# RefWorks: Editing a Record

This video will demonstrate how to edit a RefWorks record. You may need to edit a record if you notice an error in one of the reference fields or need to add additional information.

We’ll start from the RefWorks log-in page for the University of Waterloo.

Enter your log-in name into the first box and your password into the second box, found in the centre of the screen.

Click on the log-in button to proceed.

Next you need to locate the record that you would like to edit.

I’ll select a record from my last imported folder. To do this, I’ll navigate to the top menu bar and select folders, fourth from the left, followed by view, second down the list, and then last imported.

Now I can select the record for a book I’ve imported from Primo titled “Sports Medicine” by clicking on the **Edit** link on the right side of the record, beside the “Get it @ Waterloo” link.

We’re now in the **Edit Reference** view.

First, select the citation style you are most likely to use, if it is not the current default.

To do this, browse the drop down menu in the **View Fields Used By Box**, found just under the reference ID number, until you see the required citation style.

I’ll select APA 6th edition.

A green checkmark will appear next to the fields that may be used

If you know additional information for fields that are not used, fill them in, as you may use a different citation style in the future, which require other fields of information.

However, you should never make-up information to populate a field.

In this record, the place of publication has been included in the publisher field and needs to be deleted.

To add or delete information in a field, place your cursor in the relevant box, and make the required changes.

When you have finished editing the reference, you must save the changes.

You can do this by clicking on the **Save** button, located in the top middle portion of the page.

A red message will appear beside the Ref ID on the left of the page, indicating that the reference has been saved.

To return to the reference list, click on the **Back to Reference List** link, on the top right of the page.

For additional assistance with RefWorks, please email uWaterloo RefWorks assistance at [refworks@library.uwaterloo.ca](mailto:refworks@library.uwaterloo.ca)