




## EBSCOhost - Manually Save & 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.
  - a. To add the entire screen of results (30 items) to the folder, click on the blue **Alert/Save/Share** link  in the upper right of the results screen
    - i. From the resulting screen, click on **Results (1-30)**  [Results \(1-30\)](#)
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 (to the right of the 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 (left side of screen) 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. From the **File** menu select **Save As**.
9. Select the location where you want to save the file, type the name you want for the file, and select **Text File** as the **Save As Type**; **Save** the text file
10. Log in to **RefWorks**.
11. Mouse over **References** (upper left of screen, in gray bar)
12. Select **Import** from the resulting menu
13. From the resulting **Import References** box, select **EBSCOhost** as your **Import Filter / Data Source** and select the appropriate EBSCOhost database you searched from
14. Browse to find the text file you saved to your computer; double-click on the file to place it in the **Select Text File** box
15. If it has already been created, select the folder where you would like the references imported (see the **Import Into Folder** option near bottom of screen)
16. Click **Import** (bottom right of screen).
17. The **RefWorks import screen** should appear – your records are in the **Last Imported Folder**. Click on **View Last Imported Folder** (lower right of screen)