

Moving from Legacy to new RefWorks

Please move your references from the Legacy Refworks account by 30th April 2019 because UWL will be moving fully to the new RefWorks version very shortly. In order for your references to appear in new RefWorks, you need to migrate from Legacy RefWorks which you are using at the moment.

Moving from Legacy to new RefWorks is quick and easy. Your Legacy RefWorks account will continue to be active once you've transferred to new RefWorks, and the references in your Legacy library will be unaffected.

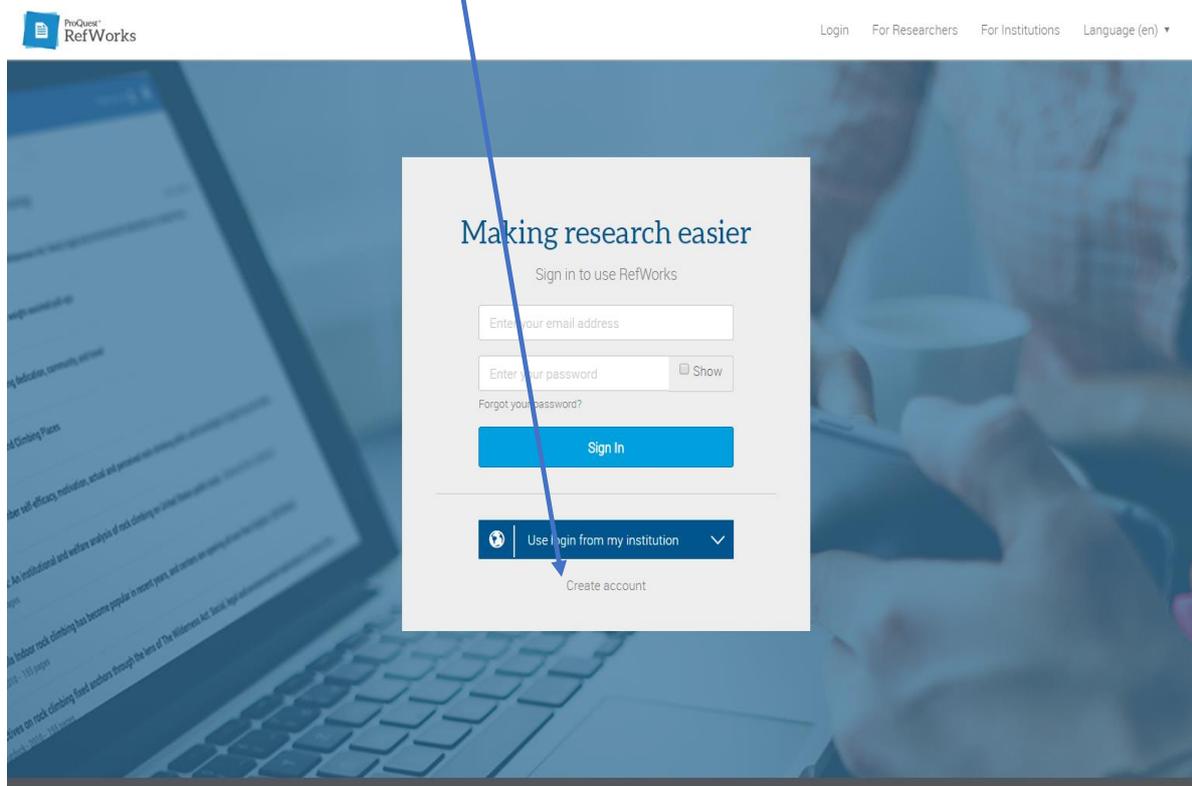
IMPORTANT

If you have started writing a document and have added citations via your Legacy RefWorks account, you will need to continue using Legacy to finish the document. You cannot use both Legacy and new RefWorks in the same document.

