

# RefWorks: Importing Records From Databases

Centennial Library

Cedarville University

## User Guide

Note: Remember to unblock pop-ups in your browser.

### Centennial Library Catalog

#### From Centennial Library Catalog

1. Click **Save Record**. (top of screen)
2. Click **View Saved**. (top right)
3. Click box in front of record.
4. Click **Export Saved**.
5. Under **Format of List** select **End-Note/RefWorks**.
6. Under **Send List To** select **Local Disk**.
7. Click **Submit**. (box opens)
8. Select **Save File** and click **OK**. (box opens)
9. Double click saved file in **Downloads** box. (**Notepad** window opens)
10. Under **File** click **Save As...** (box opens)
11. Select the location to save the file.
12. For **Save as Type** select **Text Document**. (Note file name and location to retrieve later)
13. Click **Save**.
14. Close **Notepad** window.

#### To RefWorks

1. Login to your RefWorks account.
2. Click **References** tab and select **Import**.
3. For **Import Data/Filter Source** select **Cedarville University**.
4. For **Database** select **Centennial Library & OhioLINK Catalog**.
5. Select **Import Data from the Following Text File**.
6. Click **Browse**. (box opens)
7. Double click the file you saved.
8. Click **Import**.
9. Click **View Last Imported Folder** to review imported record.

### OhioLINK Library Catalog

#### From OhioLINK Catalog

1. Click **Save for Export** (top of screen).
2. Click **View Saved Records** (top right).
3. Click box in front of record.
4. Under **Format of List** select **End-Note/RefWorks**.
5. Under **Send List To** select **Local Disk**.
6. Click **Submit**. (box opens)
7. Select **Save File** and click **OK**. (box opens)
8. Double click saved file in **Downloads** box. (**Notepad** window opens)
9. Under **File** click **Save As...** (box opens)
10. Select the location to save the file.
11. For **Save as Type** select **Text Document**. (Note file name and location to retrieve later)
12. Click **Save**.
13. Close **Notepad** window.

#### To RefWorks

1. Login to your RefWorks account.
2. Click **References** tab and select **Import**.
3. For **Import Data/Filter Source** select **Cedarville University**.
4. For **Database** select **Centennial Library & OhioLINK Catalog [Innovative Interfaces (Endnotes/RefWorks format)]**.
5. Select **Import Data from the Following Text File**.
6. Click **Browse**. (**File Upload** window opens)
7. Double click the file you saved.
8. Click **Import** (bottom of the screen). (**Import completed** appears to confirm that record was imported)
9. Click **View Last Imported Folder** to review imported record.

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## ACM Digital Library

### From ACM Database

1. Click **BibTeX** (right side of screen). (box opens)
2. Click **download** (bottom of screen). (box opens)
3. Select **Open with** and **Notepad** from the dropdown menu.
4. Click **OK**. (window opens)
5. Under **File** click **Save As...**
6. Select the location to save the file.
7. For **Save as Type** select **Text Document**. (Note file name and location to retrieve later)
8. Click **Save**.
9. Close **Notepad** window.

### To RefWorks

1. Login to your RefWorks account.
2. Click **References** tab and select **Import**.
3. For **Import Data/Filter Source** select **Cedarville University**.
4. For **Database** select **ACM Digital Library**.
5. Select **Import Data from the Following Text File**.
6. Click **Browse**. (box opens)
7. Double click the file you saved.
8. Click **Import**.
9. Click **View Last Imported Folder** to review imported record.

## America's Newspapers Database

### From America's Newspapers Database

1. Click **Bibliography (export)**. (right bottom)
2. Click RefWorks Direct.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## Books in Print Database

### From Books in Print Database

1. Click **Download** (just above record). (window opens)
2. Select **Standard Download**.
3. Click **Go**.
4. Select **ASCII**.
5. Under **Record Format** select **Full Record**.
6. Click **Go**.
7. Under **File** click **Save Page As...**
8. Select the location to save the file.
9. For **Save as Type** select **Text Document**. (Note file name and location to retrieve later)
10. Click **Save**.
11. Close window.

### To RefWorks

1. Login to your RefWorks account.
2. Click **References** tab and select **Import**.
3. For **Import Data/Filter Source** select **Cedarville University**.
4. For **Database** select **BooksInPrint**.
5. Select **Import Data from the Following Text File**.
6. Click **Browse**. (box opens)
7. Double click the file you saved.
8. Click **Import**.
9. Click **View Last Imported Folder** to review imported record.

## ComAbstracts Database

### From ComAbstracts Databases

1. From results list click **Add to Folder**. (last line of each citation)
2. Click box in front of record.
3. From dropdown menu select **Download checked items in RIS format**.
4. Click **Submit**. (box opens)
5. Double click saved file in **Download** box (**Notepad** window opens)
6. Select **Save File** and click **OK**.
7. Under **File** click **Save As...**
8. Select the location to save the file
9. For **Save as Type** select **Text Document**. (Note file name and location to retrieve later)
10. Click **Save**.
11. Close **Notepad** window.

### To RefWorks

1. Login to your RefWorks account.
2. Click **References** tab and select **Import**.
3. For **Import Data/Filter Source** select **Cedarville University**.
4. For **Database** select **ComAbstracts**.
5. Select **Import Data from the Following Text File**.
6. Click **Browse**. (box opens)
7. Double click the file you saved.
8. Click **Import**.
9. Click **View Last Imported Folder** to review imported record.

