

# RefWorks

## A “How-To” Guide for Users of the Resource Room

1. Access the UMN Library web page:  
<http://www.lib.umn.edu/>
2. On the middle left hand side of the landing page for the library is a link that says RefWorks under the header Quicklinks. Click on RefWorks.
3. You are now at the log in page for RefWorks. Click on Login.
4. **This step is if you are accessing the database from off campus only.** You will now have to enter you x.500 login name and password. If you are on campus, skip to the next step.
5. You will now see a page that says RefWorks Login. Click on that. Now enter the User Name and Password for the Center:

Log-in Name:	CASCW
Password:	Student
6. You have now successfully entered the RefWorks Database. From here you can search for the reference you are looking for.
7. There are four different ways to look up information.
  - a. **Search by Author** - Simply move your mouse over the search button on the navigation bar and a pull-down menu will appear to give you the four options for searching. Clicking on Lookup by Author will give you a list of all authors catalogued in the database. They are in alphabetical order. Simply find the author you are looking for and click on the name. You will then be at a screen showing all entries for that author. Each entry will show

the subfile (box on shelf) where the item can be found or listed as a book or journal.

- b. **Search by Descriptor** - Simply move your mouse over the search button on the navigation bar and a pull-down menu will appear to give you the four options for searching. Clicking on Lookup by Descriptor will give you a list of all descriptions catalogued in the database. They are in alphabetical order. Simply find the topic you are looking for and click on it. You will then be at a screen showing all entries for that author. Each entry will show the subfile (box on shelf) where the item can be found or listed as a book or journal.
- c. **Search by Periodical** - Simply move your mouse over the search button on the navigation bar and a pull-down menu will appear to give you the four options for searching. Clicking on Lookup by Periodical will give you a list of all periodicals catalogued in the database. Most of the items in the database are reports, books, and journals. This search function is mostly useless.
- d. **Advanced Search** - Simply move your mouse over the search button on the navigation bar and a pull-down menu will appear to give you the four options for searching. When you click on Advanced you can type in the words you are looking for rather than scrolling through options. This method is useful when you are sure what you are looking for is in the resource room.

- 8. Be sure to Log Out when you are finished with the database. The Log Out button is on the upper right hand side of the screen.