

RefWorks: Importing Records From Databases

User Guide

Centennial Library

Cedarville University

Catalogs

Centennial Library Catalog

1. Select the check boxes of the records to import.
2. Click on the **Save Marked Records** button.
3. Click on the **View/Export Marked Records** button located towards the top of the screen.
4. Under **Format of List**, select **Full Display**, and under **Send List To**, select **Local Disk**.
5. Click on the **Submit** button. A **File Download** dialog box will open.
6. Click on the **Save** button. A **Save As** dialog box will open.
7. Select the location to save the file, and change **Save as Type** to **Text Document**. Note the file name and location to retrieve later.
8. Click on the **Save** button. A **Download Complete** dialog box will open.
9. Click on the **Close** button after download is complete.
10. Open your RefWorks account.
11. In the dropdown menu for **References**, select **Import**.
12. In the dropdown menu for **Import Data/Filter Source**, select **Cedarville University**.
13. In the dropdown menu for **Database**, select **OhioLINK Library Catalog (Full Display) [Innovative Interfaces INNOPAC]**.
14. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
15. Select **Import Data from the Following Text File**.
16. Click on the **Browse** button. A **File Upload** dialog box will open.
17. Locate the saved file and click on the **Open** button.
18. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
19. Click on the **View Last Imported Folder** button to review the imported records.

OhioLINK Library Catalog

1. Select the check boxes of the records to import.
2. Click on the **Save Marked Records** button.
3. Click on the **View Saved Records** button located towards the top of the screen.
4. Under **Format of List**, select **Full Display**, and under **Send List To**, select **Local Disk**.
5. Click on the **Submit** button. A **File Download** dialog box will open.
6. Click on the **Save** button. A **Save As** dialog box will open.
7. Select the location to save the file, and change **Save as Type** to **Text Document**. Note the file name and location to retrieve later.
8. Click on the **Save** button. A **Download Complete** dialog box will open.
9. Click on the **Close** button after download is complete.
10. Open your RefWorks account.
11. In the dropdown menu for **References**, select **Import**.
12. In the dropdown menu for **Import Data/Filter Source**, select **Cedarville University**.
13. In the dropdown menu for **Database**, select **OhioLINK Library Catalog (Full Display) [Innovative Interfaces INNOPAC]**.
14. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
15. Select **Import Data from the Following Text File**.
16. Click on the **Browse** button. A **File Upload** dialog box will open.
17. Locate the saved file and click on the **Open** button.

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18. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
 19. Click on the **View Last Imported Folder** button to review the imported records.

Databases

Books in Print

1. Select the check boxes of the records to import.
2. Click on the **Add to List** button. A new window will open.
3. Select **Create a New List**, or **Choose an Existing List** if you have one.
4. Type a list name.
5. Under **List Type**, select **Public**, or select **Password Protected** and enter your password and email address. You can use the **Password Protected** option if you have created an account for Books In Print.
6. Click on the **Create List** button. Close the window.
7. Click on the **Lists** icon located in the top right corner of the main screen.
8. Select the check box next to the name of the list you created.
9. Click **Download**.
10. Select **ASCII**.
11. In the dropdown menu under **Record Format** for **ASCII**, select **Full Record**.
12. Check the boxes for the options you would like included in the record.
13. Click on the **Go** button. A **File Download** dialog box will open.
14. Click on the **Save** button. A **Save As** dialog box will open.
15. Select the location to save the file, and change **Save as Type** to **.BIP Document**. Note the file name and location to retrieve later.
16. Click on the **Save** button. A **Download Complete** dialog box will open.
17. Click on the **Close** button after download is complete.
18. Open your RefWorks account.
19. In the dropdown menu for **References**, select **Import**.
20. In the dropdown menu for **Import Data/Filter Source**, select **Cedarville University**.
21. In the dropdown menu for **Database**, select **BooksInPrint (ASCII Full Record) [BooksInPrint]**.
22. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
23. Select **Import Data from the Following Text File**.
24. Click on the **Browse** button. A **File Upload** dialog box will open.
25. Locate the saved file and click on the **Open** button.
26. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
27. Click on the **View Last Imported Folder** button to review the imported records.

