

Importing Directly from Compatible Database

- Create a New Folder

- Folders → “Create New Folder”.
- Name the folder
- Click “ok”

- Adding Citations into RefWorks using ProQuest (example of “Export to RefWorks” database)

- Return to ProQuest window.
- Perform search; locate desired articles.
- Note check box next to articles. Click box to select. (Some databases: click “save to folder”)
- Click → “Export”.
- Click → “Export Directly to RefWorks”.
- *Go back into RefWorks window to view imported items.*
- In RefWorks, click → “View Last Imported Folder”.
- Click → “Select All in List”.
- See Drop-down Box → “Put in Folder”
- Select desired folder name from list.
- In red letters, RefWorks confirms when all items have been copied into your new folder.

You have successfully imported and saved items into your RefWorks account.

- Remove Items from “Last Imported” Folder

- a) Folders → “View → Last Imported”
- b) Click → “Select All in List”.
- c) Click → “Remove from Folder”.

All items in the “Last Imported” folder should disappear.

NOTE: Do **NOT** click on the “delete” button to empty “last imported” folder.
Delete removes **ALL** copies of item from **ALL** folders, simultaneously.