

# RefWorks: Importing Library Catalog Citations

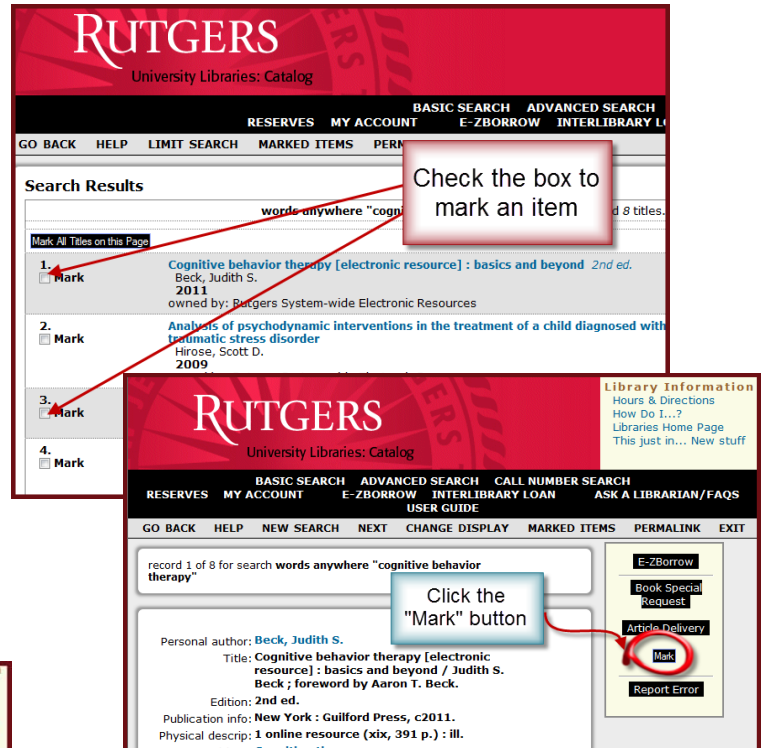
RefWorks, a citation manager, allows you to import citations from the Rutgers Libraries Catalog.

1

When you are in the Catalog, mark the records you want.

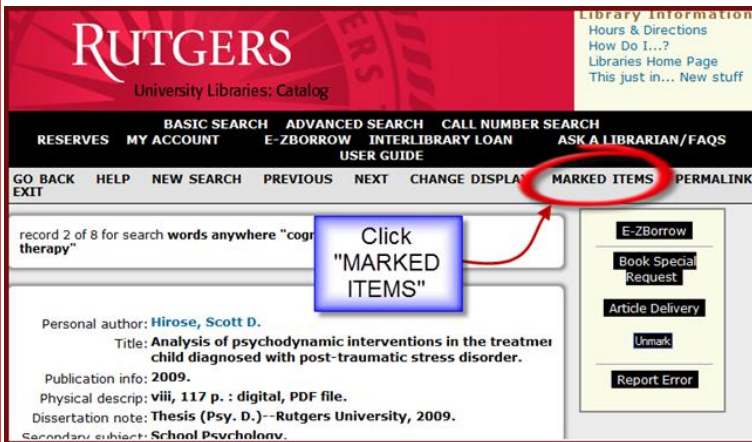
In the Search results view, check the box to the left of each record.

In a single record display, click on the "Mark" button on the right.



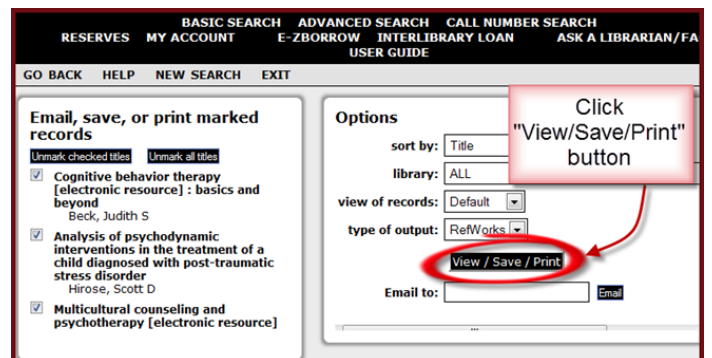
2

Once you have finished marking records, select the "MARKED ITEMS" button from the gray bar at the top of the Catalog screen.

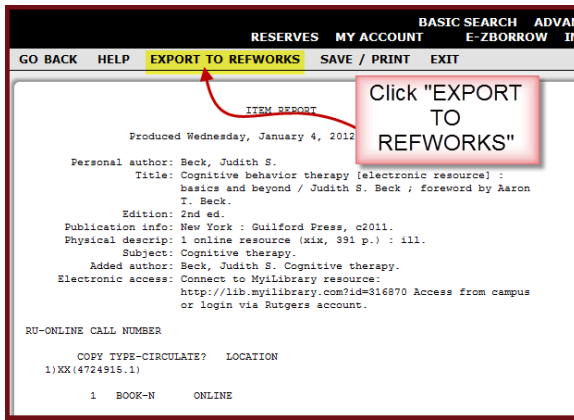


3

A list of marked records will appear on the left side of the screen. The type of output setting default is RefWorks. Select the "View/Save/Print" button.



4



The next screen will display an item report listing all of the marked items. Select the “EXPORT TO REFWORKS” button from the gray bar near the top of the Catalog screen.

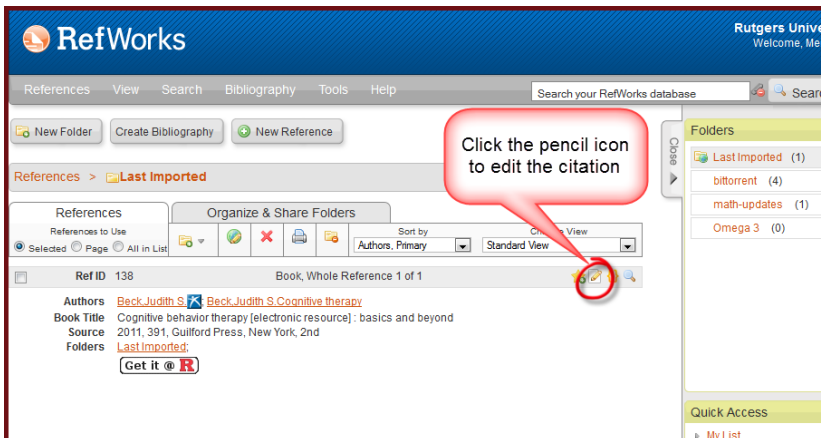
5

A second browser window will now open showing the RefWorks login page. Log-in to your RefWorks account. If you are working remotely, you will need to use the Rutgers group code **RWRutgers** to gain access to the appropriate login page.



6

Click “View Last Imported Folder”. You can click the pencil icon to make any adjustments to this citation. You can also select a specific folder for this citation or it will go into the last imported folder.



If you are not sure how to move records or need help with other features, please view the RefWorks videos at <http://www.refworks.com/tutorial> or contact a librarian at Rutgers University.