

## Putting Database References into RefWorks

### EBSCOhost

For Direct Export:

1. Conduct a search.
2. Click on the **Add to Folder** text or icon below each record that you wish to save.
3. Click on the **Folder View** link under the **Folder has items** heading, to the right side of the screen in yellow.
4. Select the records that you wish to export by manual selection or select all.
5. Click on the icon with the piece of paper and arrow to export (mouse roll over will indicate **Export**).
6. Click the radio button in front of **Direct Export to RefWorks** to initiate a direct export.

**Note:** Uncheck the **Remove these items from folder after saving option**, if you want items to remain in the folder after performing the export function.

7. Click the **Save** button to begin the direct export.
8. Login to your RefWorks account if you have not already done so. (If you have your pop-up blocker disabled RefWorks will come up automatically).
9. Your records should appear in the **Last Imported Folder**.