**RefWorks: Downloading Citations from Databases**

**EBSCO**

- Open *Academic Search Premier* in a new browser session
- Do a search for desired topic
- Mark the citations/references you want to export by clicking on *Add To Folder* at the bottom of each brief description
- Click on *Folder* (at top of page) or *Folder View* (under *Folder has items* in right sidebar)
- Select items to export
- Click on *Export* icon (looks like a piece of paper with a green arrow)
- Select *Direct Export to RefWorks* (on right side of page).
- Click on *Save*
- *RefWorks* should open automatically. If not, make sure pop-up blocker is set to allow pop-ups or is turned off. Or, open *RefWorks* from the Library website
- You will see the *Import Completed* message on the screen
- If you have set up global editing you may want to fill in database information
- Click on *View Last Imported* or from the *Folders* menu select *View* and then *Last Imported* to review imported records

**FirstSearch**

- Login to your *RefWorks* account and minimize the screen
- Open desired database in a new browser session
- Do a search for desired topic
- Mark the references you want to import into RefWorks, click *Export*
- Note: You may need to login to *RefWorks* again. Also, you may need to “turn off pop-up blocker” for the import function to work properly.
- Open your *RefWorks* screen - you should see the *Import Completed* message
- Click on *View Last Imported Folder* to review imported records

**ProQuest** (Research Library Complete, ABI/INFORM, ProQuest Newspapers, and ProQuest Religion)

- Login to your *RefWorks* account and minimize the screen
- Open desired database in a new browser session
- Do a search for desired topic
- Mark the references you want to import into *RefWorks* by clicking in box at left of citation number
- Click on *Export*
- Select *Export directly to RefWorks*
- Note: you may need to login to RefWorks again. Also, you may need to “turn off pop-up blocker” for the import function to work properly.
- Open your RefWorks screen -- you should see the *Import Completed* message
- Click on *View Last Imported Folder* to review imported records

Contact David Austin, User Services Librarian, if you have questions regarding *RefWorks.*
david.austin@northwestu.edu updated 1/10