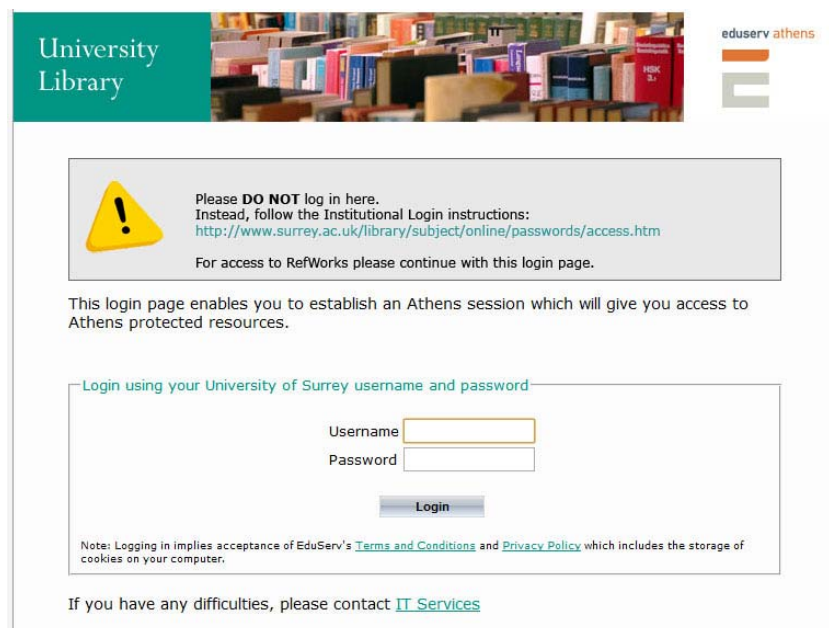
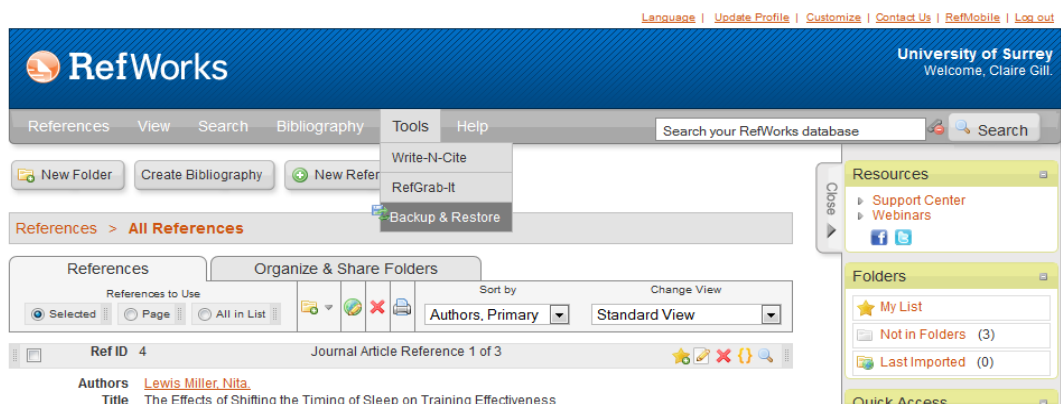


