

Exporting references from RefWorks to EndNote Web

1. Log in to your RefWorks account from www.refworks.com
 - a. If you are off-campus, you will need the Group Code (capitalization matters):
RWWittenbergU
2. Under the “Tools” menu, select “Export References”
 - a. If you have your references sorted into different folders, you can export and import them separately to maintain your organizational scheme.
3. Select “All References”, “My List” or “References from Folder...”
4. Select “RefWorks Tagged Format”
5. Click “Export to Text File”
6. A new window will pop up with a list of your references. Close the new window and right-click on the blue link that reads “Download it”. Select “Save Target As...” and save the file in a place where you will remember. For example, you could save it to the Desktop if you plan to delete the file once you have uploaded it to EndNote or you could file it with your research in case you decide to purchase a personal RefWorks account.
7. Now it’s time to create your EndNote Web account.
8. Go to www.myendnoteweb.com and click the blue link that reads “Sign Up”.
9. Enter your Wittenberg email address and follow the instructions to set up your account.
10. Once you have logged in to EndNote Web, mouse-over the “Collect” tab and click on “Import References”.
11. Click the “Browse” button to locate the file you exported from RefWorks.
12. In the “Filter” field, select “RefWorks Import”.
13. The “To” field is your opportunity to organize your references. You can create a new “group” or choose “unfiled” and sort them later.
14. Make sure the number of records exported from RefWorks matches the number imported into EndNote Web.
15. If you have trouble with any of these steps, make sure you have saved the file you exported from RefWorks in a secure place (i.e. Save it to a USB device or on your H drive if you are on campus. If you are on your own computer, you may save it to your C drive.) Schedule an appointment with Kristen Gibson (kgibson@wittenberg.edu or 937-327-7533) in the library for help exporting your references.