

HELP WITH REFWORKS:

Moving Citations from Online Databases into REFWORKS

- **For off-campus access to RefWorks you will need to enter a group code.** Contact the Bethel Library Reference Desk to receive this code, or access it via the Library's tab in BLink (My Library Accounts > Citation Help > RefWorks > RefWorks Group Code)
- Directions are designed for PCs running Firefox browsers. "Save" steps in the "Databases Which Require an Import" section may vary when using Macs or Internet Explorer.
- If the database you are using is not listed here, enter each citation manually in RefWorks by clicking on References > Add New Reference.

NOTE--Bibliographic references may contain errors. It is *essential* that you edit your reference list before submitting it to your instructor.

Exporting to RefWorks from *Find Articles--Quick Search*

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Save Results* (top center of the screen)
3. Click: *Direct Export to RefWorks*
4. Click: *Save*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Databases with Direct Links to RefWorks

ACS-American Chemical Society

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Download Citations*
3. Click: *RefWorks* in *Select Citation Manager/File Format* drop-down menu
4. Click: *Download article citation data*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

ARTSTOR

1. On the search results screen, click image(s) to select
2. Click: *Tools > Save citations for selected images*
3. Click: *Tools > View and export citations*
4. Click: *Directly export citations to RefWorks*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Art Fulltext

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Exporting/Citing*
3. Verify that *Export to RefWorks, EndNote software* is displayed
4. Verify that *RefWork's Direct Export Tool* is checked
5. Click: *Export*
6. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

BioMed Central (Searching is free, but you must create an account)

1. On the search results screen, mark records by checking boxes beside each item
2. Open the first drop-down menu next to *Send* and choose *selected items*
3. Open the second drop-down menu next to *Send* and choose *RefWorks*
4. Click: *Send*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

BioOne.org

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Download to citation manager*
3. Choose: *RefWorks*
4. Click: *Download article citation data*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

CLICnet

1. On the search results screen, select an item by clicking its *Export to RefWorks* button
2. Enter your RefWorks user name and password and click *Login*.
3. Click *View Last Imported Folder* to view the item in RefWorks

CQ Global Researcher, CQ Press Electronic Library, CQ Researcher

1. On the search results screen, click on report title
2. Click: *CiteNow!*
3. Open drop-down menu and choose *RefWorks*
4. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Credo Reference

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Saved Results*
3. At *Action*, choose *Export to RefWorks*. Click: *Go*
4. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

CSA (Ageline, ASSIA: Applied Social Sciences Index & Abstracts, BioOne Abstracts & Indexes, ERIC, Philosopher's Index, Physical Education Index, PILOTS Database, PsychARTICLES, PsycINFO, Social Services Abstracts, Sociological Abstracts)

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *RefWorks*
3. On the next screen, Click: *Export to RefWorks*
4. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

EBSCOhost (ATLA Religion Database, Academic Search Premier, Business Source Premier, Christian Periodical Index, CINAHL Plus Full Text, Communication & Mass Media Complete, EBSCO MegaFILE, Family & Society Studies Worldwide, GreenFILE, MasterFILE Premier, MLA Bibliography, Music Index, New Testament Abstracts, Old Testament Abstracts, Regional Business News, Teacher Reference Center)

1. On the search results screen, select records by clicking *Add to folder* under each desired record
2. Click: *Folder*
3. Click box: *Select/deselect all*
4. Click: *Export icon* (Picture showing sheet of paper with green arrow)
5. Choose: *Direct Export to RefWorks*
6. Click: *Save*
7. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

FirstSearch Databases (AGRICOLA, BasicBIOSIS, BioDigest, Books in Print, Contemporary Women's Issues, Dissertation Abstracts, EconLit, GEOBASE, WorldCat)

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Export*
3. At *Export*, choose *Marked records from this search*
4. At *Export To*, choose *RefWorks*
5. Click: *Export*
6. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Gale Cengage Learning (Discovering Collection, Junior Reference Collection, Opposing Viewpoints, Student Resource Center)

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Marked Items* at top of screen
3. Click: *How to Cite Marked Items*
4. At *Export to third party software*, select *RefWorks*
5. Click *Export*
6. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Gale Cengage Learning (Educator's Reference Complete, Expanded Academic ASAP, Gale Virtual Reference Library, General Science Collection, Informe, LitFinder)

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Marked Items* at top of screen
3. Click *Citation Tools*
4. At *Export to third party software*, select *RefWorks*
5. Click *Export*
(LitFinder database only. Click: *RefWorks* link)
6. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Google Scholar

