



Importing References into RefWorks from TTUHSC Library Resources

Tip: You may need to temporarily disable your browser's pop-up blocker while using RefWorks.

Importing References from EBSCO (CINAHL, eBooks on EBSCO, Nursing Reference Center)

1. Perform a search in an **EBSCO** database. Click on the **Blue Folder** to the right of each citation that you want to save.

2. Click on the **Yellow Folder** at the top of the page. Select the references you want to export and click on the **Export** icon.

3. Select **Direct Export to RefWorks** and uncheck the **Remove these items** box. Click the **Save** button.

4. The export will automatically open RefWorks and import the references. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to a newly created or established folder.

Importing References from embase

1. Perform a search in **embase**. Select the references you want to export and click on **Export**.

2. Select **RefWorks Direct Export** and click the **Export** button. Select the **Submit to RefWorks** button from the pull down menu.

3. The export will automatically open RefWorks and import the references. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to a newly created or established folder.

Importing References from Ebrary

1. Sign in to **ebrary** with your ebrary account. Click on **My Settings**. Edit/Manage settings: **Enable Refworks**. Save changes.

2. Perform a search in ebrary. Locate the reference you want to export and click on the **RefWorks** button (listed below each item).

3. The export will automatically open RefWorks and import the references. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to a newly created or established folder.

Importing References from the Library Catalog

1. Perform a search in the **Library Catalog**. Select items that are to be placed in RefWorks. "Add to cart".

2. Click on the **Cart** button in the upper left black bar, [it will note how many items are in it.], a pull-down will appear. Click on it. Select the items for RefWorks. Then **Download**.

3. In the next screen, Choose format **RIS**. Click **Go**. Locate new downloaded file xxx.ris.

4. Log into RefWorks. From the **References** pull-down tab, on the left side of the screen in the grey bar, select **Import**.

5. On the Import References menu, choose import filter **OVID**. Leave databases default at **ABI/Inform**. Select file to be imported. (Typically named "Cart.ris" in your Download folder). Click **Import** button.

6. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to a newly created or established folder.

Importing References from OVID

1. Perform a search in an **OVID** database. Select the references you want to export and click on the **Export** button.

2. Select RefWorks from the **Export To** pull-down menu. Click on the **Export Citation(s)** button.

3. The export will automatically open RefWorks and import the references. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move to a newly created or established folder

Importing References from PubMed

1. Perform a search in **PubMed**. Click the small box for references you want to export and send them to the **Clipboard**.

2. Click on the **#items** in Clipboard. Using the **Send to** pull down menu, select the radio button for **File** and format for **MEDLINE**. Click **Create file**. Note where the file is located. File will be named Pub_Med(x).txt (Where x stands for a number).

3. Log into RefWorks. Select the **References** tab and choose **Import**.

4. Select **NLM PubMed** as the Import Filter and **PubMed** as the Database.

5. Browse to find the **.txt** file that you saved. Click **Import**. File will be named "Pub_Med(x).txt" (Where x stands for a number).

6. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to a newly created or established folder.

Importing References from Scopus

1. Perform a search in **Scopus**. Select the references you want to export and click on the **Export** icon.

2. From pull-down select **RefWorks direct export** for **Export** format. Click the **Export** button.

3. If RefWorks is open, references will automatically be imported, if not open you will be taken to sign in page for RefWorks. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to a newly created or established folder.

Importing References from STATRef!

1. Perform a search in **STATRef!** and click a book. Click on the **Download Citations** button.

2. Select **Export Directly to RefWorks**. Click the **Get Citation** button.

3. If RefWorks is open, references will automatically be imported, if not open you will be taken to sign-in page for RefWorks. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to an established folder.

Importing References from Web of Knowledge

1. Perform a search in an **ISI Web of Knowledge** database. At the bottom of the results list: Use Pull-down menu to select **Save to RefWorks**. **Select** content desired to be imported. Click the **Send** button.

2. If RefWorks is open, references will automatically be imported, if not open you will be taken to sign-in page for RefWorks. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to an established folder.

Importing References from Google Scholar

1. From the **Google Scholar** home page “<http://scholar.google.com>”, click on **Settings**.

2. Scroll down to the Bibliography Manager Section and select radio button **Show Links to Import Citations** into. Select **RefWorks** from the pull down menu and click **Save**.

3. Conduct your search in Google Scholar. Click on the **Import into RefWorks** link listed below each citation.

4. If RefWorks is open, references will automatically be imported, if not open you will be taken to sign-in page for RefWorks. Your records will appear in the **Last Imported Folder**. We recommend that you select View Last Imported Folder and move the references to an established folder.

Manually Entering References

1. Select **References** tab and select **Add New** from the pull-down menu.

2. Start by selecting your bibliographic **Output Style** (e.g. AMA, APA) under Fields Used By.

3. Designate the **type of material** you are entering (e.g. book) under Reference Type. Fill out form and click **Save Reference** when finished.

RefMobile

RefMobile allows you to add, view, and manage your references via a smart phone. There is no desktop–mobile syncing required.

To use RefMobile: You must register for a RefWorks account on a non-mobile device. Once registered using your mobile device locate RefWorks on the library homepage and log in.

Using Write-N-Cite with Microsoft Word

Write-N-Cite is a small program from RefWorks that works within Microsoft Word and expedites the placement and embedding of references and the creation of bibliographies into your Word documents. Once downloaded and installed, a Write-N-Cite icon is installed within your Word program.

The link to the download is available within RefWorks>Tools pull-down>Write-n-Cite. There are instructions for both MACs and PCs.

To Use:

For Mac: Word>View>Toolbar>Write-n-Cite. For PC: a ProQuest tab will appear in your Ribbon.

These links to the RefWorks program will sync your citations/references so that they can be added to your Word document. You may also need to periodically manually sync while in Word. Output Styles can be selected and used to modify citations and references.

For an introduction to RefWorks and links to RefWorks YouTube channel:

<http://refworks.libguides.com/home>