Searching for records within your RefWorks account

- **Quick Search** – use to search all fields in a record (1 in screenshot below). All search terms are connected by ‘OR’ to produce the maximum number of results. Also a search will retrieve ‘embedded terms’ (i.e. “man” will also retrieve “woman”)

Enter your search terms in the ‘Search your RefWorks database’ box (on the menu bar to the right (1 below)).
Click on ‘Search’.

(You have the option to also include a search through any attached documents (see – attachments section for more details) – click on the paperclip icon by the search box).
The results are displayed with the search terms highlighted.

- **Advanced Search** - can be used for a more specific search by choosing a field in which to search (i.e. Author, Title). The results are displayed alphabetically by author, with the search terms highlighted.
From the ‘Search’ drop-down menu – select ‘Advanced’ (2 in screenshot above or from the Quick Access menu on the right).
Select an appropriate field to search and enter your search terms. (The search will retrieve embedded terms in all fields except the Descriptor where it will search for the exact term.)
Connect the terms by AND, OR and NOT.
Select ‘All References’ or specific folders to search.
Click on ‘Search’.

- **Look-Up Indexes** – use the look up functions from the Search drop-down menu to access browsable indexes of author, descriptor (keyword) or periodical (journal) information. You can edit the information from here, for instance to ensure that all the authors names are consistent.

Note: The delete button will only delete that term from the reference NOT the whole record.