

## *Exporting from RefWorks to Mendeley*

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In this video we will cover how to export your references from RefWorks to Mendeley. Before you begin, you should consider a couple of factors:

- How can I preserve my original organization of information within Refworks during the export to Mendeley?

You have to export one folder at a time, rather than your entire database, if you wish to preserve your original organization of information. If you choose the **Export All References** option, you will end up with a long list of references that you will want to organize in Mendeley.

- How can I transfer PDFs and any other file attachments housed in Refworks to Mendeley?

Pdfs and any other attachments to your RefWorks entries will not export with your folders and must be moved individually; you can save the attached files on your computer and then upload them into Mendeley using the drag-and-drop method.

To begin, make sure that you are logged in to your RefWorks and Mendeley accounts.

If you wish to export your entire RefWorks database in one step, go to **Export**, from the menu on the right (under Quick Access), and follow the same instructions as those for exporting folders.

When exporting individual folders, start in the **Organize & Share Folders** tab, select the folder you would like to move, and click **Export**. A dialogue box, called **Export References**, pops up. You will choose **All in List** and, under **Select an Export Format**, select **BibTeX-RefWorks ID** and click the **Export References** button. A new tab will appear with a list of references from your original folder. (You may be asked to disable your pop-up blockers.) Right-click anywhere on the page, select **Save Page As** and save the file somewhere obvious, like your desktop, and then name you file. You may want to give it the name of your original RefWorks folder in order to maintain the consistency of your organization. Remember to set the document type to **.txt** or Text Document and click **Save**. You can close this tab and go back to RefWorks to repeat this series of steps for all of your folders.

When you are ready to begin exporting you folders into Mendeley, go to your Mendeley desktop and select **Create Folder**. Name your folder; again, you may want to give it the name of your original RefWorks folder. In the open area on the right, right-click and select **Add Files**.

Locate the saved folder, click **Open**, and the files will appear in your Mendeley folder. Repeat these steps for all of your folders.

If you have any questions or need assistance, don't hesitate to contact the RefWorks team at UNB Libraries:

- Richelle Witherspoon (Harriet Irving Library): [r.witherspoon@unb.ca](mailto:r.witherspoon@unb.ca) or 453-4602
- Alicia McLaughlin (Harriet Irving Library): [amclaugh@unb.ca](mailto:amclaugh@unb.ca) or 453-4749
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