The best way to link to a database is through **Primo**:

1. Go to http://primo.abdn.ac.uk and login with your University computer username and password

2. Click on **Advanced Search** and type the name of the database in the **Name** search box

3. Click on the **Find Databases** button

4. Click on the title of the database to link to the database.

5. Once you have done your search you need to know how to export the records you wish to keep. Import instructions from all University of Aberdeen information databases to RefWorks are available online at www.abdn.ac.uk/library/documents/guides/importing.pdf

EBSCO (e.g. ATLA, GeoRef) – 1-step process

1. Find EBSCO in Primo, select the database and conduct your search

2. Select records by clicking on **Add to folder**

3. In **Folder has items** box, click on **Folder View** link

4. Tick records to select

5. Click on **Export** and select the **Direct Export to RefWorks** radio button

6. Click on the **Save** button

JSTOR – 1-step process

1. Find JSTOR in Primo and conduct your search

2. Select records using tick-boxes for individual records

3. Click on **Export Selected Citation** at the top of the results list

4. Next, select **Export to RefWorks** to import the reference(s) into RefWorks

Manual records

1. Login to your RefWorks account and click on the **New Reference** button

2. From the **Fields Used By:** drop-down menu select your preferred citation style

3. From the **Reference Type** drop-down menu select the resource type required

4. Complete the fields displayed

5. From the **Add to Folder** drop-down menu select the folder you want to save the record in

6. Click on the **Save Reference** button

OnePetro – 2-step process

1. Go to **OnePetro** at http://onepetro.org and conduct your search

2. Tick records of interest, then click the **Export citations** button located at the top of the list

3. In the **Download Citations** window: **Click on Reference Manager (RIS)**

4. Click on the **Save** and save the **.ris** file

5. Open your RefWorks account

6. In the **References** menu click on **Import**

7. **Import Filter/Data Source**: select **RIS Format**
   Database: select RIS **Format**

8. Beside **Select Text File** click on **Browse**

9. Browse to your saved .ris file and double-click on the file to add it to the RefWorks import data box

10. Leave the **Encoding** selection as is

11. Click on the **Import** button

   NOTE: Records will need to be enhanced within RefWorks as not all required data is transferred

OVID (e.g. Medline, EMBASE) – 1-step process

1. Find Medline(OVID) in Primo and click on the title

2. At the **Institutional Login** page select **UK Access Management Federation**, then **Institution: University of Aberdeen**. Log in with your University computer username and password.

3. Select database, conduct your search. On the search results page tick records of interest, then **Export**

4. **Export to**: select **RefWorks**. **Select Fields to Display**: select **Citation + Abstract**

5. Click on **Export Citation(s)** button

Primo – 1-step process (via RefWorks)

1. Login to your RefWorks account

2. Open the Search drop-down menu and click on Online Catalog or Database

3. In the Search drop-down menu choose: University of Aberdeen

4. Type in your keywords and click on Search

5. A list of search results will open in a separate window – select the records you wish to import into your RefWorks account

6. TIP: Select and Import records separately on each page of results

7. The selected records can be filed directly into a folder and they will also appear in your Last

8. Imported Folder

ProQuest (e.g. ABI/INFORM) – 1-step process

1. Go to **ProQuest** at http://search.proquest.com/shibboleth , log in, select database, conduct your search

2. Tick records of interest, then click on **Export/Save** located on the bar above the results list

3. In the drop-down menu go to the sub-heading **Export to:** and click on **RefWorks**

4. In the **Export** box click on the **Continue** button

Scopus – 1-step process

1. Go to Scopus **at** http://www.scopus.com and conduct your search

2. Tick records of interest, then click the **Export** link located at the top of the list

3. A new window opens. Set it as follows:
   Select **RefWorks Direct Export**
   Next **Choose the information to export** – Select **Citations and abstract information**

4. Click on **Export**

Web of Science – 1-step process

1. Go to **Web of Science** at http://wok.mimas.ac.uk

2. Click on the orange button (centre of the page) labelled **Click here to access Web of science**.

3. Click on the **Web of Science** tab at the top of the screen and conduct your search

4. Tick records of interest. If your search results span over several pages, select the records you wish to export on a page, then **Add to Marked List** before you open the next page. When finished, open the **Marked List** (located at the top of the page under the tabs)

5. Click on the **Save to RefWorks** button (at the top of the results list or in the *Marked List*)

6. On campus a pop-up blocker may prevent you from continuing (look for a yellow warning bar at top of page)

7. Right click on the yellow bar and select '**Always allow from...**' You may have to return to the results screen and repeat steps 5-6

Help and advice

Information Consultants can help with any subject specific difficulties, using databases and RefWorks.
Contact details are at www.abdn.ac.uk/library/support/contacts-106.php#panel162