



Converting from Other Bibliographic Management Software

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Converting your References from Biblioscape

Note: When importing large amounts of references, it is recommended to import no more than 2500 records (or 3MB of files) at a single time. This will ensure a successful import

1. On the export window in Biblioscape, give the path and file name to export.
2. Click the **Tagged** tab and select **RIS -- Reference Manager**
3. Click on the **Start** button to export.
4. Go into RefWorks and from the **References** menu select **Import**.
5. Select **Desktop Biblio. Mgt. Software** as your Import Filter and **Reference Manager** as your Database. **Browse** for and select the file you just created from Biblioscape.
6. Click on **Import** at the bottom of the Import window. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.
7. Your records should automatically appear in the **Last Imported folder**.

Converting your References from Citation

Note: When importing large amounts of references, it is recommended to import no more than 2500 records (or 3MB of files) at a single time. This will ensure a successful import

1. Open your Citation datafile, and choose **Generate, Bibliography**.
2. Change the publishing style radio button to **Custom**, and enter the name of the custom format file to use as **RIS.CF**. **Note:** you may have to search in your Citation program file to find this custom format.
3. Change the **Write Bibliography to setting to File**, and enter a name for the text file to store your records.
4. Go into RefWorks and from the **References** menu select **Import**.
5. Select **RIS Format** as your Import Filter
6. Select **Reference Manager** as your Database
7. **Browse** for and select the file you just created from Citation
8. Click on **Import** at the bottom of the Import window. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.
9. Your records should automatically appear in the **Last Imported folder**.

Converting your References from EndNote

Note: RefWorks has a feature that will allow you to upload your EndNote version 8 library directly into RefWorks. All other versions of EndNote will require you to export the records from EndNote and import them into RefWorks (see instructions at the end of this section).

EndNote 8 or 9 (*EndNote 10 users see below*):

1. Go into RefWorks and from the **References** menu select **Import EndNote V8+ Database**.
2. **Browse** for and select your EndNote library (.enl). **Note:** Currently there is a 25 MB import limit on the size your EndNote library.
3. Specify a folder to import your records into (optional)
4. Click on **Import** at the bottom of the Import window. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.
5. Your records should automatically appear in the **Last Imported folder**.

EndNote Version 7 or lower and EndNote 10 only:

To export records from EndNote:

Note: When importing large amounts of references, it is recommended to import no more than 2500 records (or 3MB of files) at a single time. This will ensure a successful import.

1. From EndNote, select the correct Output Style for the export. Under the **Edit** menu select **Output Styles**.
2. From the list of output styles select **RefMan (RIS) Export** select it.

Note: If you do not see this format, open the Style Manager and check the RefMan format. Close the Style Manager and repeat steps 1 and 2.

3. Select the references you want to export.
4. Under the **Reference** menu select **Show Selected** (or Show All if you wish to export the entire database).
5. Under the **File** menu select **Export**.

Converting your References from EndNote (Cont'd)

6. A dialog box appears for you to select the location where you want to save the file. Type a file name and select a location for importing into RefWorks. Select Text as your Save As type and click **Save**.
7. Go into RefWorks and from the **References** menu select **Import**.
8. Select **Desktop Biblio. Mgt. Software** as your Import Filter and **EndNote (Ref Man RIS Format)** as your Database. Make sure you select the appropriate Mac or Windows version.
9. **Browse** for and select the file you just created from EndNote.
10. Click on **Import** at the bottom of the Import window. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete. View the Imported References.
11. Your records should automatically appear in the **Last Imported folder**.

Converting your References from Papyrus

To import records into RefWorks from Papyrus it is necessary to download the RISOUT.FLB format library file from the Research Software Design website. This file, RISOUT.FLB, will be used to export your data in the RIS format. Put the RISOUT.FLB file into your PAPYRUS program directory. Usually this directory is C:\PAP. (Note: some browsers will change the file name to RISOUT.EXE while downloading. If this happens to you, change the name back to RISOUT.FLB before trying to use the file.)

Note: When importing large amounts of references, it is recommended to import no more than 2500 records (or 3MB of files) at a single time. This will ensure a successful import.

1. From within Papyrus, go to the **Formats** option and choose **liBrary**.
2. Indicate that you wish to open the **RISOUT.FLB** format library
3. At the next menu, choose **Copy**
4. When asked which format to copy, enter **RIS OUT**. This will teach your Papyrus database the RIS OUT format.
5. Return to the main **Reference Option** screen
6. Use the **List** option to specify a **Numeric list** of all your references.
7. When asked which output format to use, specify **RIS OUT**.
8. Send the results to a **File, in ASCII format**, and give the file a name and select a location to save it to.
9. Locate your saved file and open in Wordpad or Notepad to check all data before importing. Papyrus adds some abbreviations which you may not want in RefWorks. Clean up any data and save your file.
10. Go into RefWorks and from the **References** menu select **Import**
11. Select **RIS Format** as your Import Filter
12. Select **Reference Manager** as your Database
13. **Browse** for and select the file you just created from Papyrus
14. Click on **Import** at the bottom of the Import window. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.
15. Your records should automatically appear in the **Last Imported folder**.

Converting your References from ProCite

To import records into RefWorks from ProCite it is necessary to obtain an output filter from ISI ResearchSoft Technical Support. This filter, RIS.pos, will be used to export your data in the RIS format. After obtaining the filter, place it in ProCite's Styles folder. This folder's default location is C:/Program Files/Procite5/Styles.

Note: When importing large amounts of references, it is recommended to import no more than 2500 records (or 3MB of files) at a single time. This will ensure a successful import.

1. From within ProCite select **Print Bibliography** from the **File** menu
2. Select the **RIS** output style (be sure to configure the RIS output to include all desired fields).
3. Select **Save**, and **Text Only** as your file type
4. Give the file a name and select a location
5. Go into RefWorks and from the **References** menu select **Import**
6. Select **Desktop Biblio. Mgt. Software** as your Import Filter
7. Select **ProCite (RIS Format)** as your Database
8. **Browse** for and select the file you just created from ProCite
9. Click on **Import** at the bottom of the Import window. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.
10. Your records should automatically appear in the **Last Imported folder**.

Converting your References from Reference Manager

Note: When importing large amounts of references, it is recommended to import no more than 2500 records (or 3MB of files) at a single time. This will ensure a successful import.

1. From Reference Manager, **select** the references you want to export.
2. Under the **References** menu select **Export**.
3. Either use the default file name or create a new file for exporting references. Select the **RIS format** and the appropriate References Option.
4. Click **Export**.
5. Go into RefWorks and from the **References** menu select **Import**.
6. Select **Desktop Biblio. Mgt. Software** as your Import Filter and **Reference Manager (RIS Format)** as your Database.
7. **Browse** for and select the file you just created from Reference Manager.
8. Click on **Import** at the bottom of the Import window. The progress in importing is measured by * for each reference imported. RefWorks will notify you when the import is complete.
9. Your records should automatically appear in the **Last Imported folder**.