Setup

1. Go to <http://scholar.google.com>. Click: *Scholar Preferences*
2. Scroll down to the *Bibliography Manager* section
3. Choose: *Show links to import citations into*. From the drop-down menu, select: *RefWorks*
4. Click: *Save Preferences*

Direct Export

1. Conduct a search
2. For each record, click its *Import into RefWorks* link
3. Log in at the RefWorks login window
4. An *Edit Reference* screen will appear
5. At the *In Folder(s)* drop-down menu, select a subject folder to place the citation in
6. Click: *Save Reference*

JSTOR (Sends one record at a time unless you register for an account)

1. On the search results screen, decide which record to send
2. Click: *Export this Citation* (located under each record)
3. Click: *RefWorks*
4. Log in at the RefWorks login window. *View > Folder > Last Imported*

Lexis-Nexis

1. On the search results screen, mark records by checking boxes beside each item
2. Click: Open book icon at the top right of your results list
3. Make sure that *Tagged Documents* is selected
4. Click: Red *Export* button
5. Log in at the RefWorks login window. *View > Folder > Last Imported*

MnLink

1. On the search results screen, mark records by clicking *Save* for each item
2. Click: *Saved List*. Mark selected records by checking boxes beside each item.
3. Click: *Export* (top of screen)
4. Choose: *RefWorks*. Click: *Export*
5. Click: Red *Export* button
6. Log in at the RefWorks login window. *View > Folder > Last Imported*

MUSE: Scholarly Journals (Project MUSE)

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Save Marked Results*
3. Click: *View Saved Results*
4. At *Export marked results to*: select *RefWorks*.
5. Click: *Export*
6. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Periodicals Archive Online

1. On the search results screen, select records by clicking *Add to Marked List* under each record
2. Click: *Marked List*
3. Click: *Download Selected Citations*
4. Click: *Export directly to RefWorks*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

ProQuest (ABI/INFORM Trade & Industry, Education Journals, Historical Minneapolis Tribune, Historical New York Times, Los Angeles Times, Newspapers, Psychology Journals, Star-Tribune, Wall Street Journal, Washington Post)

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Export*
3. Click: *Export Directly to RefWorks*
4. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

ScienceDirect

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Export Citations*
3. At *Export Format*, choose *RefWorks Direct Export*
4. Click: *Export*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Scopus

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Output*
3. At *Export format*, choose *RefWorks direct export*
4. Click: *Export*
5. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

WorldCat.org

1. On the search results screen, click on item's title to display its full record
2. Click: *Export to RefWorks*
3. Log in at the RefWorks login window. Click: *View > Folder > Last Imported*

Databases which Require an Import into RefWorks*

BEFORE IMPORTING CITATIONS INTO REFWORKS:

1. Log into RefWorks from the Library's tab in BLink or the Library home page
2. Open another browser window for database searching

***Cambridge Journals Online**

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Export Citations*
3. Select *RIS*. Click: *Download*
4. Choose: *Save File*. Click: *OK*
 - **Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
5. Switch to the RefWorks window. Click: *References > Import*
6. Select the *Import Filter/Data Source: RIS Format*
7. Select the *Database: Cambridge Journals Online*
8. Select: *Import Data from the following Text File*
9. Click: *Browse*. Double click on the saved file
10. Click: *Import*. References will appear in your Last Imported folder

***CLICnet Classic**

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Save Marked Records* for each page of selected items
3. Click: *View Saved*
4. Click: *View & Export Your Saved Records*
5. Click boxes to select titles. Choose: *Local Disk*. Click: *Submit*
6. Internet Explorer:
Click: *Save*. Choose *Desktop* from the *Save in* drop-down menu. Click: *Save*
6. Mozilla Firefox:
Choose: *Save File*. Click: *OK*. Choose *Desktop* from the *Save in* drop-down menu. Click: *Save*
7. Switch to the RefWorks window. Click: *References > Import*
8. Select the *Import Filter/Data Source: Innovative Interfaces INNOPAC*
9. Select the *Database: CLICnet (Full Display)*
10. Select: *Import Data from the following Text File*
11. Click: *Browse*. Double click on the saved file
12. Click: *Import*. References will appear in your Last Imported folder