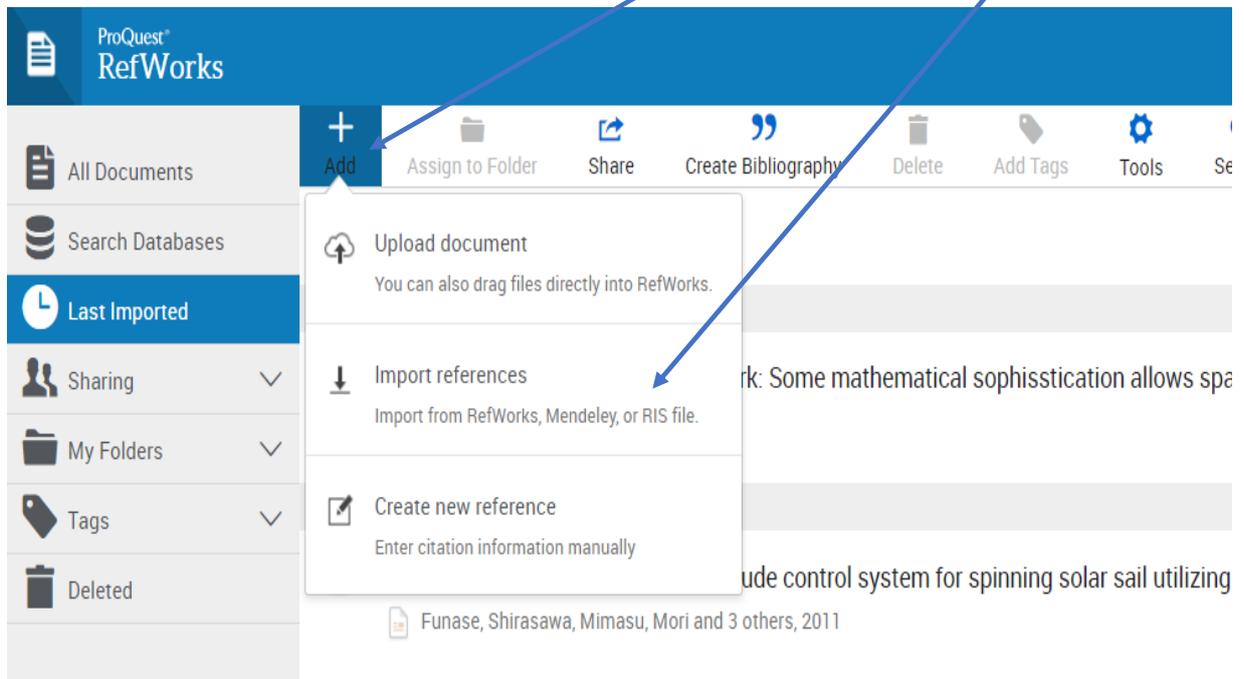
To move from Legacy to new RefWorks

1. Visit the following page (<https://refworks.proquest.com/>)
2. Click on 'Create account'.
3. From the resulting page, enter your university email to begin.
4. Then continue to register and set up a username and password.

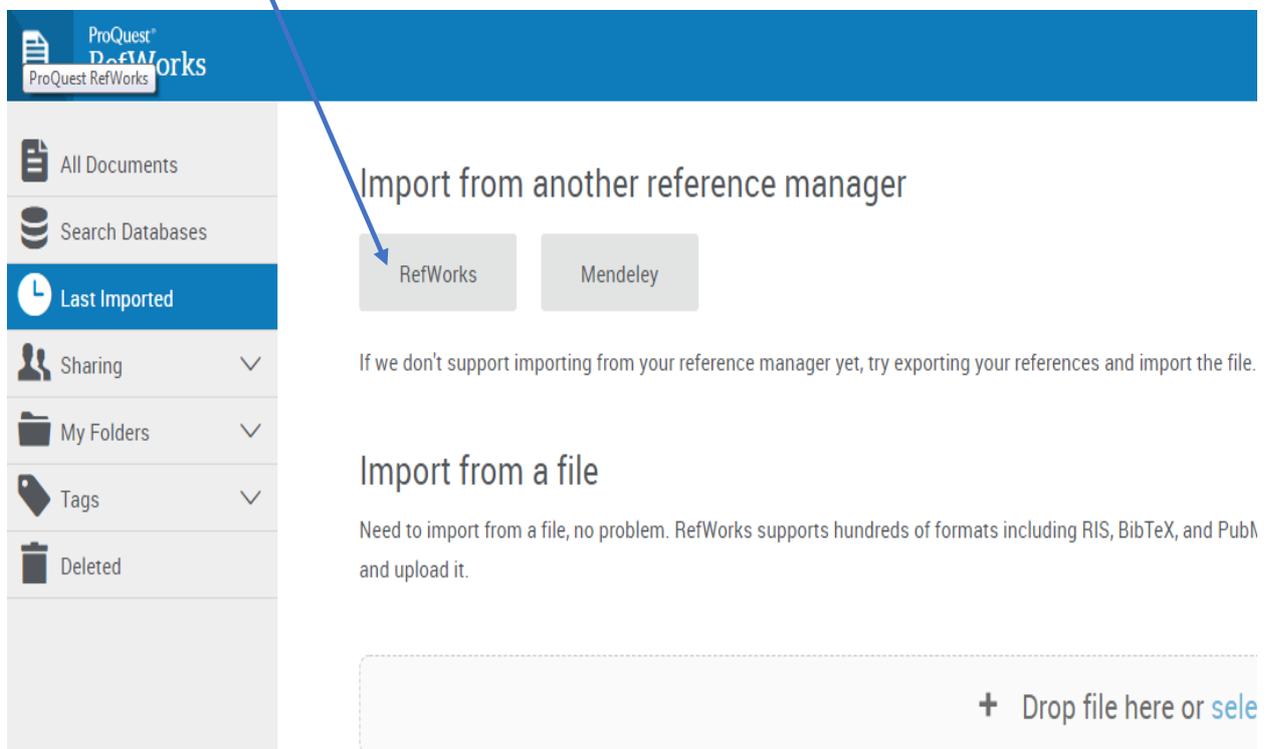
Please do not use the same Legacy account password to set-up your New Refworks account password.



