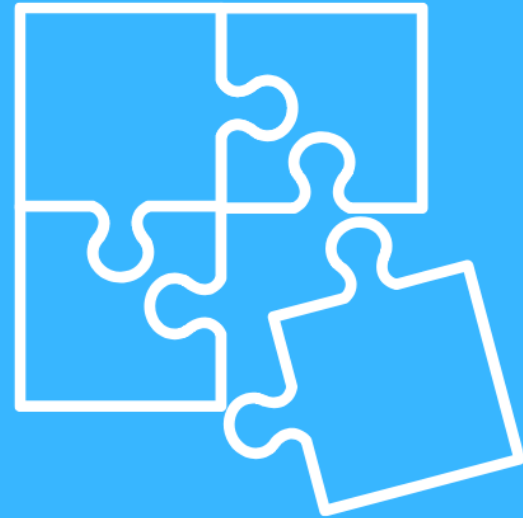ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

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## RefWorks

**Today's session will cover:**

- What is RefWorks?

- What are add-ins?

- Installing the RefWorks Word add-in

- Using the RefWorks add-in to manage citations

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**What is RefWorks?**

RefWorks is a citation management tool that enables users to keep track of the citations used in their research. The RefWorks add-in for Microsoft Word is available to current students, staff and faculty at the University of Toronto.

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**What is an add-in?**

- An add-in is a software program that expands the capabilities of an existing program.

- For example, the Microsoft Forms add-in for Teams lets users add polls to Teams meetings.

- The RefWorks add-in lets us integrate RefWorks directly with Microsoft Word to better manage citations within documents.
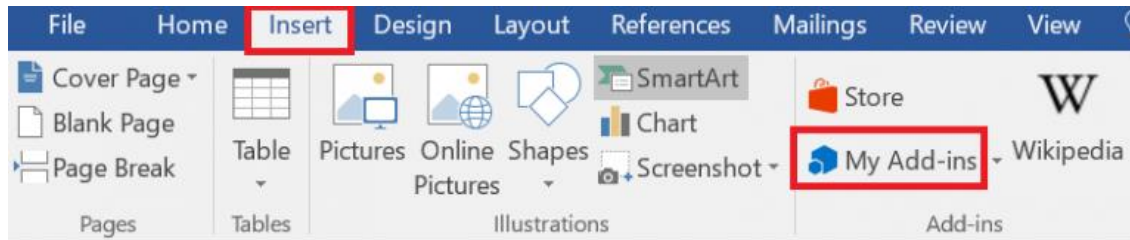
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**Installing the RefWorks add-in**

- Demo.
- Detailed instructions can be found here: https://easi.its.utoronto.ca/shared-services/office365/admin-managed-add-ins/refworks-add-in-instructions/.

# Installing the RefWorks add-in

For Microsoft Office 365 Pro Plus, Microsoft Office 2019 or Word 2016 for Mac:
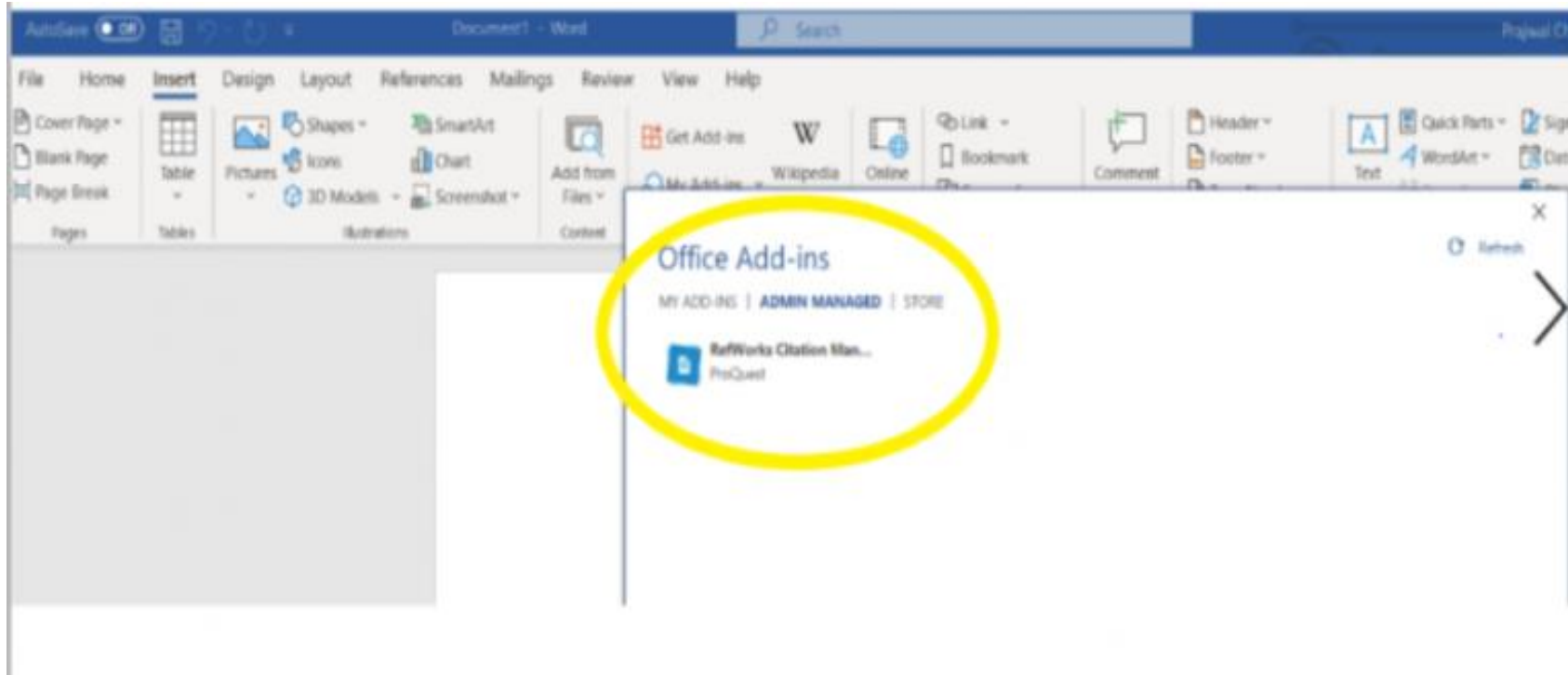
1. Ensure you are logged in to your University of Toronto Office 365 account.

2. Open up your desktop version of Word.

3. Click on the **Insert** tab. Then click **My Add-ins**.



4. You should see a category called **Admin managed**. Click on this category, and you should see RefWorks under your list of add-ins. If you do not see it, click **Refresh**.

# Installing the RefWorks add-in



5. Click on the add-in and then select **Insert** from the bottom of the window. Voila! You have the RefWorks add-in! **Please note that you will be prompted to sign up or log in with a Refworks account.**

# Installing the RefWorks add-in (second method)

Installation link: https://appsource.microsoft.com/en-us/product/office/WA104380122?tab=Overview

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## Resources

**RefWorks add-in installation guide:**
https://easi.its.utoronto.ca/refworks-add-in-instructions/

**Refworks (University of Toronto Libraries):**
https://library.utoronto.ca/refworks

**RefWorks guide:**
https://proquest.libguides.com/newrefworks/welcome

# Questions

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