RefWorks: Using Descriptors

1. Login to your RefWorks account:

![Login to RefWorks](image1)

2. Open the folder that contains the sources to which you want to assign descriptors. Select the ones you want (or choose All in List):

![Open folder in RefWorks](image2)
3. Click the Global Edit icon (shaped like a globe):

4. This dialog box appears. For the Fields to Add Data option, use the pull-down arrow to select Descriptors:
5. Type in the term or phrase you want to use as your descriptor and then choose whether to:
   - append your descriptor (to the list of descriptors that have already been imported with the other citation information; these other descriptors are usually subject headings or keywords assigned by the item’s author)
   - overwrite those other descriptors
   - or not add your descriptor

6. Click the Add Data button:
7. Confirm:

8. To search for all of the records that have your descriptor, click on the Search pull-down menu
9. In the dialog box, type your descriptor in the search box and click Search:

![RefWorks screenshot showing a search query for 'Smithsonian']

10. Those records that have the matching descriptor will appear at the top of the list. Click that link to see those specific records:

![RefWorks screenshot showing search results for 'Smithsonian']
11. Here’s how to see where your descriptor resides. When those records are displayed, for a specific record, click the Edit function (the pencil icon for that record):

![RefWorks interface](image1)

12. Here’s the Edit Reference view of that record.

![Edit Reference view](image2)
13. Scroll to find the Descriptors field. It shows the descriptors already associated with this record, but if you go to the end of all of those, you’ll see your descriptor: