

Putting Database References into RefWorks

From CU Libraries Online Catalog (Innovative Interfaces)

To Manually Save and Export Records:

1. Perform a search in the Catalog and mark the records you want (check-off the little square boxes under “**Save**”); then click the button: “**Save Marked Records**”
2. Click the button at the top: “**View Marked**”
3. Click in the radio button beside “**EndNote/RefWorks**” under the “Format of List”; then click in the radio button under “**Send List To**” beside “Local Disk”; then click “**Submit**”
4. Your selected records will open in Notepad; “**Save**” to your Desktop or other location
5. **Log-in** to your RefWorks Account
6. Go to “**References**”; select “**Import**”
7. Go to “**Import Filter/Database**”; pick from the drop-down menu & find “**Innovative Interfaces (RefWorks/EndNote Format)**”
8. Go to “**Database**”, pick “**Clemson University**”
9. Go to “**Import References to Folder**” and select a certain folder (if you want to place in a folder)
10. Find the file you saved on your Desktop (or elsewhere) using “**Browse**”
11. Click the “**Import**” button