

## HOW TO IMPORT REFERENCES INTO REFWORKS

In order to import references into RefWorks, you must first export them from a database. Instructions for exporting references vary by search interface. Check the lists below to find the database you are using.

### EBSCOHOST

Databases include: see [EBSCOhost Database List](#)

1. In list of search results, add items to folder by clicking on the folder icon in each reference.
2. Click on Folder link (along top and has an icon that looks like a folder with paper in it). Or go to: Folder View (on right side of screen).
3. Select the references to export.
4. Click Export icon (text page with green arrow).
5. Choose Direct Export to RefWorks. Make sure popup blocker is turned OFF.
6. Click Save button (left side of screen).
7. RefWorks opens in a new window. Choose Export to Legacy RefWorks. Log into your account.
8. References are imported automatically.

### ELECTRONIC JOURNAL CENTER (OHIOLINK)

1. In list of search results, checkmark the references to export.
2. From the Tools list on the right side of the page, click on the Export Citations link.
3. In the pop-up window, click "OK" to download an RIS file. You will be prompted to "save file".
4. Open RefWorks and log in to your account.
5. In the References menu, choose Import from Text File.
6. For Import Filter/Data Source, choose RIS Format, for Database, choose OhioLINK.
7. Browse for the .ris file you saved in step 3 and click on Import (bottom right corner of pop-up)
8. Click Import (bottom right corner of pop-up) When the import is complete, click on View Last Imported Folder.

### ENGINEERING VILLAGE

Database: [Compendex](#)

1. In a list of search results, checkmark the references to export.
2. Click on Selected records (along top of results list).
3. Click on Download (in ribbon above search results).
4. Choose RefWorks. Click the Save button.
5. RefWorks opens in a new window. Choose Export to Legacy RefWorks. Log into your account.
6. References are automatically imported. Click on View Last Imported Folder (bottom right corner of pop-up window).

## FIRSTSEARCH (OCLC)

Databases include: ArticleFirst; ClasePeriodica; GPO; PapersFirst; ProceedingsFirst; WorldCat; and WorldCatDissertations

1. In list of search results, checkmark the references to export.
2. Click Export button above the search results.
3. Choose to Export: Records 1-10 (first page of results) or Marked records from this search: x (x is how many you check marked on the page) and choose Export to: RefWorks.
4. Turn off popup blocker and click Export button.
5. RefWorks opens in a new window. Choose Export to Legacy RefWorks. Log into your account.
6. References are imported automatically.

## GOOGLE SCHOLAR

Option 1: One reference at a time

1. On Google Scholar homepage, click on the menu (3 lines) icon at the top left.
2. Choose "Settings" (the gear icon) from the options.
3. Under the option "Bibliography Manager" select "Show links to import citations into" and choose RefWorks.
4. Click on the Save button.
5. Run a search so that you have a list of results.
6. See option to Import into RefWorks link under each citation. You can only import one citation at a time from Google Scholar to RefWorks using Option 1.
7. When you click on Import to RefWorks, RefWorks will open in a new window. If you do not see a new tab or window, check your pop-up blocker (usually found at the top right of the address bar).
8. Choose Export to Legacy RefWorks. Log into your account.
9. References are imported automatically.

Option 2: Import Multiple References from your Google Library. NOTE: You must log into your Google account to use this option.

1. Run your Google Scholar search.
2. Sign in to your Google account using your Gmail login.
3. Add the references you want to keep to your library by clicking on the small star icon at the bottom left of each citation.
4. After you have starred all the references you want to keep, click the "My library" link at the top right. This should display all of the references you added to your library.
5. Select the references you would like to import to RefWorks. You can check the boxes to the left of the references individually. If you want to select all references in your library, check the box at the top of the page on the left under the search blank. Click the "download" icon (the arrow and horizontal line). Then choose "RefMan" from the drop down. (RefWorks is not listed as an option). This will download the references to a .ris file.
6. Save the file.
7. Open RefWorks and log into your account.
8. In the References menu, choose import.
9. For the Import Filter/Data Source, choose RIS format; for Database, choose RIS format.
10. Browse for the file you saved in Step 6. Leave Encoding at the default.
11. Click on Import.

