Quick Guide: Exporting from RefWorks
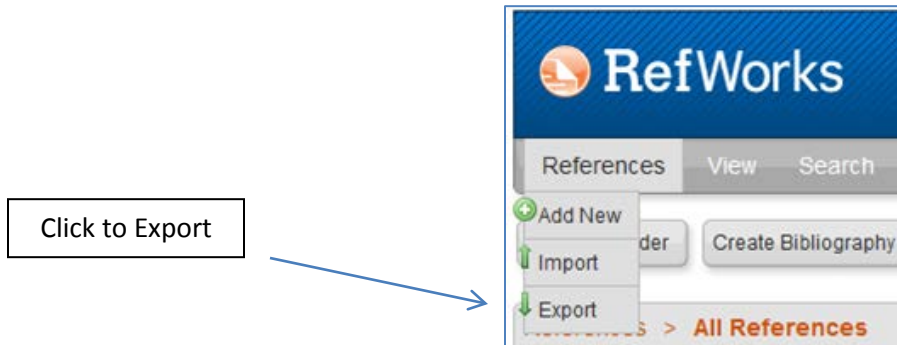**Folke Bernadotte Memorial Library, Gustavus Adolphus College**

To export a copy of all or part of your RefWorks database to your computer:

1. From the **References** menu select **Export.** Select either **All References. My List** or a specific **Folder**.

Click to Export

2. Under **Export Format** select the format you want to create.

   - Bibliographic Software (use for EndNote, Reference Manager, ProCite)
   - BibTeX – Ref ID (use for Zotero)
   - Citation List
   - RefWorks Tagged Format
   - RefWorks XML Format
   - Tab Delimited
   - XML
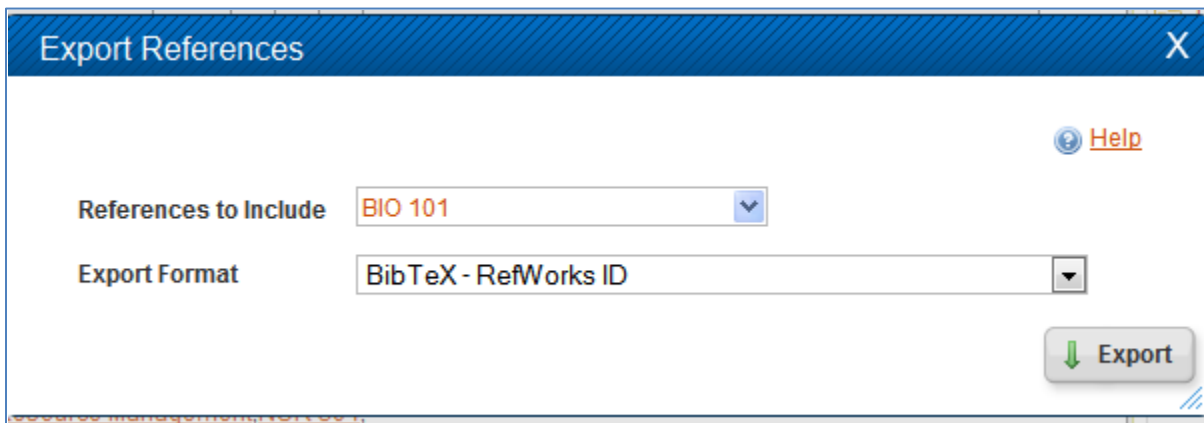
3. Click the **Export** button. Your references will be exported as a .txt file.
4. Follow your browser's instructions for viewing the file and be sure to save the file before closing.
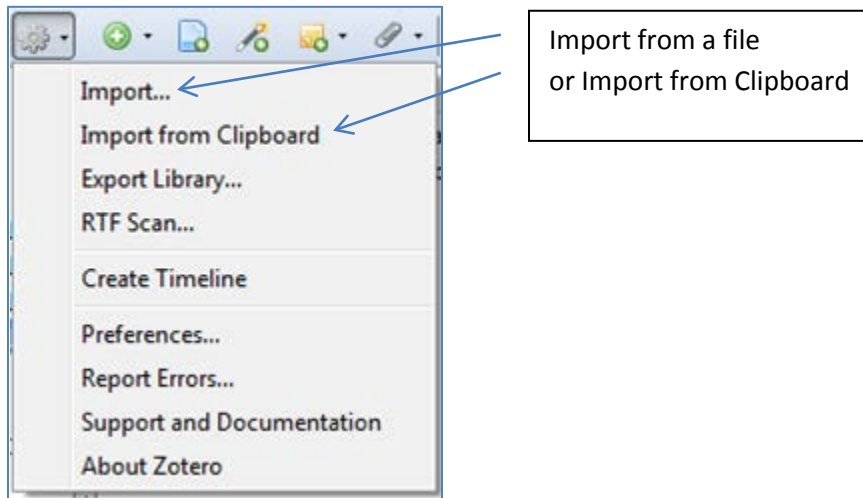
For instructions on importing your RefWorks file into Zotero or EndNote Web, see below.

