

How to export/import references to a RefWorks bibliographic database

Users can export references directly to RefWorks from those medical databases that the library subscribes to via the OVID interface including MEDLINE, CINAHL, EBM Reviews (Cochrane Database, ACP Journal Club, DARE), AMED, Global Health, PsycINFO, SPORTDiscus, HAPI, IPA, and ERIC. Scopus users can also export references directly to RefWorks.

The procedure for how to do this is the same across all the OVID databases. After searching a database you would check the boxes next to the references you want to export. Scroll down to the bottom of the screen, under 'Result Format' check the 'Direct Export' button, and under Actions click SAVE.

The screenshot shows a search results page with two articles selected. Article 9 is by Neacsu AM, and Article 10 is by Walker RA and Romanchuk KG. Below the articles is a 'Results Manager' section with four columns: Results, Fields, Result Format, and Actions. In the 'Result Format' column, 'Direct Export' is selected. In the 'Actions' column, 'SAVE' is selected. A 'Next Result' button is visible at the bottom right of the results list.

The Export results to RefWorks button will appear, and you should click CONTINUE.

The screenshot shows the 'Export Results' dialog box. It has a blue header with 'Export Results' and a 'Results Display' button. Below the header, there are two radio button options: 'Export results to RefWorks' (which is selected) and 'Export results to Endnote, Procite, or Reference Manager'. A red 'CONTINUE >>' button is located below the options.

If you have your RefWorks account already open, the import will begin automatically. If not, then you will be prompted to the RefWorks login page; after you login, the import will begin.

The screenshot shows the 'RefWorks User Login for George Washington University Medical Center' page. It has a header with the title. Below the header, there is a section for 'New to RefWorks?' with a link to 'Sign up for an Individual Account'. There are two input fields for 'Log-in Name' and 'Password', and a 'Forgot your log-in?' link. Below that is a link for 'Athens Users'. There is a section for 'Not your Organization?' with a link to 'Login using your Group Code'. At the bottom, there is a red 'Login' button.

When the import is complete, click View Last Imported Folder to view the references.

Import from OVID

Importing references, please wait...

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Import completed - 2 references imported

[View Last Imported Folder](#) [View Log](#)

If you have not already done so, create a new folder to save your references in. Check the box next to each reference and under 'Put in Folder' select the name of the folder you created. You must do this because RefWorks overwrites the content of the Last Imported folder each time you import a new set of references.

Last Imported Folder Switch to: Standard View

Use: Selected Page All in List

Add to My List Put in Folder... Remove from Folder Sort by: Authors, Primary

Global Edit Put in Folder... Last Imported

Ref ID: 18 test records of 2 Last Imported View Edit Click for Availability @ Himmelfarb

Title: [Etiopathogenic mechanisms in glaucoma]

Authors: Neacsu, A. M.

Source: Ophthalmologia, 2006, 50, 2, 18-22

Ref ID: 19 Journal Reference 2 of 2 Last Imported View Edit Click for Availability @ Himmelfarb

Title: Long-term refractive change after intraocular lens implantation in childhood

Authors: Walker, R. A., Romanchuk, K. G.

Source: Canadian Journal of Ophthalmology, 2006, 41, 4, 464-468

Users can also import references into RefWorks from text files saved in PubMed or Web of Science. Instructions for how to import references from a saved text file are in the RefWorks Quick Start Guide available online at www.gwumc.edu/library/tutorials/QuickStartGuide.pdf. RefWorks must be able to read the saved text files in order to import your references. For PubMed you must display your results in MEDLINE format. The MEDLINE format will tag the separate element fields in the reference so that RefWorks can interpret the text file. For Web of Science when you are prompted to select a data format for the saved file click 'Continue' as this will default to the Field Tagged format required by RefWorks, do not click the 'Export to Reference Software' button as this does not work. In RefWorks, the default Import Filter/Data Source is set to NLM PubMed. For PubMed use the default setting when importing references from your saved text file. For Web of Science you must change the Import Filter to ISI (Institute for Scientific Information) and select Web of Science in the Database field before importing references from your saved text file.

Users can also import references from the Himmelfarb Library catalog using the 'Search – Online catalog or database' function in RefWorks.

For information about RefWorks training classes run by the library see our continuing education course schedule online at <http://www.gwumc.edu/library/courses/>. If you have any questions about RefWorks please feel free to contact the Reference and Instruction team at the Himmelfarb Library on 202-994-2850, library@gwumc.edu.