To Access the FANG RefWorks account:

1. Go to the Cornell Library homepage.

2. Click "Citation Tools" (found in the list beneath "Find it!")

3. Click "RefWorks Login" (Do **not** click on "set up an account" - the FANG account is already set up.)

4. On the left side of the RefWorks Login Center, Log-in name is "FANG" and password is "fang".

5. Once logged in, under the "View" tab, you can click "All references" to see all the references in the FANG RefWorks database; you can mouse over "Folders" to see all the folders that have been created in this database. If you click on a folder (e.g. "biofortification"), you can see all the references that have been sorted into that folder.

6. Within any folder, you can switch between "Standard View" which shows you the citation, and "Full View" which shows you the abstract in addition to the citation info. Within the full view, in the "URL" field you can click on the link which for most articles will take you DIRECTLY to the full-text article through the Cornell Library! (Not all entries have this URL field.)

PLEASE NOTE: There are a several articles already in the account that Larissa and Anna added. This is not in any way a list of references we think are most important or useful, just references we happened to find as we were experimenting with the database. We hope that you also will not feel any pressure to put only "the best" articles into the database. (...but if you do happen to find a great article, definitely contribute it!)

To add and sort references:

1. Within the Cornell Library system, find an article as usual.

2. When you are looking at the article abstract within an online journal or server,* in MOST journals/servers (BUT NOT ALL), somewhere there will be a term along the lines of "Export Reference" or "Export this citation" or "Export".

You will have to look for this - the terminology and placement varies. (For example, in Blackwell Synergy, it is "Export this citation" under "Tools" on the left side of the page. In EBSCOhost it is "Export" at the top left of the page.) Some journals/servers apparently do not have an export option - in that case, you won't be able to put the citation into RefWorks, unless it is offered through another host.

*Please note that this must be done when looking at the HTML abstract - citation export tools will not be found in an open pdf of the article.

3. Once you have clicked on "Export" (or whatever similar term), select "RefWorks".

4. -If you are already logged into RefWorks, in the RefWorks window you will see "Import completed - 1 reference imported."

-If you are not logged into RefWords, a new RefWorks window will open automatically. Login with log-in name FANG and password fang. You will see "Import completed – 1 reference imported."

5. Click on "View Last Imported Folder." You will see the reference you just imported.

6. Check the "RefID" box next to the reference, and click on "Put in Folder..." Select an appropriate folder where your reference belongs. A pop-up box will ask you if you really want to put the reference in the folder you selected; click "OK" and then the box will inform you that you successfully did so.

7. Still in the "Last Imported Folder", while the RefID box is still checked, click on "Remove from Folder". (Do NOT click on "Delete" - that will delete the reference from the entire database.) That way, the reference is stored in an appropriate folder, and the Last Imported Folder is left clean.

8. IF your reference does not fit into any of the existing folders, you can **create a new folder**. Mouse over "Folders" and click on "Create New Folder". Enter a new folder name, and click OK. The new folder will show up on the list of folders, and you can put your reference into your new folder as in steps 6-7.

Guidelines for using a common database:

Sort articles that you import and remove them from the Last Imported Folder.

FANG members may re-name folders as more references are added and a new name becomes more appropriate.

FANG members can copy a previously-added reference into another folder; some references may fit into more than one folder.

FANG members can move a previously-added reference to a different folder, if an old folder is being renamed or removed.

Multiple users can be logged into the FANG account at the same time. However, it is a good idea to logout when you are done using RefWorks, rather than closing the window without logging out.