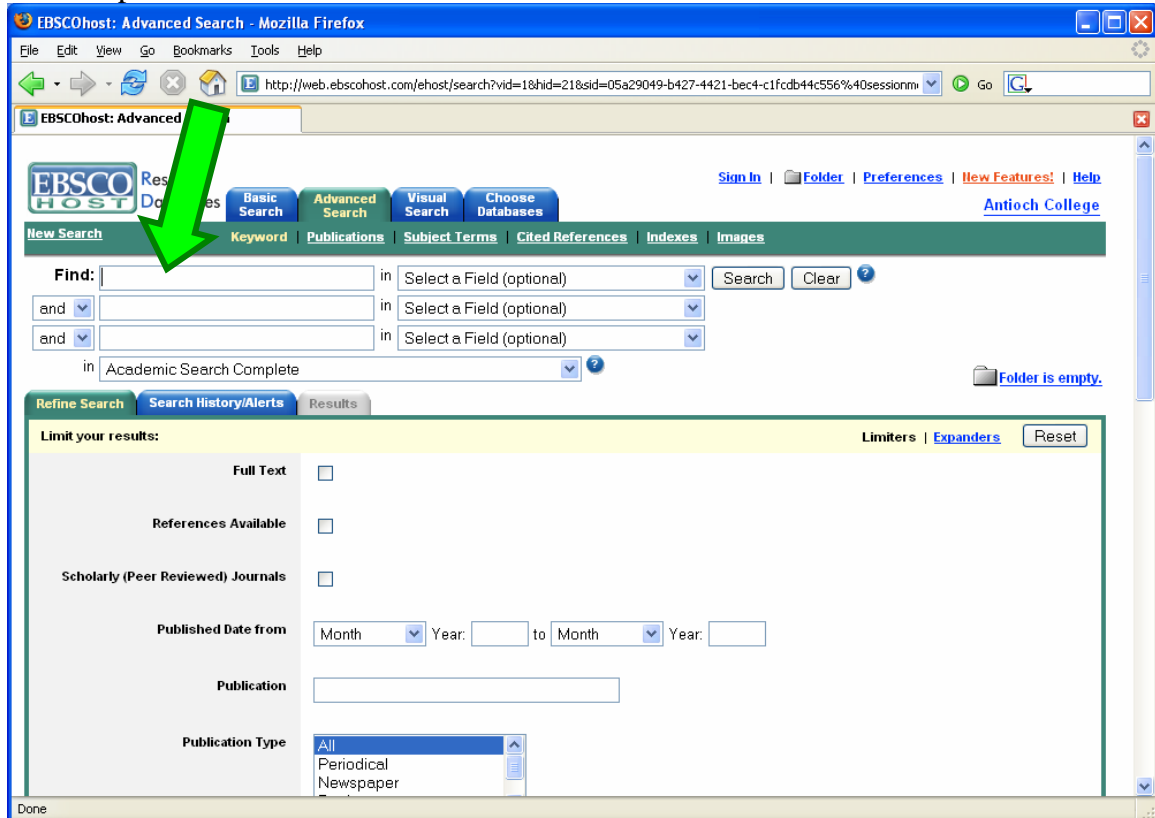


Refworks Tutorial

IMPORTING A REFERENCE

1. Choose a database that you're comfortable with.
 - a. Note: conceptually the databases all operate the same way when dealing with refworks. The trick is to figure out the language and where to locate the correct buttons.
2. For this tutorial we are going to use EBSCO HOST's Academic Search Complete.





3. Search for your information in the "Find" Field. (see green arrow)
4. When you find your results, click the "Add" button to the right of the citation




5. This should turn the folder yellow and it will say "Added"
 - a. You may do this with as many articles as you like. There's no limit to the number of references you can import at once.

