



Database Import/Export Instructions

Ready Reference Guide

The CSC Library databases supported by RefWorks with either direct export or manual import filters. Directions are given on the following pages to add citations to RefWorks.

ABC-CLIO	Google Scholar
ACS (American Chemical Society)	Highwire Press
Blackwell Synergy	Ingenta
BMJ.com (British Medical Journal Online)	JSTOR
Cambridge Journals Online	LexisNexis
Chadwyck Healey	OCLC FirstSearch
CLICnet	OT Search
CQ Press	Ovid (Medline and Social Work Abstracts)
CSA (Cambridge Scientific Abstracts)	Project Muse
EBSCOhost	ProQuest
EBSCOhost EJS (Electronic Journals Service)	PubMed
Emerald	ScienceDirect
GALE InfoTrac Web	Wiley InterScience (Cochrane Library)
	WilsonWeb – H.W. Wilson Company

The following CSC Library databases do **NOT** allow direct export or an import filter to RefWorks at this time. Citations from databases in this list may be added manually to your RefWorks account.

Children's Literature	Morningstar
Classical Music Library	OT Search
ComAbstracts	Sigma Theta Tau (Registry of Nursing Research)
GPO Access	Value Line
Hill Source	Women & Social Movements
In the First Person	WWD Archive
MLPI → Law Moose	
MN Mag (MPL resource)	



A note about popup blockers: If you have a popup blocker turned on in your browser, you may need to enable popups for particular databases in order to export to RefWorks successfully. (OR, holding down the Control key will usually override the popup blocker.)

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ABC-CLIO

(America: History & Life and Historical Abstracts)

For Direct Export:

1. Conduct a search and mark the records you want by clicking the **Tagged** box.
2. Click on the **Export Options** button.
3. Select **Short Entry** if you just want the citation or **Full Entry** if you want the abstract to be included with the citation information.
4. In the **Output Type** area, select **RefWorks** and click **Export Records** to initiate a direct export.
5. On the next screen, select **Export to Refworks**.
6. Log into RefWorks and your records should automatically appear in the **Last Imported** folder.

ACS (American Chemical Society)

Note: You can only export one record at a time from the ACS website.

For Direct Export:

1. Conduct your search.
2. Select the record you want to export and click **Download to Citation Manager**.
3. Select **RefWorks** in the **Choose a Citation Manager Format** drop-down and click the **Download** button.
4. Click the **Export to RefWorks** button.
5. Your records should appear in the **Last Imported Folder**.

Blackwell Synergy

(Worldviews on Evidence-based Nursing)

1. Highlight the records you wish to save.
2. Select **Download all highlighted abstracts to Citation Manager**.
3. Select **Citation for this article** or **Citation and abstract for this article**.
4. Select **RefWorks** format.
5. Select **Download References**.
6. Log in to **RefWorks** and your records should automatically appear in the **Last Imported Folder**.

BMJ.com (British Medical Journal Online)

For Direct Export:

1. Select the item you wish to save.
2. Select **Download to Citation Manager** and the **Go** button.
3. Click **Download all selected citations to Citation Manager**.
4. Choose **RefWorks** format.
5. Log in to **RefWorks**.
6. Your records should appear in the **Last Imported Folder**.

Business Source Premier (see EBSCOhost)

Cambridge Journals Online

1. Select the item you wish to save.
2. Select **Save/Export/View Citation**.
3. Click **Export Citation**.
4. Choose **File Format: RIS**.
5. Click **Download**.
6. Save the file to disk.
7. Log in to **RefWorks**.
8. Select **References/Import** from the toolbar.
9. Select **RIS Format** as the data source and **RIS Format** as the database.
10. **Browse** to find the text file you saved to your computer.
11. Click **Import**.
12. Your records should appear in the **Last Imported Folder**.

