EDIT REFERENCES

1. Locate a reference in need of editing. The reference shown below is labeled ‘Generic Reference’ even though you can tell by the volume/issue numbers listed that it is a journal article. So, we need to edit the Reference Type. Click the pencil icon.

   Authors, Primary: Kelley James W
   Title, Primary: Service: The Heart of Community College Leadership
   Source: College & University
   Volume: 2006
   Issue: 63
   Pages: 4, 4
   ISSN: 37-39
   Folders: Servant Leadership
   Search for Full Text

2. On the Edit Reference screen, change the Reference Type from ‘Generic’ to ‘Journal Article’. Click Save Reference.

   Changing the reference type ensures that RefWorks will apply the proper fields for your chosen citation style to this particular reference.

   Additional changes can be made in other fields as well, either by selecting a different choice from a dropdown menu, or making the change manually.
EDIT MULTIPLE REFERENCES

1. Select two or more references and click on the **Global Edit** button:

```
   References > servant leadership
```

2. The Global Edit screen will appear:

3. **Adding Descriptors**:

   In the **Add** area, from the **Field to Add Data** drop-down list, select **Descriptors**. This allows you to add a search term, or **Tag**, to these records for later searching.
4. To enter a tag, type in your term in the Descriptors text box. Leave the “If Field Already Contains Data” option set to Append to Existing Data. Click the Add Data button. A new screen will appear asking, are you sure you want to add these descriptors? Click the OK button.

(In the example to the right, the descriptor Education will be added to all selected records, and any existing descriptors will still remain.)

5. View your results by clicking Search, and then By Descriptor.

6. Click on E for Education in the alphabetic listing at the top of the Lookup by Descriptor page.