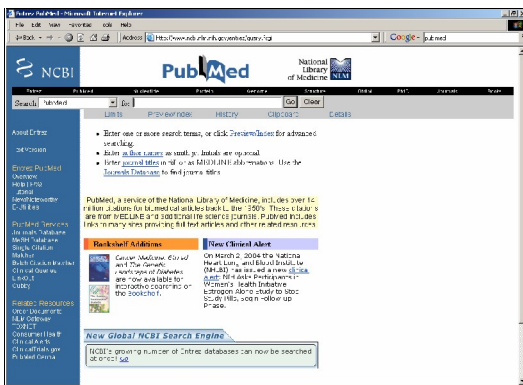


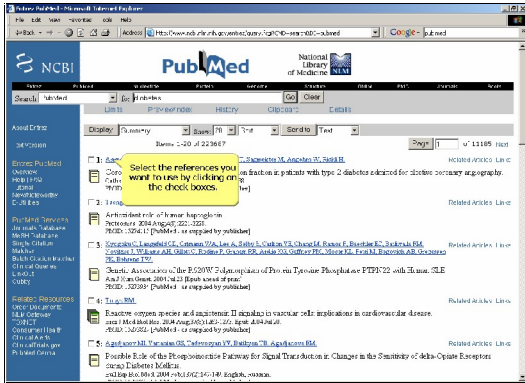
What about importing files from online database services that don't have a direct import to RefWorks?

No problem. Let's use NLM PubMed as our online database service example.

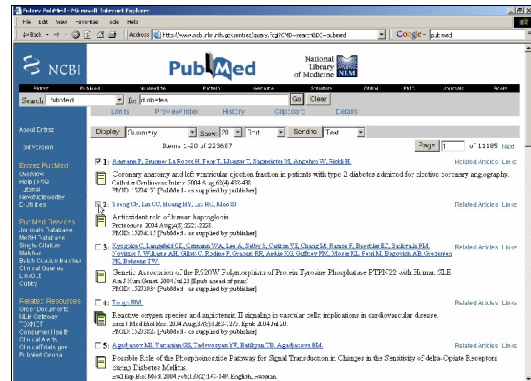
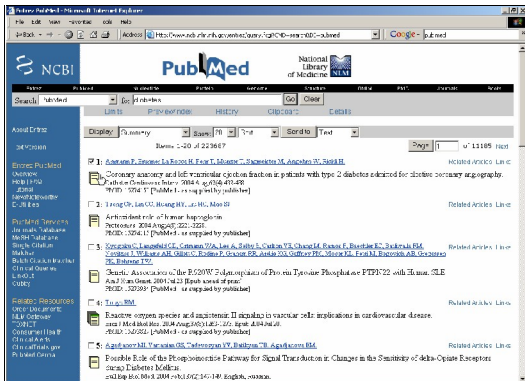
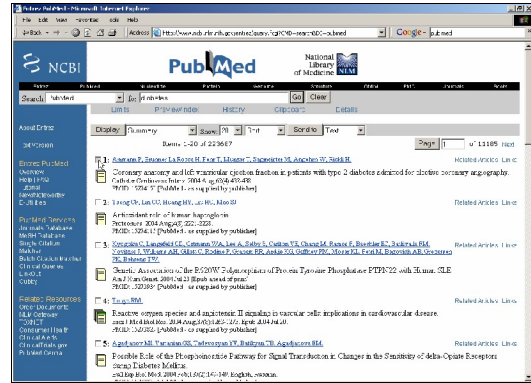
It's easiest if you have two "instances" of your browser open -- one on RefWorks (where you've logged in already) and the other directed to the online database service you want to search.

