This handout will help you import records from ProQuest databases and archival news sources.

**Databases**

- American Periodical Series Online
- ProQuest Nursing and Allied Health Source (Legacy Platform)
- Digital Dissertations
- New York Times Historical Abstracts

**Steps to Mark Items**

1. After conducting a search, check the box next to each item you want to select or choose **Select** located above the search results.

**Steps to Export Items**

1. Click on **More** located to the right and above your selected items

2. Click on **RefWorks**. You will then be prompted to log into your RefWorks account if you are not already logged in.
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 RefWorks Introduction 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 “American Periodicals Online” or the name of the ProQuest 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, LOS health policy).