Exporting References from OVID to RefWorks

OVID
The OVID database platform provides access to a range of scientific databases, particularly those in medicine, environmental sciences, zoology and geography. Databases can be searched separately or in combination.

OVID Subject Coverage
OVID includes the following databases:

- AMED (Allied and Complementary Medicine)
- BIOSIS
- CAB Abstracts
- EMBASE
- Forest Science
- GeoRef
- Global Health
- MEDLINE
- PsycINFO
- Transplant Library
- Zoological Record

Accessing OVID
OVID can be accessed by searching for ‘OVID SP’ in SOLO (http://solo.bodleian.ox.ac.uk/) and then following the ‘Online access’ link. The database can also be found through Databases A-Z (https://libguides.bodleian.ox.ac.uk/az.php). As OVID is a subscription database, if you are off campus you will need to use your Oxford Single Sign On (SSO) credentials to use it.
Running a Basic Search

- When you enter OVID, you will need to choose which database you wish to search from a menu of different options. For this example, choose the CAB Abstracts database. Choose ‘CAB Abstracts 1910 to 2021 Week x’. Click the ‘OK’ button at the bottom of the screen.

- The OVID database search screen will now load with the selected resource.
- Make sure that ‘Basic Search’ is selected and then type ‘Ash dieback’ into the search box and click the blue ‘Search’ button to the right of the search box.
- After a few moments, a set of search results will appear under the search box.

Selecting Records for Export
You can choose any records you wish to export to RefWorks by ticking the checkboxes adjacent to each record.
- A whole page of results can be selected simultaneously by ticking the ‘All’ option at the top of the results list.

Exporting to RefWorks

OVID can export to a variety of different reference management packages including RefWorks.

- Select all the records you want to export. Click the ‘Export’ button at the top right-hand corner of the results list.

- A window will open showing the available export options. Use the **Format** dropdown menu to choose RefWorks.

- Using the Fields drop down menu, you can choose which parts of the records to export, for example a minimal record (Citation) with including just essential bibliographic information, or a more complete record which includes the abstracts.

- When you have chosen your preferred option, click **Export**.

- Your references will now be transferred to RefWorks. *Note:* you may get an error message in your browser saying that pop-ups have been blocked. If this occurs, use the appropriate options in your browser to allow popups from OVID and then repeat the export steps.
• You will be asked whether you would like to “continue exporting to RefWorks”. Click “Yes, export to the newest version of RefWorks”.

• If you are not currently signed into your RefWorks account, you will be prompted to sign in.

• RefWorks will open in your browser and display a message to ask which folder you would like the references to go into. Make your selection and click ‘Import’. RefWorks will indicate that the references have been successfully imported.