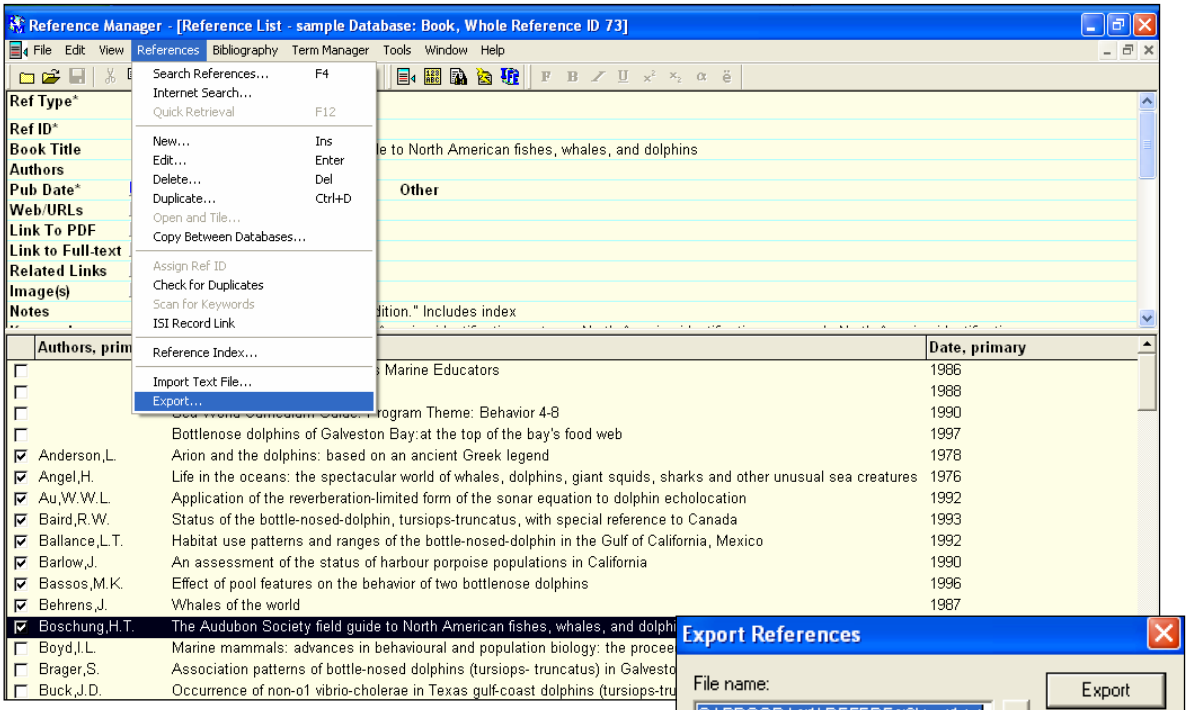
Exporting References From Reference Manager and Importing Them Into RefWorks

Here is how you can transfer your citations, step-by-step.

First, you must export your citations from Reference Manager using the correct output style.

1. Open Reference Manager (Version 10), and the database containing the citations you wish to export.
2. Use checkboxes if you want to select specific references to transfer.



3. Under the **References** menu select **Export**.
4. By default, the file will be saved on your local drive **C:/Programs/Reference Manager 10/***your existing file name.* Either use this default file name or create a new filename.
5. Select the **RIS** format and the appropriate **Reference(s) options.**
6. Click **Export**.

Now, you will use RefWorks to import this file and create your citations.

1. Login to RefWorks.
2. From the **References** menu, select **Import**.
3. Select **Desktop Biblio. Mgt. Software** as your **Import Filter** and **Reference Manager** as your **Database**. Browse for and select the file you just created using Reference Manager.
4. Click **Import**.
5. ***Be sure to view your imported references to confirm their accuracy.***