



RefWorks Import
EBSCO Databases: MLA

1. Begin at Library & Information Resources Home Page
<http://www.mtholyoke.edu/lits/>
2. Choose E-Resources Quick Links located in the grey box on the right hand side of the LITS home page > Choose MLA
3. Do a search using “Charlotte Bronte”
4. Mark records 1 and 2 by clicking ‘Add’
5. Click ‘Folder has items’, above the list on the right
6. Check the boxes of the records you’ve chosen and click ‘Export’
7. Choose ‘Direct Export to Refworks’ and click ‘Save’
8. Screen will appear with the message ‘Import completed – 2 references imported’. Be sure to disable the popup blocker if you have one or the Refworks page will not pop up. You may need to reload the page.
 - a. If you haven’t already, you will be prompted to login to Refworks. If using Refworks for the first time, you must be on campus to be able to set up an account.
9. Click ‘View Last Imported Folder’ to review the citations



RefWorks Import: *Five College Library Catalog Example*

1. Conduct a search in the 5 College Library catalog:
http://fcaw.library.umass.edu:8991/F?func=find-b-0&local_base=fcl01mhc or click on “Library Catalog” on the LITS home page.
2. Once you have a set of results, place checkmarks in boxes next to a couple of the items that you would like to save into Refworks
3. Click on the ‘Email/Save’ button that appears above the results list
4. The screen will then change; keep all of the default settings that you see, these should include ‘Selected’ items, ‘Catalog Format’ and ‘ASCII’ – leave the email section blank
5. Click on ‘Go’
6. Screen will change; click on ‘Save File’ when this option appears
7. You will then be prompted to save this file to the desktop, select ‘Save to Disk’ and then ‘Ok’ – be sure to make note of the file name, so that you can locate the file again in a few minutes when we need to retrieve it! The file should end in ‘.sav’
8. Open and login to RefWorks page and click ‘References’ and then ‘Import’
 - a. Go to www.refworks.com
 - b. If you are using Refworks for the first time, you must be on campus to set up an account.
9. Choose the following:
 - a. Import Filter/Data Source: **Mount Holyoke College**
 - b. Database: **MHC Library Catalog**
 - c. Import References into: **choose one of your folders created folders or just let it go into the Last Imported Folder**
 - d. DO NOT change ‘Encoding’
10. Click ‘Browse’ to select the .sav file you just saved to the desktop, click ‘Open’ when you find the file and then click ‘Import’ at the bottom
11. Screen will appear with the message ‘Import completed – # references imported’
12. Click ‘View Last Imported Folder’ to review the citations



RefWorks Import
First Search Database: Worldcat

1. Begin at Library & Information Resources Home Page
<http://www.mtholyoke.edu/lits/>
2. .Choose E-Resources Quick Links located in the grey box on the right hand side of the LITS home page > Choose Worldcat
3. Do a search using “child welfare”
4. Check boxes 1 and 2
5. Select ‘Export’ at the top of the page and select ‘Marked records from this search’ and ‘Text file’, not ‘Refworks’
6. Click ‘Export’ and save the file onto your computer
7. Login to Refworks
 - a. Go to www.refworks.com
 - b. If you are using Refworks for the first time, you must be on campus to set up an account.
8. Select References/ Import from the toolbar
9. Select OCLC FirstSearch as the data source and WorldCat as the database
10. Browse to find the text file you saved to your computer
11. Click Import
12. Click ‘View Last Imported Folder’ to review citations



RefWorks Import
CSA Databases: Sociological Abstracts

1. Begin at Library & Information Resources Home Page
<http://www.mtholyoke.edu/lits/>
2. Choose E-Resources Quick Links located in the grey box on the right hand side of the LITS home page > Choose Sociological Abstracts
3. Conduct your search
4. Mark the records you want to use by checking the boxes
5. Click on the Refworks logo
6. Click on the “Export to Refworks” button
7. Screen will appear with the message ‘Import completed – 2 references imported’. Be sure to disable the popup blocker if you have one or the Refworks page will not pop up or may give you the option to ‘click here’.
 - a. If you haven’t already, you will be prompted to login to Refworks. If using Refworks for the first time, you must be on campus to be able to set up an account.
8. Click ‘View Last Imported Folder’ to review citations



RefWorks Import: LexisNexis

1. Begin at Library & Information Resources Home Page
<http://www.mtholyoke.edu/lits/>
2. Choose E-Resources Quick Links located in the grey box on the right hand side of the LITS home page > Choose LexisNexis (with alias, for testing only)
3. Conduct your search
4. Mark the records you want to use by checking the boxes
5. Click on the little button that looks like an open book on the far right corner of the page. When cursor is over it, should read, "Export Bibliographic References"
6. A screen will pop up. Choose "Tagged Documents (#)" and click Export
7. Screen will appear with the message 'Import completed – # references imported'. Be sure to disable the popup blocker if you have one or the Refworks page will not pop up.
 - a. If you haven't already, you will be prompted to login to Refworks. If using Refworks for the first time, you must be on campus to be able to set up an account.
8. Click 'View Last Imported Folder' to review citations



RefWorks Import: JSTOR

1. Begin at Library & Information Resources Home Page
<http://www.mtholyoke.edu/lits/>
2. Choose E-Resources Quick Links located in the grey box on the right hand side of the LITS home page > Choose JSTOR
3. Conduct your search
4. Click on the record you'd like to use
5. Click 'Save Citation,' then click 'View Saved Citations'
 - a. You can only save citations one at a time. Go back and save other records you'd like to use before moving onto the 'Export Options'
6. Under 'Export Options,' choose 'Directly export citations into Refworks'
7. Screen will appear with the message 'Import completed – # references imported'. Be sure to disable the popup blocker if you have one or the Refworks page will not pop up.
 - a. If you haven't already, you will be prompted to login to Refworks. If using Refworks for the first time, you must be on campus to be able to set up an account.
8. Click 'View Last Imported Folder' to review citations



RefWorks Import: PubMed

1. Begin at Library & Information Resources Home Page
<http://www.mtholyoke.edu/lits/>
2. Choose E-Resources Quick Links located in the grey box on the right hand side of the LITS home page > Choose PubMed
3. Conduct your search
4. Mark the records you'd like to use by checking the boxes
5. Change the Display Option from Summary to MEDLINE
6. In the 'Send to' drop-down, select 'Text.' A window opens with just the references in MEDLINE format
7. Go to the browser menu 'File' > 'Save Page As' > choose 'Text Files' in the 'Save as type'
8. Login to Refworks
 - a. Go to www.refworks.com
 - b. If you are using Refworks for the first time, you must be on campus to set up an account.
9. Select References/ Import from the toolbar
10. Select NLM PubMed as the data source and as the database
11. Browse to find the text file you saved to your computer and check open
12. Click Import
13. Click 'View Last Imported Folder' to review citations