

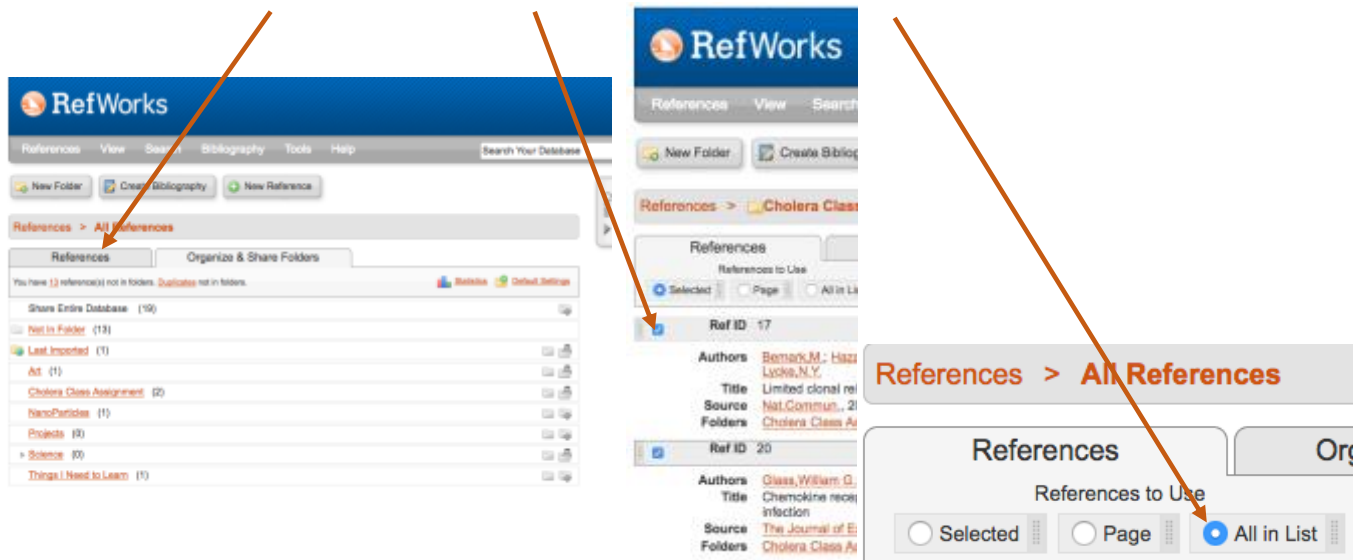
Migrating RefWorks to Zotero



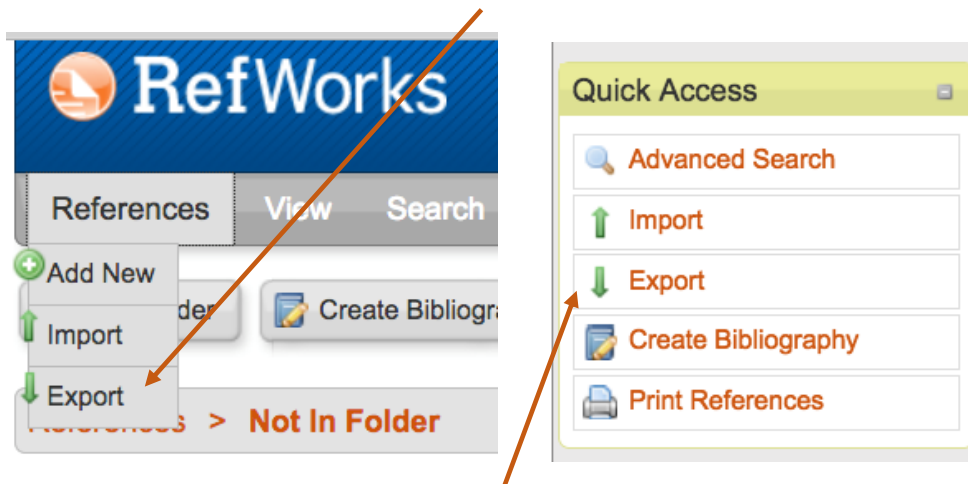
How to Move Folder/Files

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 folder or file(s) or choose **“All in List”** to export.

