RefWorks: Importing from OVID Databases

Includes:
- Medline
- PsycINFO
- Health and Psychosocial Instruments (HAPI)
- Biological Abstracts

To Export from Ovid

1. After conducting a search, select items by checking the box next to the citation. Use the Next and Previous links to move forward and backward between pages. Items marked on previous pages will be retained.

   If you do multiple searches, select the records as indicated above and then, after completing all of your searches, click on Keep Selected. Your selected results will appear on individual lines; check the box next to each line and click OR. This will compile your saved results so that you can export them all at once.

   Alternatively, you may check the box next to All if you have fewer than 500 citations. If you want to export more than 500 citation, you will need to export in clusters of 500 at a time. In the box that says Select Range, enter 1-500, 501-1000, 1001-1500, etc. Click on Clear Selected after each export.

2. Click on Export.

3. Select RefWorks from the drop down list.

4. Select Citation + Abstract + Subject Headings. (Select Complete Reference for the entire record. This is generally not recommended in PsycINFO as complete records can include citation lists and are very long.)

5. Click Export Citation(s).
   Note: Be sure you already have your RefWorks account open before you send items from Ovid!
In RefWorks

It is helpful to have RefWorks open already as you must be logged into your account in order for the import to be completed.

View Imported Articles
1. The number of items imported is displayed. Click the View Last Imported Folder button to display the citations that were just imported.

Put Items in a Folder
1. Make sure you have created a folder for this project. Do to so, click the New Folder button.
   - If you are working on a research paper for a class, assign a topical name (i.e. “breast cancer screening”). If you are working on a systematic review, call the folder “Ovid Medline” or the name of the Ovid database you have just searched. More information about using RefWorks for systematic reviews can be found on the Guides to Using Library Resources page.
2. In the References to Add section, select the radio button next to All in List
3. Click on the folder with green plus icon, then select the folder where these items should go.
4. A green message prompt in the lower right side of your screen indicating the action has been completed.
5. Each citation in the Last Imported folder will now indicate that it is in both the Last Imported and the folder you have specified (in this case, air pollution).