

RefWorks Instruction by Database (SHS):

DATABASE: ABI/Inform
DATA SOURCE: ProQuest

PROCEDURE: Select citations in the database. Click on Marked List tab. Choose the option that directs you to Export citations into EndNote, ProCite, RefWorks or Reference Manager. From the next screen choose Download in a format compatible with ProCite, EndNote, Reference Manager and RefWorks. A new window will open in the browser. From the menu bar choose File; Save As. The default file name is pdqweb. You can change this or leave it as the default. Save as type will read Web page. Change this to Text File (*.txt) as all files imported into RefWorks must be in a text format. Leave everything else as is. Click on Save.

Login to RefWorks. Select Import from the top menu. Choose ProQuest from the dropdown list for your Import Filter/Data Source. From the Database dropdown list leave the default option All Databases highlighted. Select Import data from the following text file if it isn't automatically checked. Use the Browse button on the right side to find where you saved your text file. Once you select your file its path will automatically appear on the screen. At the bottom of the screen click on the Import button. You will see the following message on your screen, "Importing references, please wait," as some asterisks flash on the screen. When the process is complete you will see the following, "Import complete - # references imported."

DATABASE: Ageline
DATA SOURCE: Cambridge Scientific Abstracts

PROCEDURE: Select citations in the database. Click on Update Marked List. Choose the RefWorks option at the top of the screen. Check on Use Marked Records. At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Now return to your database window and click on the grey button that reads Export to RefWorks. The citations will automatically be imported into your RefWorks account.

DATABASE: Alcohol/Alcohol Problems Science Database
DATA SOURCE: ETOH

PROCEDURE: Cannot import references into RefWorks at this time

DATABASE: Alt HealthWatch
DATA SOURCE: EBSCOhost

PROCEDURE: Select citations in the database. Click on Folder has items icon. From this screen select Save to Disk option. Choose the tab marked Bibliographic Manager on the next screen. Choose "Direct Export to RefWorks." At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Now return to your database window and click on the Save button. The citations will automatically be imported into your RefWorks account.

DATABASE: Child Abuse, Child Welfare & Adoption Database
DATASOURCE: BiblioLine

PROCEDURE: Select citations in the database by clicking in the little squares to the left of each citation. Choose the Output tab from the top of the screen. Select Marked and Full record. At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Return to the database in your first window and now choose Export to Database. Another window will open. Choose the option for RefWorks (4th on list). Click on the link and the citations will import directly into RefWorks.

DATABASE: CINAHL
DATASOURCE: ProQuest

PROCEDURE: Select citations in the database by clicking in the little squares to the left of each citation. From the top of the screen choose the tab Marked Records. Choose the option that says "Export citations into EndNote, ProCite, RefWorks or Reference Manager. At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Now return to your database window and choose Download in a format compatible with ProCite, EndNote, Reference Manager and RefWorks. From the menu bar choose File: Save As. The default name for the file will be "pdqweb" Save as type will read Web page. Change this to Text File (*.txt) as all files imported into RefWorks must be in a text format. Leave everything else as is. Click on Save.

Login to RefWorks in a separate browser window (by pressing Ctrl N on the keyboard you can open another browser window) From the menu bar choose References and then Import. For the Import Filter/Datasource choose RIS Format. For the Database choose either ProCite or Reference Manager. Either will work fine. Select Import data from the following text file if it isn't automatically checked. Use the Browse button on the right side to find where you saved your text file. Click on the Import button at the bottom of the screen. You will see the following message on your screen, "Importing references, please wait," as some asterisks flash on the screen. When the process is complete you will see the following, "Import complete - # references imported."

DATABASE: Evidence Based Medicine
DATASOURCE: Ovid

PROCEDURE: In the database mark your citations. At the bottom of the screen Results should have Selected Results highlighted. In Fields choose Citation + Abstract + Subject Headings. Leave the Ovid option checked in the Citation Manager box at the bottom of the page. Choose Save and then Windows Style Linefeeds (or Mac or UNIX if those are your operating systems) Then click on the long blue continue button. When the dialog box appears choose to Save your file. The default name is cites .txt. You will be given the option to save it to a specific location. The desktop is usually the easiest.

Login to RefWorks in a separate browser window (by pressing Ctrl N on the keyboard you can open another browser window) From the menu bar choose References and then Import. For the Import Filter/Datasource choose Ovid. For the Database choose the EBMR ACP Journal Club database option (some of the others such as EBM Reviews and Journals @Ovid Fulltext work also). Use the Browse button on the right side to find where you saved your text file. Click on the Import button at the bottom of the screen. You will see the following message on your screen, "Importing references,

please wait,” as some asterisks flash on the screen. When the process is complete you will see the following, “Import complete - # references imported.”

DATABASE: Family & Society Studies Worldwide
DATASOURCE: BiblioLine

PROCEDURE: Select citations in the database by clicking in the little squares to the left of each citation. Choose the Output tab from the top of the screen. Select Marked and Full record. At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Return to the database in your first window and now choose Export to Database. Another window will open. Choose the option for RefWorks (4th on list). Click on the link and the citations will import directly into RefWorks.

DATABASE: Health Business Fulltext Elite
DATASOURCE: EBSCOhost

PROCEDURE: Select citations in the database. Click on Folder has items icon. From this screen select Save to Disk option. Choose the tab marked Bibliographic Manager on the next screen. Choose “Direct Export to RefWorks.” At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Now return to your database window and click on the Save button. The citations will automatically be imported into your RefWorks account.

DATABASE: Health Reference Center
DATASOURCE: Gale

PROCEDURE: Not possible to import references from this source at this time

DATABASE: Medline
DATASOURCE: EBSCOhost

PROCEDURE: Select citations in the database. Click on Folder has items icon. From this screen select Save to Disk option. Choose the tab marked Bibliographic Manager on the next screen. Choose “Direct Export to RefWorks.” At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Now return to your database window and click on the Save button. The citations will automatically be imported into your RefWorks account.

DATABASE: Nursing Journals Fulltext
DATASOURCE: ProQuest

PROCEDURE: Select citations in the database by clicking in the little squares to the left of each citation. From the top of the screen choose the tab Marked Records. Choose the option that says” Export citations into EndNote, ProCite, RefWorks or Reference Manager. At this point open another browser window by pressing Ctrl N on your keyboard. In this second window login to RefWorks. Now return to your database window and choose Download in a format compatible with ProCite, EndNote, Reference Manager and RefWorks. From the menu bar choose File: Save As. The default name for the file will be “pqdweb” Save as type will read Web page. Change this to Text File

(* .txt) as all files imported into RefWorks must be in a text format. Leave everything else as is. Click on Save.

Login to RefWorks in a separate browser window (by pressing Ctrl N on the keyboard you can open another browser window). From the menu bar choose References and then Import. For the Import Filter/Datasource choose RIS Format. For the Database choose either ProCite or Reference Manager. Either will work fine. Select Import data from the following text file if it isn't automatically checked. Use the Browse button on the right side to find where you saved your text file. Click on the Import button at the bottom of the screen. You will see the following message on your screen, "Importing references, please wait," as some asterisks flash on the screen. When the process is complete you will see the following, "Import complete - # references imported." * Note RefWorks will only import citations and abstracts NOT full text even if it is available in the database.

DATABASE: STAT!Ref

DATASOURCE: STAT!Ref

PROCEDURE: not possible to import references from this source.