

## Import Citations from Google Scholar

1. Open Google Scholar at <http://scholar.google.com>
2. Click on **Scholar Preferences**.
3. Scroll to the Bibliography Manager section.
4. Click in the radio button next to **Show links to import into**.
5. Select **Refworks** from the drop down menu
6. Click on **Save Preferences**.
7. When you review search results in Google Scholar you will see an option to **Import into RefWorks** with each citation.

## RefWorks Online Help

<http://www.lib.washington.edu/oug1/refworks/>

## Personal Assistance

Anne Zald, Geography Librarian  
Email: [zald@u.washington.edu](mailto:zald@u.washington.edu)  
Phone: 206-543-2725

## RefWorks Features

Access RefWorks on the web using your UWNNetID from any computer, whether on-campus or off.

Important tips for successful off-campus access are provided at

[www.lib.washington.edu/oug1/refworks](http://www.lib.washington.edu/oug1/refworks)

Directly import citations from many UW Libraries databases & Google Scholar.

[http://www.refworks.com/content/products/direct\\_export.asp](http://www.refworks.com/content/products/direct_export.asp)

Install Write-N-Cite Plug-in for ease of integrating references into your written work.

Available for both Mac and PC.

Install the Ref-Grab-It plug-in which will create citations in your account for web pages.



## Tips for Geographers

Electronically import, organize, annotate, and share bibliographic citations. Format bibliographies and footnotes automatically in any of 800 styles including APA, Chicago, MLA, and Harvard.



Manage citations electronically!

## Import Citations from GeoBASE

1. Mark the references you want to export and click the **Download** icon.
2. In the download window, select **RefWorks Direct Import** format and click the **Download** button.
4. The export will open **RefWorks** in a browser window. If you haven't already, you will need to login to your RefWorks account before the automatic import of citations can be completed.
5. Your records should appear in the **Last Imported Folder**.

## Import Citations from ProQuest Databases

1. After marking the references you want to export choose to a) **export the items now**, or b) add them to **My Research** and continue searching. If you chose a, skip to #4. If you chose b, select the My Research tab when you are ready to export.
3. From **My Research**, select **Export Citations**.
4. Select **Export directly to RefWorks**.
5. The export will open **RefWorks** if it is not already open and automatically import the references.
6. Your records should appear in the **Last Imported Folder**.

## Import Citations from Lexis-Nexis

1. Perform a search and mark the records you wish to export.

2. At the top right of the results display are four icons (print, email, download, export). Click the Export Bibliographic References icon and complete the options in the dialog box which opens.
3. Click the red Export button. A new window will open at the RefWorks login screen. Citation transfer to the **Last Imported** folder will complete after login..

## Import Citations From UW Libraries Catalog

1. Mark and save records from your searches in the UW Libraries catalog
2. Click the View Saved Records button at the top of the catalog window
3. Select **EndNote/RefWorks** from the **Format Of List** options on the left
4. Select **Local Disk** from the **Send List To** options on the right. Click **Submit**.
5. Select **Save** from the dialog box which appears and save the file on your computer. You will be prompted to save the file as **export.txt**, which you can accept or modify as you choose. Remember where you have saved the file and what you have called it!
6. Open RefWorks and login to your account
7. From the **References** menu, select **Import**
8. On the import screen you have several boxes to fill in as follows:  
**Import Filter/Data Source:** Refer format  
**Database:** EndNote  
**Import References into:** [optional - you can leave blank or specify a folder in your RefWorks account].
9. **Import Data from the following Text File:** [use the **Browse** button to navigate to the location

where you saved the **export.txt** file] Click the Import button.

10. Citations will be added to your **Last Imported Folder** where you can edit them and assign them to different folders in your account.

## Import Citations from Web of Science

1. From your search results, select the items you wish to save by clicking in the checkbox to the left of the appropriate citations and clicking on the **Add to Marked List** button to the right in the **Output Records** box.
2. Click on the **Marked List** icon when you are ready to export.
3. On the **Web of Science Marked Records Output Options Form**, leave the bold fields checked. Check the **abstract** field if you want to include it in your database.
4. Select **Field Tagged** option for **Save to File** and click the **Save to File** button which will save a file *savedrecs.txt* to your computer. Notice where you have saved this file.
5. In a new browser window/tab, log in to **RefWorks**. Select **References/Import** from the toolbar.
6. On the import screen you have several boxes to fill in as follows:  
**Import Filter/Data Source:** ISI (Institute for Scientific Information)  
**Database:** Web of Science  
Import References Into: [Optional—leave blank or specify a folder in your RefWorks account.]
7. **Import Data from Text File** [use the **browse** button to navigate to the text file you saved in step 6]. Click the **Import** button.
8. Your records should appear in the **Last Imported Folder**.