

## EXPORTING REFERENCES FROM REFWORKS LEGACY (OLD REFWORKS)



WHAT CAN AND CAN'T YOU EXPORT?

EXPORTING ALL REFERENCES SIMULTANEOUSLY

EXPORTING FOLDER BY FOLDER

CONTACT INFORMATION FOR SUPPORT

### WHAT CAN AND CAN'T YOU EXPORT?

You can easily export your references to another program, such as Mendeley or Zotero.

You can either export all the references simultaneously, or folder by folder.

If you want to copy the structure of your RefWorks database, it is best to export your references folder by folder.

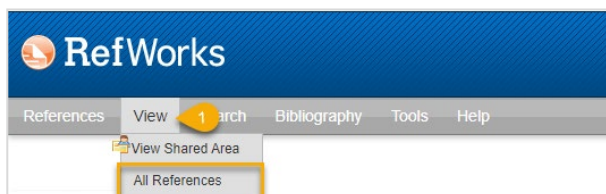
What you cannot export:

- Attachments (fulltext)
- Tags
- Notes

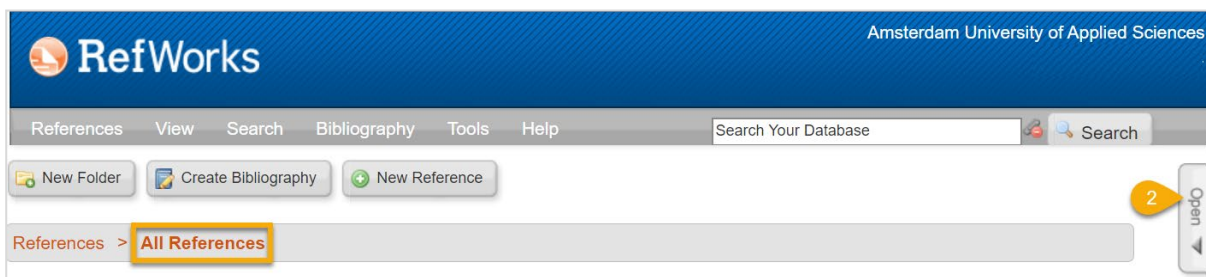
However, you can upload PDFs to Zotero and Mendeley. References will be created automatically if there is enough metadata.

### EXPORTING ALL REFERENCES SIMULTANEOUSLY

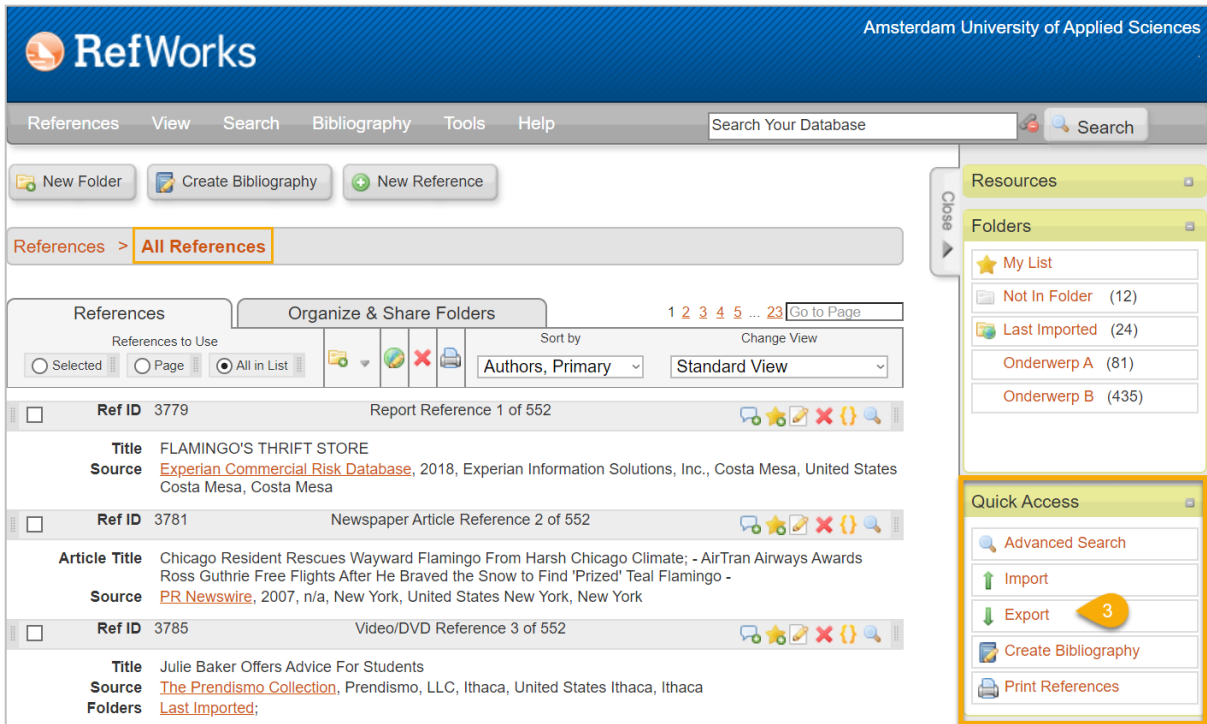
1. In the menu bar, click *View* and then *All References*.



