EXPORTING REFERENCES INTO REFWORKS

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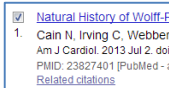
To collect references during the literature search process, look for Export/Import/Send options in each database. Most databases include an export feature. Always check that the data was exported accurately every time you export from a database. Sometimes details are missing or do not appear correctly. You can always Edit the reference to add details.

PubMed

Search as usual. From list of results, select the citations you want to save.
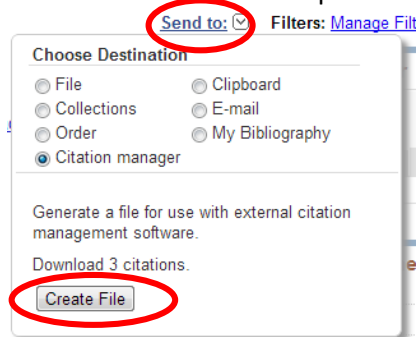
Select individual citations to export.

If you want to export *all* results, go to the next step.

> ☑ Natural History of Wolff-P
> 1. Cain N, Irving C, Webber
>   Am J Cardiol. 2013 Jul 2. doi
>   PMID: 23827401 [PubMed - a
>   Related citations

Display Export options:

Click **Send to:** (near the top of the page)

Send to: ⌄ Filters: Manage Filt

Choose Destination
- ○ File
- ○ Collections
- ○ Order
- ⦿ Citation manager
- ○ Clipboard
- ○ E-mail
- ○ My Bibliography

Generate a file for use with external citation management software.

Download 3 citations.

[Create File]

When specific references are not selected, choose a 'number to send' larger than your search results to include all results. For very large result sets, you may need more than one export.

From the Send to menu, select **Citation manager**. After selecting options, press **Create File**. Your web browser may download the file immediately or ask you to choose save or open. Choose **SAVE**. (Be sure to notice where this file gets saved.)

Getting the file into RefWorks:

References
- Add New
- Import
- Export
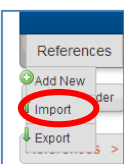
Back in the RefWorks website, visit the menu **References – Import**.

A window will appear asking from where these references are being imported. Find **NLM PubMed** in the Import Filter list and then click **Choose File** to browse to the .nbib file that PubMed created during the Send to process.

| Import Filter/Data Source	NLM PubMed ▾
Database	PubMed ▾
Select Text File:	[Choose File] No file chosen
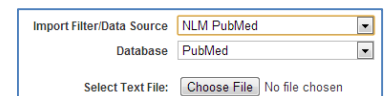
If you are using Folders, RefWorks provides the *option* to immediately place these new references into a designated folder during the import process. At the end of this import process, *your references are saved in RefWorks.*

(Note that references are also put in the Last Imported folder)
Import Into Folder | None ▾ |
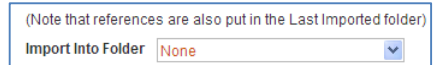
CINAHL

Search as usual. From list of results, select the citations you want to save.

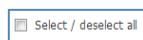Click **Add to Folder** on a reference to start the export process. 📁 Add to folder
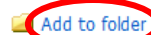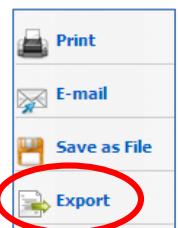
Find the Folder view to display export options.

Display the **Folder** by clicking the link at the top of the screen.

Sign In | 🖨 Folder | Preferences

Then **select** items to be sent to RefWorks by checking boxes of individual articles or selecting all.

☐ Select / deselect all

Click **Export.**

Then choose **Direct Export to RefWorks** from the "Save citation" menu on the right.

- 🖨 Print
- ✉ E-mail
- 💾 Save as File
- ➡ Export

Click **Save**. You also have the option to remove exported items from the folder.

RefWorks will then open (if you are not logged in, you will be asked to login into your account) and the references will be pushed to your Last Imported folder.

☐ Remove these items from folder after saving
[Save]

Your references are now saved in RefWorks. You can move them to a folder if you are using folders or subfolders to organize your references.

SCOPUS

Search as usual. From list of results, select the citations you want to save.
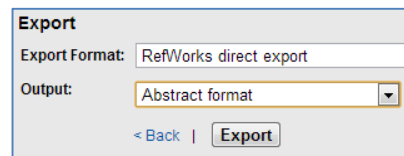
Select citations to export.

Click the Export button.

Find the Folder view to display export options.

Select **RefWorks direct export** from the *Export Format* menu.

Note: Scopus will only include the citation's abstract if the Abstract format Output is selected. If you want to have access to the abstract in RefWorks, be sure to choose Abstract format at this point.

Click **Export** to complete the process.

RefWorks will then open (if you are not logged in, you will be asked to login into your account) and the references will be pushed to your Last Imported folder.

Your references are now saved in RefWorks. You can move them to a folder if you are using folders or subfolders to organize your references.

Google Scholar, http://scholar.google.com/

This time, check your settings *before* searching!

Google Scholar is not automatically set for use with RefWorks. When you arrive at Google Scholar, visit **Settings** ⚙ Settings near the top of the page to set up RefWorks exporting.

In Google Scholar Settings, find the **Bibliography Manager**. Select "Show links" and choose RefWorks from the menu.
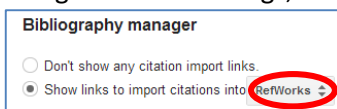
Be sure to click [Save] (Save) at the bottom of the screen so your choice is remembered.

Now when you search, under each search result, the **Import info RefWorks** option appears.

- When you select **Import into RefWorks**, a new screen or tab with RefWorks will open. Sign into your account.
- The one citation will then be pulled into RefWorks and be placed in the **Last Imported** folder. You can then place the reference in a folder of your choosing.
- Unlike many traditional library databases, Google Scholar will only export one reference at a time. Be sure to check the exported details because sometimes Google will have incomplete information.

Need Help with RefWorks?
- Extensive training videos are available online at http://www.youtube.com/user/ProQuestRefWorks
- Tip Sheet and Study Guide: http://library.uthscsa.edu/2011/11/tipsheets-user-guides/

Contact Briscoe Library Information at (210) 567-2450 or email askalibrarian@uthscsa.edu for assistance.