

Exporting references from RefWorks to Zotero

Note: Zotero is an extension for the Firefox web browser. You must use Firefox in order to use Zotero.

(This may only work with Firefox 3.0 or higher.)

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 "Bibliographic Software (EndNote,Reference Manager,ProCite)" as the export 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 Zotero or you could file it with your research in case you decide to purchase a personal RefWorks account.
7. Now it's time to install Zotero.
8. Open the Firefox web browser and go to <http://www.zotero.org>
9. Click on the red box that says: "Try out 2.0 beta".
10. This will bring up a "Software Installation" dialogue. Click the "Install Now" button at the bottom of the dialogue box.
11. Once the installation is complete, restart Firefox.
12. Once your restart Firefox, click on the Zotero button in the bottom-right corner of the browser window. This will open a Zotero pane, which you can resize by dragging the top edge of the pane up or down.
13. From the "Actions" menu (it looks like a little gear and has no text label), select "Import".
14. In the dialogue box, navigate to where you saved your exported file and click "Open".
15. The list will be imported as a separate "collection" in the left-hand pane; you can rename that collection or you may delete it. (Deleting the collection will not delete the references themselves.)
16. 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.

Sharing your work with yourself: Using the Sync option to save and share your references

Zotero saves its information on your computer, but you can make all of your data available to yourself even if you use several computers. To do this, you'll need an account at Zotero.org.

1. Go to <https://www.zotero.org/user/register/> to register for an account.
2. In Zotero, go to the "Actions" button (looks like a gear) and select "Preferences"
3. Go to the "Sync" section of the Preferences window and enter your Zotero.org username and password. You may also wish to check off the "Sync automatically" box to re-sync your account each time you log into one of your computers.
4. To sync manually, click the Sync button in Zotero – a curving green arrow near the upper-right hand corner of the Zotero frame.