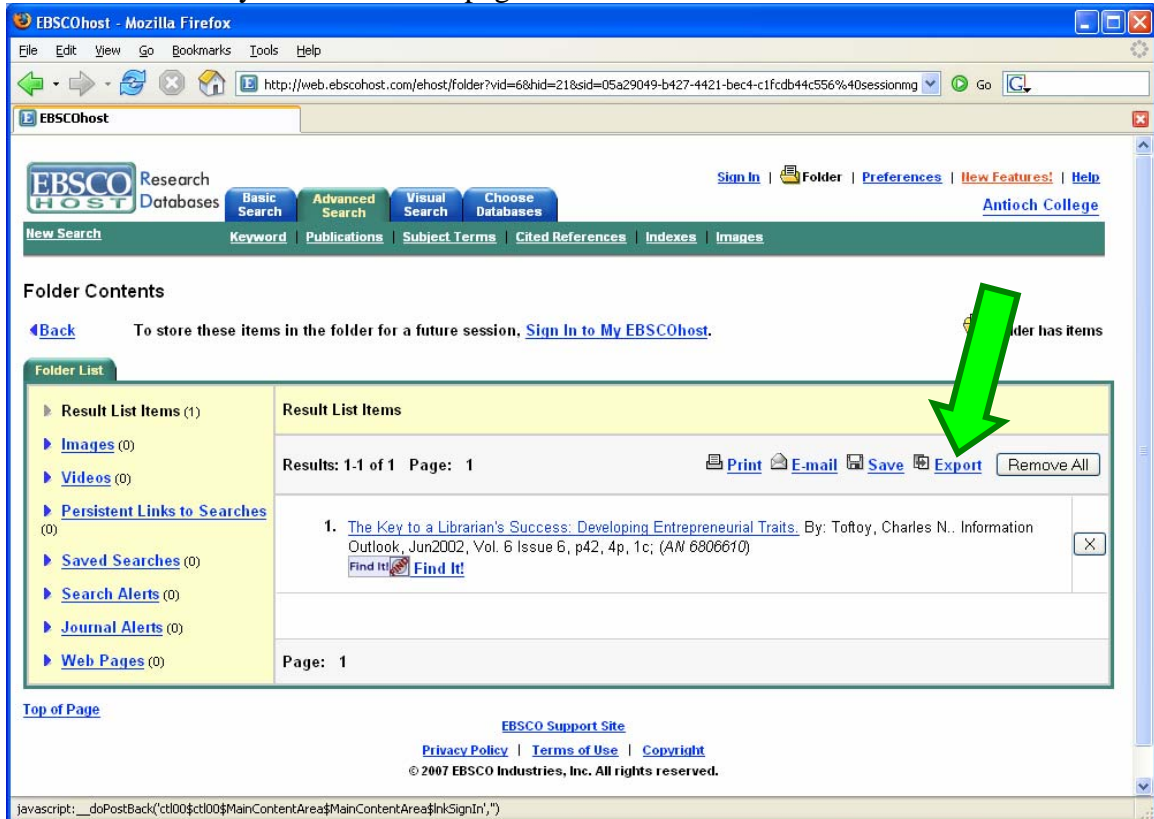
COLLEGE teachers
BIBLIOGRAPHY
STUDENTS

3. [The Key to a Librarian's Success: Developing Entrepreneurial Traits](#). By: Toftoy, Charles N.. Information Outlook, Jun2002, Vol. 6 Issue 6, p42, 4p, 1c; (AN 6806610)
[Find It!](#)  [Find It!](#)

 Added




- At the top of the web page you will see an icon that says “folder has items”. When you are done with your information search, and ready to export to Refworks, click on that icon.
- This will take you to a new webpage called “Folder Contents” that looks like this:



EBSCOhost - Mozilla Firefox

http://web.ebscohost.com/ehost/folder?vid=6&hid=21&sid=05a29049-b427-4421-bec4-c1fcd44c556%40sessionmg

EBSCOhost Research Databases

Sign In |  Folder | Preferences | New Features! | Help

Antioch College

New Search Basic Search Advanced Search Visual Search Choose Databases

Keyword Publications Subject Terms Cited References Indexes Images

Folder Contents


[Back](#) To store these items in the folder for a future session, [Sign In to My EBSCOhost](#).

Folder List

- Result List Items (1)
- Images (0)
- Videos (0)
- Persistent Links to Searches (0)
- Saved Searches (0)
- Search Alerts (0)
- Journal Alerts (0)
- Web Pages (0)

Result List Items

Results: 1-1 of 1 Page: 1 [Print](#) [E-mail](#) [Save](#) [Export](#) [Remove All](#)

1. [The Key to a Librarian's Success: Developing Entrepreneurial Traits](#). By: Toftoy, Charles N.. Information Outlook, Jun2002, Vol. 6 Issue 6, p42, 4p, 1c; (AN 6806610)
[Find It!](#)  [Find It!](#)

Page: 1


[Top of Page](#)