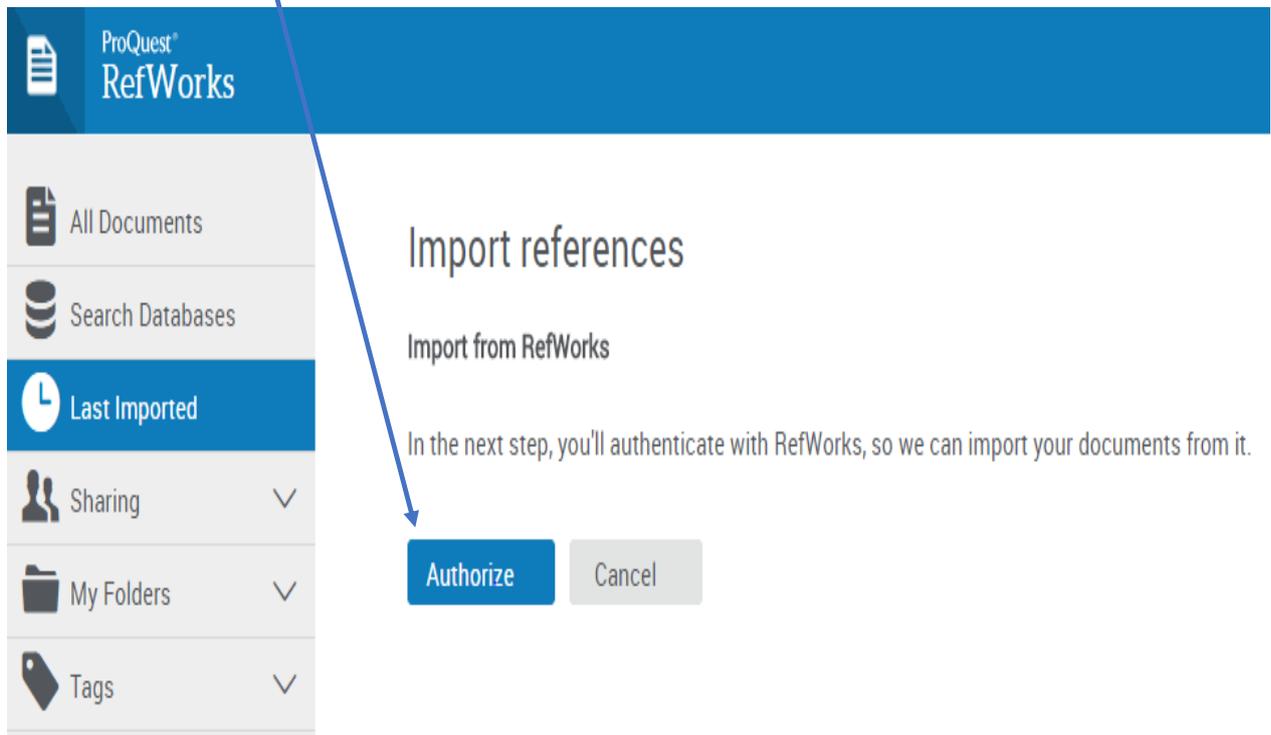
5. In the menu bar of new RefWorks click on the + icon and select **Import References**



