

# Exporting References from ProQuest to RefWorks

## ProQuest

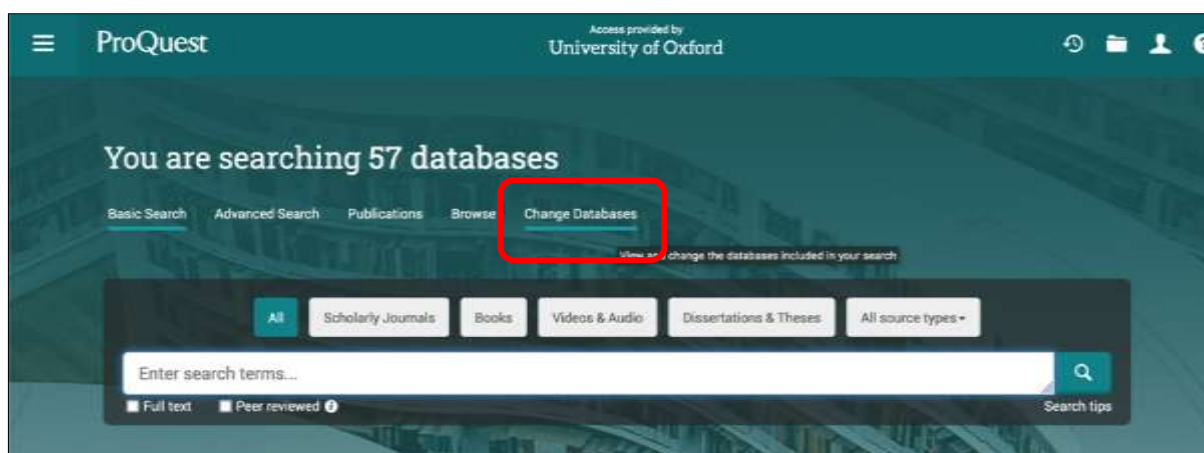
ProQuest provides access to databases of journal articles, newspapers, theses and books on a wide range of subjects and is particularly good for the Social Sciences.

## Accessing ProQuest

Go to <http://search.proquest.com/> to search the full range of ProQuest Databases.

## Running a basic search

1. The first thing to do is select databases related to your subject area before you submit a search. At the top of the search screen, click 'Change Databases'.



2. By default, all of the databases ProQuest provides access to will be selected. Click 'View by subject' and tick the subject(s) that suit

your research. Then click 'Use selected databases'. See image below.

The screenshot shows the ProQuest 'Select Databases' page. At the top, there are navigation tabs: 'Basic Search', 'Advanced Search', 'Publications', 'Browse', and 'Databases (32)'. The main heading is 'Select Databases'. Below it is a tip: 'Tip: Add database shortcuts, making it easier to select one or more favorite databases.' The instruction reads: 'Select databases to search, then click Use selected databases to go to the search form.' A red box highlights the 'Use selected databases' button. Below this is a view selector with options: 'Brief view', 'Detailed view', 'View by name', and 'View by subject'. A red box highlights 'View by subject'. A table of databases is shown with a red box around it. The table has columns for a checkbox, the database name, and the search subject area. The first row is checked. At the bottom right of the table, there is a 'Full Text Included' icon.

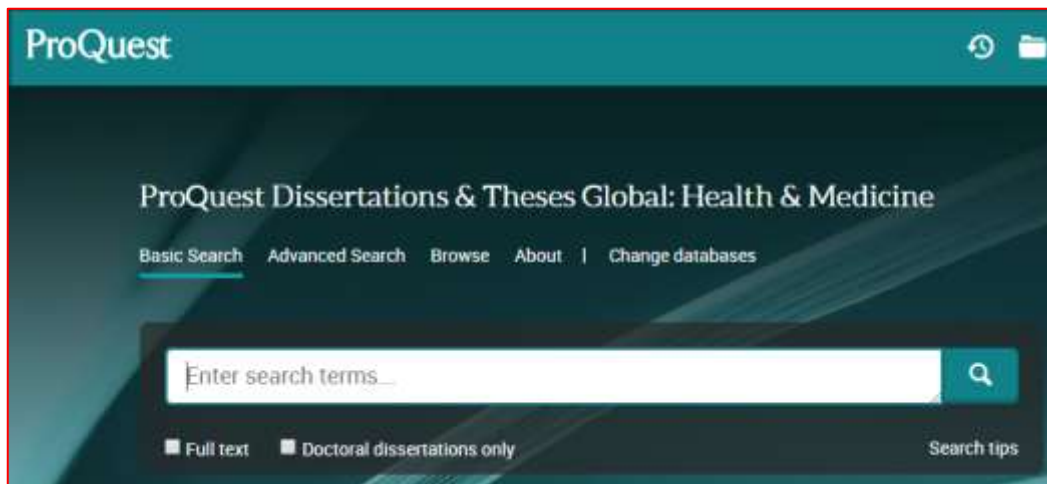
<input type="checkbox"/>	Database Name	Search Subject Area
<input checked="" type="checkbox"/>	The Arts databases	Search The Arts subject area
<input type="checkbox"/>	Business databases	Search Business subject area
<input type="checkbox"/>	Dissertations & Theses databases	Search Dissertations & Theses subject area
<input type="checkbox"/>	Health & Medicine databases	Search Health & Medicine subject area
<input type="checkbox"/>	History databases	Search History subject area
<input type="checkbox"/>	Literature & Language databases	Search Literature & Language subject area
<input type="checkbox"/>	News & Newspapers databases	Search News & Newspapers subject area
<input type="checkbox"/>	Science & Technology databases	Search Science & Technology subject area
<input type="checkbox"/>	Social Sciences databases	Search Social Sciences subject area