Christian Periodical Index

1. Select the check boxes of the records to import.
 2. Click on the **Save** disk icon located on the right.
 3. Under the **Save These Records** section, select **Marked Records**.
 4. In the dropdown menu under the **Save These Fields** section, select **Citation and Descriptors**.
 5. Under the **Also Save** section, select the check boxes for **Search History** and **Record Number and Database Name**.
 6. In the dropdown menu under the **Also Save** section, select **Short Labels**.
 7. Click on the **Save** button located at the top of the screen. A **File Download** dialog box will open.
 8. Click on the **Save** button. A **Save As** dialog box will open.
 9. Select the location to save the file, and change **Save as Type** to **.dat Document**. Note the file name and location to retrieve later.
 10. Click on the **Save** button. A **Download Complete** dialog box will open.
 11. Click on the **Close** button after download is complete.
 12. Open your RefWorks account.
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13. In the dropdown menu for **References**, select **Import**.
 14. In the dropdown menu for **Import Data/Filter Source**, select **Cedarville University**.
 15. In the dropdown menu for **Database**, select **The Philosopher's Index [SilverPlatter WebSPIRS]**.
 16. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
 17. Select **Import Data from the Following Text File**.
 18. Click on the **Browse** button. A **File Upload** dialog box will open.
 19. Locate the saved file and click on the **Open** button.
 20. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
 21. Click on the **View Last Imported Folder** button to review the imported records.

ComAbstracts

1. When in the results list, click on **Add to Folder**, a link located under each record you want to import.
2. When in the folder list, click on the check boxes of the records to import.
3. In the dropdown menu, select **Download checked items in RIS format (for ProCite, EndNote, Etc.)**.
4. Click on the **Submit** button. A **File Download** dialog box will open.
5. Click on the **Save** button. A **Save As** dialog box will open.
6. Select the location to save the file, and change **Save as Type** to Text Document. Note the file name and location to retrieve later.
7. Click on the **Save** button. A **Download Complete** dialog box will open.
8. Click on the Close button after download is complete.
9. Open your RefWorks account.
10. In the dropdown menu for **References**, select **Import**.
11. In the dropdown menu for **Import Data/Filter Source**, select **RIS Format**.
12. In the dropdown menu for Database, select **RIS Format**.
13. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
14. Select **Import Data from the Following Text File**.
15. Click on the **Browse** button. A **File Upload** dialog box will open.
16. Locate the saved file and click on the **Open** button.
17. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
18. Click on the **View Last Imported Folder** button to review the imported records.

Ebsco Databases

Academic Search Premier, Alt HealthWatch, ATLA Religion Database with ATLASerials, Business Source Premier, CINAHL, Clinical Pharmacology, Communication & Mass Media Complete, Computer Source, EBSCO Animals, Health Source: Consumer Edition, Health Source: Nursing/Academic Edition, Humanities International Index, International Bibliography of Theatre & Dance, Library Information Science & Technology Abstracts, MAS Ultra - School Edition, MasterFILE Premier, Mental Measurements Yearbook, Middle Search Plus, MLA Directory of Periodicals, MLA International Bibliography, Newspaper Source, New Testament Abstracts, Old Testament Abstracts, Primary Search, Professional Development Collection, Psychology and Behavioral Sciences Collection, Regional Business News, Religion and Philosophy Collection, SocINDEX, Sociological Collection, SPORTDiscus, TOPICsearch, Vocational and Career Collection.

