RefWorks: Importing from LexisNexis

Mark the item(s) to be exported from LexisNexis. Click the export icon (see image below).

An Export Bibliographic References screen will appear. Select the document range to export. Select Tagged Documents if you marked items. Click the Export button (see image below).
RefWorks will open in a separate window/tab. If RefWorks does not open, turn off the browser's pop-up block and export the record(s) again.

Log-in to RefWorks.

Enter a database name and then click **Edit Fields** and/or click **View Last Imported Folder**. If a database name was added, click **View Last Imported Folder** to view imported items (see image below).

If you have not created a folder for the items, click **Folder** in the RefWorks toolbar and then click **Create New Folder**. Name the folder. Click **OK**. The list of folders will appear. Click the **number of References** in Last Imported folder. The folder will open and the list of items imported will appear (see image below).

Select **All in List** or select items to be saved in the folder. Select the folder where the items will be saved.
A message will appear asking if you are sure you want the items in the folder. Click **OK**. A message will appear stating the number of items placed in the folder.

To learn more about *RefWorks*, see the *Using RefWorks* handout or contact the Reference Desk.

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