

## Putting Database References into RefWorks

### ProQuest

#### For Direct Export:

1. Perform a search and mark the references you want to export.
2. You can choose to **export the items now** by clicking on **Export** above your search results. Or add them to **My Research** and add additional records for exporting later. If you add the records to **My Research**, select that folder tab when you are ready to export. **If you choose to export only the selected records on that page, skip to #4 below.**
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**.

#### To Manually Save and Export Records:

1. Perform a search and mark the references you want to export.
2. You can choose to **export the items now** by clicking on **Export** above your search results. Or add them to **My Research** and add additional records for exporting later. If you add the records to **My Research**, select that folder tab when you are ready to export. **If you choose to export only the selected records on that page, skip to #4 below.**
3. From **My Research**, select **Export Citations**.
4. Select **Download in a format compatible with ProCite, EndNote, Reference Manager and RefWorks**.
5. Select **Save As** from your browser and select **Text** as the Save As file type.
6. Log in to **RefWorks**.
7. Select **References/Import** from the toolbar.
8. Select **RIS Format** as the data source and database.

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**.