

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>