Creating Your Custom List of Output Styles

RefWorks has hundreds of output styles to choose from for your bibliography and paper. The **Output Style Manager** is designed to help you easily navigate through the long list.

The **Output Style Manager** allows you to create an abbreviated, custom version of the RefWorks output style list. This makes it easier for you to navigate and locate the styles you use most often. You can establish your **Favorites**, which always display at the top of the output style drop-down list in the Bibliography area, when using AccuCite while adding or editing references and when using Write-N-Cite.

**To use the Output Style Manager:**

1. Select **Output Style Manager** from the Bibliography menu. The **Output Style Manager** opens.
2. Select a list of styles to display in the **Choose Output Style** area. By default, all of the output styles available in RefWorks displays (the **Show All** option) in the left column. You can select **Show Organizations** or **Show User-Customized** from the drop-down list or search for a style using the **Search** box.
3. You can move the styles you want into your **Favorites** list by selecting the style name in the left column and clicking the **Add to Favorites** icon.
   - To view the style before moving it, select the style and click the **Preview Output Style** button.
4. You can remove a style from your **Favorites** by selecting the style in the right column and clicking the **Remove from Favorites** icon.
   - You can remove all styles in your Favorites by clicking on the **Remove All** button.
5. Close the **Output Style Manager**.