***ComAbstracts**

1. On the search results screen, click *Add to Folder* link for each item. A new window containing the selected items will open.
2. Go to new window and check boxes beside each item
3. At the drop-down menu, choose *Download checked items in RIS format*
4. Click: *Submit*
5. Choose: *Save File*. Click: *OK*
**Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
6. Switch to the RefWorks window. Click: *References > Import*
7. Select the *Import Filter/Data Source: RIS Format*
8. Select the *Database: RIS Format*
9. Select: *Import Data from the following Text File*
10. Click: *Browse*. Double click on the saved file.
11. Click: *Import*. References will appear in your Last Imported folder

***ERIC--Education Resource Information Center (ERIC.ed.gov)**

1. On the search results screen, click *Add* for each item
2. Click: *Items in My Clipboard*
3. Click: *Export citations*
4. At *Select a File type to Export*, choose *Citation Manager File*. Click: *Download*
5. Choose: *Save File*. Click: *OK*
**Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
6. Switch to the RefWorks window. Click: *References > Import*
7. Select the *Import Filter/Data Source: RIS Format*
8. Select the *Database: RIS Format*
9. Select: *Import Data from the following Text File*
10. Click: *Browse*. Double click on the saved file.
11. Click: *Import*. References will appear in your Last Imported folder

***Gale InfoTrac Databases (InfoTrac Junior Edition, InfoTrac Student Edition)**

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Save List*
3. Email the marked list to yourself
4. Go to your email and open the list. Highlight text (click and drag mouse) and copy text (right click and choose *Copy*)
5. Switch to the RefWorks window. Click: *References > Import*
6. Select the *Import filter/Data Source: GALE InfoTrac Web*
7. Select the *Database: GALE InfoTrac*
8. Select *Import Data from the following Text*

9. Go to box below *Import Data from the following Text*. Right click and choose *Paste*. Copied text should appear in the box
10. Click: *Import*. References will appear in your Last Imported folder

***IngentaConnect**

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Update marked list*
3. Click *Bookmarking options*. Click: *Marked List*
4. Click: *Export options*. Click: *plain text*
5. On browser toolbar, click *File > Save Page As*
6. At the *Save in* drop-down menu, select your *Desktop*
7. At *File name*, name your file. Under *Save as type*, choose *Text Document*. Click: *Save*
8. Switch to the RefWorks window. Click: *References > Import*
9. Select the *Import Filter/Data Source: Ingenta*
10. Select the *Database: Online Articles*
11. Select: *Import Data from the following Text File*
12. Click: *Browse*. Double click on the saved file.
13. Click: *Import*. References will appear in your Last Imported folder

***MathSciNet**

1. On the search results screen, mark records by checking boxes beside each item
2. Select *Citations (BibTeX)* from drop-down list
3. Click: *Retrieve Marked*
4. On browser toolbar, click *File > Save Page As*
5. At the *Save in* drop-down menu, select your *Desktop*
6. At *File name*, name your file, making sure to remove HTML from the end of your file's name
7. Under *Save as type*, choose *Text Files*. Click: *Save*
8. Switch to the RefWorks window. Click: *References > Import*
9. Select the *Import Filter/Data Source: BibTeX*
10. Select the *Database: MathSciNet*
11. Select: *Import Data from the following Text File*
12. Click: *Browse*. Double click on the saved file.
13. Click: *Import*. References will appear in your Last Imported folder

***NBER Working Papers**

1. On the search results screen, click paper title
2. At *Machine-readable bibliographic record*, select *RIS*

3. On browser toolbar, click *File > Save Page As*
4. At the *Save in* drop-down menu, select your *Desktop*
5. At *File name*, type in the file name. Click: *Save*
6. Switch to the RefWorks window. Click: *References > Import*
7. Select the *Import Filter/Data Source: RIS Format*
8. Select the *Database: RIS Format*
9. Select: *Import Data from the following Text File*
10. Click: *Browse*. Double click on the saved file.
11. Click: *Import*. References will appear in your Last Imported folder

***NetLibrary** (Accessed from Complete List of Databases)

1. From search results screen, click on *Show Details* link.
2. Click: *email this info*
3. Fill in email information. Click: *Send*
4. Open the email and highlight its text. Right click and choose *Copy*
5. Switch to the RefWorks window. Click: *References > Import*
6. Select the *Import Filter/Data Source: NetLibrary*
7. Select the *Database: NetLibrary*
8. Select *Import Data from the following Text*
9. Click in text box below. Right click and choose *Paste*. Copied record should appear.
10. Click: *Import*. References will appear in your Last Imported folder