2. Open the *Quick Access* menu on the right.

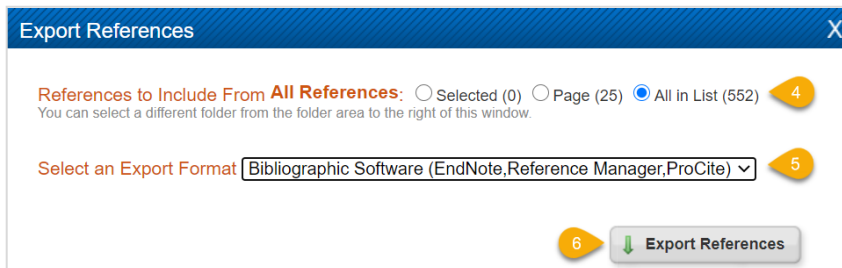


3. In the *Quick Access* menu, click *Export*.



The *Export References* window will now open.

4. Check that the *All in List* option is selected.

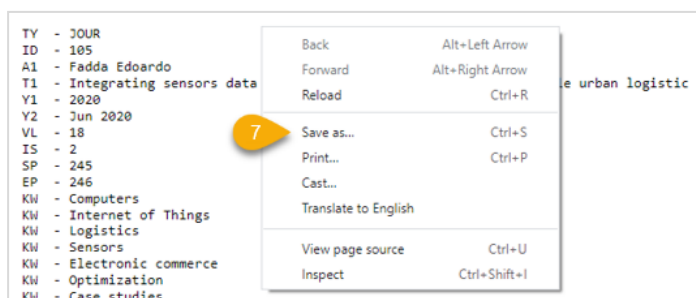


5. Under *Export Format* select *Bibliographic Software (...)*.

6. Click *Export References*.

RefWorks will create a list of all the references. Once the export has been completed, a text file will open in a new browser window, and a *Complete* message will appear.

