

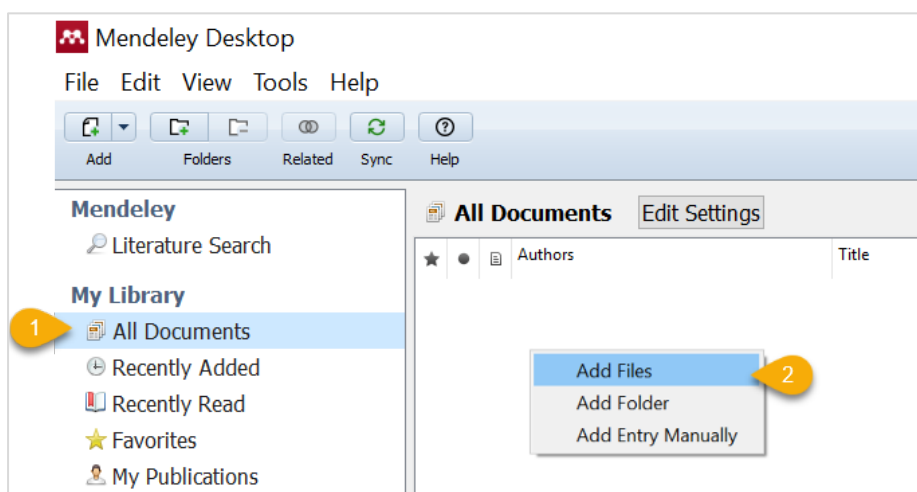
IMPORTING REFERENCES FROM REFWORKS INTO MENDELEY

- IMPORTING ALL REFWORKS REFERENCES SIMULTANEOUSLY
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IMPORTING ALL REFWORKS REFERENCES SIMULTANEOUSLY

Open Mendeley Desktop and log in.

1. Click *All Documents*.
2. Right-click in the list of references and select *Add Files*.

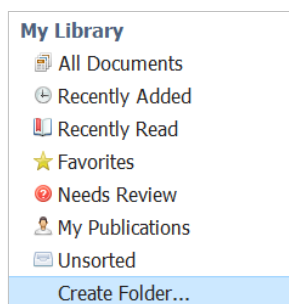


3. Select the export file and then click *Open*.
The references will now be imported into *All Documents*.

COPYING THE REFWORKS FOLDER STRUCTURE

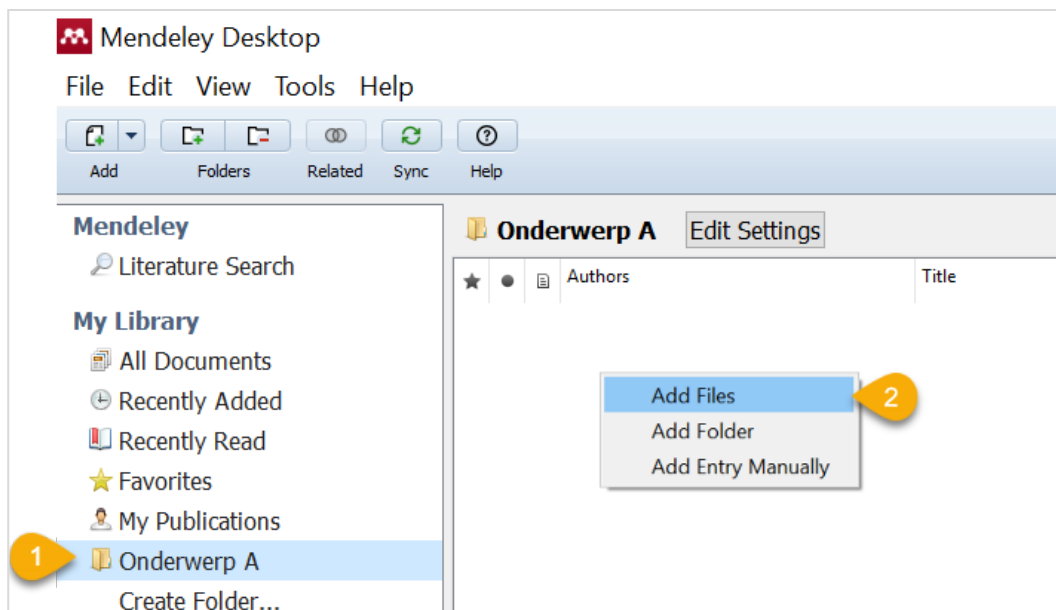
If you wish to copy your RefWorks folder structure into Mendeley, make sure to create the same folders in Mendeley Desktop as you had in RefWorks. Then, import the references.