***OVID**

1. From search results screen, mark records by checking boxes beside each item
2. At *Actions*, click *Save*
3. At *Save Results*, choose *Windows style linefeeds* or *Macintosh style linefeeds*
4. Click: *Continue*
5. Choose: *Save File*. Click: *OK*.
 - **Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
6. Switch to the RefWorks window. Click: *References > Import*
7. Select the *Import Filter/Data Source: OVID*
8. Select the *Database: Journals @ OVID*
9. Select: *Import Data from the following Text File*
10. Click: *Browse*. Double click on the saved file
11. Click: *Import*. References will appear in your Last Imported folder

***PROLA**

1. Click: *Search* link on left-hand side of page. Type keywords into search boxes. Click: *Search*
2. From search results screen, click on article title
3. Click: *Download Citation*
4. At *Download Citations* drop-down menu, select *RefWorks*. Click: *Go* (There are two *Go* buttons-- make sure to choose the one next to RefWorks)
5. On browser toolbar, click *File > Save Page As*
6. At the *Save in* drop-down menu, select *Desktop*
7. At *File name*, type in the file name.
8. Under *Save as type*, choose *Text Document*. Click: *Save*
9. Switch to the RefWorks window. Click: *References > Import*

10. Select the *Import Filter/Data Source: RefWorks Tagged Format*
11. *Database: Tagged Format* should be automatically selected
12. Select: *Import Data from the following Text File*
13. Click: *Browse*. Double click on the saved file.
14. Click: *Import*. References will appear in your Last Imported folder

***PubMed/MEDLINE**

1. On the search results screen, mark records by checking boxes beside each item
2. At the *Display* pull-down menu choose *MEDLINE*
3. At the *Send to* pull-down menu choose *File*
4. Make sure that *Save File* is selected. Click: *OK*
 **Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
5. Switch to the RefWorks window. Click: *References > Import*
6. Select the *Import Filter/Data Source: NLM PubMed*
7. *Database: PubMed* should appear in the next box
8. Select: *Import Data from the following Text File*
9. Click: *Browse*. Double click on the saved file.
10. Click: *Import*. References will appear in your Last Imported folder

***RCL Web**

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Download*
3. At *Download Selected Item*, make sure that *ASCII* is selected. Click: *Download Now*
4. Make sure that *Save File* is selected. Click: *OK*
 **Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
5. Switch to the RefWorks window. Click: *References > Import*
6. Select the *Import Filter/Data Source: RCLweb*
7. Select the *Database: BooksInPrint*
8. Select: *Import Data from the following Text File*
9. Click: *Browse*. Double click on the saved file.
10. Click: *Import*. References will appear in your Last Imported folder

***SciFinder (Searching is free, but you must create an account)**

1. On the search results screen, mark records by checking boxes beside each item
2. Click: *Export*. Enter file name. Select *Tagged Format* on *File Type* drop-down menu. Click: *Export*.
3. Make sure that *Save File* is selected. Click: *OK*
 **Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
4. Switch to the RefWorks window. Click: *References > Import*
5. Select the *Import Filter/Data Source: CAS Scifinder*
6. Select the *Database: CAPlus*
7. Select: *Import Data from the following Text File*
8. Click: *Browse*. Double click on the saved file.
9. Click: *Import*. References will appear in your Last Imported folder

***Scirus**

1. Mark the records you wish to save by checking the box next to each record
2. Click: *Export Checked Results*
3. At the *Export* drop-down menu, choose *Citations, abstracts and keywords*
4. At *File Format*, select *RIS*.
5. At *Save or Display* area, select *Save File to Disk*. Click: *Export*
6. Make sure that *Save File* is selected. Click: *OK*
**Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
7. Switch to the RefWorks window. Click: *References > Import*
8. Select the *Import Filter/Data Source: RIS Format*
9. Select the *Database: Scirus*
10. Select: *Import Data from the following Text File*
11. Click: *Browse*. Double click on the saved file.
12. Click: *Import*. References will appear in your Last Imported folder

***World Shakespeare Bibliography**

1. From the search results screen, click on item's title to display its full record
2. Click: *Save Record* link
3. Click: *View Saved Entries*
4. Click: *Direct Export to Endnote*
5. Make sure that *Save File* is selected, then click *OK*.
**Note--If the file doesn't automatically save to your computer, select *Desktop* from the *Save in* drop-down menu. Click: *Save*
6. Switch to the RefWorks window. Click: *References > Import*
7. Select the *Import Filter/Data Source: World Shakespeare Bibliography*
8. Select the *Database: Shakespeare Bibliography*
9. Select: *Import Data from the following Text File*
10. Click: *Browse*. Double click on the saved file.
11. Click: *Import*. References will appear in your Last Imported folder