



Importing from Mercy Libraries' Databases

The following is a list of Mercy Libraries' databases and instructions on how to import data from RefWorks. Databases marked "NA" do not yet have instructions, but will be added if and when they become available.

ACM Digital Library

- View a citation you wish to save in **full citation** format.
- Click the link under Tools and Actions to display in **BibTeX** format.
- If you have multiple records you want to import, copy and paste the results into a Document and **Save As** a plain text .txt file.
- Log in to **RefWorks**.
- Select References/Import from the toolbar.
- Select **BibTeX** as the data source and **ACM Digital Library** as the database.
- **Browse** to find the text file you saved to your computer.
- Click **Import**.

ARTstor

Note: pop-ups must be enabled to export to RefWorks.

- While on a thumbnail page, select images by clicking on them once; a yellow border will surround the selected images.
- Click on the **Image Groups** menu located in the toolbar and choose **save selected images as citations**.
- Click on the **Image Groups** menu again, and now click on **View saved citations**.
- From the citation list, click on **Directly export citations into RefWorks**.
- The references are automatically sent to RefWorks. If you are not already logged

in to RefWorks, you will be prompted to do so.

Books and Media Catalog

- Conduct a search and check boxes to the left of items to select them.
- At the bottom of each screen of results, click **Retain Selected**.
- In **Record Options** at the bottom of the screen, mark **Selected all Pages**, leave the download format as Full Record, and click **Format for Print/Save**.
- Use the edit menu of your browser to **select all**, and then **copy** all the text.
- Log in to **RefWorks**.
- Select **References/Import** from the toolbar.
- Select **Mercy College** as the data source and **Mercy College Libraries catalog** as the database.
- Mark **Import Data from the following Text** and use your browser's edit menu to **paste** the text in this box.
- Click **Import**.
- Your records should appear in the **Last Imported Folder**.

Cochrane Library

- Check boxes to the left of articles to select
- Click on **Export Selected Citations**
- Select **Abstract and Citation** as your **Export Type**. Also select the appropriate file type.
- You will be prompted to save a **.txt** file to your computer. Click **Save** and navigate to the local drive and directory where you want to save the file.
- **SAVE** to Desktop OR anywhere for a temporary basis.
- After saving, log in to **RefWorks**.
- Select **References/Import** from the toolbar.
- Select **Wiley Interscience** as the data source and as the database.
- **Browse** to find the text file you saved to your computer.
- Select **Import**

CountryWatch

NA

CQ Researcher Online

- Click the **Cite Now!** Button at the top of the record you would like to export. A separate window will pop up.
- Choose **Export citation to: RefWorks**

CSA

ComDisDome

ERIC

- Select the records you want to export and click on the **Save, Print, Email** link.
- Click the **Export to RefWorks** button at the bottom of the screen and the references are automatically exported to RefWorks and should appear in the **Last Imported** folder.

EBSCOhost Databases

CINAHL

General Science Collection

MasterFile Select

PsycARTICLES

PsycINFO

Science Reference Center

Social Work Abstracts

TOPICsearch

- Click on the **Add** folder icon to the right of each citation you wish to save.
- Click on the **Folder has items** link above the **results list** on the right side of the screen.
- Mark the items you wish to export.
- Click on the **Export** link.
- Click the radio button in front of **Direct Export to RefWorks** to initiate a direct export.
Note: Uncheck the **Remove these items from folder after saving feature**, if you want items to remain in the folder after performing the export function.
- Click the **Save** button to begin the direct export.

Encyclopaedia Britannica Online

NA

FACTS.com Databases

Issues and Controversies

World Almanac

World Almanac Encyclopedia

NA

FirstSearch Databases

Agricola

ArticleFirst

Business Organizations

- After selecting citations, click on **Marked Records**.
- Click on **Export**.
- Select **RefWorks**.

Dissertation Abstracts
WorldCat

- Click on **Export** button.
- Log into **RefWorks** and your records should automatically appear in the **Last Imported** folder.

