**Manual Entry**

1. Click “New Reference” icon in the top center
   
   ![Image of a box pop up]

2. Select format and type
   
   This will depend on soruce type and what your teacher wants

3. Fill in as much information as possible
   
   Refer to https://owl.english.purdue.edu/owl/ for the correct information and formatting for each citation

**Basic**

- Lastname, Firstname. Title of Book. City of Publication: Publisher, Year of Publication. Medium of Publication.

**Webpage**

- Editor, author, or compiler name (if available). Name of Site. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

**Blog**

- Editor, screen name, author, or compiler name (if available). “Posting Title.” Name of Site. Version number (if available). Name of institution/organization affiliated with the site (sponsor or publisher). Medium of publication. Date of access.

---

**Importing From Libsearch.ewu.edu**

1. Click “Details”
2. Click “Actions”
3. Select RefWorks
4. The RefWorks homepage will appear when finished
   
   If you are led away from the catalog webpage, click the hyperlink to your desired search engine

**Academic Search Complete**

1. Click “Export”  

   ![Image of an export button]

   It will be on the right under tools

2. A green box should pop up
3. Select “Direct Export to RefWorks”
   
   ![Image of a dialog box]

4. Click “Save”

---

**Creating a Folder**

1. Click “New Folder”
   
   It will be on the top left

2. Name & Click “Create”

---

**Moving References**

**Method One (Drag and Drop)**

1. Click and hold on the reference that you want to move
2. Next drag your reference to the desired folder
   
   Your folders will be listed on the right hand side of your screen

**Method Two (Multiple References)**

1. Select your references
   
   Click the check box on the left side of the references
2. Click the folder icon
   
   It will be under the references tab at the top of the page
3. Now select which existing folder you want
   
   You can also create a new folder this way

---

**JSTOR**

1. Click “Export Citation”
   
   It will be under tools on the right
2. Select “RefWorks”
3. A box will pop up
Locate RefWorks

1. Go to www.ewu.edu/library
2. Scroll down to the bottom
3. Find the Library Toolbar
4. Click on “RefWorks” Icon

Creating an Account

1. Click on “Sign Up for a New Account” in the top right corner of the login box
2. Fill out all necessary information on the box that pops up
3. For area of focus, select your major
4. Click “Create Account”

Bibliography

1. Select your references
   This is done by clicking on the check box on the left
2. Click “Create Bibliography”
   This button will be found towards the top and to the left
3. Select “Output Style”
   This will be determined by what your teacher asks for
4. Select “File Type”
   Rich Text Format works best
5. Click “Create”
   If a download box does not appear, use this box to start download or have it emailed to you

The Eagles
Donna, Kelly, Taylor and Frank