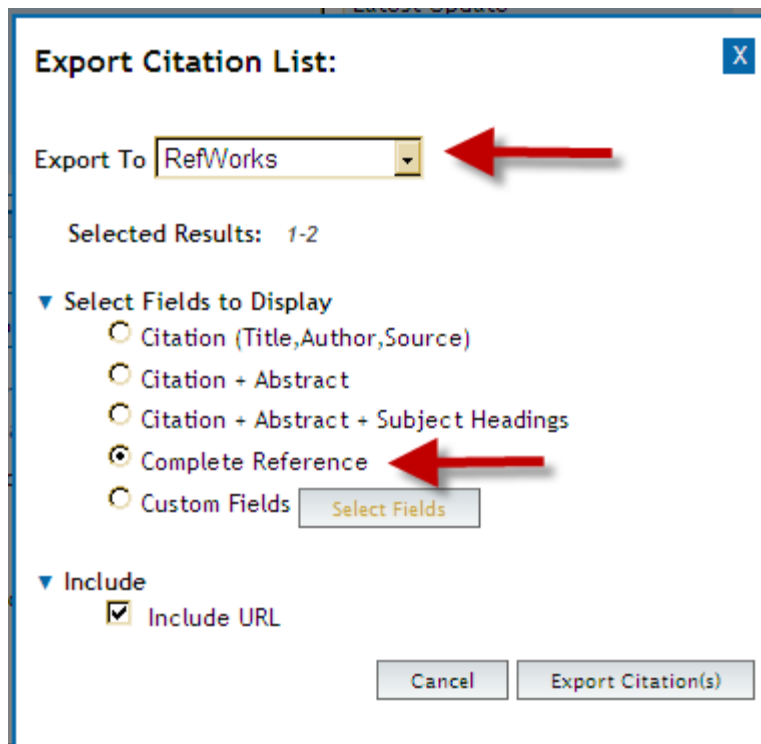


## Direct Export of Ovid Search Results to RefWorks

After reviewing search results and selecting records to export, click on the **Export Link** at the top of the page. Follow the instructions below.



2. Select **Export to RefWorks** from the drop down menu. Under **Select Fields to Display**, choose **Complete Reference**. Click on **Export Citation(s)**.



3. After clicking on **Export Citation(s)**, a screen should open prompting you to **login** to your RefWorks account.

The screenshot shows the RefWorks login center interface. At the top, there is a navigation bar with links for Home, RefMobile, Administration, Contact Us, Tutorial, and Help. A language selection dropdown is set to 'Choose Language...'. The main heading reads 'Welcome to RefWorks Your Online Research Management, Writing and Collaboration Tool'. The central focus is the 'RefWorks User Login for University of Alberta' box. This box contains options for 'New to RefWorks?' (with a link to 'Sign up for an Individual Account') and 'Not your Organization?' (with a link to 'Login using your Group Code'). Below these are input fields for 'Log-in Name' and 'Password', a 'Forgot your log-in?' link, and a 'Login' button. At the bottom of the login box is a link to 'RefWorks Terms and Conditions'. The footer of the page indicates '© 2010 ProQuest LLC. All rights reserved.'

4. After logging in, your results will be transferred into the **View Last Imported Folder**. Click on **View Last Imported Folder** to view results. Records can be selected and moved into folders.

The screenshot displays the RefWorks interface after a successful import. The top navigation bar includes 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. A search bar is present with the text 'Search RefWorks' and a 'Go' button. The main content area is titled 'Import from OVID' and shows the message 'Importing references, please wait...' followed by 'Import completed - 2 references imported'. Two buttons are visible at the bottom: 'View Last Imported Folder' (which is circled in red) and 'View Log'. A 'Back to Reference List' link is also present in the top right of the main content area. The user's name 'Welcome, Elaine Simpson.' and 'University of Alberta' are visible in the top right corner.

5. If you are not sure how well records are imported into *RefWorks* from a particular database, it is recommended that you browse the records imported to ensure that they have been imported 'cleanly' (i.e. that the correct information

was imported into the correct *RefWorks* field). This is particularly important for databases like *ERIC* and *PsycInfo* where the non-journal records don't always import cleanly.

For any record that was not imported properly, click on the **Edit** button to correct the record.

For example, in the illustration below, the first two records were not imported properly. The references are to books, but they were imported into the 'Journal Reference' *RefType* and the bibliographic information for each item was imported into the *Notes* field instead of the *Author*, *Publisher*, *Place of Publication*, etc fields. You would then have to click on the **Edit** button for each of these records, change the *RefType* to *Book, Whole* and copy the bibliographic information into the correct fields.

