

Exporting References from ProQuest to RefWorks

ProQuest

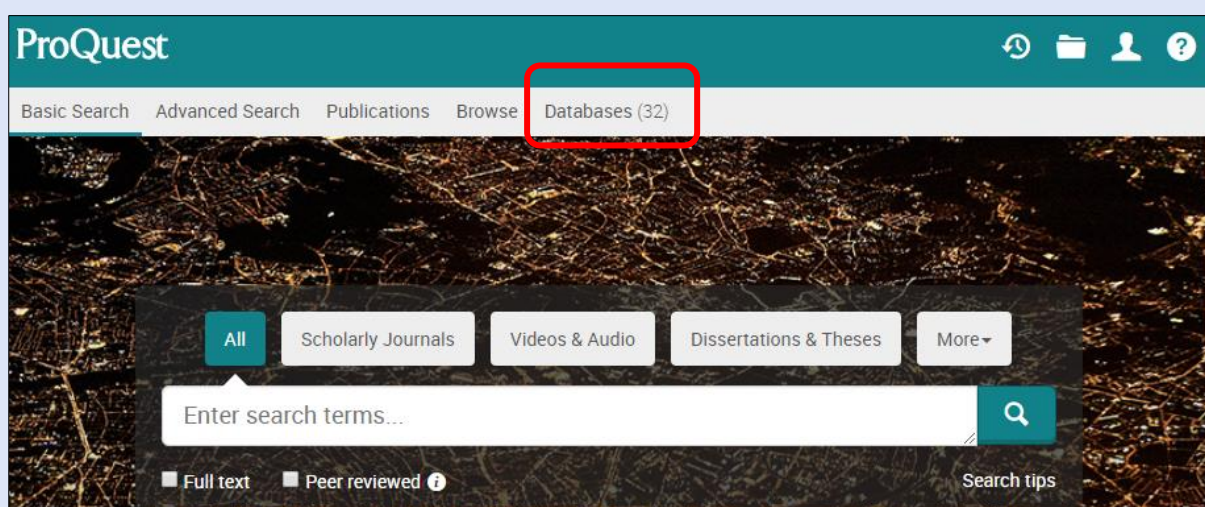
ProQuest provides access to databases of journal articles, newspapers, theses and books on a wide range of subjects and is particularly good for the Social Sciences.

Accessing ProQuest

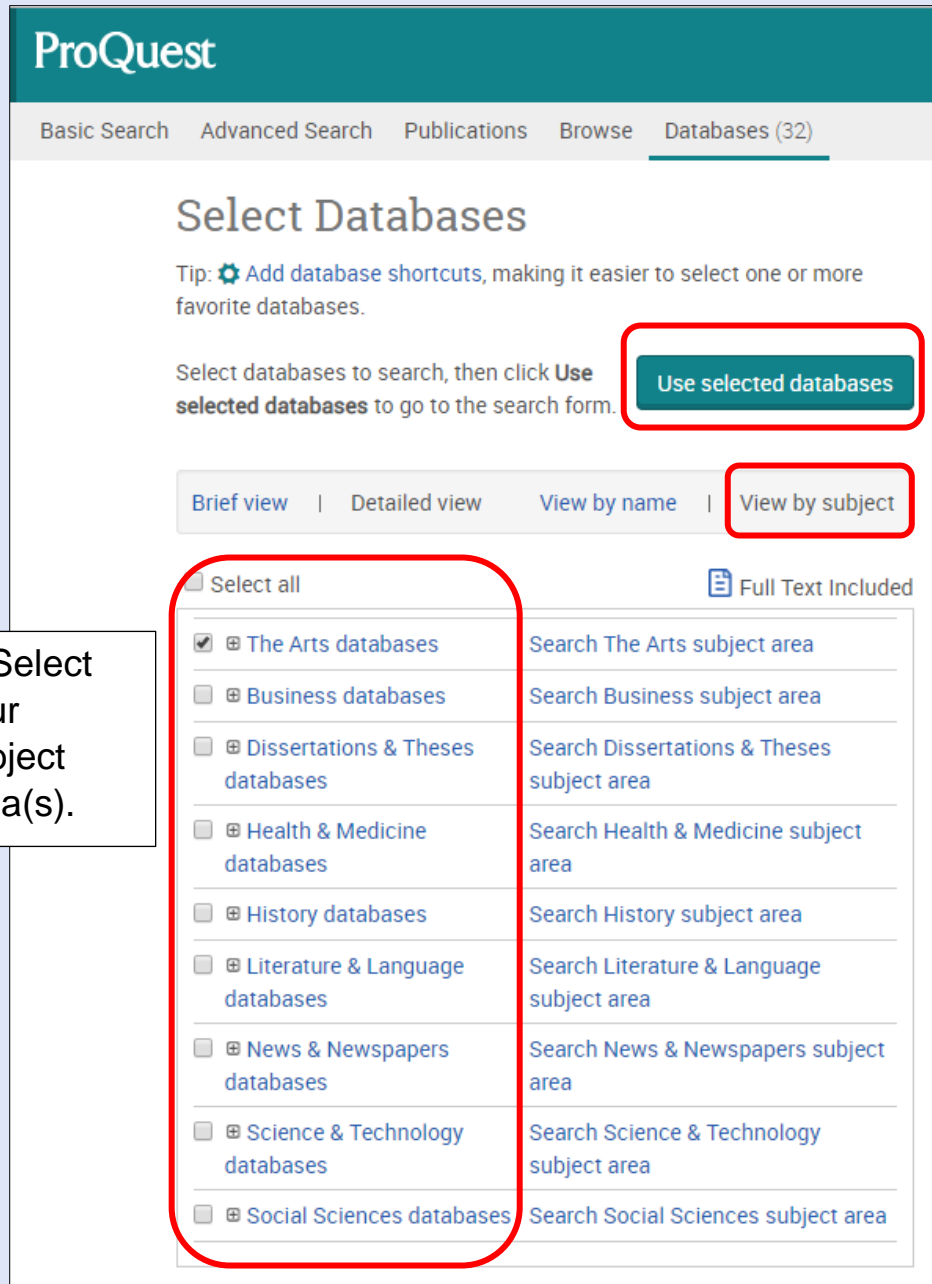
Go to <http://search.proquest.com/> to search the full range of ProQuest Databases.

