



The best way to link to a database is through **Primo**:

1. Go to **<http://primo.abdn.ac.uk:1701>** and login with your University computer username and password
  2. Click on **Advanced Search** and type the name of the database in the **Name** search box
  3. Click on the **Find Databases** button
  4. Click on the title of the database to link to the database.
  5. Once you have done your search you need to know how to export the records you wish to keep. Import instructions from all University of Aberdeen information databases to RefWorks are available online at **<http://www.abdn.ac.uk/library/documents/guides/rfw/importing.pdf>**
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### **EBSCOHost (e.g. ATLA, EconLit, GeoRef, PsycINFO, etc.) – 1-step process**

1. Find EBSCOHost in Primo, select the database and conduct your search
  2. Select records by clicking on **Add to folder**
  3. In **Folder has items** box, click on **Folder View** link
  4. Tick records to select
  5. Click on **Export** and select the **Direct Export to RefWorks** radio button
  6. Click on the **Save** button
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### **JSTOR – 1-step process**

1. Find JSTOR in Primo and conduct your search
  2. Select records using tick-boxes for individual records or the **Select/unselect all** tick-box at the top of each page of results
  3. Click on **Export Citation** at the top of the results list
  4. Under **Select a format** click on **RefWorks** to import the reference(s) into RefWorks
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### **Manual records**

1. Login to your RefWorks account and click on the **New Reference** button
  2. From the **Fields Used By:** drop-down menu select your preferred citation style
  3. From the **Reference Type** drop-down menu select the resource type required
  4. Complete the fields displayed
  5. From the **Add to Folder** drop-down menu select the folder you want to save the record in
  6. Click on the **Save Reference** button
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### **OVID (e.g. Medline, EMBASE, etc.) – 1-step process**

1. Find Medline(OVID) in Primo and click on the title
  2. At the **Institutional Login** page select **UK Access Management Federation**, then **Institution: University of Aberdeen**. Log in with your University computer username and password.
  3. Select database, conduct your search. On the search results page tick records of interest, then **Export**
  4. **Export to:** select **RefWorks**. **Select Fields to Display:** select **Citation + Abstract**
  5. Click on **Export Citation(s)** button
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## Primo – 1-step process

1. Go to <http://www.refworks.com/refworks> and login to your RefWorks account
  2. Go to the **Search** menu and click on **Online Catalog or Database**
  3. In the **Search** box select **University of Aberdeen**. Click on **Advanced Search**
  4. Enter the author's family name in the 1st box. Click on the Green plus button to open another search box. Enter keyword(s) from the title. Click **Search**
  5. Select items of interest. Click the **Import** button to import the reference(s) into RefWorks
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## ProQuest (e.g. ABI/INFORM, etc.) – 1-step process

1. Go to **ProQuest** at <http://search.proquest.com/shibboleth>, log in, select database and do a search
  2. Tick records of interest, then click on **Export/Save** located on the bar above the results list
  3. In the drop-down menu go to the sub-heading **Export to:** and click on **RefWorks**
  4. In the **Export** box click on the **Continue** button
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## ScienceDirect – 1-step process

1. Go to **ScienceDirect** at <http://www.sciencedirect.com/> and do a search
  2. Tick records of interest, then click the **Export citations** link located at the top of the list
  3. **Content Format:** select **Citations and Abstracts**  
**Export Format:** select **RefWorks Direct Export**
  4. Click on the **Export** button
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## Scopus – 1-step process

1. Go to Scopus at <http://www.scopus.com> and do a search
  2. Tick records of interest, then click the **Export** link located at the top of the list
  3. On the **Output: Export, Print, Email or Create a Bibliography** screen set it as follows:  
Section 1 - make sure the **Export** radio button is selected  
Section 2 - Export format – **RefWorks direct export**; Output - **Abstract format**
  4. Click on **Export**
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## Web of Science – 1-step process

1. Go to **Web of Knowledge** at <http://wok.mimas.ac.uk>.
  2. Click on the orange button (centre of the page) labelled **Click here to access ISI Web of Knowledge**.
  3. Click on the **Web of Science** tab at the top of the screen and do a search
  4. Tick records of interest. If your search results span over several pages, select the records you wish to export on a page, then **Add to Marked List** before you open the next page. When finished, open the **Marked List** (located at the top of the page under the tabs)
  5. Click on the **Save to RefWorks** button (at the top of the results list or in the *Marked List*)
  6. On campus a pop-up blocker may prevent you from continuing (look for a yellow warning bar at top of page)
  7. Right click on the yellow bar and select '**Always allow from...**' You may have to return to the results screen and repeat steps 5-6
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## Help and advice

Information Consultants can also help with any subject specific difficulties, using databases and RefWorks. Their contact details are available at <http://www.abdn.ac.uk/library/support/contacts/ic/>

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