2. Select your subject area(s).

3. Click 'Use selected databases'.

1. Click 'View by subject'.

3. You will be taken back to the search screen. Enter your search query as normal.

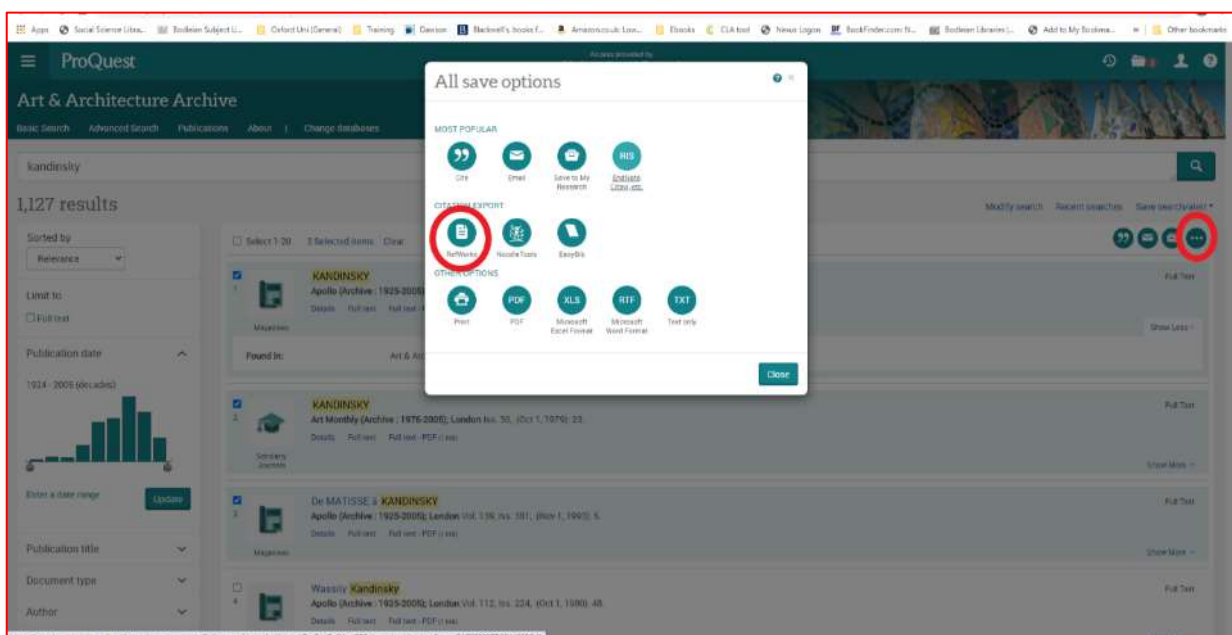


## Selecting and exporting references to RefWorks

There are several methods for exporting references to RefWorks.

### Method 1: Exporting multiple references simultaneously

1. Select the references that you would like to export to RefWorks by ticking the relevant boxes.
2. Click the three dots at the top of the results followed by 'RefWorks'.



3. A dialogue box will appear offering you a number of options including whether you want to export 'citation, abstract and indexing' (this will ensure that you get the abstracts for the records you have chosen as well as the bibliographic details) or 'results listing only' (in which case you'll receive the bibliographic details but not the abstracts). When you have looked through the options choose 'Continue' at the bottom of the page.
4. If you have a pop-up blocker installed on your web browser, you may receive an error message at this point. If so, choose "Allow pop-ups for ProQuest" and attempt the export again.
5. You will be asked if you wish to export to 'RefWorks. Export to Legacy RefWorks' or 'ProQuest RefWorks. Export to the New RefWorks. Choose 'ProQuest RefWorks' (i.e. new RefWorks).
6. RefWorks will open in your browser and display an 'Import References' screen. By default, RefWorks will offer to import new references to 'Not in folder'. If you have folders created within RefWorks you can use the dropdown menu to select a folder instead. Then click on 'Import'. RefWorks will confirm 'Import complete'. You can view the added records by clicking 'OK' at the bottom of the import message. You can also access the 'Last Imported' folder by clicking on it at the left side of the RefWorks screen.

7. You can now view each record, move records to different folders or edit any of the bibliographic information.

### **Method 2: Exporting a single reference**

1. Select the reference that you would like to export to RefWorks either by clicking on the title to see full details or by clicking the 'Preview' button on the right to see brief information.
2. In the full record click on the three dots button (on the right) or if you chose preview click on the "Export/Save" button at the bottom of the preview
3. Proceed as in Method 1, step 3 above.