

RefWorks Tips for Engineering Databases

Kresge Engineering Library
<http://www.lib.berkeley.edu/ENGI/>

RefWorks (<http://www.refworks.com/refworks/>) is a Web-based bibliographic service that allows you to save citations from library databases into your own personal database. You can then organize these citations within folders, automatically format them within papers and create instant bibliographies in a variety of styles. For some library databases, you can export records directly into your RefWorks account. For others, you must first save the relevant records as a text file, then import them using the appropriate filter.

Note: No filter can accommodate all variations in citation formats. **Be prepared to edit imported records so that they appear correctly in your citations and bibliographies.**

Direct Export – One Step

In Compendex:

1. Use the **Results Manager** at the top or bottom of the page
2. Choose **Detailed record** as your format
3. Click on the **Download** button
4. Select **RefWorks direct import** then click on the **Download** button
RefWorks should open automatically – login to your account and the records will download themselves

In Engineered Materials Abstracts:

1. Click on the **Refworks** link
2. Select either your **marked records** or a **range of records**
3. Click on the **Export to RefWorks** button
RefWorks should open automatically – login to your account and the records will download themselves

In Environmental Sciences & Pollution Management:

1. Click on the **Refworks** link
2. Select either your **marked records** or a **range of records**
3. Click on the **Export to RefWorks** button
RefWorks should open automatically – login to your account and the records will download themselves

In Metadex:

1. Click on the **Refworks** link
2. Select either your **marked records** or a **range of records**
3. Click on the **Export to RefWorks** button
RefWorks should open automatically – login to your account and the records will download themselves

Save & Import – Two Steps

Step 1: Save the Relevant Records as a Text File

In Melvyl:

1. Click on the **Print/Email** button
2. Set your options:
 - Step 1: Leave the Email field blank
 - Step 2: Select either **Selected**, **All** or a **Range**
 - Step 3: Select **Long (Tagged)** for the print format
 - Step 4: Change **All** to **UC Berkeley** for the location
3. Click on the **Go** button
4. Click on the **View** button on the next page
5. Save the records to your **Desktop** as a **text** file (e.g., melvyl.txt)
Note: You need to use the **File > Save as** option in your browser

In PubMed:

1. Change the **Display** option from **Summary** to **MEDLINE**
2. Change the **Send to** option to **File**
3. Save the records to your **Desktop** as a **text** file (e.g., pubmed.txt)

In INSPEC:

1. Mark relevant records and click **Add to Marked List** button to create a Marked List
2. Click on the **Marked List** button at the top of the screen
3. Select additional fields to include (e.g., abstract)
4. Click on the **Save to File** button
5. Save the records to your **Desktop** as a **text** file (e.g., inspec.txt)

In Web of Science:

1. Mark relevant records and click **Add to Marked List** button to create a Marked List
2. Click on the **Marked List** button at the top of the screen
3. Select additional fields to include (e.g., abstract)
4. Click on the **Save to File** button
5. Save the records to your **Desktop** as a **text** file (e.g., wos.txt)

Step 2: Import the Text File using the Appropriate Filter

In RefWorks:

1. Choose **References > Import** from the menu across the top of the page
2. Select the appropriate database provider from the **Import Filter/Data Source** menu:
 - For Melvyl – **Melvyl Catalog**
 - For PubMed – **NLM PubMed**
 - For Web of Science or INSPEC – **ISI (Institute for Scientific Information)**
3. Select the appropriate database from the **Database** menu
4. Select the **Folder** into which the references will be imported (the default is **Last Imported**)
5. Click on the **Browse** button and select the text file from your **Desktop**
6. Select **Import Data from the following Text File**
7. Click on the **Import** button at the **bottom** of the form
8. Click on the **View Last Imported Folder** button to see your imported citations

You can download the **Write-N-Cite** application (for **Windows** or **Mac**) to make it easier to cite references and create bibliographies within papers. Use the **One Line/Cite View** option if you do not meet the compatibility requirements for Write-N-Cite.