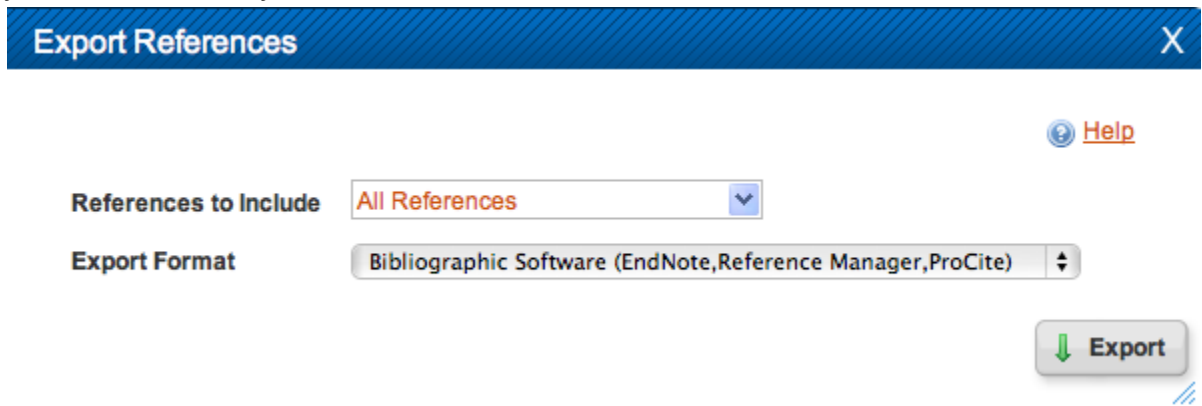


Steps to Export from RefWorks to Mendeley

- 1.) Log in to RefWorks.
- 2.) Click on References at the Top Right:

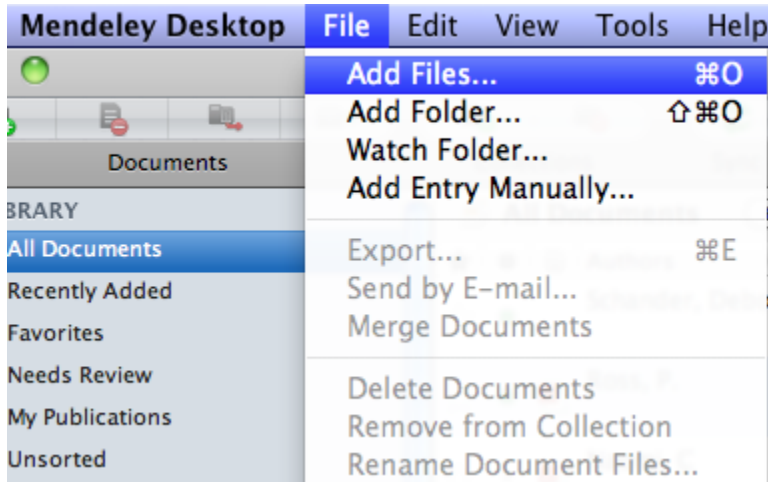


- 3.) Select **All References** in the drop-down menu to export all your references at once. Keep the format as **Bibliographic Software**. (The only way to preserve your RefWorks folder structure when migrating to Mendeley is to select each folder, one at a time. You can select the folder by using the aforementioned drop-down menu. Click **Export** once you have made your selections.



- 4.) A new window or tab will open in your web browser, displaying your references. Go to the browser file menu and select **File > Save Page As** (In Internet Explorer, **Save as...**). The file needs to be saved as a Plain Text file: TXT. If you are exporting all of your references you do not need to change the name of the TXT file being saved. If you are exporting one folder at a time to preserve your folder structure, then rename the file with same name as the folder being exported.
- 5.) Open Mendeley Desktop and go the file menu: **File > Add Files....** A window will open that allows you to select the RefWorks file you created

in step three. Click "Open" and the references will be imported into **My Library**.



- **VERY IMPORTANT! Attachments in RefWorks will not be exported. You'll need to save these individually and then attach them to the appropriate reference in Mendeley.**
- After the migration your Refworks descriptors will appear as Mendeley keywords.

Have questions? Contact Us.