RefWorks: How to Backup References

1. Log-in to your RefWorks account as usual

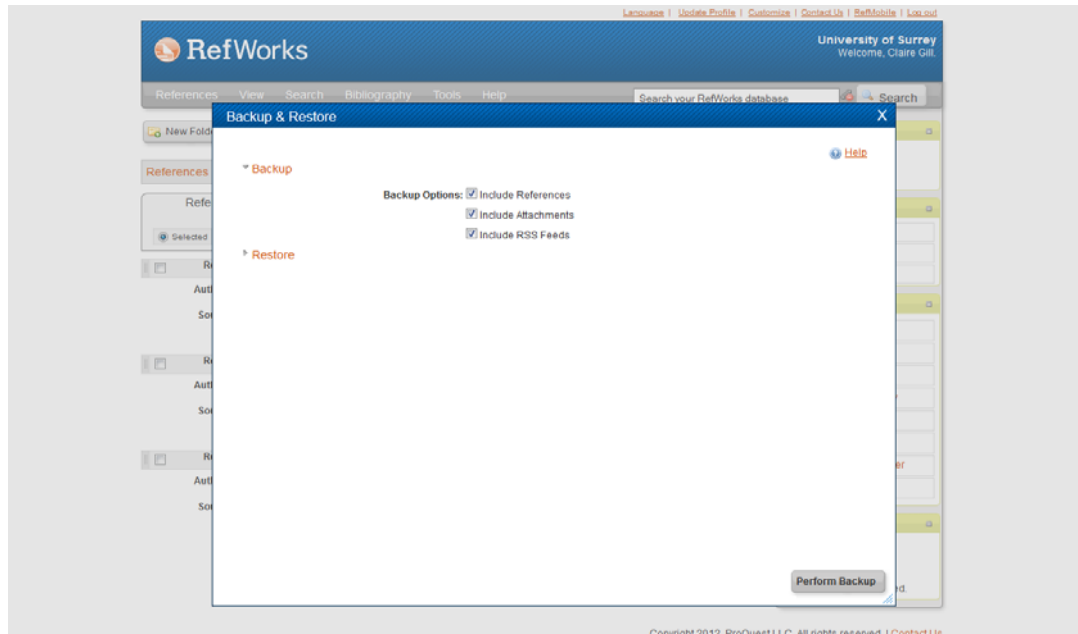


2. Click on Tools, then Backup & Restore from the grey toolbar at the top

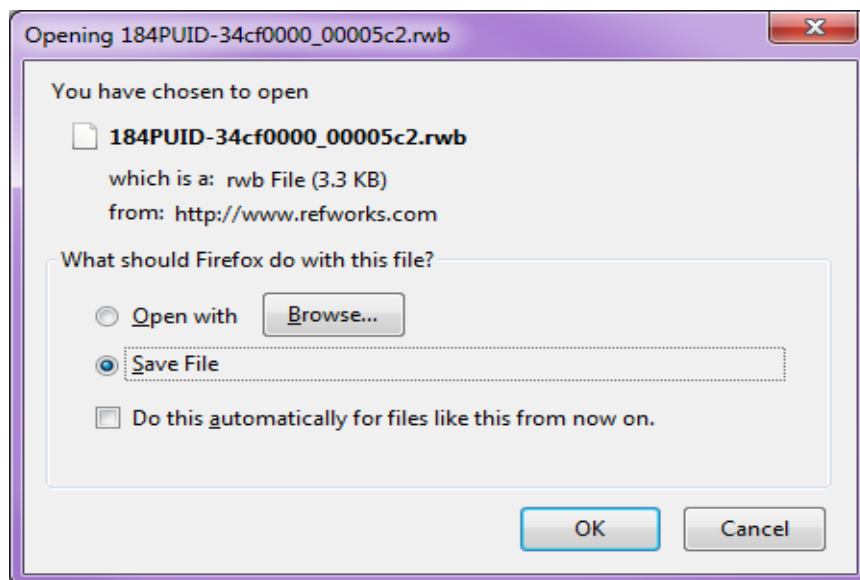


For further help come to the Ask Me Desk, talk to your Academic Liaison Librarian, or email journals@surrey.ac.uk

3. Select all checkboxes and click Perform Backup



4. Save the file to your computer. If using a machine in a lab on campus – save to your personal filestore or USB – not to the desktop.



Your references are now backed up. You can restore them at any time using the Restore option (this will remove any changes made online since the backup).

We recommend you backup your references regularly.

For further help come to the Ask Me Desk, talk to your Academic Liaison Librarian, or email journals@surrey.ac.uk