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## CSA Databases (Criminal Justice Abstracts, Physical Education Index)

### From CSA Databases

1. Click **Export reference**. (just above record)
2. Select **RefWorks**.
3. Click **Continue**.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## EBSCOhost Databases (Several databases)

### From EBSCOhost Databases

1. Click **Export**. (right side of screen)
2. Select **Direct Export to RefWorks**.
3. Click **Save**.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## EI Engineering Village Database

### From EI Engineering Database

1. Click **Download**. (top right)
2. Select **RefWorks direct import**.
3. Click **Download**.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## Electronic Journal Center Database

### From EJC Database

1. Click **Export to RefWorks** (right side of screen).

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## Electronic Theses and Dissertations Center Database

### From Electronic Theses and Dissertations Center Database

1. Click **Export to RefWorks**. (right side of screen)

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## FirstSearch Databases (Several databases)

1. Login to your RefWorks account.
2. From FirstSearch Database click **Export**. (top left side of screen)
3. For **Export To** select **RefWorks**.

4. Click **Export**.
5. Click **View Last Imported Folder** to review imported record.

## Google Scholar

### From Google Scholar

1. Click **Scholar Preferences**. (upper right)
2. For **Bibliography Manager** select **Show links to import citations into** and choose **RefWorks**.
3. Click **Save Preferences**. (lower right)
4. When viewing results, click **Import into Refworks**. (last line of citation)

### To RefWorks

1. Login to your RefWorks account.
  2. Click **View Last Imported Folder** to review imported record.
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## ISI Databases (Arts & Hum. Cit Index, Science Cit. Index, Social Sci. Cit. Index)

### From ISI Databases

1. Click **Save to RefWorks**. (below title to the right)

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## JSTOR Database

### From JSTOR Database

1. Click **Export Citation**. (right of title)
2. Under **Select a Format**: select **RefWorks**.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## LexisNexis Academic Database

### From LexisNexis Academic Database

1. Click open book icon. (top right)
2. Select **Current Document**.
3. Click **Export**.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## MathSciNet Database

### From MathSciNet Database

1. Click the MR number of the record to import
2. From **Select Alternative Format** drop-down menu select **BibTex**.
3. Highlight and copy text.

### To RefWorks

1. Log into your RefWorks account.
2. From **References** tab click **Import**.
3. For Database select **MathSciNet** from drop-down menu.
4. Select **Import Data from the Following Text**.
5. Paste the copied text into text box.
6. Click **Import**.
7. Click **View Last Imported Folder** to review imported record.

## NetLibrary Database

### From NetLibrary Database

1. Click **Show Details**. (last line of citation)
2. Click **Email this Information** and fill in form.
3. Click **Send**.
4. Open the email just sent and highlight and copy its text.

### To RefWorks

1. Log into your RefWorks account.
2. From **References** tab click **Import**.
3. For Database select **NetLibrary** from drop-down menu.
4. Select **Import Data from the Following Text**.
5. Paste the copied text into text box.
6. Click **Import**.
7. Click **View Last Imported Folder** to review imported record.

## OSearch Databases (Several databases)

### From OSearch Databases

1. Select **Store This Record**. (just above title)
2. Click **Stored Records**. (top of the screen)
3. Click **Export Records**.
4. Under **Export Formats** select **Direct export to RefWorks**.
5. Under **Other options** select **Automatically import into bibliographic manager program**.
6. Click **Export Now**.

### To RefWorks

1. Login to your RefWorks account.
  2. Click **View Last Imported Folder** to review imported record.
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## ProQuest Databases (American Periodicals Series Online, Dissertation Abstracts, Proquest Nursing & Allied Health Source, Safari Tech Books Online)

### From ProQuest Databases

1. Click the **Mark Document** box.
2. Click **My Research** tab.
3. Click **Export citations**.
4. Click **Export directly to RefWorks**.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.

## PubMed Database

### From PubMed Database

1. Click **Send to**. (top right)
2. Select **File**.
3. Select **MedLINE** from drop-down menu.
4. Click **Create File**. (box opens)
5. Click **OK**. (Downloads box opens)
6. Double click saved file in **Downloads box**. (Notepad window opens)
7. Under **File** click **Save As...** (box opens)
8. Select the location to save the file
9. For **Save as Type** select **Text Document**. (Note file name and location to retrieve later)
10. Click **Save**.
11. Close **Notepad** window.

### To RefWorks

1. Login to your RefWorks account.
2. Click **References** tab and select Import.
3. For **Database** select **PubMed**.
4. Select **Import Data from the Following Text File**.
5. Click **Browse**. (File Upload window opens)
6. Double click the file you saved.
7. Click **Import**.
8. Click **View Last Imported Folder** to review imported record.

## Religious & Theological Abstracts Database

### From Religious & Theological Abstracts Database

1. Highlight and copy record text.

### To RefWorks

1. Login to your RefWorks account.
2. From **References** tab click **Import**.
3. For Database select **Religious and Theological Abstracts** from drop-down menu.
4. Select **Import Data from the Following Text**.
5. Paste the copied text into text box.
6. Click **Import**.
7. Click **View Last Imported Folder** to review imported record.

## Scopus Database

### From Scopus Database

1. Click **Export**. (top left)
2. After **Export format**: select **RefWorks direct export** from drop-down menu.
3. Click **Export**.

### To RefWorks

1. Open your RefWorks account
2. Click **View Last Imported Folder** to review imported record.

## WorldCat Database

### From PubMed Database

1. Click **Cite/Export**. (top right) (box opens)
2. Click **Export to RefWorks**.

### To RefWorks

1. Login to your RefWorks account.
2. Click **View Last Imported Folder** to review imported record.