

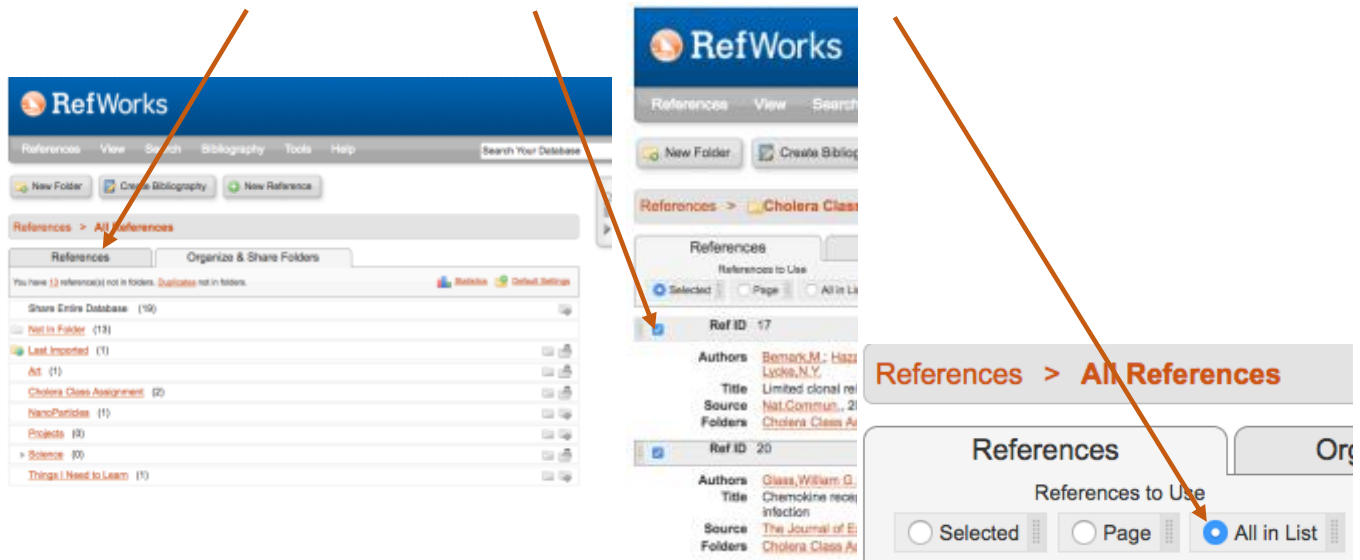
# Migrating RefWorks to Mendeley



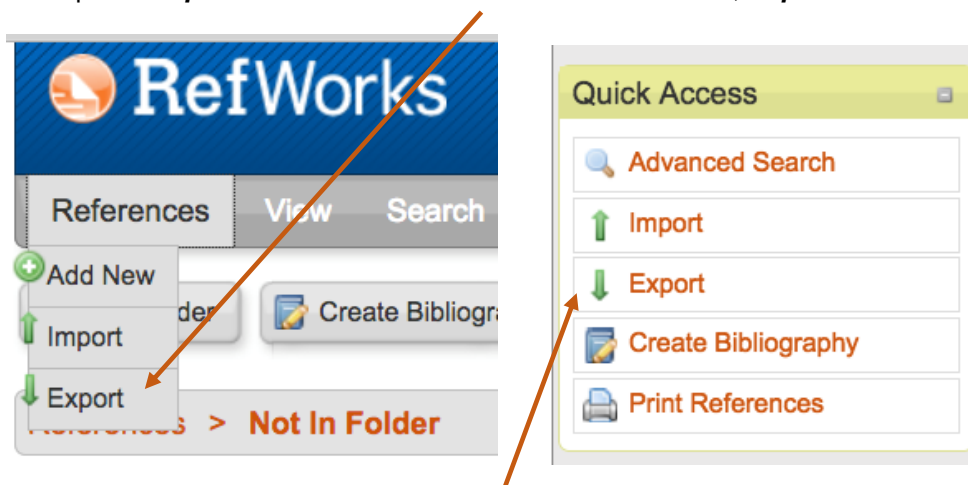
## How to Move Folders/Files

Moving your files *one folder at a time* allows you to maintain your **RefWorks** folder organization. You can also choose to move *all of your files at once*. **But you must move any PDFs one by one since these cannot be exported.**