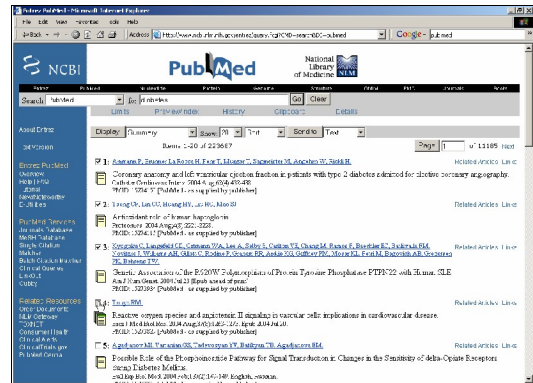
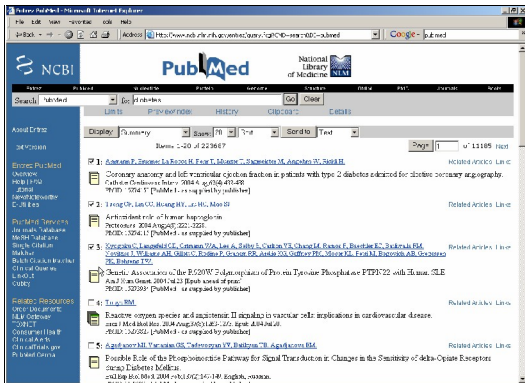
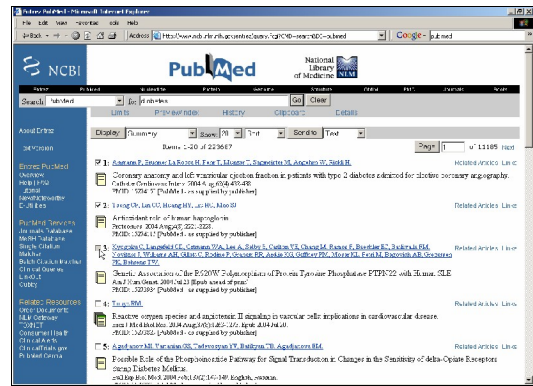
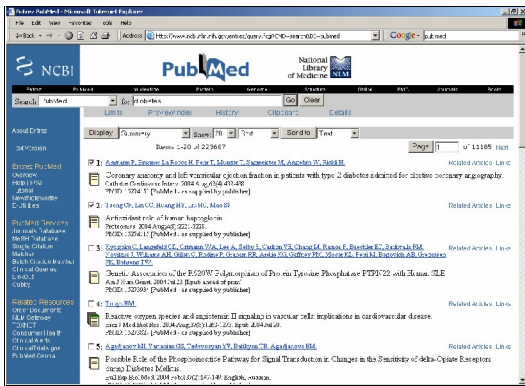
Do your search first.

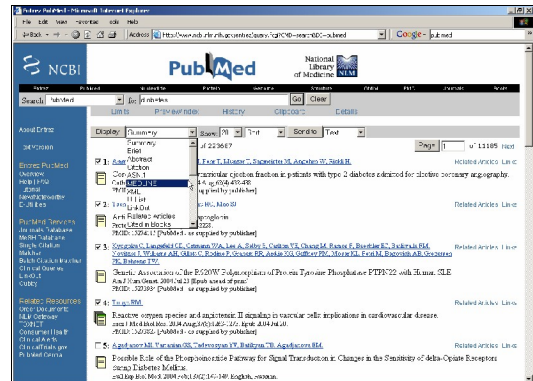
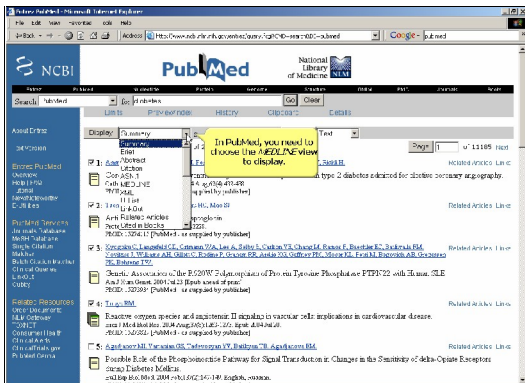
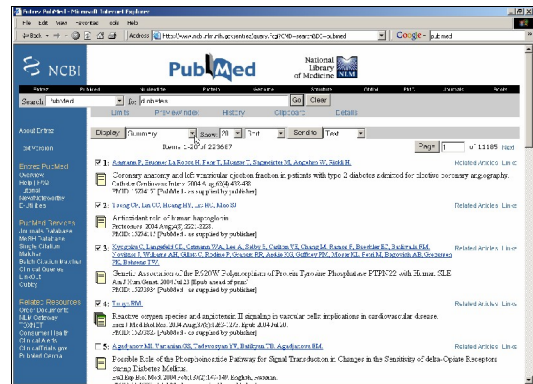
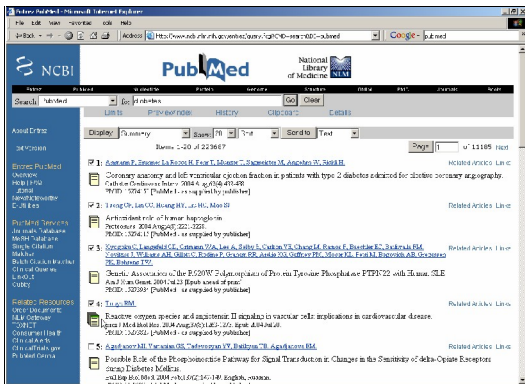




Select the references you want to use by clicking on the check boxes.



