

# IMPORTING CITATIONS FROM SILVER PLATTER INDEXES INTO REFWORKS



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Bibliography of Native North Americans  
PestBank  
TRANSPORT Database  
World Textiles

## IN SILVER PLATTER INDEXES:

1. Select citations to save by clicking on the check box next to each citation. Be sure to let the page finish loading after each time you select a citation to save – wait until your browser icon stops moving before selecting another citation.
2. Click on the floppy disk icon on the upper-right side of the screen when you are done selecting citations to import.
3. Change the radio button to **Export to RefWorks**
4. Under **Save these records**, keep the radio button selected for **Marked Records**
5. Under **Save these fields**, change the drop-down box to **Complete Record**
6. Under **Also Save**, unclick the **Search History** box. Leave the box called **Record number and database name** checked, but change the **Field names with:** drop-down menu to **Short labels**
7. Click on **Ok**

Your RefWorks account will now be opened and you will be asked to log in (if you have not already opened your RefWorks account. Your citation(s) will be imported into the **Last Imported Folder**. You may now move them into the folder of your choice.

**\*Note:** Silver Platter databases are enabled for Direct Export. If the Direct Export feature is not functional then you can use the Import from a Text File method. For instructions on how to do this with a wide variety of database vendors, go to: <http://www.refworks.com/Refworks/help/Refworks.htm#>. Click on the **Building Your Database** icon, then select **Importing from a Text File**

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