

## Importing Citations from **Black Studies Center** into RefWorks

In Black Studies Center:

- Mark records to import by checking the **Add to Marked List** box.
- Click **Marked List** in the colored square near the top of the page.
- Click **Download**.
- Click **Export in a format compatible with ProCite, EndNote Reference manager and RefWorks**.
- You will be prompted to open or save a **TXT file**. Click **Save** and choose an appropriate location (you may have already set a preference in your browser, e.g., Downloads or Desktop), or alternatively, open the file.

In RefWorks:

- If your RefWorks account is not open, log in.
- Select **References** from the toolbar, and then **Import**.
- From the dropdown box for **Import Filter/Data Source**, select **RIS Format**.
- From the dropdown box for **Database**, select **RIS Format**.
- **Browse** to the file you saved. (If you opened the file, copy the text (Edit | Select All | Copy) and paste it into the box under **Import Data from the following Text**).
- Click **Import**.
- Your citations will appear in the **Last Imported** folder.

### **NOTE:**

1. Do **NOT** use the **Export directly to RefWorks** link on the Marked List: Download Items page. Not all of your marked items will export.

2. All of your marked items may not display on the Marked List: Download Items page. Do not worry – they will be in the text file.