CINAHL (see EBSCOhost)

CLICnet

1. Perform a search and mark the records that you want to export.
2. Click the **Save Marked Records** button at the bottom of *each page*.
3. When finished, click the **View Saved** button located above the search box.
4. Under **Format of List**, select either **Full Display** or **RefWorks/EndNote** (**Full Display** will include the call number, library location and OCLC number)
5. In the **Send List To** box, select **Local Disk** and click the **Submit** button.
6. The **File Download** window will appear. Click the **Save** button.
7. The **Save As** window will open. Select where you want to save the file (to the desktop is fine), name the file and click **Save as a text file**.
8. Log in to **RefWorks**.
9. Select **References/Import** from the toolbar.
10. As the **Import Filter/Data Source**, select **College of St. Catherine**, and as the database, select either **CLICnet (Full Format)** or **CLICnet (RefWorks EndNote Format)**, depending on what you select in #4, above.
11. Click **Browse** to find the file you saved to your computer and click **Open**.
12. Click **Import**. Your records should appear in the **Last Imported Folder**.

Cochrane Library (see Wiley Interscience)

CQ Press

For Direct Export:

1. Conduct your search.
2. Click the **Cite Now!** button at the top of the record you would like to export. **Note:** you can only export one record at a time.
3. A separate window will pop up.
4. Choose **Export citation to: RefWorks**.
5. The reference is automatically exported to **RefWorks**.
6. Your records should appear in the **Last Imported Folder**.

CSA Illumina

For Direct Export:

1. Conduct your search.
2. Select the records you want to export and click the **RefWorks** link.
Note: if you do not see a **RefWorks** link, click on the **Save, Print, Email** link
3. Click the **Export to RefWorks** button and the references are automatically exported to RefWorks.
4. Your records should appear in the **Last Imported Folder**.

EBSCOhost

For Direct Export:

1. Conduct a search
2. Click on the **Add** folder icon to the right of any results you want to save.
3. Click on the **Folder has items** link, above the **Result List** at the top of the screen.
4. Click on the **Export** link.
5. Click the radio button in front of **Direct Export to RefWorks**.
 1. *Note:* Check the **Remove these items from folder after saving feature** *only* if you want items to become unmarked after performing the export function.
6. Click the **Save** button to begin the direct export.
7. Your records should appear in RefWorks in the **Last Imported Folder**.

EBSCOhost EJS (Electronic Journals Service)

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 to Citation Manager in EJS. It will not allow you to save the information to text.*

1. Conduct your search and mark the items wish to import.
2. When you are ready to export, click on the **Marked Items** link.
3. Click on **Export to Citation Manager**.
4. Using your browser's Save As function, navigate to the local drive and directory where you want to save the file.
5. Select **Text** as the file type.
6. Click **Save**.
7. Log in to **RefWorks**.
8. Select **References/Import** from the toolbar.
9. Select **RIS Format** as the data source and database.
10. **Browse** to find the text file you saved to your computer.
11. Click **Import**.
12. Your records should appear in the Last Imported Folder.

Emerald e-journals

1. Conduct your search, click in the boxes to select records, then select **Add to my list**. Select **OK** on the next screen.
2. Click on **Marked List** on the left-hand side of the screen.
3. Click on **Download (ASCII)**.
4. Using your browser's Save As function, navigate to the local drive and directory where you want to save the file.
5. Select **Text** as the file type.
6. Click **Save**.
7. Log in to **RefWorks**.
8. Select **References/Import** from the toolbar.
9. Select **Emerald** as the data source and **All databases** as the database.
10. **Browse** to find the text file you saved to your computer.
11. Click **Import**.
12. Your records should appear in the **Last Imported Folder**.

GALE InfoTrac Web (applies to the PowerSearch version only)

1. Conduct your search and mark the records you want to import.
2. Click on **Marked items** (located on the very top horizontal toolbar).
3. Click on the link **How to cite marked items**. A new window will open.
4. Scroll down to **Export to third party software**.
5. Select the button for **RefWorks** and click **Export**.
6. Login to your RefWorks account.
7. Your records should appear in the **Last Imported Folder**.

