


EBSCOhost

To Manually Save and Export Records:

1. Conduct a search.
2. Click on the **Add to folder** icon (below the item's abstract) for each of the items you want to export.
3. Click on the folder icon at the top of the screen or click on **Folder view** to the right of the search results.
4. Re-select the references to export.
5. Click on the **Export** icon (above the selected references). 
6. Click the radio button in front of **Generic bibliographic management software** (right-hand side of screen).

Note: Uncheck the **Remove these items from folder after saving** option if you want items to remain in the folder after performing the export function.

7. Click the **Save** button (left-hand side of screen).
8. *Note directions for saving at top of screen.*
9. Log in to **RefWorks**.
10. Select **References/Import** from the toolbar.
11. Select **EBSCOhost** as the data source and the appropriate database you searched from.
12. **Browse** to find the file you saved to your computer
13. Click **Import** (bottom of screen).
14. The **RefWorks import screen** should appear – your records are in the **Last Imported Folder**.