

# IMPORTING CITATIONS FROM ONE REFWORKS ACCOUNT INTO ANOTHER REFWORKS ACCOUNT

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## **IN REFWORKS:**

1. In your account, go to the **References** menu and choose **Export**
2. Select the references you wish to Export
3. Select **RefWorks Tagged Format**
4. Save your file as a **text file (with a .txt extension)** to the location of your choice (e.g. desktop)

You can now close out your RefWorks account. If you are using a shared RefWorks account amongst a group or class, or if you are going to email the .txt file to a colleague who also uses RefWorks, follow these instructions:

## **IN REFWORKS:**

1. Login to your RefWorks account
2. Click on the **Import** button
3. Under the **Import Filter/Data Source** drop-down menu select **RefWorks Tagged Format**
4. Leave the other selections set as defaults
5. Keep the radio button selected under **Import data from the following Text File**, select **Browse** to locate the file you saved from your search, then choose **Open**
6. Click the **Import** button

Your citation(s) will be imported into the **Last Imported Folder**. You may now move them into the folder of your choice.

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