

Putting Database References into RefWorks

ISI

Note: If the records you wish to export from ISI are on a single search results page, you can bypass instructions 2 through 5 below. Simply mark your records and click the Save button in the Output Records area. Select Field Tagged and continue, then the Save button to save the file to your computer. Import the file following the instructions starting at #6 below.

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 located at the top and the bottom of the screen.
2. Click on the **Marked List** link when you are ready to export.
3. On the **Marked Records Output Options Form (Step 1)**, leave the bold fields checked. Check the **abstract** field if you want to include it in your database and any other available fields that you wish to export.
4. Leave the **Field Tagged** option and **Other Reference Software** defaults as is (**Step 2**). Click the **Save to File** button
5. Choose **Save to Disk** and then click **OK** to put the references into NotePad as a .txt file. The file should look something like **savedrecs.txt**. It may save the file directly to your DeskTop or it may ask you which drive and filename you would like.
6. Log in to **RefWorks**.
7. Select **References/Import** from the toolbar.
8. Select **ISI (Institute for Scientific Information)** as the data source and the database that you are in (**Web of Science, BIOSIS, Zoological Record, etc.**).
9. Browse to find the text file you saved to your computer.
10. Click **Import**.
11. Your records should appear in the **Last Imported Folder**.