Quick Guide: Importing a RefWorks file into Zotero
Folke Bernadotte Memorial Library, Gustavus Adolphus College

Once you've exported your references from RefWorks, you can import them into Zotero. Remember to select the BibTeX – Ref ID format when you export from RefWorks.

1. In your Zotero account, click on the gear icon and select "Import."
2. Browse to your file, select it, and click open.

Import from a file
or Import from Clipboard

The collection should now appear in your Zotero library in a uniquely named import folder.

If importing from a file does not work, follow these instructions:

1. Open your RefWorks export file (.txt file), Select all, and Copy.

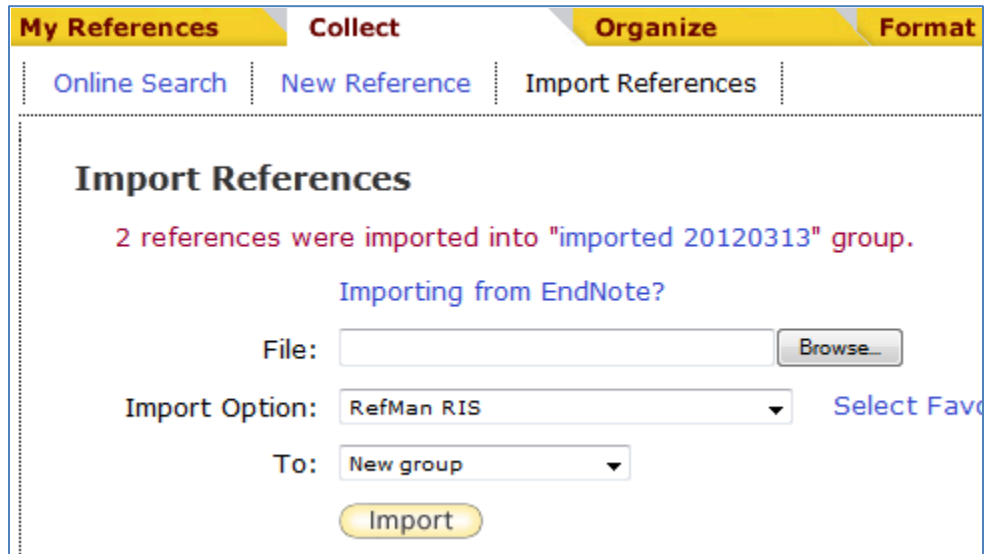2. Open Zotero, click the gear icon, and select "Import from Clipboard."

The collection should now appear in your Zotero library in a uniquely named import folder.

Citations appear in new import folder
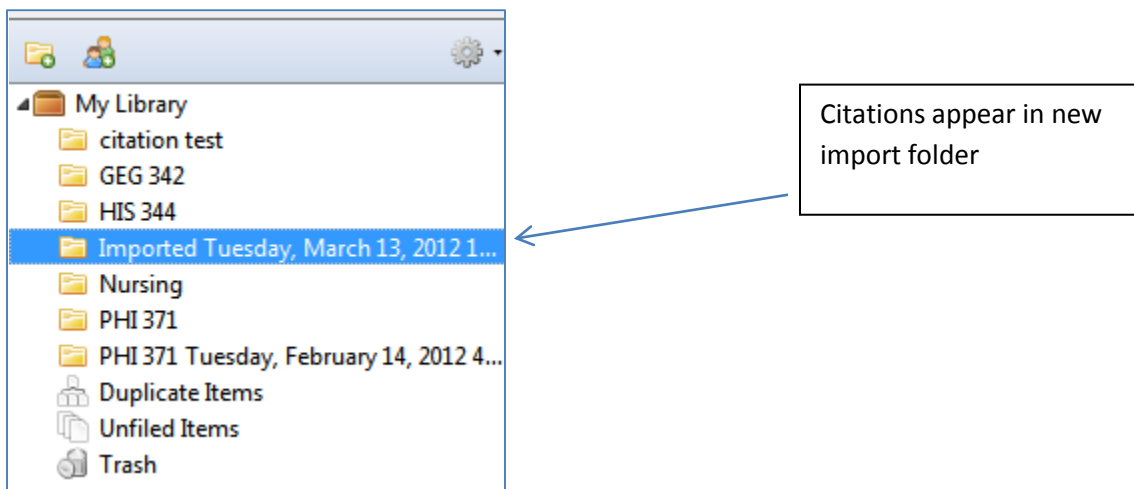
Quick Guide: Importing a RefWorks file into EndNote Web
Folke Bernadotte Memorial Library, Gustavus Adolphus College

Once you've exported your references from RefWorks, you can import them into Zotero. Remember to select the BibTeX – Ref ID format when you export from RefWorks.

1. In your EndNote Web account, go to the Collect tab and select the Import References link.
2. Select your RefWorks export file.
3. Select Import Option: RefMan RIS.
4. Select the group in which you want to save your imported citations.
5. Click Import.

Your imported references should now appear in the group in which you saved them.