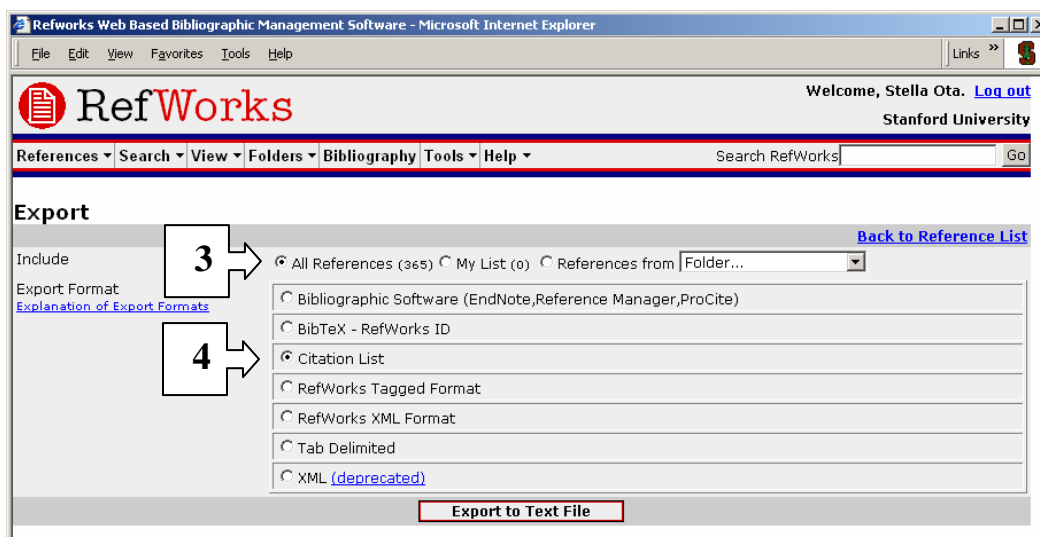


RefWorks VII: Working Offline and Data Backup

Although RefWorks is an Internet-based resource, you can write while offline via two methods: a citation list or Write-N-Cite III (Windows XP and Vista only).

Offline Use with RefWorks Citation List

1. Log in to your RefWorks account.
2. From the **References** or **Tools** menu, select **Export**
3. Select either **All References** or a specific **Folder**
4. Under **Export Format**, select **Citation List**
5. Click on the **Export to Text File** button



6. Formatted list appears in a separate window. Save or print this file as desired. After exporting is complete, a confirmation window also provides an option to email the file.

From the citation list, there is enough information to encode your draft manuscript.

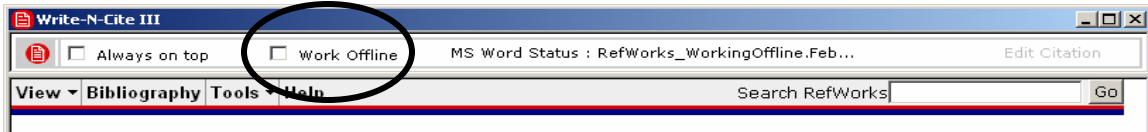
Compose your paper as usual. When appropriate to cite a reference, use the information on the citation list to enter the RefID in the format `{{RefID}}` or for multiple references, separate each RefID by a semicolon: e.g. `{{34}}` or `{{34;45;54}}`. Citations may also include additional information such as an author last name. This information is removed when the paper is processed, e.g.: `{{34 Adams 2001;45 Jones;54 Smiths observations}}`

Note: The first RefID number must immediately follow the curly brackets.

Offline Use with Write-N-Cite III (Windows XP and Vista only)

1. In your RefWorks account, from the **Tools** menu, select **Write-N-Cite**.
2. Download the Write-N-Cite III plugin.
3. During installation, select the option to allow offline work.

4. After installation, launch Write-N-Cite III.
5. From the Tools menu, select **Create/Update Offline Database**.
6. Click on the **Create** button.
7. To update your offline database at a later date, repeat these steps.

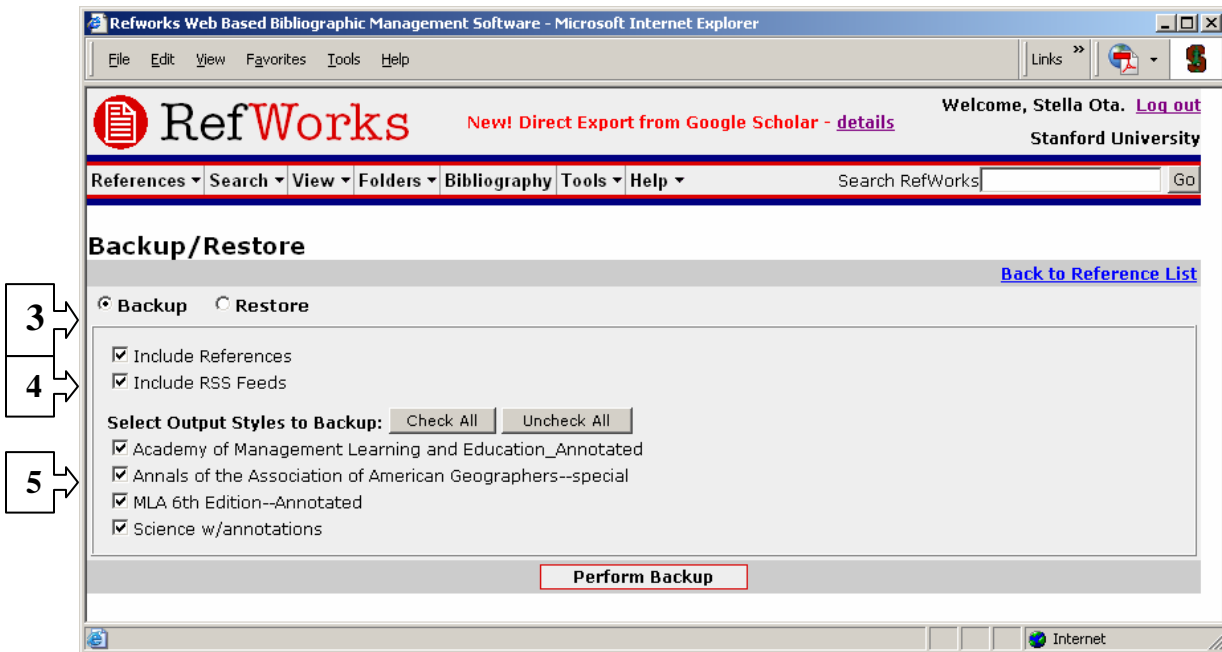


To write offline, launch Write-N-Cite III. Check the **Work Offline** option at the top of the Write-N-Cite III window. Continue using Write-N-Cite III as if you were online.

Backing Up Your Data

The RefWorks server is backed up regularly. However, it is prudent to backup your data and is very straightforward to do. You can create a back-up copy of your database of references as well as any custom output styles in your account.

1. Log in to your RefWorks account
2. From the **Tools** or **References** menu, select **Backup/Restore**
3. Be sure the **Backup** radial button is selected.
4. To backup your References and/or RSS Feeds, check the **Include References** and/or **Include RSS Feeds** box



5. If you have created custom output styles, then the option to **Select Output Styles to Backup** appears. Selected specific output styles or all your custom styles for back-up
6. Click on the **Perform Backup** button
7. Save the file to your hard drive or other back-up media as .zip or .rwb. **DO NOT CHANGE** the file extension.

SKO 05.27.2008