Google Scholar

For Direct Export:

Note: To configure the direct export to RefWorks, you must configure Google Scholar by clicking on the **Scholar Preferences** link and selecting **RefWorks** as your default in the Bibliography Manager area.

1. Conduct your search in Google Scholar.
2. Each record displayed will have an **Import into RefWorks** link. Clicking on the link will launch the RefWorks login page.
3. Once you log in, you are brought automatically to the **Edit** view of the reference. If you do not wish to edit the record, you can navigate to any other area of RefWorks.
4. Your record is stored in your **Last Imported Folder**.

Highwire Press

For Direct Export:

1. Select the items you wish to save.
2. Select the radial button for **Download to Citation Manager** at the top of the results window, then select **Go**.
3. Select **Download Citations to Citation Manager**.
4. Click on **RefWorks** (do not click on the link below the word RefWorks, otherwise you will be saving a file to your computer).
5. The export will open **RefWorks** if it is not already open and automatically import the references.
6. Your records should appear in the **Last Imported Folder**.

InfoTrac (see Gale)

Ingenta

1. Conduct your search and add the records you want to import to your marked list (select the check boxes, then select **update marked list**).
2. Under **Tools** on the right side of the screen, select **Bookmarking Options** → **Marked List**.
3. Under **Export Options**, select plain text. Your marked list will display as plain text.
4. Using your **Browser's Save As** function,* navigate to the local drive and directory where you want to save the file.
5. Select **Text** as the file type.
6. Click **Save**.
7. Log in to **RefWorks**.
8. Select **References/Import** from the toolbar.
9. Select **Ingenta** as the data source and **<Multiple Databases>** as the database.
10. **Browse** to find the text file you saved to your computer.
11. Click **Import**.
12. Your records should appear in the **Last Imported Folder**.

* If your browser's Save As function doesn't work for you, try this: When your marked list displays as plain text, you can select and copy it. Then login to RefWorks. Select **References** → **Import**. Change the Data Source to Ingenta and Database to **<Multiple Databases>**. Paste your text into the box **to Import Data from the following Text**. Select the **Import** button.

JSTOR

1. Conduct your search and save the citations you want to import.
2. Click on the **View Saved Citations** link to retrieve your records.
3. Select **Directly export citations into RefWorks**.
4. Log in to **RefWorks**.
5. Your records should appear in the **Last Imported** folder.

LexisNexis

For Direct Export:

1. Conduct your search and select your records to export.
2. Click on the **Export Bibliographic Records** icon (the **Book** icon).
3. A new window will open. Confirm your **Document Range** and click **Export**.
4. Your records should appear in the **Last Imported Folder**.

Music Index (see EBSCOhost)

NewsBank

1. From your search results, mark the references you want.
2. Select **Bibliography (export)** in the sidebar on the right.
3. Select the **Export Articles** button.
4. Save the generated file in .ris format, which is the default; do not try to open the file as it will be unreadable.
5. Log in to **RefWorks**.
6. Select **References/Import** from the toolbar.
7. Select **RIS Format** as the data source and **RIS Format** as the database.
8. **Browse** to find the text file you saved to your computer.
9. Click **Import**.
10. Your records should appear in the **Last Imported Folder**.

OCLC FirstSearch

For Direct Export:

1. From your search results mark the references you want to export and click **Export**.
2. To do a direct export, select **RefWorks** in the **Export to: section**. Make sure **Marked records from this search** is selected.
3. The export will open RefWorks if it is not already open and automatically import the references.
4. Your records should appear in the **Last Imported Folder**.

OT Search

1. Perform a search and mark the references you want to export by selecting **Keep**
2. Click the **Kept** button to bring up those you have selected.
3. In the **Options** area, click the **Save** button.
4. Select **Save As** from your browser. Name the file and select **Text** as the **Save As** file type. You can place it on your desktop temporarily and delete it later.
5. Log in to **RefWorks**.
6. Select **References/Import** from the toolbar.
7. Select **SIRSI Library Software** as the import filter/data source and **AOTA-OT** as the database.
8. **Browse** to find the text file you saved to your computer desktop.
9. Click **Import**.
10. Your records should appear in the **Last Imported Folder**.

