

Importing References into Reference Manager

The steps listed below detail imports using Internet Explorer. Users of Mozilla Firefox and other browsers may experience some small differences in the import process.

Before importing from any Internet database, open Reference Manager.

From the "File" menu, open an existing Reference Manager database or create a new one.

Importing from PubMed

- Use your browser to go to PubMed (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?otool=fhcrclib>) and perform a search.
- Select references from the results list by checking the boxes next to them.
- From the "Display" drop-down box select "MEDLINE".
- From the "Send To" drop-down box select "File".
- In the dialog box that opens, click "Save". Note: With newer versions of browsers, you may need to turn off pop-up blockers to download files.
- Name your file and make sure it is saved as a .txt file.
- Be sure to note where on your computer you saved this file. "My Documents" is a good place.
- Go to the Reference Manager database in which you want to import the references.
- From the "File" menu on the toolbar, choose "Import Text File".
- In the Text File dialog box that opens, first check that the database name is correct.
- Click on the ellipsis next to the "Filter" box and from the list, choose "PubMed".
- Click on the ellipsis next to the "Text File" box and choose the file you had saved from PubMed.
- Check that "All" is chosen under the Reference Range.
- Click the "Import" button to start the import process. The references will be imported into your library.
- Click "OK" to the dialog box that reads "Import Successfully Completed".
- An import log will be displayed on the screen. You can choose to save or close the log.
- If there were already references in the Reference Manager database you are using, only the references you just imported will show in the library window. To see the full list of reference in the database, click on the tab in the lower left corner that matches the database name.

Importing from Ovid

- Sign into Ovid (<http://gateway.ovid.com/>), select a database and do a search.
- Select references from the results list by checking the boxes next to them.
- Scroll down to the bottom of the screen to "Results Manager".
- Choose your desired "Results" and "Fields" to import.
- Choose "Direct Export" under "Result Format".
- Click "Save".
- A dialog box will open asking you to select a Reference Manager database. Navigate to your database name and click "Open". The references will be automatically imported into the library.
- As with PubMed, only the references you just imported will show in the library window. To see the full list of reference in the database, click on the tab in the lower left corner that matches the database name.

Importing from ISI Web of Science

- Go to <http://gateway.fhcr.org:2048/login?url=http://isiknowledge.com/> and in the middle left box, choose to search "Web of Science/Science Citation Index Expanded".
- Under the "Select a search option", click on the "Cited Ref Search" button and do a search.

- Select the references you wish to import into Reference Manager by checking the box next to each reference. Note: In some cases you may need to limit your results further using the “Finish Search” option.
- On the sidebar find “Output Records” and choose “Selected records on page” or “Records 1-xxx” for all references.
- From the “Bibliographic Fields” drop-down menu choose “Bibliographic & Abstract”.
- Click “Export to Reference Software.”
- A box will open asking you to “Select a Reference Manager Database”. Select the database into which you wish to import the references and click “Open”. The references will be automatically imported into the library.
- As with the other databases, only the references you just imported will show in the library window. To see the full list of reference in the database, click on the tab in the lower left corner that matches the database name.