



Available at <http://www.refworks.com>

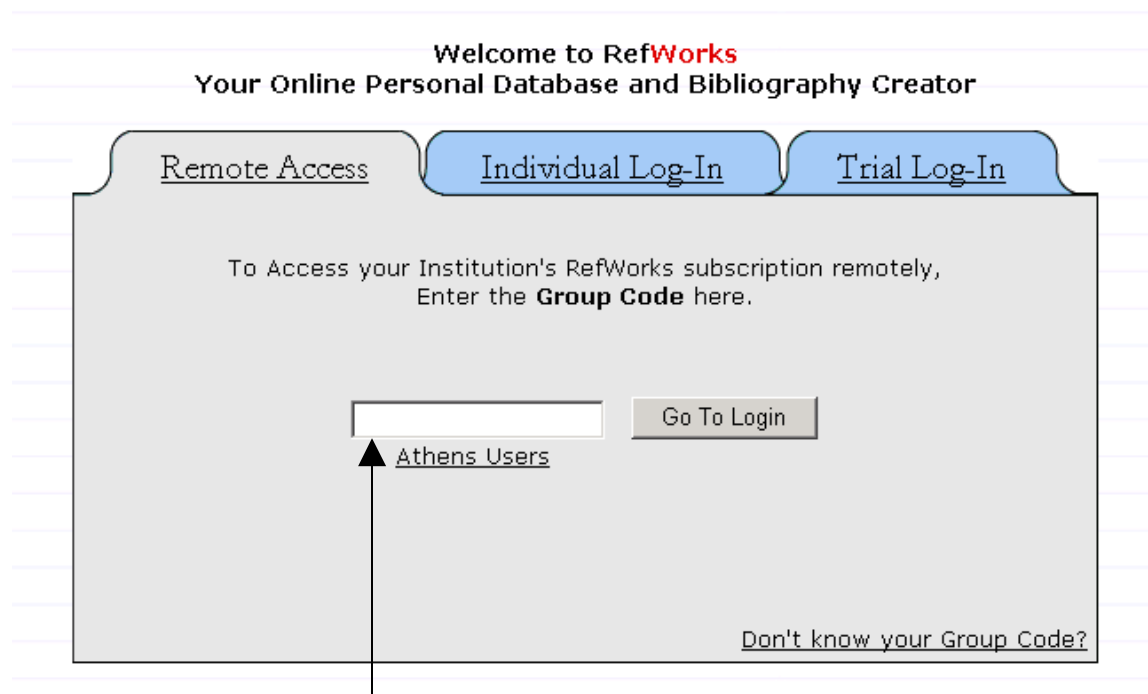
Click on **User Login**



Access either through the Lakeshore Flagship Proxy OR by entering the Group Code.

Flagship access: Login into Flagship *before* clicking on User Login. Proceed with creating your account.

No Flagship access: enter Group Code when prompted.



**GROUP CODE: RWLoyolaUC**



# Why Use Refworks?

**Unlimited access - no downloading or installation is needed. As a web-based product, RefWorks is available to users across various platforms including Windows, Mac, Unix etc. RefWorks is available from anywhere. Authorized users may access the program from anywhere at anytime. Detailed instructions follow on how to export citations from Loyola Databases into RefWorks, and how to import a saved text file into RefWorks.**

## For Direct Export to RefWorks from Loyola Research Databases:

**From EBSCO databases** (Cinahl, ERIC, Academic Search Premier, Business Source Elite):

- Add item(s) to a folder
- Click the **Folder has items** link
- Click Select **All**
- Click **Export**
- Click **Direct Export to RefWorks** button
- Click the **Save** button to begin the direct export
- Your records should appear in the **Last Imported Folder**

**From OVID databases** (Medline, PsycInfo, etc.):

- Go to the **Results Manager** box
- Select an option in the **Results** box
- Select **Complete Reference** in the **Fields** box
- Select **Direct Export** in the **Result Format** box
- Click on **Save**
- Select **Export results to RefWorks**
- Your records should appear in the **Last Imported Folder**

**From FirstSearch databases** (Wilson Select, WorldCat, Philosopher's Index etc.):

- Click the **Export** button from within a record or a list of record
- Select **RefWorks** radio button
- Click **Export**

**From CSA databases** (ERIC, Sociological Abstracts, etc):

- After you perform a search, the RefWorks link will display above the first article
- Click on the **RefWorks** link, then click **Export to RefWorks**

**From Proquest databases** (Education Complete, Chicago Tribune etc, *no direct export available from Digital Dissertations*):

- Mark the item(s) you want to export
- Click on **Marked Items** in the **My Research** tab
- Click on **Export citations**
- Click on **Export directly to RefWorks**

# To Manually Save and Import Records to RefWorks from Loyola Research Databases:

**From EBSCO databases** (Cinahl, ERIC, Academic Search Premier, Business Source Elite):

- Add item(s) to a folder
- Click on the **Folder has items** link
- Click Select **All**
- Click on **Export**
- Click on the **Generic bibliographic management software** button
- Click **Save**
- From the **File** menu select **Save As**
- Select the location where you want to save the file
- Type the name you want
- Select **Text** as the **Save As Type**
- Click **Save**
- Log in to **RefWorks**
- From the **References** menu select **Import**
- Select **EBSCOhost** as the **Import Filter/Data Source**
- Select the appropriate database you searched from e.g., **Cinahl**
- Browse** to find the text file you saved to your computer
- Click **Import**
- Your records should appear in the **Last Imported Folder**

**From OVID databases** (Medline, PsycInfo, etc.):

- Go to the **Results Manager** box
- Select an option in the **Results** box
- Select **Complete Reference** in the **Fields** box
- Select **Ovid** in the **Result Format** box
- Click on **Save**
- Click **Continue** to save results
- Click **Save**
- Select the location where you want to save the file
- Type the name you want
- Click **Save**
- Log into **RefWorks**
- From the **References** menu select **Import**
- Select **Ovid** as the **Import Filter/Data Source**
- Select the appropriate database you searched from e.g., **Medline**
- Browse** to find the text file you saved to your computer
- Click **Import**
- Your records should appear in the **Last Imported Folder**

## **Need more help?**

Stop by the Reference desk

Email [researchservices@lumc.edu](mailto:researchservices@lumc.edu)

Call Jeanne Sadlik, (708) 216-5304 or Donald Nagolski, (708) 216-5308