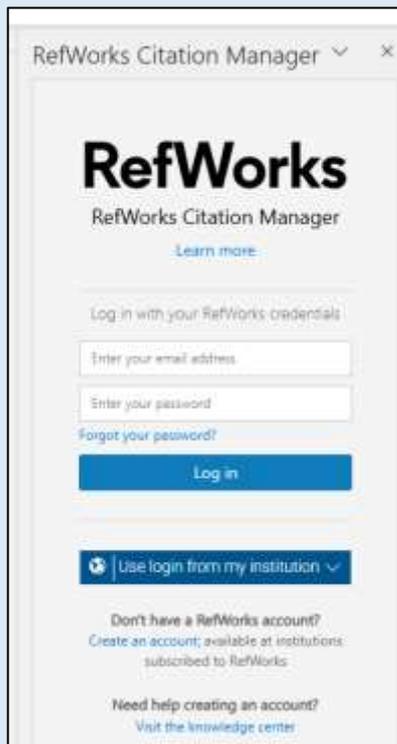


- If you don't see RefWorks Citation Manager come up, try clicking the **Admin Managed** tab in the dialogue box where you will hopefully find the add-in.



- After you install RefWorks Citation Manager, you can open it by clicking **RCM** in the ribbon at the top of Word and clicking **RefWorks Citation Manager**.

7. RefWorks Citation Manager will appear on the right-hand side of Word. Log in with your RefWorks username and password.



Support

Please email reference-management@bodleian.ox.ac.uk for help if you have any difficulties signing up to RefWorks or installing the Word add-in ahead of the session.