

## EBSCOhost

### To Save as a Text File and Export Records:

1. Conduct a Search
2. Click on the **Add folder** icon to the right of any results.
3. Click on the **Folder has items link**, above the **Results List** on the right side of the screen.
4. Click on **Export** (right-hand side of screen)
5. Click the radio button in front of **Generic bibliographic management software**.

*Note:* Uncheck the **Remove these items from folder after saving option**, if you want items to remain in the folder after performing the export function.

6. Click **Save**.
7. Note directions for saving at top of screen.
8. Log in to **RefWorks**.
9. Select **References/Import** from the toolbar.
10. Select **EBSCOhost** as the data source and the appropriate database you searched from.
11. **Browse** to find the text file you saved to your computer.
12. Click **Import** (bottom of screen).
13. The **RefWorks import screen** should appear – your records are in the **Last Imported Folder**.