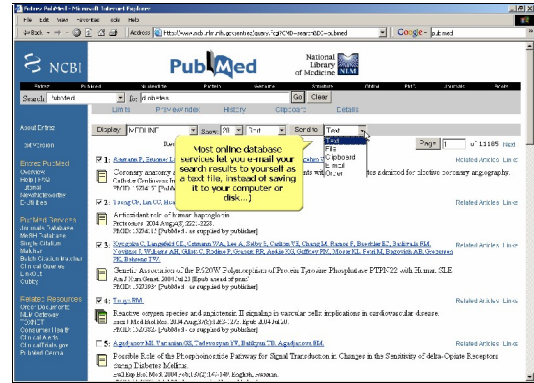




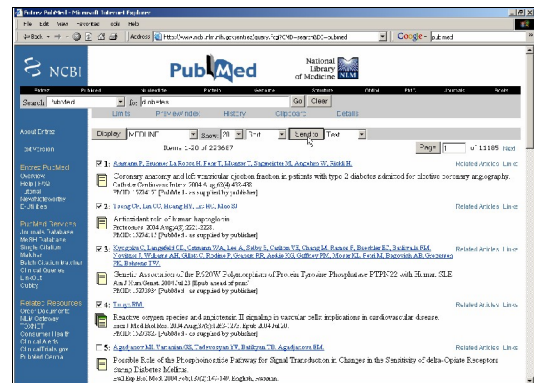
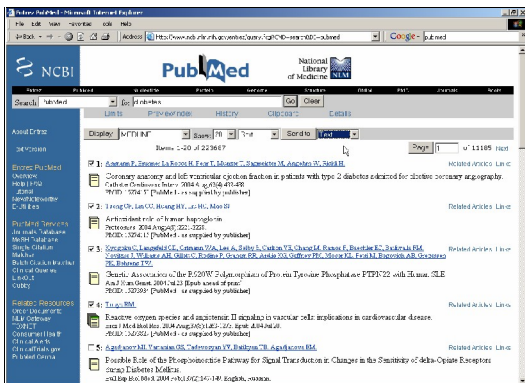
In PubMed, you need to choose the MEDLINE view to display.

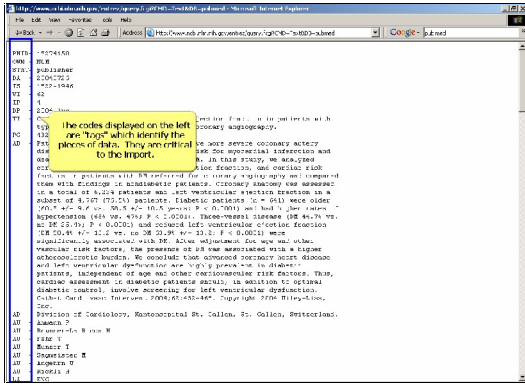


Then select Text and click Send to.

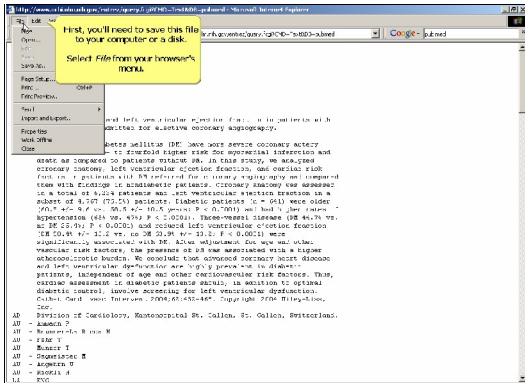
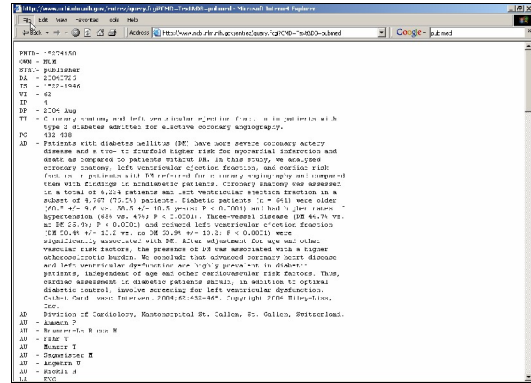


Most online database services let you e-mail your search results to yourself as a text file, instead of saving it to your computer or disk...

