

IMPORTING REFERENCES FROM REFWORKS INTO ZOTERO

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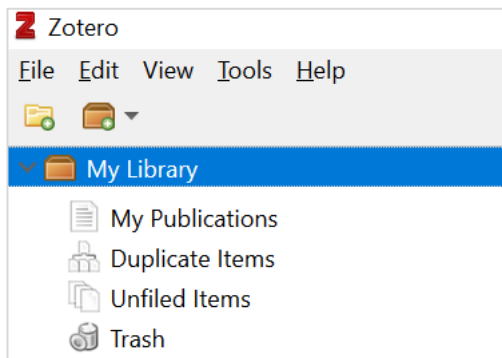
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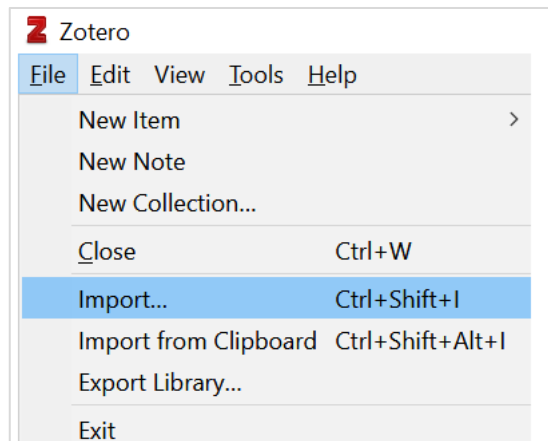
IMPORTING ALL REFWORKS REFERENCES SIMULTANEOUSLY

When you do not use folders you can export all your references simultaneously.

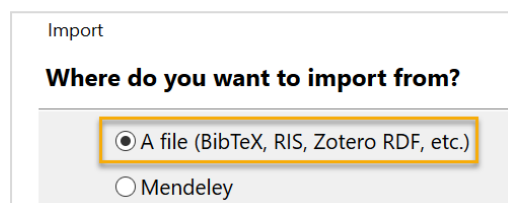
1. Go to Zotero Desktop and open *My Library*.



2. In the menu bar, click *File > Import*.



3. In the pop-up window, select the top option: 'A file (BibTeX, RIS ...)'.
(Note: The screenshot shows 'A file (BibTeX, RIS, Zotero RDF, etc.)' as the selected option.)



4. On your computer, select the export file that you want to import.

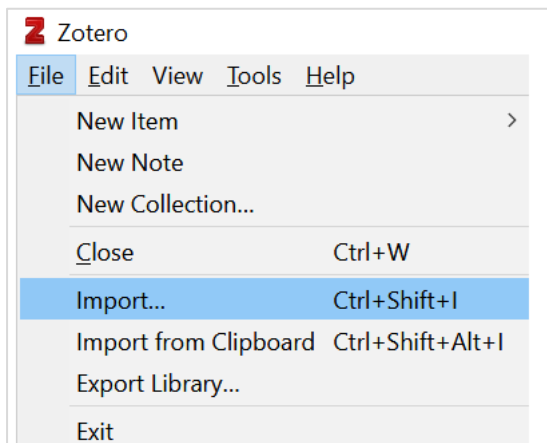
All the references will now be saved in *My Library*.

Please note: When importing a large number of references, processing all the data may take a while.

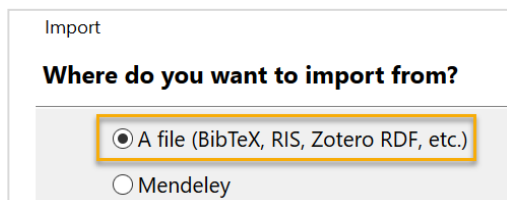
COPYING THE REFWORKS FOLDER STRUCTURE INTO ZOTERO

If you want to copy your RefWorks folder structure into Zotero, import each folder separately.

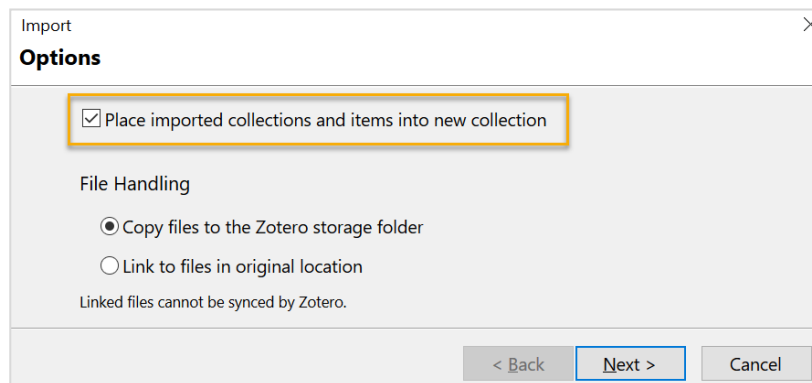
1. Go to Zotero Desktop
2. Click on *File > Import*.



