

Importing Database citations into




Note: all instructions are available on the RefWorks Help site under *Import Overview*
<http://www.refworks.com/Refworks/help/helpmainframe.asp>


Point & Click Databases: [CSA](#) [OCLC](#)
Other Compatible Databases: [Ebsco](#) [Ovid](#) [ProQuest](#)
[PubMed](#) [Science Direct](#) [SilverPlatter](#)
Other Citation Managers: [EndNote](#) [Reference Manager](#)

POINT & CLICK DATABASES

CSA (Worldwide Political Science Abstracts)

1. Select the citations you want by marking the checkboxes.
2. Click .
3. RefWorks will import your marked records to the "Last Imported" folder.

OCLC (FirstSearch databases)

1. From your search results mark the references you want to import and click on *Marked Records*.
2. Click the *Export* button: .
3. Click *Marked Records from this search*.
4. Click *Export to RefWorks*.
5. Click *Export*.
6. If you are not already logged in to RefWorks, do so at this point.
7. RefWorks will import your marked records to the "Last Imported" folder.

OTHER DATABASES COMPATIBLE WITH REFWORKS

Ebsco

1. From the search results page, add the references you want to import to your Folder by clicking on *Add*. Click on the Folder when you are ready to export.
2. Click on *Save to Disk* as your delivery option.
3. Select Bibliographic Manager tab and click *Save*.
4. Using your browser's Save As function, navigate to the local drive and directory to which you will save the file.
5. Select text as the file type.
6. Click *Save* to save the screen image to your local drive.
7. Go into RefWorks and click on *Import*. Select Ebsco as your Import Filter and the appropriate database based upon your search in Ebsco. Browse for and select the file you just created. Click on *Import*. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.

Ovid

After you have performed a search and are looking at the data, do the following to export to a file:

1. Select the references you want to export.
2. Select Complete Reference in the Fields section.
3. Select the Ovid Citation format.
4. Click on the *Save* button.
5. Select the appropriate platform style and click *Continue*.
6. Select the location in which you want to save the file and type in the name you want to save it as.
7. Click on *Save* and the file will be saved to your computer under the name you specified.
8. To import the file, go into RefWorks and click on *Import*. Select Ovid as your Import Filter/Data Source and the appropriate database based upon your search in Ovid. Browse for and select the file you just created. Click on *Import*. The progress in importing is measured by one * for each reference. RefWorks will notify you when the import is complete.

ProQuest

1. Perform a search and mark the references you want to export.
2. Select Marked list & Durable Links from the Results option on the top right.
3. Click on Export Citations.
4. Select Download in a format compatible with RefWorks.
5. Select Save As from your browser and select text as the Save As file type.
6. Go into RefWorks and click on *Import*. Select ProQuest as your Import Filter and All Databases as the Database. Browse for and select the file you just created. Click on *Import*. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.

PubMed (MEDLINE plus)

After you do a search and are looking at the references do the following to export the data:

1. Change the Display drop down from Summary to MEDLINE.
2. Click on the *Display* button. The references will now appear in the MEDLINE tagged format.
3. From the Send to drop down select *Text* and click on the *Send To* button
4. In the newly opened window, go to the File menu and choose Save As.
5. Select the appropriate folder and specify the name of the file you want to save. Select *Text* as the Save as type and click *Save*.
6. You have now saved the references in a text file that can be imported into RefWorks using the PubMed Import Filter. Go into RefWorks and click on *Import*. Select PubMed as your Import Filter and database. Browse for and select the file you just created. Click on *Import*. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.

ScienceDirect

After you have performed a search in ScienceDirect do the following to import records into RefWorks.

(Important Note: If you have an ISI ResearchSoft product (Reference Manager, EndNote or ProCite) installed on your computer the following directions may not work. An ISI Helper application may have been installed on your computer that is automatically called when you select the Export button in ScienceDirect. It will not allow you to save the information to text. RefWorks is doing everything they can to work with Elsevier to overcome this issue.)

1. Mark the records you want to import and click on *Export Citations*.
2. Select either All documents or Only these documents for the Marked records.
3. Select Citations + Abstracts to export the record's abstracts.
4. Select the RIS Format and click on *Export*.
5. Select the location in which you want to save the file and type in the name you want to save it as.
6. Click on *Save* and the file will be saved to your computer with a .document extension.
7. To import the file, go into RefWorks and click on *Import*. Select ScienceDirect as your Import Filter/Data Source and the appropriate database based upon your search in ScienceDirect. Browse for and select the file you just created. Click on *Import*. The progress in importing is measured by one * for each reference. RefWorks will notify you when the import is complete.

SilverPlatter (Mental Measurements Yearbook; Philosopher's Index)

After you have performed a search and are looking at the data, do the following to export to a file:

1. Mark the references you want to export and click on the Save icon.
2. Under Save These Records select Marked to export the references you selected.
3. Under Save These Fields select Complete Record to save all fields including abstract.
4. Click on the Save button and save the file to your computer.
5. Select the location in which you want to save the file and type in the name you want to save it as.
6. Click on Save and the file will be saved to your computer under the name you specified with a .dat extension.
7. To import the file, go into RefWorks and click on *Import*. Select SilverPlatter as your Import Filter/Data Source and the appropriate database based upon your search in SilverPlatter. Browse for and select the file you just created. Click on *Import*. The progress in importing is measured by one * for each reference. RefWorks will notify you when the import is complete.

OTHER CITATION MANAGERS COMPATIBLE WITH REFWORKS

EndNote

To export records from EndNote you must select the correct Output Style for the export. Under the File Menu select Output Styles. You will see a list of output styles there, and if you see RefMan (RIS) Export select it. If you do not see this format, open the Style Manager and check the RefMan format. Close the Style Manager and once again go to the File Menu, select Output Styles and select the RefMan format.

Next, select the references you want to export and go to the Reference Menu and select Show Selected (or Show All if you wish to export the entire database). From the File Menu select Export and a dialog will appear for you to select the location where you want to save the file. Type in a file name and select a location you will remember for importing into RefWorks. Use Text as your Save As type and click on *Save*.

Go into RefWorks and click on *Import*. Select Desktop Biblio. Mgt. Software as your Import Filter and EndNote as your Database. Browse for and select the file you just created from EndNote. Click on *Import*. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete. View the Imported References.

Reference Manager

Select the references you wish to export and go to the References Menu and select Export. Either use the default file name or create a new file for exporting references to import into RefWorks. Select the RIS format and the appropriate References Option. Click on *Export*.

Go into RefWorks and click on *Import*. Select Desktop Biblio. Mgt. Software as your Import Filter and Reference Manager as your Database. Browse for and select the file you just created from Reference Manager. Click on *Import*. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete. View the Imported References.