1. In **RefWorks** choose the “**References**” tab and select file(s) or choose “**All in List**” to export.

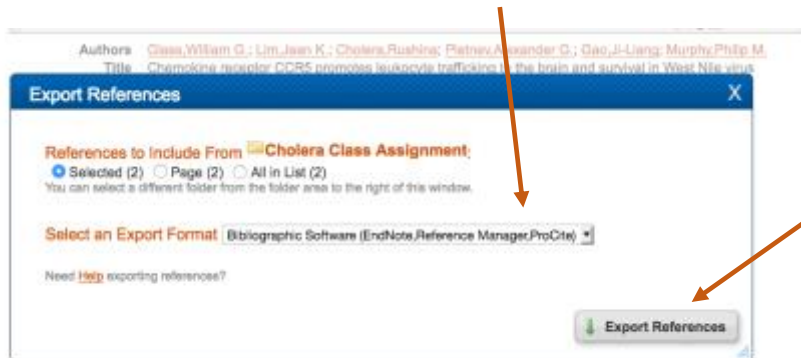


2. From the top left **drop-down menu bar** choose “**References**” then, **Export.**”



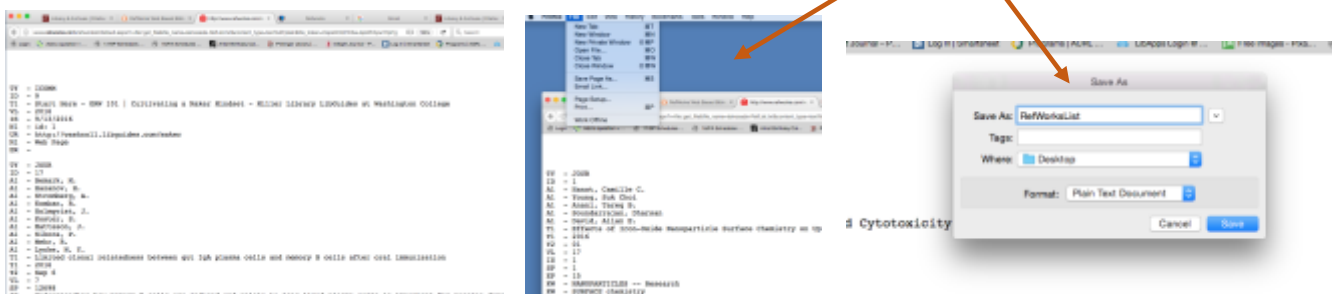
**OR** from the right-side menu, bottom’s “**Quick Access**” box choose “**Export.**”

3. In the pop-up window select “**Bibliographic Software...**” as the export format; click the “**Export References**” button.

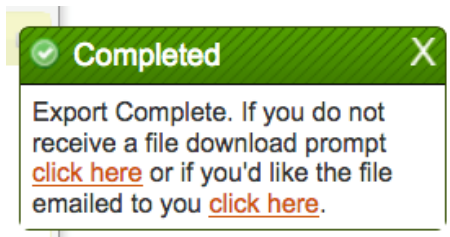


4. If browser pop-ups are enabled, a webpage with your chosen files will show up in the browser tabs.

Save your page as **Plain Text file (txt)**.

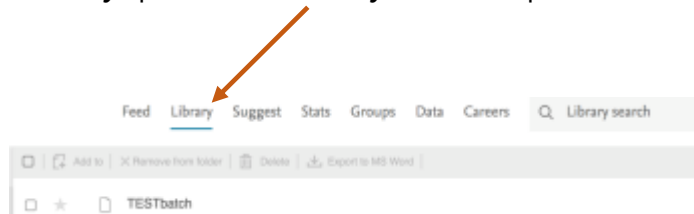


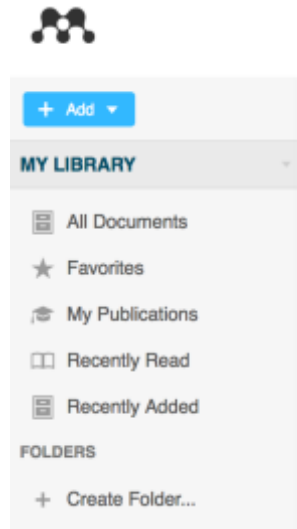
5. To open the export, if the page does not do so automatically, you will need to follow the “**click here**” link on the export completed prompt box, which will show up at the bottom right.




