



Importing Results From Web of Science to RefWorks

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In Web of Science, the marked results of a search can be imported into Refworks.

1. On the Web of Science Search Results screen, select those articles which you want to import into RefWorks by clicking in the checkbox to the left of the appropriate citations. Then click **Submit Marks**.

2. A new button labeled "**Marked List**" appears once you have marked and submitted items. Click this button. The screen to the right is the Web of Science Marked Records Output Options Form.

3. On the Web of Science Marked Records Output Options Form, leave the bold fields checked. Check the abstract field if you want to include it in your database.

4. Click the "**Save to File**" button. (You should leave the option as "Field Tagged." (On the Library public computers, it is necessary to have a floppy disk, and save the file to a:\). The name you give the file should end in .txt (text file).

5. Now open <http://www.refworks.com> in a new browser window. Click on **User Login**.

6. Login to your RefWorks account with your username and password. (If you are a new user, you may sign up for your individual account from a link on this page).

7. Once you have successfully opened your account, select "References...import" to open the RefWorks Import Form.

8. Select the ISI (Institute for Scientific Information) filter in the first pulldown menu (Import Filter/Data Source). Select Web of Science as the database. Then click the Browse button on the right.

9. Choose the file you saved, then click open. (Library public computers default to a:) (You must also pull down the "**Files of Type**" menu to show all files or text files.)

10. At the bottom of the form, click the Import button.

After a few seconds, the computer will display: "Importing references, please wait...." then a series of asterisks then appears one by one. After they stop appearing, RefWorks will tell you how many records were imported.

11. Click "**View last imported folder**" to see your imported citations.