

# RefWorks Instructions for Engineering Databases (INSPEC, Compendex, NTIS, etc.)

**RefWorks** is citation management software, which allows one to organize and retrieve references used in writing projects. Examples of references include citations for books, articles, and websites, and one can download these references from library databases. The citation manager then works with word processing software to insert properly formatted footnotes or citations into a paper and create a properly formatted bibliography

You can use **RefWorks** from any computer connected to the Internet - your online database is stored on a central server.

You can log into **Refworks** at <http://refworks.cornell.edu/> or via the main library gateway page. Click on Citation Tools then Quick Link to **RefWorks**.

The first thing to do after logging in is to set up an account. It's free.

[QuickStart Guide](#) is available for downloading in PDF.

## General Instructions

1. To download records from various engineering databases, first connect to the appropriate database, see the [Databases by Discipline](#). Mark the records by clicking on the boxes. Click on Download (or it may be called Save, or Submit marked records, Export). Then Choose **RefWorks** Direct Import.
2. If you also have your RefWorks account already open, the import will automatically begin. If not, then you will be prompted to the **RefWorks** login page; after you login, the import will automatically begin.
3. When the import is complete, select View Last Imported Folder to review the imported records.

You can create folders, if you wish to store different sets of references separately.

## Specific Instructions by Database

Some databases have different search interfaces, and vary in how to download records. Below are some more specific instructions by database.

## **INSPEC, Compendex, NTIS**

INSPEC, Compendex, and NTIS all have the same interface, so instructions are the same.

1. Connect to the database. URLs are on the [Databases by Discipline](#).
2. Perform a search. Select the records you want by clicking on the rectangular boxes.
3. Click on Download, then **RefWorks** Direct Import, then download.

## **Georef**

1. Connect to the database. URLs are on the [Databases by Discipline](#).
2. Perform a search. Select the records you want by clicking on the rectangular boxes.
3. Click on Export, then RefWorks, then Export.

## **Web of Science**

1. Connect to the database. URLs are on the [Databases by Discipline](#).
2. Perform a search. Select the records you want by clicking on the rectangular boxes.
3. Click on Submit Marks, then Marked List, then **RefWorks**, then Export.  
If you have an ISI ResearchSoft product (Reference Manager, EndNote or ProCite) installed on your computer the references will export to Endnote. An ISI Helper application may have been installed on your computer that is automatically called when you select the Export button in ScienceDirect. If you aim is to use **RefWorks**, you can convert them to RefWorks (see [QuickStart instructions](#)) or remove the Endnote product from your machine.

## **SciFinder Scholar**

1. Connect to the database. URLs are on the [Databases by Discipline](#).
2. Perform a search. Select the records you want by clicking on the rectangular boxes.
3. Click on Save As, choose tagged format, give the file a name.
4. Open **RefWorks**. Go to References/Import. Make sure SciFinder is the database selected. Import the file you saved above.

## Library Catalog

To import records from the library catalog, start from within **RefWorks**.

1. From a top menu, click on Search/Online Database/Cornell University
2. Perform a search. Click on the boxes to select records. Click Import.

For instruction on importing text files, formatting references, creating bibliographies, converting references from Endnote, and more, see the [QuickStart instructions](#). It also has frequently-asked questions. For additional information, see the library guide to [Citation Tools at Cornell](#).

For questions or problems with **RefWorks**, contact CiteManage-L@cornell.edu.

Please send [your feedback](#) on this handout. Prepared by jhp1, July, 2005.