

Quick Tips : Importing Citations into RefWorks

AccessMedicine: Manual Import

1. Search or browse within AccessMedicine to the book and chapter you want to cite.
2. Click the **"Get Citation"** link in the gray navigation box at the top of the center column.
3. Click **"RefWorks"** as the **"download citation file"**. Your results are saved in a tagged format. Using your browser's **Save As** function, navigate to the local drive and directory where you want to save the file and save the file in the ***.txt** format.
4. Login to **RefWorks**.
5. Select **"Import"** from **"References"** menu.
6. In the **"Import Filter / Data Source"** menu, select **"RefWorks Tagged Format"** (it will be about 3/4th of the way down the list if this is the first time you used it; otherwise, it will probably be near the top).
7. In the **"Database"** menu, select **"Tagged Format"** (if it isn't already selected).
8. Click **"Choose File"** in the **"Select Text File"** option and locate the file you saved to your hard drive in step 3.
9. Click the **"Import"** button to finish.
10. Go to the **"Last Imported"** folder to see your saved results.

Le Moyne Library Catalog: Manual Import

1. Mark 1 or more items from results by using the **"Book Cart"** button.
2. Click the **"View Cart"** button to see saved search results.
3. Select ☒ **Full Display** or ☐ **End-Note/RefWorks** from **"Format of List"** column.
4. Select ☒ **Local Disk** from **"Send List To"** column.
5. Click **Submit** to save the **"export.txt"** file. Your results are saved in a tagged format. Using your browser's **Save As** function, navigate to the local drive and directory where you want to save the file and save the file in the ***.txt** format.
6. Login to **RefWorks**.
7. Select **"Import"** from **"References"** menu.
8. In the **"Import Filter / Data Source"** menu, select **"Le Moyne College Reale Falcone Library"**.
9. In the **"Database"** menu, select either **"Le Moyne Catalog [Full Display Export]"** or **"Le Moyne Catalog [Endnote/Refworks export]"** (depends on what you selected in step 3).
10. Click **"Choose File"** in the **"Select Text File"** option and locate the file you saved to your hard drive in step 5.
 - o Alternatively, find and open the contents of the text file in Notepad or similar text editor and copy and paste the text directly into the **"From Text"** form option.
11. Click the **"Import"** button to finish.
12. Go to the **"Last Imported"** folder to see your saved results.

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PsycINFO [EBSCOhost]: Direct Export

1. Search a topic in **PsycINFO**.
2. Mark 1 or more items from results by clicking the “**Add to Folder**” icon to the right of each results item.
3. Click on the “**Folder**” link in the upper right corner.
4. Select items you want to export to **RefWorks**. (If you don’t select at least 1 item, all results will be exported.)
5. Click “**Export**” button.
6. Click the radio button in front of “**Direct Export to RefWorks**” option.
 - **Tip:** Turn off your browser’s pop-up blocker to ensure that the next step works properly.
7. Click the “**Save**” button to begin the direct export. If you are not already logged into RefWorks, you will be prompted.
8. Go to the “**Last Imported**” folder to see your saved results.

See also: <http://tinyurl.com/rw-ebSCOhost>

PubMed: Manual Import

1. Search a topic in **PubMed**.
2. Mark 1 or more items from results by using the checkbox to the left of each search item.
3. Click the “**Send to**” menu above the search results and select “**Citation manager**” from the list of options.
4. Click the “**Generate File**” button in the confirmation view. Your results will be saved in a tagged format. Using your browser's **Save As** function, navigate to the local drive and directory where you want to save the file and save the file in the *.nbib format.
5. Login to **RefWorks**.
6. Select “**Import**” from “**References**” menu.
7. In the “**Import Filter / Data Source**” menu, select “**NLM PubMed**” (it will be about 2/3rd of the way down the list if this is the first time you used it; otherwise, it will probably be near the top).
8. In the “**Database**” menu, select “**PubMed**” (if it isn’t already selected).
9. Click “**Choose File**” in the “**Select Text File**” option and locate the file you saved to your hard drive in step 4.
10. Click the “**Import**” button to finish.
11. Go to the “**Last Imported**” folder to see your saved results.

See also: <http://tinyurl.com/rw-pubmed>

Help:

- Library Help Guide: <http://resources.library.lemoyne.edu/pubserv-refworks>
- RefWorks & Write-N-Cite Video Tutorials: <https://www.youtube.com/user/ProQuestRefWorks>