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What is Reference Manager?

Reference Manager is a bibliographic software package which enables you to create a personal database of references relevant to you. You can then insert these references into a word document and they will be formatted automatically in the citation style of your choice.

How can I get Reference Manager?

Reference Manager 12 is available to UCL students and staff via Desktop@UCL computers.

If you wish to use Reference Manager on your own computer you need to purchase a license for use on your personal computer from Bilaney, <http://www.bilaney-consultants.co.uk/our-products/reference-manager.html>. Students are entitled to a special discount price from this website. **Please note:** Reference Manager is only available for use on a PC, there is no version for Mac.

This guide gives you an overview of how to use **Reference Manager 12 and Word 2010**, but the programme works in the same way on Word 2013.

Training courses and more detailed user guides are available via UCL Information Services Division at <http://www.ucl.ac.uk/isd>.

Getting started

Reference Manager enables you to create a personal set of references, called a database, and use this database to cite and automatically format references in a Word document.

To start Reference Manager from a Desktop@UCL computer:

- Go to the **Start** menu and select **All Programs > Reference Manager 12 > Reference Manager 12**

When you first open Reference Manager you are presented with a blank screen and now need to create or open a database. To open an existing database:

- From the **File** menu select **Open database...**
- Locate the database you wish to open and click on **Open**.

The following illustration shows a typical Reference Manager database. If there are no references in your database, both parts of the screen will be grey.

Reference Manager 12 User Guide

Clifford Lane



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