Web of Science (Direct Export)

1. Conduct a search.
2. Select the records to be exported to RefWorks.
   a. For **all records** to be exported:
      i. Use the **Output Records** section (lower left of screen)

   1. **Step 1** – select records
   2. **Step 2** – select the data to include in each record
   3. **Step 3** – click on the RefWorks tab
      a. If you are not logged in to RefWorks, the **RefWorks Login** screen will appear – **login to your RefWorks account**
      b. The **RefWorks import screen** should appear – your records are in the **Last Imported Folder** (lower right of screen)

b. **To individually select records to be exported**:
   i. Place a checkmark in the box to the left of each desired record
   ii. **Before moving to the next page of records**, place the selected records **from the page** onto the **Marked List**
      1. Immediately above the first record on the page, note the **Add the selected records to your Marked List** icon
   iii. Once the records are added to the **Marked List** (you should now see red check marks to the left of the selected records), move to the next page and select additional records, adding these records to the **Marked List**
   iv. Once all records are selected and added to the **Marked List**, click on the **Marked List** icon (top center of screen)
   v. From the **Marked List** screen:
      1. **Step 1** – **All records in this list** should be selected
      2. **Step 2** – select the data to include in each record
      3. **Step 3** – click on the RefWorks tab
         a. If you are not logged in to RefWorks, the **RefWorks Login** screen will appear – **login to your RefWorks account**
         b. The **RefWorks import screen** should appear – your records are in the **Last Imported Folder** (lower right of screen)