Ovid

(includes Biological Abstracts, FSTA, HaPI, Social Work Abstracts, and MEDLINE)

For Direct Export:

1. Select the references you want to export.
2. In the Results Manager panel on the left side of the screen, under Fields, select **Complete Reference**.
3. Under Result Format, select the **Direct Export** format.
4. Under Actions, select the **Save** button.
5. On the next screen, select the **Export Results to RefWorks** and **Continue**.
6. The export will open RefWorks if it is not already open and automatically import the references.
7. Your records should appear in the **Last Imported Folder**.

Project Muse

For Direct Export:

1. Select the references you want to export.
2. Click on the **Saved Marked Results** button.
3. Click **Email/Export Saved Results**.
4. Under **Export marked results to:** select **Refworks**.
5. Click the **Export** button.
6. The export will open RefWorks if it is not already open and automatically import the references.
7. Your records should appear in the **Last Imported Folder**.

ProQuest

For Direct Export:

1. Perform a search and mark the references you want to export.
2. Select **Marked items**.
3. From the **Marked items** screen, click **Export citations**.
4. To do a direct export, select **Export directly to RefWorks**.
5. The export will open RefWorks if it is not already open and automatically import the references.
6. Your records should appear in the **Last Imported Folder**.

PubMed

1. Perform a search and mark the references you want to export.
2. Change the **Display** option from **Summary** to **MEDLINE**.
3. In the **Send To** drop-down, select **Text**. A window opens with just the references in MEDLINE format.
4. Select **Save As** from your browser* and select **Text** as the **Save As** file type.
5. Log in to **RefWorks**.
6. Select **References/Import** from the toolbar.
7. Select **NLM PubMed** as the data source and as the database.
8. **Browse** to find the text file you saved to your computer.
9. Click **Import**.
10. Your records should appear in the **Last Imported Folder**.

NOTE: If your browser's Save As function doesn't work for you, try this:

- When the window opens with your references in MEDLINE format, select all the text and copy it. Then login to RefWorks. Select **References** → **Import**.
- Change the Data Source to NLM PubMed and Database to PubMed.
- Paste your text into the box to **Import Data from the following Text**.
- Select the **Import** button.

ScienceDirect

For Direct Export:

1. Mark the records you want to import and click **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 **RefWorks Direct Export** and click **Export**.
5. The export will open RefWorks if it is not already open and automatically import the references.
6. Your records should appear in the **Last Imported Folder**.

SilverPlatter WebSPIRS Version 5

For Direct Export:

1. Mark the references you want to export and click the **Save** icon.
2. Select **Save to RefWorks**.
3. Click **OK** in the upper right area of the page.
4. The export will open RefWorks if it is not already open and automatically import the references.
5. Your records should appear in the **Last Imported Folder**.

Social Work Abstracts (see OVID)

Wiley InterScience (Cochrane Library)

1. Conduct your search.
2. Select the records you want to import.
3. Click **Export Selected Citations**.
4. Select **Abstracts and Citations** as your Export Type. Also select the appropriate file type. Select the **Go** button.
5. You will be prompted to save a **.txt** file to your computer. Navigate to the local drive and directory where you want to save the file, and click **Save**.
6. Log in to RefWorks.
7. Select **References/Import** from the toolbar.
8. Select **Wiley InterScience** as the data source and as the database.
9. Browse to find the text file you saved to your computer.
10. Click **Import**.
11. Your records should appear in the **Last Imported Folder**.

WilsonWeb - H.W. Wilson Company

(includes Art Full Text and Library Literature & Information Science Full Text)

For Direct Export:

1. Conduct your search and mark the references you want to export.
2. Select **Exporting/Citing**, which appears at the top or bottom of the results page.
3. On the next page, select **RefWorks Direct Export Tool**.
4. Select the **Export** button.
5. The export will open RefWorks if it is not already open and automatically import the references.
6. Your records should appear in the **Last Imported Folder**.