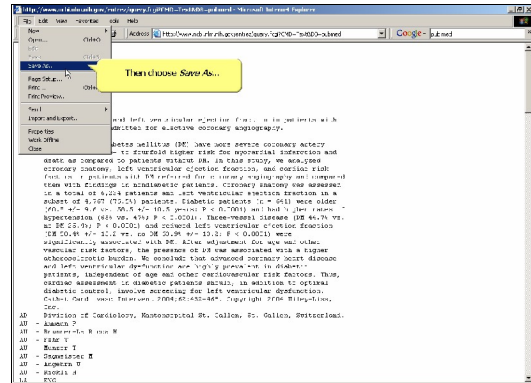




The codes displayed on the left are "tags" which identify the pieces of data. They are critical to the import.



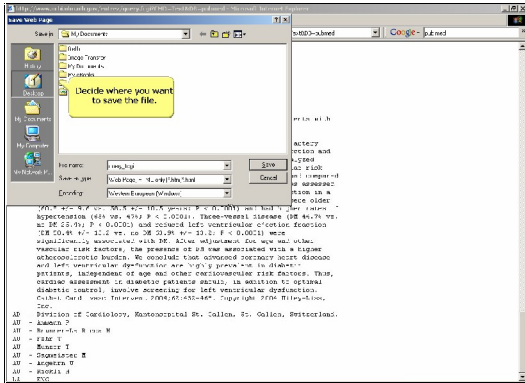
First, you'll need to save this file to your computer or a disk.



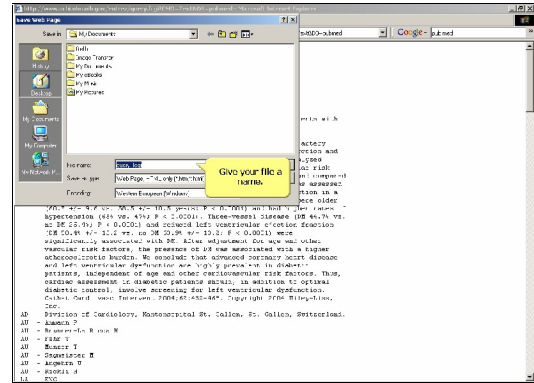
Then choose Save As...

Select File from your browser's menu.

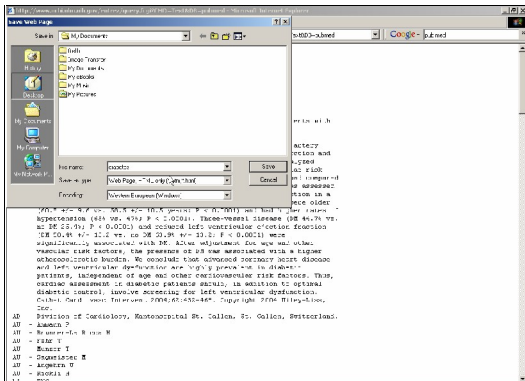
RefWorks – Importing Text Files



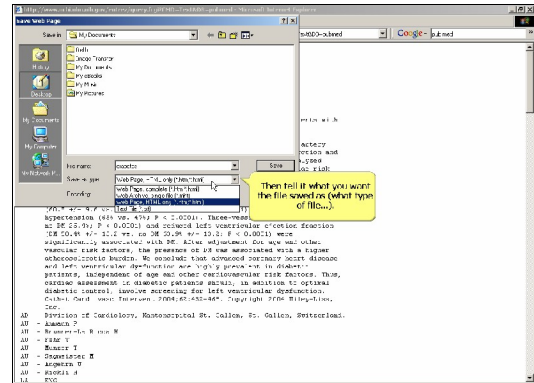
Decide where you want to save the file.



