

Importing Citations from VCU Libraries Search into RefWorks

These instructions apply to all results obtained by using the search box on the VCU Libraries home page.

In your results:

- Mark records to import by checking the **star** icon next to the title of the item. You may select records from any screen.
- When you are finished, click on the **e-Shelf** link at the top of the screen.
- The titles you selected will display in the **Basket**.
- Select the **box next to Type** to select all items in the Basket. Alternatively, you may select individual items by clicking the appropriate box.
- Select **Push to RefWorks** on the **Select how to save** dropdown menu.
- Click on the **Go button**.

In RefWorks:

- If you have not yet logged into RefWorks, you will be prompted for your username and password.
- Your citations will appear in the **Last Imported** folder.

NOTE FOR OFF-CAMPUS/WIRELESS USERS: You will probably be prompted for the Group Code. The link to the Group Code is on the VCU Libraries RefWorks page - <http://www.library.vcu.edu/search/964>. If the RefWorks login screen reads, "Single User Site," select the 'not my institution' link and then enter the Group Code.

KNOWN ISSUES – 03/15/12:

- Author names will appear twice; delete one set
- Content descriptions for books, sound recordings, video recordings, and other non-article material will not export into RefWorks.
- Call numbers and library locations for non-article materials will not export into Refworks.
- Mac users should use Safari or Chrome as the browser.