

Exporting references from RefWorks in “Tab Delimited” format

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 them separately and save them as different worksheets in your spreadsheet or as different tables in your database to maintain your organizational scheme.
3. Select “All References”, “My List” or “References from Folder...”
4. Select “Tab Delimited” 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 safe place you will remember.
7. The file will be saved in tab delimited format, which means it can be opened by most spreadsheet or database programs, like Microsoft Excel or Access.
8. To open the file with a particular program, open the folder where you saved the file, right click on the file and choose the program from those listed. You may have to tell your program that the data is tab delimited.
9. Make sure the number of records exported from RefWorks matches the number imported in your spreadsheet or database.
10. Tab delimited format does not always work perfectly. You will have to go through your list to make sure your data imported in the proper column.
11. 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.) Make an appointment with Kristen Gibson (kgibson@wittenberg.edu or 937-327-7533) in the library and for help exporting your references.