1. Open Mendeley Desktop.
2. In *My Library*, click *Create Folder* and enter the folder name.



IMPORTING REFERENCES BY FOLDER

1. In Mendeley Desktop, open the folder you wish to import the references into.
2. Right-click in the list of references and then *Add Files*.

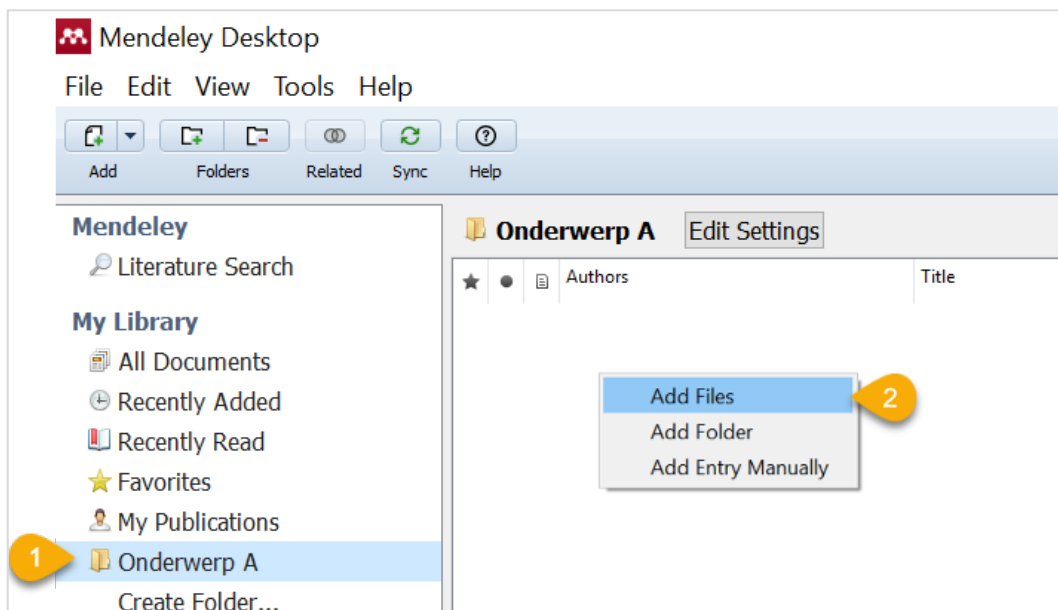


3. Select the file you wish to import and click *Open*.
The references will now be imported into the opened folder.

UPLOADING PDFS INTO MENDELEY FROM YOUR COMPUTER

If you have many articles saved on your computer as PDFs, you can upload them into Mendeley.

1. In Mendeley Desktop, open the folder you want to upload the PDFs to.
2. Right-click in the list of references and then *Add Files*.



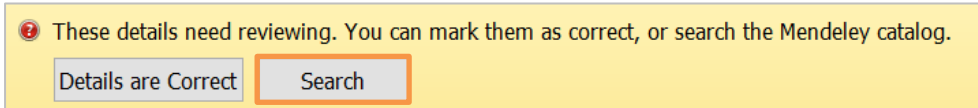
3. Select the relevant PDF and then click *Open*.

Note: If the PDFs are stored on your computer in folders, you could optionally upload the complete folder. In that case, click on *Add Folder* instead of *Add Files*.

If Mendeley recognises the required metadata, a reference will be created automatically.

Check each reference carefully and enter any additional data required and/or correct as necessary!

Mendeley can sometimes retrieve missing data but that only works if at least some data has been recognised.



If it doesn't work, you can add and/or correct the data manually.

Alternatively, retrieve the publication elsewhere and then import the correct reference using *Mendeley Web Importer*.

More information about uploading PDFs can be found in the Mendeley Help Guide [Adding documents](#)

MORE INFORMATION ABOUT MENDELEY

- [Mendeley Help Guides](#)
- [Getting Started with Mendeley](#) and other tutorials on the Mendeley Youtube Channel
- [Libguide Manage Citations with Zotero, Mendeley, and EndNote](#) Comparing Mendeley and Zotero

CONTACT INFORMATION FOR SUPPORT

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

FASSL	Jolanda Kleen	j.i.kleen@hva.nl	06 211 563 34
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