1. Click on the **Add** icon at the right of a record to add the record to the export folder.
 2. Click on **View Folder** located at the top right hand of the screen.
 3. Click on **Save to Disk**.
 4. Click on the **Bibliographic Manager** tab.
 5. Select **Direct Export to RefWorks**.
 6. Click on the **Save** button. If you have your RefWorks account already open, the records will automatically be imported into RefWorks. If you do not have RefWorks open, you will be prompted to login. The records will automatically be imported into RefWorks.
 7. Click on the **View Last Imported Folder** button to review the imported records.
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Electronic Journal Center

1. When you find a record you want to import, click on **Article Description**.
2. Click on **Citation Export (Refer format)** located on the right side of the page.
3. From browser toolbar, select **File**, then **Save As...** A **Save Web Page** dialog box will open.
4. Select the location to save the file, and change **Save as Type** to **Text File (*.txt)**. Note the file name and location to retrieve later.
5. Click on the **Save** button.
6. Open your RefWorks account.
7. In the dropdown menu for **References**, select **Import**.
8. In the dropdown menu for **Import Data/Filter Source**, select **Refer Format**.
9. In the dropdown menu for **Database**, select **EndNote**.
10. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
11. Select **Import Data from the Following Text File**.
12. Click on the **Browse** button. A **File Upload** dialog box will open.
13. Locate the saved file and click on the **Open** button.
14. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
15. Click on the **View Last Imported Folder** button to review the imported records.

ISI Databases

Arts & Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index

1. Select the check boxes of the records to import.
 2. In the box at the right, under **Mark**, select **Selected records**.
 3. Click the **Submit** button.
 4. Click on the **Marked List** button located at the top of the screen.
 5. Under **Step 1**, select the additional fields you want listed in the records.
 6. Under **Step 2**, click on the **Export to Reference Software** button. A **File Download** dialog box will open.
 7. Click on the **Save** button. A **Save As** dialog box will open.
 8. Select the location to save the file. Note the file name and location to retrieve later.
 9. Click on the **Save** button.
 10. Click on the **Close** button after download is complete.
 11. Open your RefWorks account.
 12. In the dropdown menu for **References**, select **Import**.
 13. In the dropdown menu for **Import Data/Filter Source**, select **Cedarville University**.
 14. In the dropdown menu for **Database**, select **ISI Citation Indexes [ISI (Institute for Scientific Information)]**.
 15. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
 16. Select **Import Data from the Following Text File**.
 17. Click on the **Browse** button. A **File Upload** dialog box will open.
 18. Locate the saved file and click on the **Open** button.
 19. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
 20. Click on the **View Last Imported Folder** button to review the imported records.
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MathSciNet

1. Select the check boxes of the records to import.
2. In the dropdown menu at the top left side of the page, select **Citations (BibTeX)**.
3. Click on the **Retrieve Marked** button.
4. Select **File**, then **Save As...** from the browser toolbar. A **Save Web Page** dialog box will open.
5. Select the location to save the file, and change **Save as Type** to **Text File (*.txt)**. Note the file name and location to retrieve later.
6. Click on the **Save** button.
7. Open your RefWorks account.
8. In the dropdown menu for **References**, select **Import**.
9. In the dropdown menu for **Import Data/Filter Source**, select **Cedarville University**.
10. In the dropdown menu for **Database**, select **MathSciNet (AMS) (BibTeX format)**.
11. In the dropdown menu for **Import References Into**, select the folder in which to place the references. (Selecting a folder is optional—you can move them later.)
12. Select **Import Data from the Following Text File**.
13. Click on the **Browse** button. A **File Upload** dialog box will open.
14. Locate the saved file and click on the **Open** button.
15. Click on the **Import** button located at the bottom of the screen. You will receive confirmation of importing.
16. Click on the **View Last Imported Folder** button to review the imported records.

OCLC FirstSearch Databases

ArticleFirst, Clase and Periodica, GPO, PapersFirst, Proceedings, RILM Music Abstracts Advanced Search UnionLists, WorldAlmanac, WorldCat

1. Login to your RefWorks account.
2. Open a separate browser window to search an OCLC First Search database.
3. Select the check boxes of the records to import.
4. Click on the **Export** button.
5. Under **Export**, select **Marked records from this search**.
6. Under **Export To**, select **RefWorks**.
7. Click on the **Export** button. The records will automatically be imported into RefWorks.
8. Click on the **View Last Imported Folder** button to review the imported records.