## HEINONLINE ACADEMIC

Only for journal articles from HeinOnline.

1. Create a MyHein account by clicking on the MyHein option found in the upper right corner of the page. Be sure your browser's pop-up blocker is off.
2. Search for your topic in the Law Journal Library.
3. In list of search results, checkmark the references that you want to export to RefWorks.
4. Use the "MyHein Bookmarks" dropdown menu to choose MyHein Bookmarks, then click on Save/Email.
5. A blue pop-up box will open that allows you to tag your results. You do not have to tag results. Click on "Enter into Research". Your references will be saved and you will see a new pop-up box that is green. Click where it says "To view your saved bookmarks to date, click here."
6. You should now be in MyHein. To export the references, check all and use the "options" dropdown to choose "Export to RefWorks" and submit. On the next screen, click on export to RefWorks.
7. Choose Export to Legacy RefWorks. Log into your account.
8. References are imported automatically.

## IEEE XPLORE

1. In list of search results, checkmark the references to export.
2. Click Download Citations button.
3. In Download Citations box, for Include, choose Citation Only or Citation & Abstract, and for Format, choose RefWorks.
4. Click Download Citation.
5. RefWorks will open a new window. Choose Export to Legacy RefWorks. Log into your account.
6. References are imported automatically.

## ISI

See Web of Science

## JSTOR

1. In list of search results, checkmark the references to export.
2. Click on Export Selected Citations link. Then choose Export to RefWorks.
3. RefWorks opens in a new window. Choose Export to Legacy RefWorks. Log into your account.
4. References are imported automatically.

## MATHSCI.NET

1. In list of search results, checkmark the references to export.
2. From the Batch Download dropdown menu, choose Citations (BibTeX) and then click on the
3. Retrieve Marked link.
4. Select and copy all of the text.
5. Open RefWorks and log into your account.
6. In References menu, choose Import.
7. For Import Filter/Data Source, choose BibTeX; for Database, choose MathSciNet(AMS) (BibTeX format).
8. In the From Text box, paste what you copied in step 3.
9. Click Import button.

## OHIOLINK LIBRARY CATALOG

1. In list of search results, click on the Save Item button under each record you want to export.
2. Click on View Saved Records button (along top of page).
3. Under Format Of List, choose Full Display.
4. Under Send List To, choose Local Disk and click Submit button.
5. Save the text (.txt) file.
6. Open RefWorks and log into your account.
7. In the References menu, choose Import.
8. For Import Filter/Data Source, choose Wright State; for Database, choose OhioLINK Library Catalog (Full Display).
9. Browse for the .txt file you saved in step 5.
10. Click Import.

**NOTE:** It is also possible to search the OhioLINK catalog through the RefWorks interface. In RefWorks, under the Search menu, click Online Catalog or Database. Under Wright State Specific, select OhioLINK.

## OVID SP (WOLTERS KLUWER) JOURNALS@OVID

1. In list of search results, checkmark the references to export.
2. Click on the Export link (along top of results).
3. A new window titled Export Citation List will open. In this window, for Export To choose RefWorks. In Selected Fields to Display, choose Complete Reference. Leave the Include options at the default settings.
4. Click the Export Citations button.
5. RefWorks opens in a new window. Choose Export to Legacy RefWorks. Log into your account.
6. References are imported automatically.

## PROQUEST

Databases include: American Periodicals Series Online, Dissertation & Theses: A&I, and Historical New York Times; and Proquest Congressional

1. In list of search results, checkmark the references to export.
2. Click Save link.
3. Choose to Export/Save to RefWorks. In the new window that opens, click Continue.
4. RefWorks opens in a new window. Choose Export to Legacy RefWorks. Log into your account.
5. References are imported automatically.

