

## Database Import/Export Instructions

Most (but not all) Library databases allow users to export references into RefWorks. Sadly, they all work a bit differently. This is an **abbreviated listing** of how databases interface with RefWorks.

For the **complete list** of Library databases, please see the RefWorks page at the Web address above.

**Note about pop-up blockers:** Pop-ups must be allowed in order to export references into RefWorks. Disabling pop-ups varies by browser. When using **Internet Explorer**, holding down the **Control** key when you save will generally override the pop-up blocker. When using **Mozilla Firefox**, look for the **Options** tab near the top. Click the downward arrow and select **Disable pop-up blocker** for this site.

### 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*. Do this before moving on to another page!
3. When finished, click the **View Saved** button located above the search box.
4. Click the **Export Saved** button
5. Under **Format of List**, select either **Full Display** or **RefWorks/EndNote** (**Full Display** will include the call number, library location and OCLC number)
6. In the **Send List To** box, select **Local Disk** and click the **Submit** button.
7. The **File Download** window will appear. Click the **Save** button.
8. 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**.
9. Log in to **RefWorks**.
10. Select **References/Import** from the toolbar.
11. 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.
12. Click **Browse** to find the file you saved to your computer and click **Open**.
13. Click **Import**. Your records should appear in the **Last Imported Folder**.

### EBSCOhost

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. Select **All** or the specific records you want to export.
5. Click on the **Export** link.
6. Click the radio button in front of **Direct Export to RefWorks**.

**Note:** Check the **Remove these items from folder after saving feature** *only* if you want items to become unmarked after performing the export function.

7. Click the **Save** button.
8. Login to **RefWorks**; 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 file** as the **Save As** file type. Save the file. (Ignore the **Encoding** window.)
5. Log in to **RefWorks**.
6. Select **References/Import** from the toolbar.
7. Select **NLM PubMed** as the data source and **PubMed** as the database.
8. **Browse** to find the text file you saved to your computer, then click **Open**.
9. **Click Import**.
10. Your records will appear in the **Last Imported Folder**.

\* 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 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.

## Google Scholar

*Note:* To allow the direct export to RefWorks, you must configure Google Scholar. Click the **Scholar Preferences** link. Scroll down to **Bibliography Manager** and select **RefWorks**. Click **Save Preferences**.

1. Conduct your search in Google Scholar.
2. Each record displayed will have an **Import into RefWorks** link. Clicking the link will launch RefWorks (you may only save one record at a time).
3. After 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 will 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. Under Tools, select **Citation tools**. A new window will open.
4. Scroll down to **Export to third party software** and select **RefWorks**.
5. Click **Export**.
6. Login to **RefWorks**; your records should appear in the **Last Imported Folder**.

## ONEsearch / 1search

1. Conduct your search and mark the records you want to retain.
2. At the top of the records list, click the link for **Save/Export**.
3. In the window that opens, be sure that **Directly to RefWorks** is marked. Click the **Export** button.
4. Login to RefWorks; your records will appear in the **Last Imported Folder**.

**A note about records:** Once in RefWorks, ONEsearch records default to the **Generic** record type. Use the **Edit** feature in RefWorks to change them to journal articles or books. You can use **Global Edit** to change several at once.