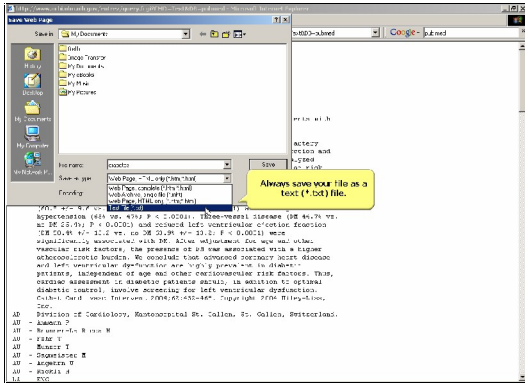
Give your file a name.



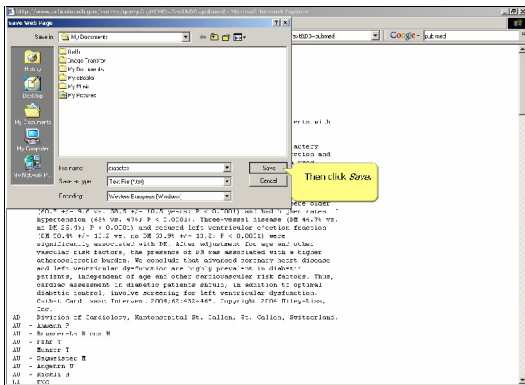
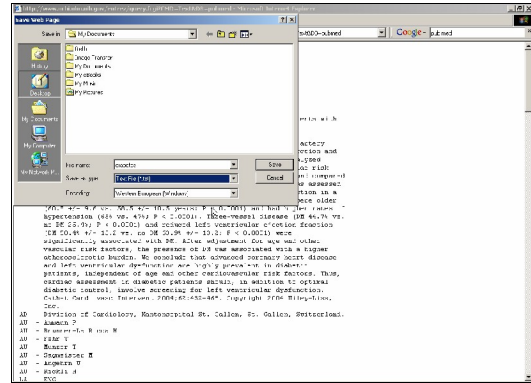
Then tell it what you want the file saved as (what type of file...)



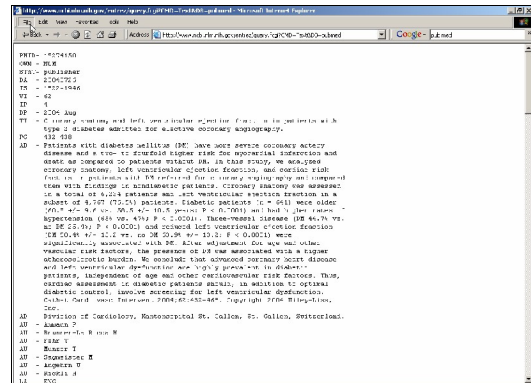
RefWorks – Importing Text Files

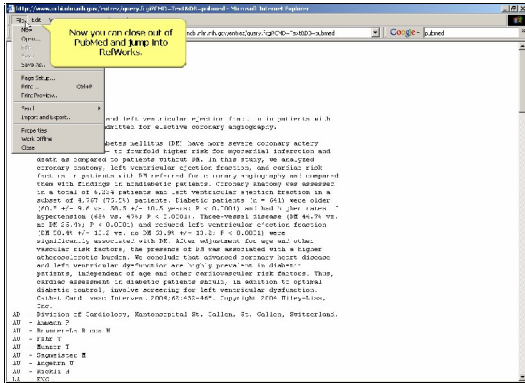


Always save your file as a text (*.txt) file.

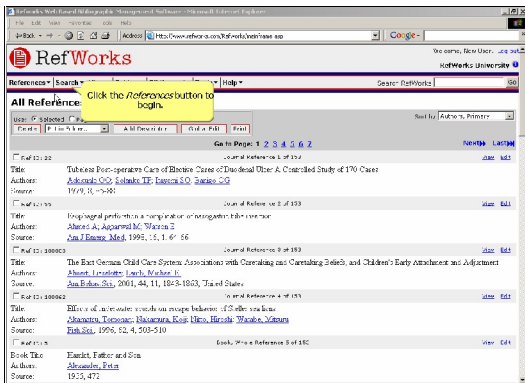
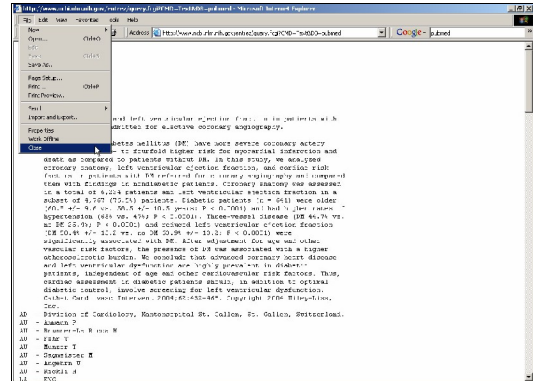


Then click Save.