7. Right-click in the text file and select *Save as...*



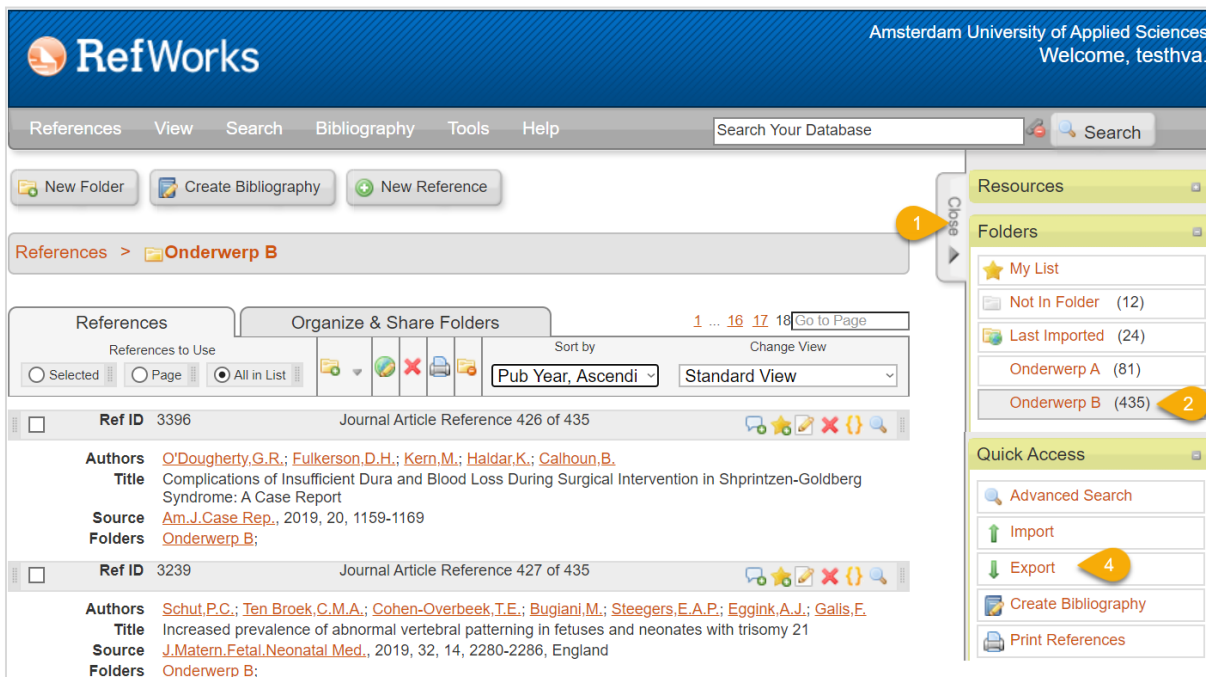
8. Save the file as a text file (\*.txt).

Now you can import this file into another program.

## EXPORTING REFERENCES FOLDER BY FOLDER

Exporting folder by folder will be necessary if you want to copy your RefWorks folder structure into the new program.

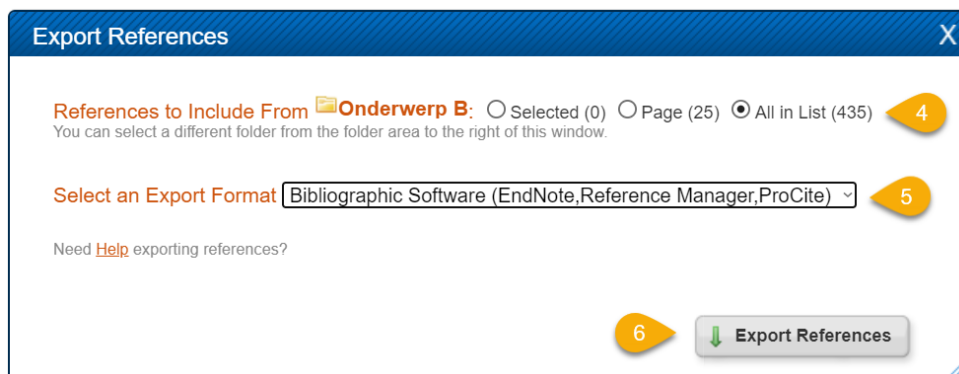
1. Open the *Quick Access* menu on the right.
2. Select the folder you want to export.
3. Click *Export*.



The screenshot shows the RefWorks web interface. At the top, there's a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. Below this is a search bar and buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area shows a list of references under the folder 'Onderwerp B'. On the right side, there's a 'Quick Access' menu with options like 'Advanced Search', 'Import', 'Export', 'Create Bibliography', and 'Print References'. The 'Export' button is highlighted with a yellow callout '4'. Another callout '2' points to the 'Onderwerp B (435)' folder in the 'Folders' list on the right.