3. In the pop-up window, select the top option: 'A file (BibTeX, RIS ...)'

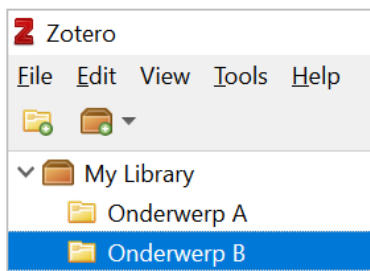


4. On your computer, choose the export file that you want to import.
5. In the next window, tick *Place imported collections and items in new collection*. Click *Next*.



When importing into *My Library*, Zotero creates a folder with the same name as the imported file e.g. *Onderwerp B*.

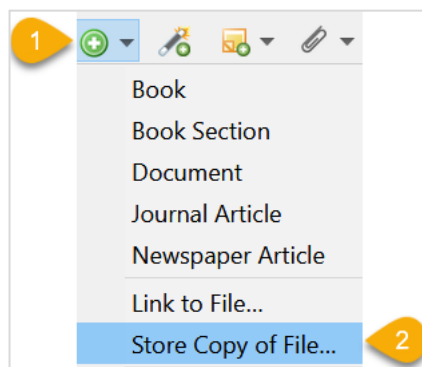
This will contain all the references in the folder you have just imported.



UPLOADING PDFS INTO ZOTERO FROM YOUR COMPUTER

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

1. In Zotero Desktop, click the green plus icon
2. and then *Store Copy of File*.

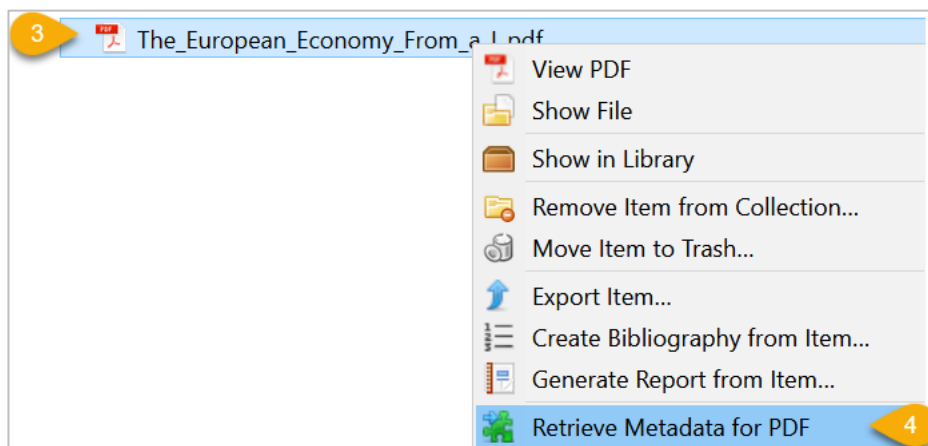


If Zotero recognises the required metadata, a reference will be created automatically.

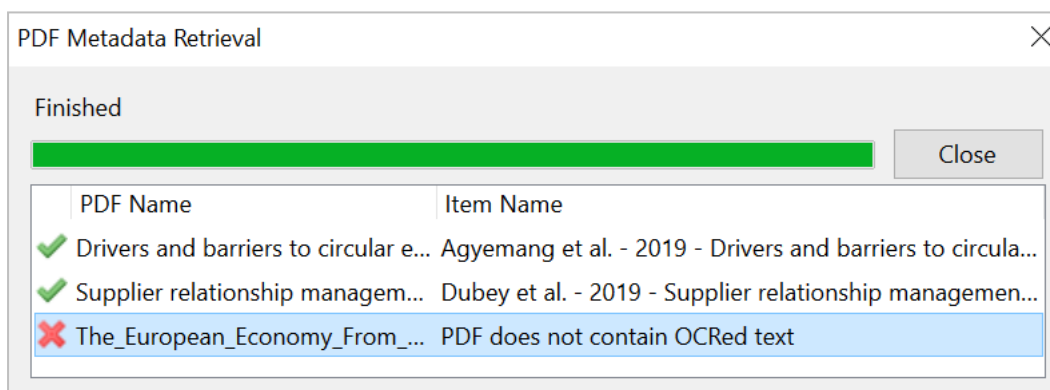
Check each reference carefully and enter any additional data required and/or correct as necessary!

Zotero can sometimes add missing data.

3. Right-click the relevant reference.
4. Click *Retrieve Metadata for PDF*.



If Zotero does add any missing data, check the reference again carefully.



Otherwise add the missing data manually.

Alternatively, you could retrieve the publication from a database or use Google Scholar and import the correct reference using *Zotero Web Importer*.

For more information on importing PDFs, check [zotero.org/support/retrieve_pdf_metadata](https://www.zotero.org/support/retrieve_pdf_metadata)

MORE INFORMATION ABOUT ZOTERO

- Zotero documentation and help [Zotero PDF metadata retrieval](#)
- Plenty of Zotero tutorials can also be found on YouTube
- [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
FBE	Kitty Berteling	k.berteling@hva.nl	06 211 589 97
FDMCI	Jaroen Kuijper	j.r.kuijper@hva.nl	06 211 564 22
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FH	Esther Verloop	e.verloop@hva.nl	06 528 250 14
FSN	Esther Verloop	e.verloop@hva.nl	06 528 250 14
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