DIRECT EXPORT (ARTICLES) FROM AN EBSCO DATABASE

- Before you begin, make sure your browser has its popup blocker is turned off. It is located, under Tools in Internet Explorer and Firefox, and Settings in Chrome. For additional assistance, please contact the library reference desk at ext. 4248 or Academic Computing at ext. 4015.

1. From the Databases, A-Z list, log on Academic Search Premier.
2. Enter your search term(s) in the box at the top, select limiters like Full Text or Scholarly Journals if you choose and click the Search button.

3. Click on the blue folder icon to the right of the titles for three articles, to select these titles for export into RefWorks.
   a. Folders turn yellow when selected.
4. A new window appears in the upper right corner of the page, titled “Folder has items” (see below) listing articles added to the folder.
   a. Click on Folder View.
5. **Select all** three articles in folder (the field will turn blue), and then click the **Export** command (by the green arrow to the right) to export.

6. Click on the button to the left of **Direct Export to RefWorks**, in the middle of the page and then click on the **Save** button on the left.

3. **RefWorks SHOULD** open, and the **Import References** window should appear.
   - a. You may be asked to login to RefWorks if you are not logged in already.

4. Click on **View Last Imported Folder** to make sure the new records are entered into RefWorks.
   - a. You should then move the exported records to other folders in RefWorks, and make additional changes as needed.