RefWorks: Importing from Gale Group Sources

Databases

- Gale Virtual Reference Library
- Health Reference Center—Academic

Steps to Select Items

1. After conducting a search, click the save box under the article.
2. You can add items to the folder from multiple searches.

Steps to Export Items

Click on the at the upper right of the page.

2. From there click on the “My Folder”

3. Select Citation Tools

4. Select MLA 7th Ed or APA 6th Ed as the default style.

5. Click on the RefWorks tab and it will take you to the Refworks Login page for your account.
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. Edit the record in the Edit Imported References if need be, otherwise, click the View Last Imported Folder button to display the citations that were just imported.

**Put Items in a Folder**
1. In the References to Add section, select the radio button next to All in List.
2. Click on the Add To (folder with green plus) icon, then select a folder. **Note:** If you have not done so, create a folder for this search. For more information, see our Introduction to Refworks handout.
   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 “Health Reference Center” or the name of the database you have just searched. More information about using RefWorks for systematic reviews can be found on the Guides to Using Library Resources page.

3. A green message prompt in the lower right side of your screen indicating the action has been completed.

4. Each citation in the Last Imported folder will now indicate that it is in both the Last Imported folder and the folder you have specified (in this case, RLS).