To back up your RefWorks account

Empty folders will not be saved – to keep an empty folder, add a reference to the folder before backing up. Any preferences you have set in the **Customize** area of RefWorks will be included in the backup.

1. From the **Tools** menu, select **Backup/Restore**

2. Select **Include References**, **Include Attachments, Include Output Styles** and **Include RSS Feeds** as required

3. Click on **Perform Backup**

4. Save the file when prompted. If you are not prompted to save the file, click the option that says **Click here to save your backup file** to download the backup to your computer.

The file will be saved as a .zip or .rwb file. Please do not change the extension of the file as it is necessary to restore if you need to do so later.

Note: You cannot open the backup file. Should you want a viewable copy of your references, use the **Export** option from the References menu.

Using the restore feature

Restoring will overwrite all of the existing references in your account.

1. From the **Tools** menu select **Backup/Restore**

2. Select the **Restore** option

3. **Browse** for the appropriate back up file

4. Select **Include References, Include Output Styles** and **Include RSS Feeds** as required

5. Click on **Perform Restore.**