EBSCO Support Site

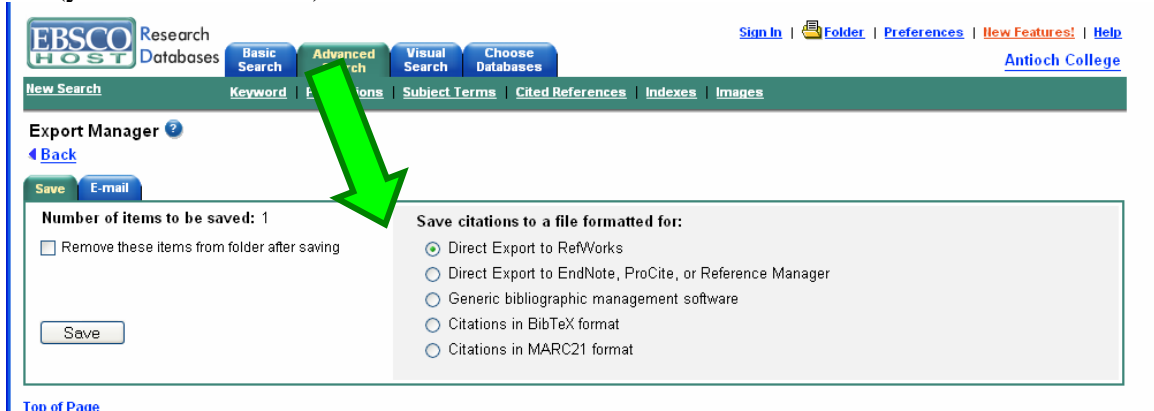
[Privacy Policy](#) | [Terms of Use](#) | [Copyright](#)

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javascript:;_doPostBack('ctl00\$ctl00\$MainContentArea\$MainContentArea\$lnkSignIn','')



- Keeping in mind that other databases operate in a similar way, you want to find the export link, which in this case is located just above your references.
- When you click on that you will be taken to a new page that looks like this (you're almost done):



EBSCOhost Research Databases

Sign In |  Folder | Preferences | New Features! | Help

Antioch College

New Search Basic Search Advanced Search Visual Search Choose Databases

Keyword Publications Subject Terms Cited References Indexes Images

Export Manager

[Back](#)

Save E-mail

Number of items to be saved: 1


Remove these items from folder after saving

Save

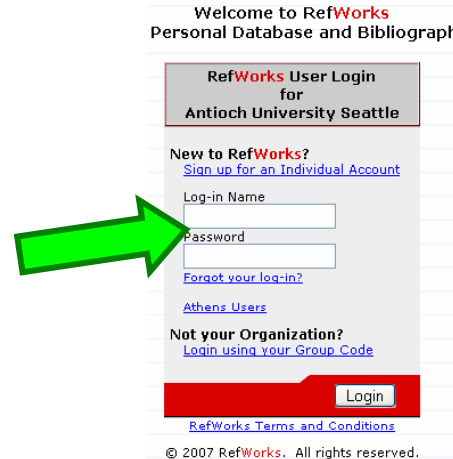
Save citations to a file formatted for:

- Direct Export to RefWorks
- Direct Export to EndNote, ProCite, or Reference Manager
- Generic bibliographic management software
- Citations in BibTeX format
- Citations in MARC21 format

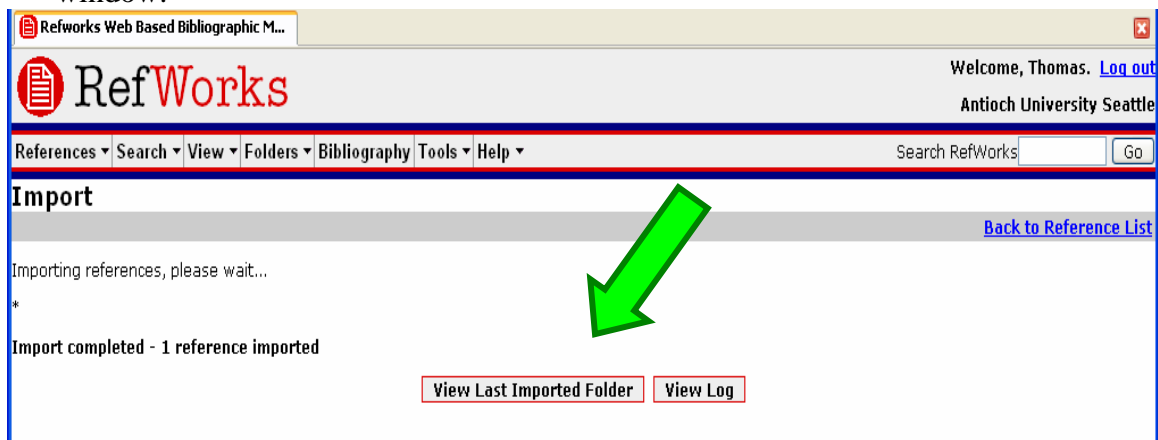
[Top of Page](#)



10. Make sure you've selected the appropriate format for your export, in this case it should be Refworks
11. Click "Save".
12. As long as your "pop-up blocker" is turned OFF your web browser should open a new window and ask you to sign into your Refworks account.



13. Refworks should automatically import your reference and show the following window:



14. From this window you can view your "last imported folder" and make edits, move the reference to another folder or just admire it. The choices are endless.