OSearch Databases

America: History and Life, Annual Bibliography of English Language and Literature, Applied Science and Technology Abstracts, Art Abstracts, Biography Index, Biological Abstracts, Biological and Agricultural Index, Book Review Digest, Business & Industry, Compendex, Contemporary Women's Issues, Education Abstracts, ERIC, Essay and General Literature Index, GeoRef, Historical Abstracts, Humanities Abstracts, Index to Legal Periodicals and Books, INSPEC, Library Literature, MEDLINE, OLDMEDLINE, PAIS International, PsycINFO, PsycINFO Historical, Sociological Abstracts, Worldwide Political Science Abstracts

1. Select the check boxes of the records to import.
 2. Click on **Stored Records** button located at the top of the screen.
 3. Click on **Export Records**.
 4. Under **Export Formats**, select **Direct Export to RefWorks**.
 5. Under **Other Options**, select **Automatically Import Into Bibliographic Manager Program**.
 6. Click on the **Export Now** button. If you have your RefWorks account already open, the records will automatically be imported into RefWorks. If you do not have RefWorks open, you will be prompted to login. The records will automatically be imported into RefWorks.
 7. Click on the **View Last Imported Folder** button to review the imported records.
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Physical Education Index

1. Select the check boxes of the records to import.
2. Click on **RefWorks**, located at the center of the page.
3. Select the **Use [#] Marked Records** option.
4. Click on the **Export to RefWorks** button. If you have your RefWorks account already open, the records will automatically be imported into RefWorks. If you do not have RefWorks open, you will be prompted to login. The records will automatically be imported into RefWorks.
5. Click on the **View Last Imported Folder** button to review the imported records.

ProQuest Databases

American Periodical Series Online, Dissertation Abstracts, ProQuest Nursing Journals

1. Select the check boxes of the records to import.
2. Click on the **My Research** tab located at the top of the search screen.
3. Click on **Export citations into EndNote, ProCite, RefWorks or Reference Manager**.
4. Click on **Export directly to RefWorks**. If you have your RefWorks account already open, the records will automatically be imported into RefWorks. If you do not have RefWorks open, you will be prompted to login. The records will automatically be imported into RefWorks.
5. Click on the **View Last Imported Folder** button to review the imported records.

RLG's Eureka Databases

Anthropology Plus; Avery Index to Architectural Periodicals, Bibliography of the History of Art; Chicano Database; FRANCIS; Handbook of Latin American Studies; History of Science, Technology, and Medicine; Index to 19th-Century American Art Periodicals; Index to Foreign Legal Periodicals; Inside Information Plus; RLG Union Catalog; Russian Academy of Sciences Bibliographies; SCIPPO: Art and Rare Book Sales Catalogs.

1. Select the check boxes of the records to import.
2. Click on the **Display As Full** button. The selected records will be displayed.
3. Click on **Export**. A new window will open.
4. Under **Export to Bibliographic Software**, select **Refworks**.
5. Click on the **OK** button. If you have your RefWorks account already open, the records will automatically be imported into RefWorks. If you do not have RefWorks open, you will be prompted to login. The records will automatically be imported into RefWorks.
6. Click on the **View Last Imported Folder** button to review the imported records.

SilverPlatter Databases

The Philosopher's Index, Social Work Abstracts, NASW Clinical Register

1. Select the check boxes of the records to import.
2. Click on the **Save** disk icon located on the right.
3. For the first option, select **Export to RefWorks**.
4. Under the **Save or Export these records** section, select **Marked records**.
5. In the dropdown menu under the **Save these fields** section, select **Complete Record**.
6. Under the **Also save** section, select the check boxes for **Search History** and **Record number and database name**.
7. In the dropdown menu under the **Also save** section, select **Short labels**.
8. Click on the **OK** button located at the top of the screen. If you have your RefWorks account already open, you will be prompted to login. The records will automatically be imported into RefWorks.
9. Click on the **View Last Imported Folder** button to review the imported records.