## PUBMED (NLM)

### Option 1: Using PubMed's Citation Manager

1. In a list of search results, checkmark the references to export.
2. In Send to dropdown menu (along top right), for destination, choose Citation Manager, then Create File.
3. Save the file. The file will be saved as "Citations.nbib."
4. Open RefWorks and log into your account.
5. In the References menu, click on Import.
6. For Import Filter/Data Source choose NLM PubMed; for Database choose PubMed
7. Browse for the citations.nbib file that you saved in step 3.
8. Click on the Import button.

### Option 2: Importing Using a text file (use when you have greater than 200 citations)

1. In a list of search results, checkmark the references to export.
2. In Send to dropdown menu (along top right), for destination, choose File, then under the Format dropdown menu choose MEDLINE, then Create File.
3. Save the file. The file will be saved as "pubmed\_result" unless you rename it. This will be a .txt file.
4. Open RefWorks and log into your account.
5. In the References menu, click on Import.
6. For Import Filter/Data Source choose NLM PubMed; for Database choose PubMed
7. Browse for the text file you saved in step 3.
8. Click on the Import button.

### Option 3: Importing Using Copy & Paste (use with this method with iPads)

1. In list of search results, checkmark the references to export.
2. In Display Settings dropdown menu (along top left), choose MEDLINE.
3. Click Apply.
4. Select all of the text and copy it.
5. Open RefWorks and log into your account.
6. In the References menu, choose Import.
7. For Import Filter/Data Source choose NLM PubMed and for Database choose PubMed.
8. In the From Text box, paste what you copied in step 4.
9. Click on Import button.

**NOTE:** It is also possible to search PubMed through the RefWorks interface. Using this method, citations can be directly imported to your references list. In RefWorks, under the *Search* menu, click *Online Catalog or Database*. Select *PubMed* from the list.

## SCIFINDER

1. In a list of search results, select the records you want to export by clicking the checkboxes.
2. Click on Export (upper right area).
3. In the popup box: for Export, choose Selected; for Citation manager, choose Citation export format (\*ris). Leave the other options blank.
4. Click on the Export button.
5. Choose to Save the file.
6. Open RefWorks and log into your account.
7. In the References menu, choose Import.
8. For Import Filter/Data Source, choose RIS Format; for Database, choose RIS Format.
9. In the FromText box, browse to the file you saved in step 5. Leave Encoding at the default.
10. Click on Import.

## SPIE DIGITAL LIBRARY

1. In a list of search results, click on the title of the reference you want to export.
2. Click on Get Citation, on right side of screen.
3. In the new window that opens, choose RefWorks.
4. In the open/save window, choose open.
5. Select all and copy.
6. Open RefWorks and log into your account.
7. In the References menu, choose Import.
8. For Import Filter/Data Source, choose RefWorks Tagged Format; for Database, choose Tagged Format.
9. In the From Text box, paste what you copied in step 5.
10. Click on Import.

## WEB OF SCIENCE (ISI)

Databases include: *Arts & Humanities Citation Index*, *BIOSIS Previews*, *Derwent Innovations Index*, *Science Citation Index*, and *Social Science Citation Index*

1. In search results list, checkmark the references to export.
2. Click on Add to Marked List.
3. To export, Go to marked list.
4. Select records to export.
5. Select the parts of the record you want to export.
6. Select RefWorks from the Drop-down menu.
7. RefWorks opens in a new window. Choose Export to Legacy RefWorks. Log into your account.
8. References are imported automatically.

## WSU CATALOG

1. In search results list, checkmark the references you want to export.
2. Click Save Checked Records just above the titles list.
3. Click on View Checked button near the top of the page.
4. Click Save All, then Export Records button near the top of the page.
5. Under Format of List, choose Endnote/RefWorks; under Send List To, choose Screen; click Submit
6. button.
7. Select and copy all of the text.
8. Open RefWorks and log into your account.
9. Click on the References button at top left of page, and in the submenu that opens, choose Import.
10. For Import Filter/Data Source, choose Innovative Interfaces (Endnote/RefWorks) and for Database, choose Wright State University.
11. In the From Text box, paste what you copied in step 6.
12. Click Import.