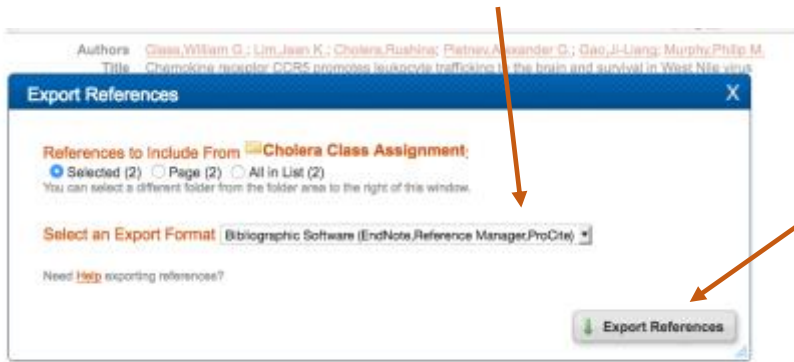


2. From the top left **drop-down menu bar** choose **“References”** then, **“Export”**

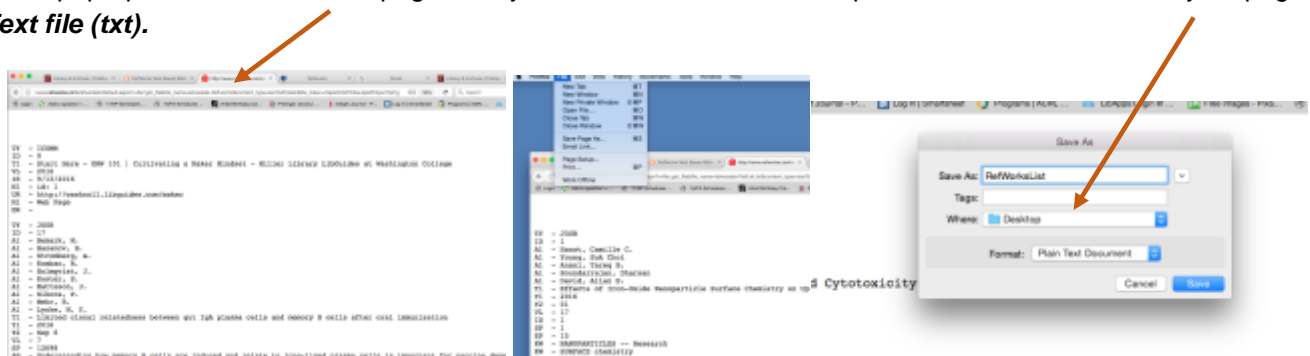


OR from the right-side menu, bottom's **“Quick Access”** box choose **“Export.”**

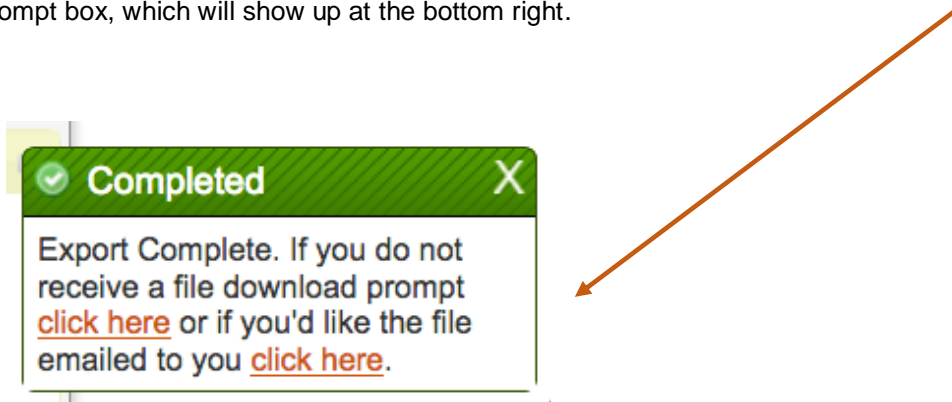
3. In the pop-up window select “**Bibliographic Software...**” as the export format; click the “**Export References**” button.



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)**.

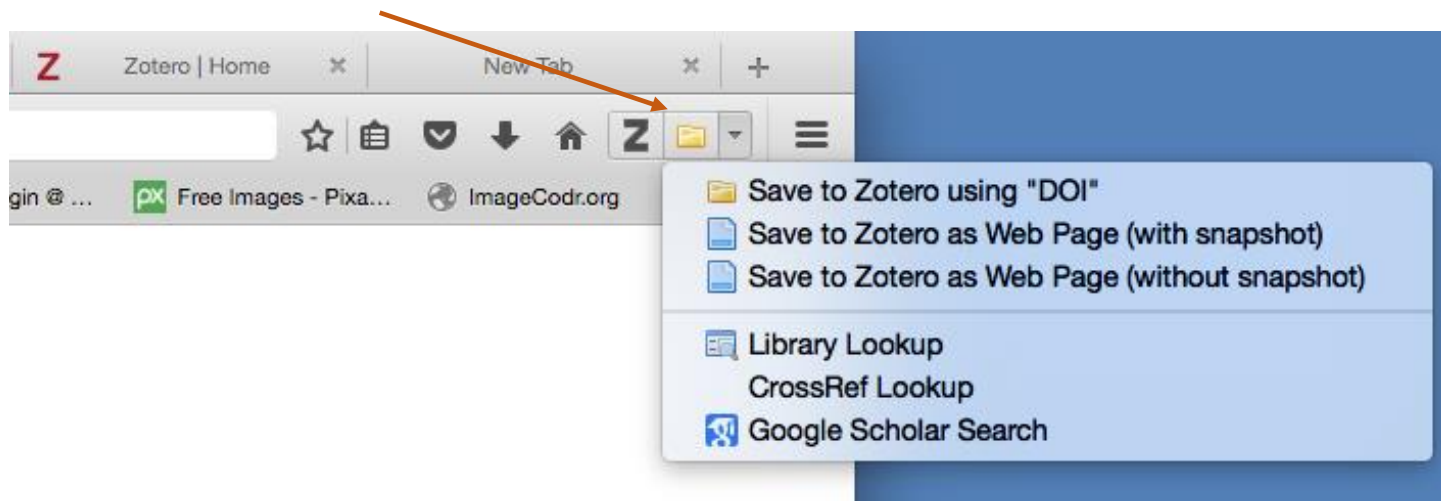


5. To open the export, if the page does not do so automatically, you will need to follow the “**click here**” link on the export completed prompt box, which will show up at the bottom right.



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

7. With **Zotero** open and installed in your browser click folder and option from list:



OR add, copy and paste, or drag and drop files into **Zotero's** "My Library."

TIPS

- Have **Zotero** 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 **Zotero**.
- **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 **Zotero**.

Questions?

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Online Vender Help

RefWorks [Exporting a Database](#)

[Zotero Quick Start](#)

[Adding Files to Zotero](#)

