



## RefWorks: Exporting References from One RefWorks Account to Another

### Sender Instructions

1. Put the references you want to share in a folder
2. Click *Tools* on the menu bar and select *Export References*
3. Click the down arrow in the *References from* textbox and select the folder you created for the references you want to share
4. Select *RefWorks Tagged Format*
5. Click the *Export to Text File* button
6. Your references will display in a new browser window
7. Click *File* on the **browser** window menu bar
8. Select *Save As* from the drop down menu
9. Note where you are saving this file
10. Note the name of the file
11. Make sure the *Save as type* is *Text file (\*.txt)*
12. Click the *Save* button
13. Open your email program
14. Send a message to the person you want to share these references with
15. Send the RefWorks references text file as an email attachment

### Receiver Instructions

1. Save the text file of references attached to your email message
2. Note where you are saving this file
3. Note the name of the file
4. Make sure the *Save as type* is *Text file (\*.txt)*
5. Open RefWorks
6. Click **References** on the menu bar and select *Import*
7. Click the down arrow in the *Import Filter/Data Source* textbox
8. Scroll through the alphabetical list of filters and select *RefWorks Tagged Format*
9. Wait while your screen refreshes
10. Click the *Browse* button in the *Import Data from the following Text File*
11. Make your way to where you saved the text file of references
12. Double click this file
13. You will see the path and name of this file in the *Import Data from the following Text File* textbox
14. Click the *Import* button
15. Wait while your references are imported
16. Click the *View Last Imported* folder button to view your references.