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 '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.

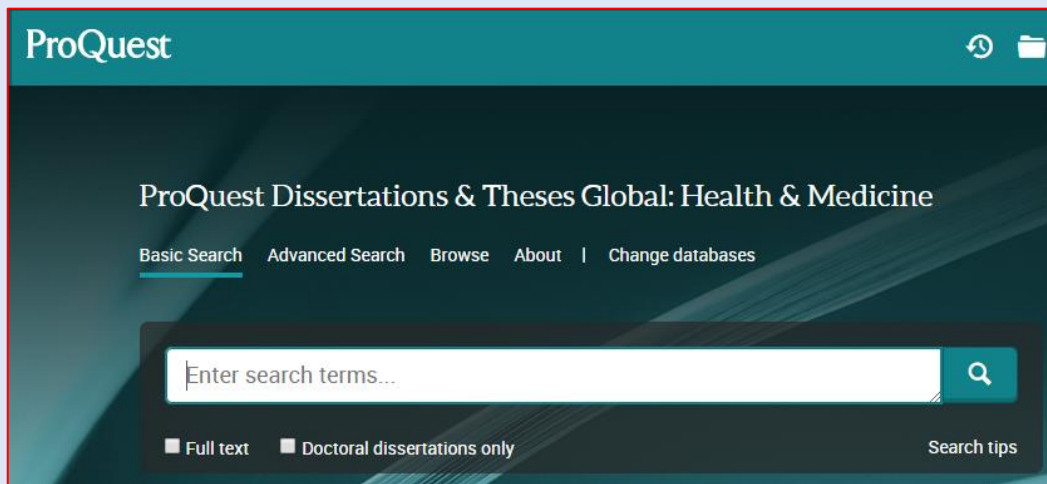


2. Select your subject area(s).

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.

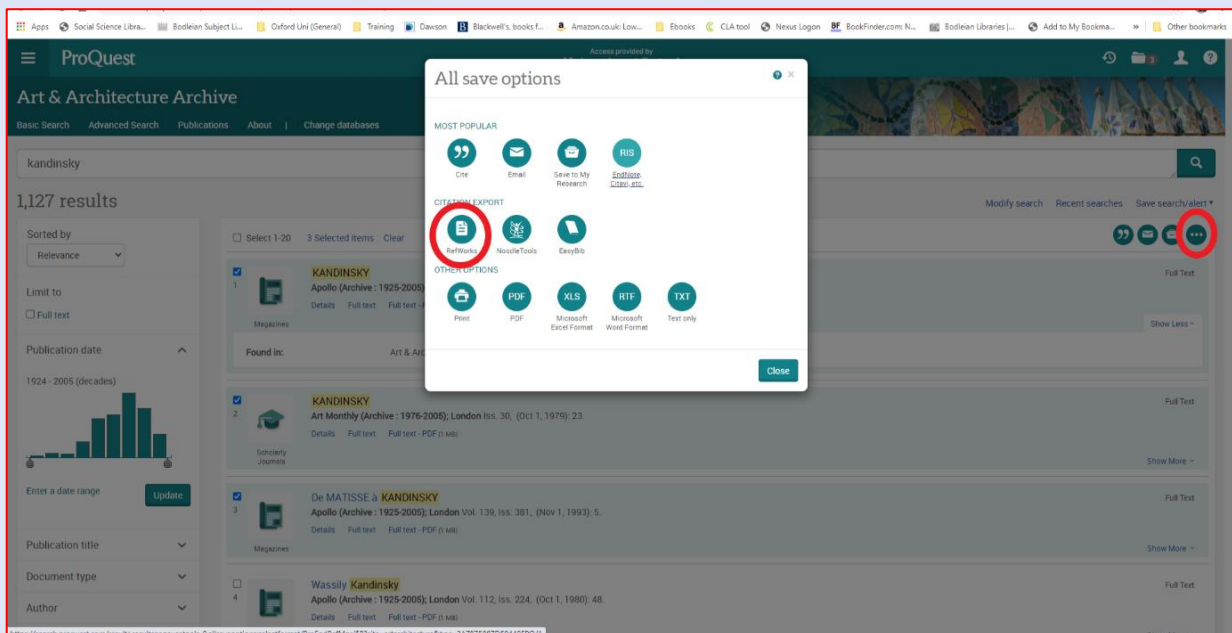


Selecting and exporting references to RefWorks

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.