



Exporting a Database

There are several ways you can export references out of your RefWorks account:

From the Menu toolbar

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

1. From the **References** menu select **Export**. Choose **Selected, Page** or **All in List**.
2. Under **Export Format** select the format you want to create.
 - [Bibliographic Software \(EndNote, Reference Manager, ProCite\)](#)
 - [BibTeX – Ref ID](#)
 - [Citation List](#)
 - [RefWorks Tagged Format](#)
 - [RefWorks XML Format](#)
 - [Tab Delimited](#)
3. Click the **Export** button. Your references will be displayed for you to copy and paste into a document or notepad to save.
4. Follow your browser's instructions for viewing the file and be sure to save the file to your hard disk before closing.

Email it: After the bibliography is created you may also email the file. The email address in your RefWorks account is automatically entered, but you can overwrite it with another address. Only one email address may be entered.

Exporting a Group of References from the Selection Options

You can also export directly from the reference view you are in (all references, a folder, my list, search results, etc.)

1. Select the references you want to export and right-mouse click on the selection option (**Selected, Page** or **All in List**) and choose **Export** and select the exportformat. To export all of the references in a specific folder, click the folder name from the Quick Access Bar first, then choose **All in List**.



Drag and Drop **References** to the **Quick Access Bar**

You can easily drag a **reference** or drag a Selection Option to the **Export** area on the **Quick Access Bar**.

1. Select the **references** you want to **export** (click on the grey bar for a single **reference**). Drag the selection option or **reference** to **Export** on the **Quick Access Bar**.

The screenshot displays a reference management application interface. The main window is titled "References" and "Organize & Share Folders". It shows a list of references with columns for Ref ID, Title, Source, and Folders. A red arrow points from the "Selected" button in the top toolbar to the "Export" option in the "Quick Access" sidebar. Another red arrow points from the "Export" option to the "Citation List" option in the export menu that appears over the reference list.

Ref ID	Title	Source	Folders
1051	Kidnapped boy and father reunited	BBC News UK World Edition, 2010, British Broadcasting Corporation	Anti social behaviour, Getting Old, LINK to Full Text
1052	George Cross for Army bomb heroes	BBC News UK World Edition, 2010, British Broadcasting Corporation	Getting Old; SLA; LINK to Full Text
1053	Soap star 'tried to end it all'	BBC News UK World Edition, 2010, British Broadcasting Corporation	Getting Old; SLA; LINK to Full Text
1054	Facebook may get 'panic button'	BBC News UK World Edition, 2010, British Broadcasting Corporation	Getting Old; LINK to Full Text
1055	UK borrowing less than expected	BBC News UK World Edition, 2010, British Broadcasting Corporation	Getting Old; LINK to Full Text
1056			

Export Menu Options:

- Bibliographic Software (EndNote, Reference Manager, ProCite)
- BibTeX - RefWorks ID
- Citation List (Selected)
- RefWorks Tagged Format
- RefWorks XML Format
- Tab Delimited

2. The **export** formats will display and you can drag the selection option to the desired format.

3. A new window will open with your **exported** results. Copy and paste these into a document or notepad to save.