Gale Databases

Business and Company Resource*
Custom Newspapers
Gale Virtual Reference Library
Health and Wellness Resource Center *
Health Reference Center-Academic
InfoTrac Junior Edition*
Informe
Twayne's Author Series*

- Conduct your search and mark the records you want to import.
- Click on **Marked items** near the top of the screen.
- Select **Citation Tools** from the Tools box.
- Select **RefWorks** from **Export to third party software**.
- Click **Export**.

*NA at this time

Harrison's Online

NA

Hoover's Online-Academic edition

NA

JSTOR Language & Literature

- Select citations using the **Save Citation** link in each record.
- Click on **View Saved Citations** to retrieve your records.
- Under **Export Options**, click on **Directly export citations into RefWorks**.
- Log into RefWorks and your records should automatically appear in the **Last Imported** folder.

Loislaw

NA

MEDLINE/PubMed

- Select (mark) citations.
- Change the **Display** option from Summary to **MEDLINE**.
- In the **Send To** drop-down, select **Text**. A window opens with just the references in MEDLINE format.
- Use the edit menu of your browser to **select all**, and then **copy** all the text.
- Log in to **RefWorks**.
- Select **References/Import** from the

toolbar.

- Select **Mercy College** as the data source and **PubMed** as the database.
- **Mark Import Data from the following text** and use your browser's edit menu to **paste** the text in this box.
- Click **Import**.
- Your records should appear in the **Last Imported Folder**.

Mental Measurements Yearbook

- Click on selected citations.
- At **Show**, pull down menu and select **Marked Results**.
- Click on **floppy disk** icon to save.
- Select **Export to RefWorks**.
- Under **Save or Export these records**, select **Marked records**.
- Under **Save these fields**, select **Complete record**.
- Click **OK**.
- Log into RefWorks and your records should automatically appear in the **Last Imported** folder.

MLA International Bibliography

- Select citations.
- Click on **Marked List**.
- Click on **Download Citations**.
- Click on **Export directly to RefWorks**.
- Log into RefWorks and your records should automatically appear in the **Last Imported** folder.

Morningstar Mutual Funds Online

NA

OT CATS

NA

OT Search

- Select the records you want by clicking the **Keep** button next to each reference.
- Click the **Kept** button on the menu bar.
- Click the arrow in the **view of records** drop-down box and select **Full**
- Accept the default setting, **Formatted**, in the type of output drop-down box and click **SAVE**.
- Your references will be displayed as a .txt file. Click **File** on this window's menu bar.
- Click **Save As** from the drop-down menu.
- Note where you are saving the file, the name of the file, and the type of file. Click **Save**.
- Log into **RefWorks**, click **References** in the top menu and **Import** in the drop down menu.
- Select **Mercy College** as the Import Filter/Data Source and **OT Search** as the Database.
- Click the **Browse** button adjacent to the **Import Data from the following Text File** textbox and locate the .txt file you saved.
- Select the file and click **Open**.
- Click the **Import** button at the bottom of the page.

OT seeker

NA

PEDro

NA

ProQuest Databases

ABI/Inform
New York Times
ProQuest Health Management
ProQuest Newspapers
ProQuest Research Library
Wall Street Journal

- Perform a search and mark the references you want to export.
 - You can choose to export the items now or add them to **My Research** and add additional records for exporting later.
 - To export immediately, click **Export** and then **Export directly to RefWorks**.
 - If you add the records to **My Research**, select that folder tab when you are ready to export, click **Export Citations** and then **Export Directly to RefWorks**.
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<i>SIRS Researcher</i>	NA
<i>SRDS</i>	NA
<i>STAT-USA</i>	NA
<i>Value Line Online</i>	NA
<p><i>WilsonWeb Databases</i> Biographies Plus Illustrated Biological and Agricultural Index Plus Business Abstracts Education Abstracts General Science Abstracts Humanities Abstracts OmniFile Full Text Mega Readers' Guide Social Sciences Abstracts</p>	<ul style="list-style-type: none"> • Select citations, and click on Get Marked. • Click on Print, Email, Save. • Click Export to RefWorks, Endnote software. • Under Download Record(s) into:, select RefWorks' DirectExport Tool. • Click on Export. • Log into RefWorks and your records should automatically appear in the Last Imported folder.