SKILLS FOR LEARNING

GUIDE TO IMPORTING REFERENCES FROM LEGACY RefWORKS TO NEW RefWORKS

This guide outlines the methods of getting your Legacy RefWorks references into the new version of RefWorks.

For details on setting up a New RefWorks account please see the Guide to New RefWorks at www.wlv.ac.uk/lib/skills-for-learning/study-guides

IMPORTING REFERENCES FROM LEGACY RefWORKS

If you already have a New RefWorks account, you can import your Legacy RefWorks database into your new account at any time. New RefWorks will import your folder structure and your references into your new account.

1. Click on the Add icon in New RefWorks and select Import References

2. Click on the RefWorks button in the Import from another reference manager area
3. You will be asked to authorise access to your Legacy RefWorks account—enter your Legacy RefWorks credentials when prompted.

![RefWorks Login](image.png)

You will only be asked to login the first time you migrate your references, afterwards you will simply have to click on the **Allow Access** button.

4. Your items will be imported into New RefWorks. You will be notified if any items were NOT copied. Click **OK**.

![Import Complete](image.png)

5. Your research will appear in the **Recent** area of your New RefWorks account. Note: This will not remove your research from your Legacy RefWorks account, it simply copies it.

6. You can import your references from Legacy to New RefWorks as many times as you wish, however it is a one way route and it is not possible to copy references from New RefWorks to Legacy RefWorks.

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**Cite this work:**

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