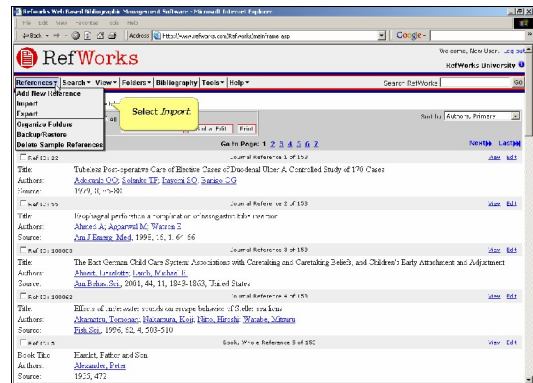




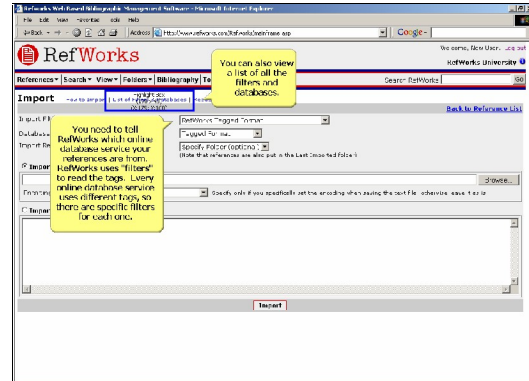
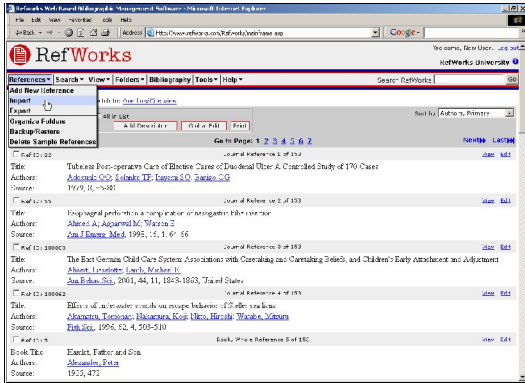
Now you can close out of PubMed and jump into RefWorks.



Click the References button to begin.

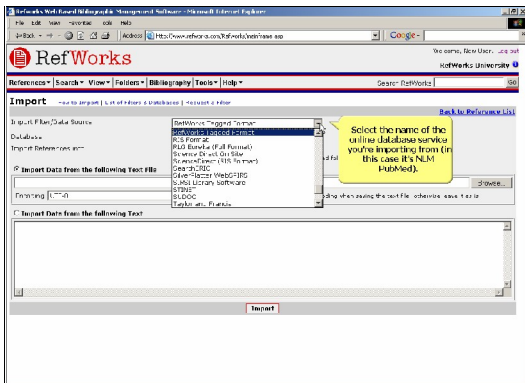


Select Import.