6. Save your file(s) to a folder(s) on your hard drive or desktop and you can import them to **Mendeley** from there

7. With **Mendeley** open choose “**Library**” from the top menu



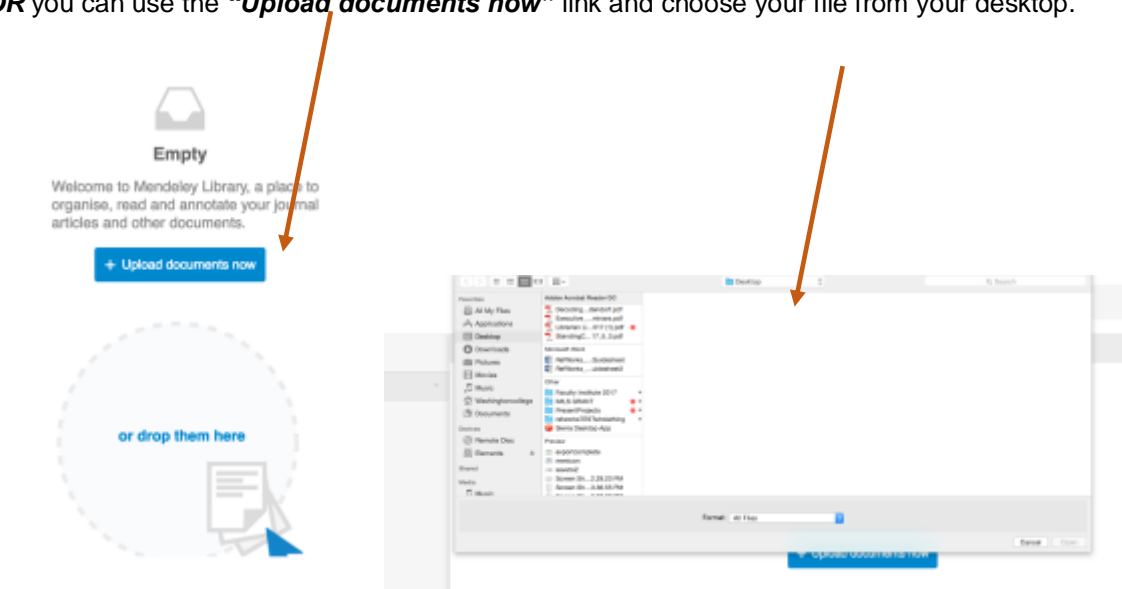


and “**Create Folder**,” from the left side menu. 

8. Name your folder (the same as in **RefWorks** if you like) then drag and drop files from your desktop into **Mendeley**.



**OR** you can use the “**Upload documents now**” link and choose your file from your desktop.



Your file then appears in your “**Library.**”



## TIPS

- Have **Mendeley** and **RefWorks** open at the same time and log in.
- Enable pop-ups in your browser.
- Name and organize your new folder(s) on your desktop/hard drive, keeping the same **RefWorks** names before exporting files to keep your organization. Export to your desktop first, check items, and then import to **Mendeley**.
- **Export each saved PDF individually since these cannot be exported with all the files.**
- Be sure your files are in .txt format when exporting.
- Drag and drop files easily from your desktop into “My Library” at bottom panel of **Mendeley**.

## Questions?

### **Washington College Mendeley Helpers**

[Raven Bishop](#), LAT Dept.

[Heather Calloway](#), LAT Dept.

### **Online Vender Help**

**RefWorks** [Exporting a Database](#)

[Mendeley Quick Start](#)

[Adding Files to Mendeley](#)