The *Export References* window will now open.

4. Check that the *All-in List* option is selected.
5. Under *Export Format* select *Bibliographic Software (...)*.



The screenshot shows the 'Export References' dialog box. It has a blue header with the title 'Export References' and a close button 'X'. The main content area contains three sections:
 

- References to Include From:** A dropdown menu is set to 'Onderwerp B'. Below it are three radio buttons: 'Selected (0)', 'Page (25)', and 'All in List (435)'. The 'All in List (435)' option is selected. A yellow callout '4' points to this option.
- Select an Export Format:** A dropdown menu is set to 'Bibliographic Software (EndNote, Reference Manager, ProCite)'. A yellow callout '5' points to this dropdown.
- Need Help exporting references?** A link for help.

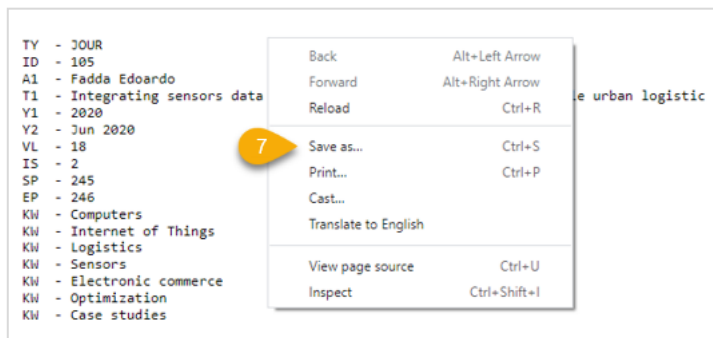
 At the bottom right, there is a button labeled 'Export References' with a downward arrow icon. A yellow callout '6' points to this button.

6. Click *Export References*.

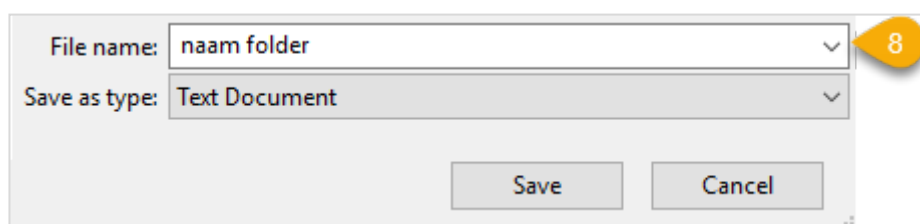
RefWorks will now create a list of all the references in that folder, *Onderwerp B*.

Once the export has been completed, a text file will open in a new browser window, and a *Complete* message will appear.

7. Right-click in the text file and select Save as:...



8. Change the file name to the name of the exported folder and save the file as a text file (\*.txt).



Now you can import this file into another program.

## CONTACT INFORMATION FOR SUPPORT

Should you require advice and/or support in transferring your references you can contact the following librarians:

FASSL	Jolanda Kleen	<a href="mailto:j.i.kleen@hva.nl">j.i.kleen@hva.nl</a>	06 211 563 34
FBE	Kitty Berteling	<a href="mailto:k.berteling@hva.nl">k.berteling@hva.nl</a>	06 211 589 97
FDMCI	Jaroen Kuijper	<a href="mailto:j.r.kuijper@hva.nl">j.r.kuijper@hva.nl</a>	06 211 564 22
FE	Sjoerd van Daalen	<a href="mailto:s.p.van.daalen@hva.nl">s.p.van.daalen@hva.nl</a>	06 211 550 92
FH	Esther Verloop	<a href="mailto:e.verloop@hva.nl">e.verloop@hva.nl</a>	06 528 250 14
FSN	Esther Verloop	<a href="mailto:e.verloop@hva.nl">e.verloop@hva.nl</a>	06 528 250 14
	Daniela Hesmer	<a href="mailto:d.i.hesmer@hva.nl">d.i.hesmer@hva.nl</a>	06 211 563 35
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