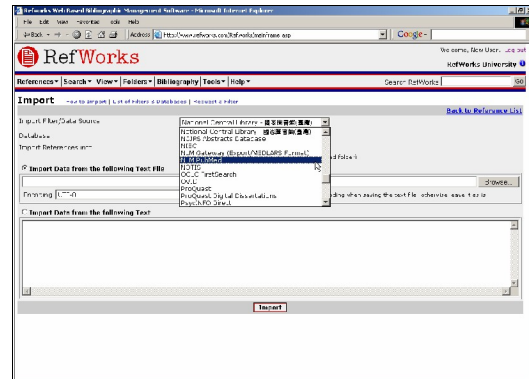


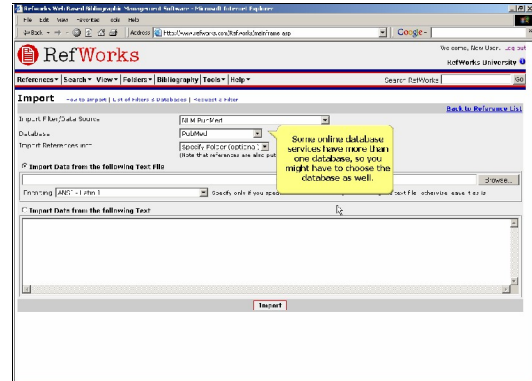
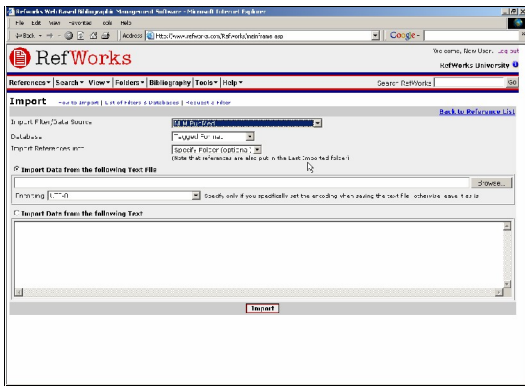
You need to tell RefWorks which online database service your references are from. RefWorks uses "filters" to read the tags. Every online database service uses different tags, so there are specific filters for each one.

You can also view a list of all the filters and databases.

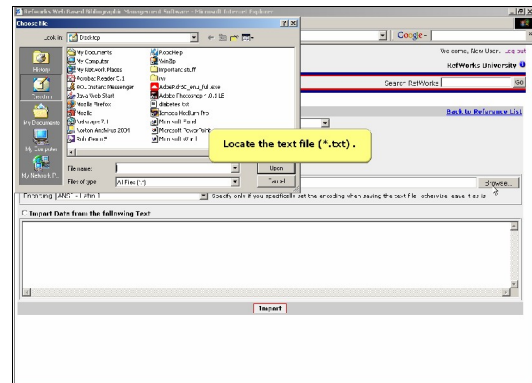
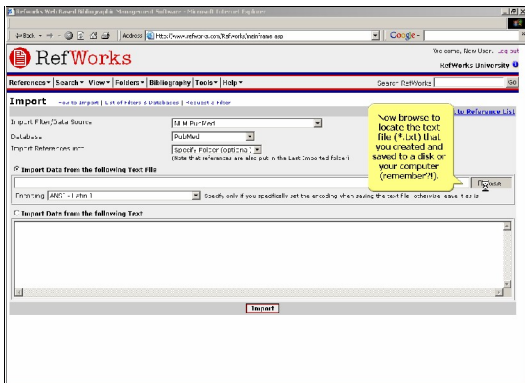


Select the name of the online database service you're importing from (in this case it's NLM PubMed).





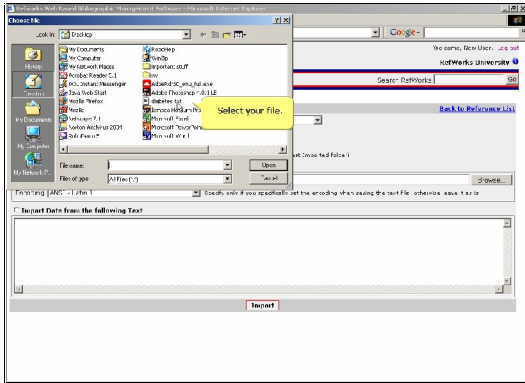
Some online database services have more than one database, so you might have to choose the database as well.



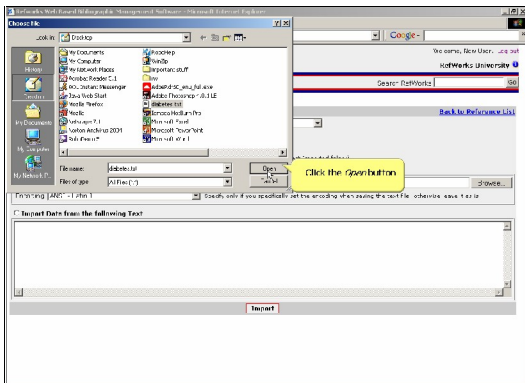
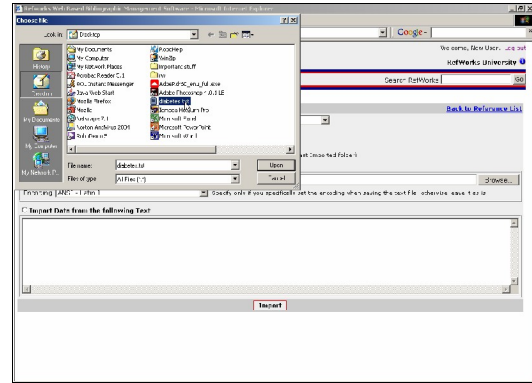
Now browse to locate the text file (*.txt) that you created and saved to a disk or your computer (remember?!).