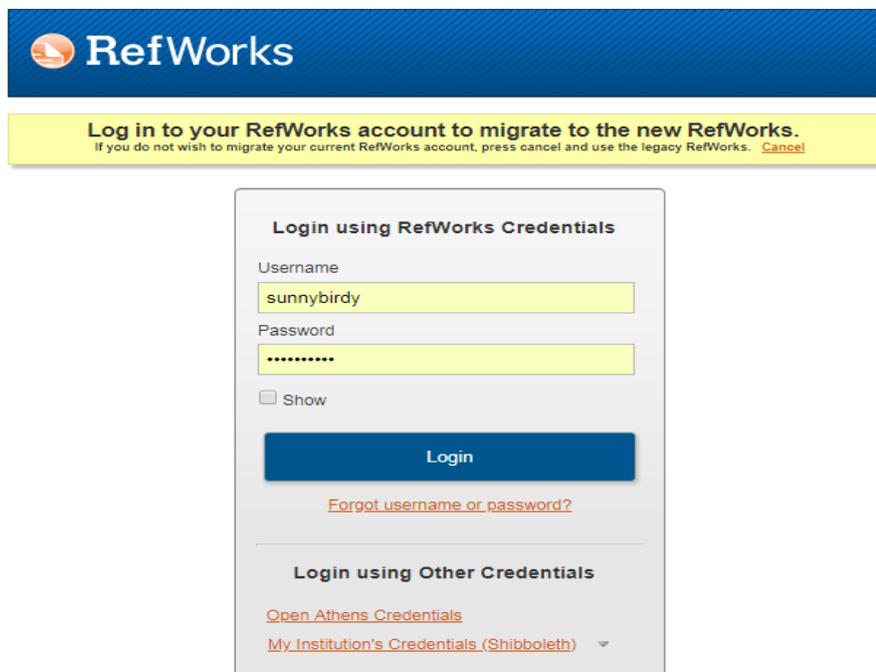
6. Select **RefWorks** option



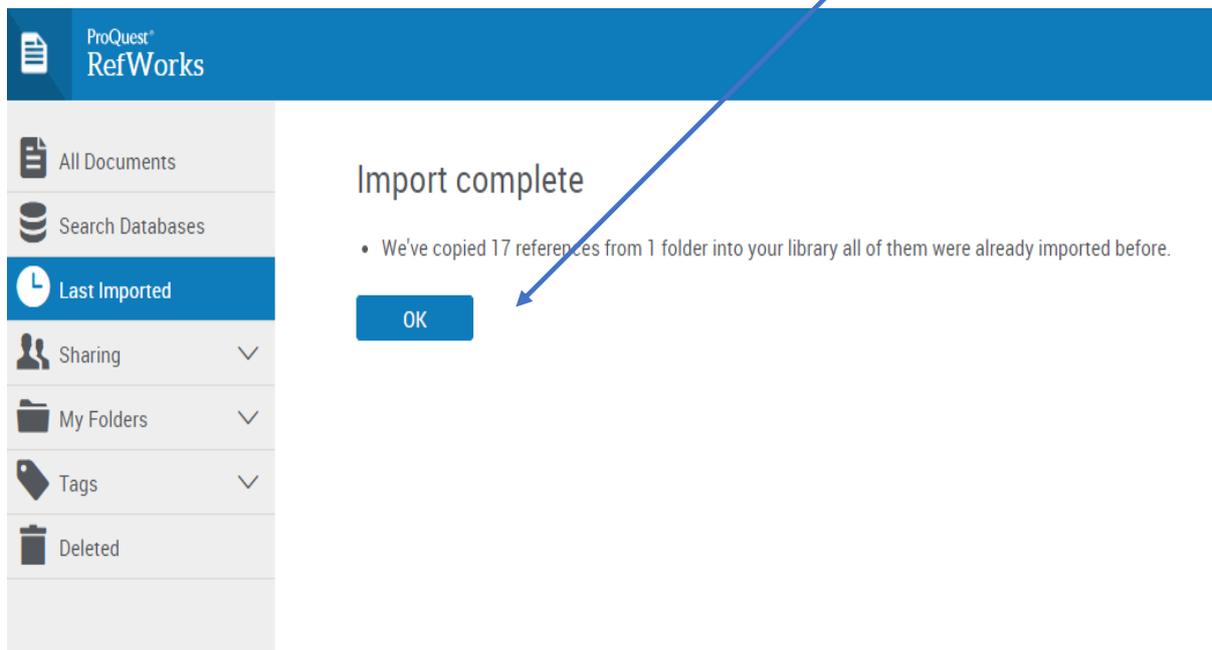
7. Click the **Authorize** button



8. Log in to your Legacy RefWorks account when prompted to do so



- The references and folder structure from your Legacy account will be uploaded into New RefWorks. Click on the **OK** tab to complete the process.



For more help in using new RefWorks, contact Sunny Birdy or your Academic Support Librarian

- sunny.birdy@uwl.ac.uk
- <http://www.uwl.ac.uk/library/about-library/our-staff/academic-support-team>

Or view the following guide:

https://www.uwl.ac.uk/sites/default/files/Departments/Library/refworks_modified_15.10.18.pdf

Additional Support

- Migrating your References from Legacy to New RefWorks
<https://www.youtube.com/watch?v=vxcejyKCB5g>
- Introduction to RefWorks
https://www.youtube.com/channel/UCzmTj_AGeY59VoNv-0SvcCg
- Using Write-N-Cite III to Manage Citations and Create Bibliographies in Microsoft Word
<https://www.youtube.com/watch?v=gx4y8E2OnMQ>