


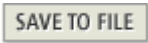


Web of Science

To Save as a Text File and Export Records:

1. Conduct a search.
2. Mark the records you would like to export to RefWorks.
3. click on **Add To Marked List**  (right-hand side of screen).
4. Click on **Marked List**  (upper-middle of screen).
5. The **Output Options** window will appear.
6. In the **Output Options** window, check the necessary fields. [**Suggested fields to check:** author, title, source abbrev., source (this will include journal title, date, volume, issue, and pagination), abstract, and publisher information (especially if exporting a book or book chapter)]
7. In the **Step 2. Select an option** section of the **Output Options** page, select **Field Tagged** as the **Format For Print**. 

(Note: At this point, you may want to select the *Automatically delete selected records from the Marked List after output is complete* box at the bottom of the *Output Options* page if you will be conducting multiple searches and exports during the *same* Web of Science session.)

8. Click on **Save To File**  (directly under **Format For Print**).
9. Click the **Save** tab in the box that appears, then select the location where you want to save the file, and type the file name.
10. Click **Save**.
11. Log in to **RefWorks**.
12. Select **References / Import** from the toolbar.
13. Select Thomson Reuters as the data source and select **Web of Science** as the database.
14. **Browse** to find the file you saved; select the file and click on **Open** to place the file in the **Import Data from the following Text File** box.
15. Click **Import** (bottom of screen).
16. The **RefWorks import screen** should appear – your records are in the **Last Imported Folder**.