Locate the text file (*.txt) .

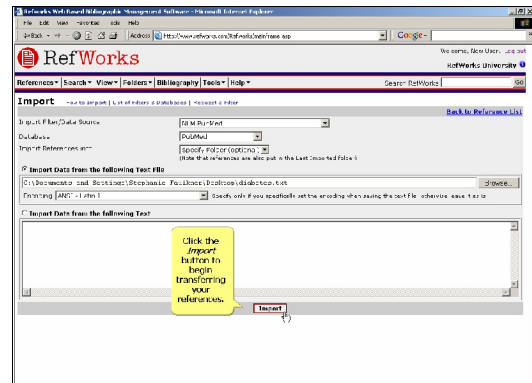
RefWorks – Importing Text Files



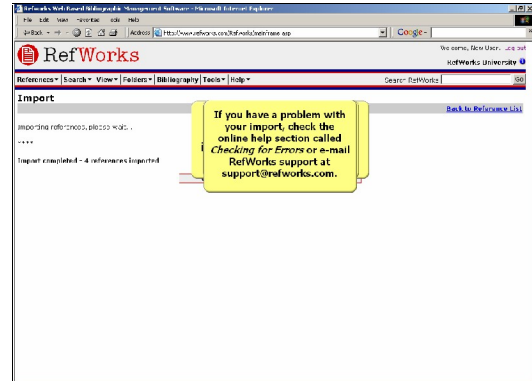
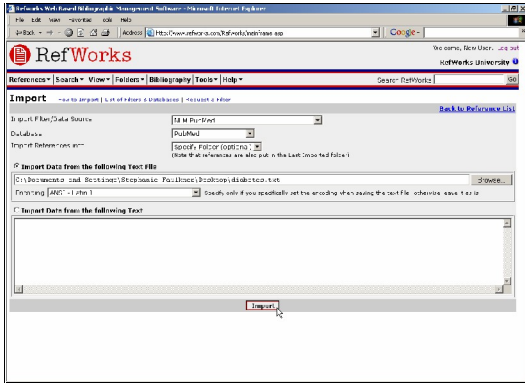
Select your file.



Click the Open button

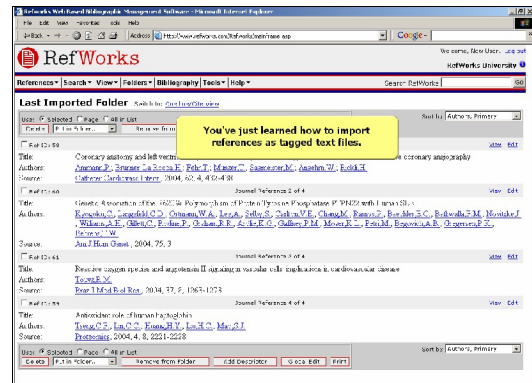
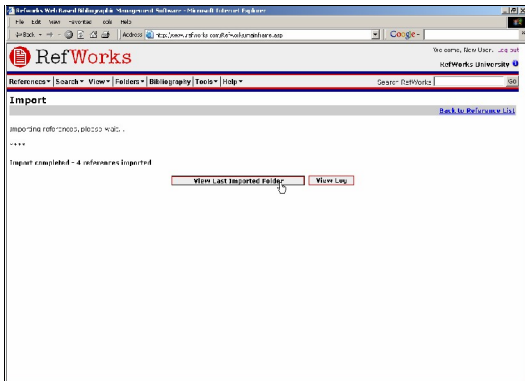


Click the Import button to begin transferring your references.



Don't forget -- check to make sure all the information you need is in the correct location!

Remember, RefWorks doesn't write the information -- it only reads it. If you have a problem with your import, check the online help section called Checking for Errors or e-mail RefWorks support at support@refworks.com.



You've just learned how to import references as tagged text files. Select Entering References Manually from the menu to continue.