

USING OUR LIBRARY'S ONLINE CATALOG TO SAVE OR EMAIL CITATIONS OR TO EXPORT THEM TO *RefWorks* FOR AN INSTANT BIBLIOGRAPHY

Have you ever wanted to keep or print a record of the books and other items you find in a search of our online catalog, or to export them into a bibliography for your research paper? Now you can do it easily!

A. TO CREATE, PRINT, OR EMAIL A LIST OF "SAVED RECORDS" —

1. Once you've performed your search and found your desired records, save each record by clicking on the "Save Record" icon at the right of each record.
2. Once you are done saving the records you want, go to the top of the page and click on the "View Saved" tab. You can print this list as is, or email it by taking the next step...
3. To email the list, click on the "Export Saved" tab and select "Brief Display;" now enter your email address. >Submit. That's it...you're done. Check your email!

B. TO EXPORT A LIST OF SAVED RECORDS TO THE *REFWORKS* DATABASE (TO CREATE A BIBLIOGRAPHY)

1. First, make sure you have created a *RefWorks* account. If you aren't sure how to do this, ask us —it's easy! Now login to *RefWorks* and keep it open in the background. Also, we recommend turning off your pop-up blocker during this process.
2. Once you've performed your search in the online catalog and found your desired records, save each record by clicking on the "Save Record" icon at the right of each record.
3. Once you are done saving the records you want, go to the top of the page and click on the "View Saved" tab. Now click the "Export Saved" tab. A new screen appears where you can select "Full Display," and (on the right side, under "Send List To") select "Local Disk," then >Submit.
4. A box will appear that allows you to save this as a text file to your desktop (export.txt). You can now close this saved file.
5. Open *RefWorks* and see the menu on the top bar for References—select Import.
6. When the Import screen opens, next to the Import Filter/Data source, select the following from the drop-down menu: "Innovative Interfaces INNOPAC" (our library system).
7. Below that is the Database—select from this menu "Puritan Seminary."
8. Select "Import Data from the Following Text File," and then "Browse" to find the 'export.txt' file that you saved to your desktop a moment ago.
9. Now click on the Import tab at the bottom. Your *RefWorks* screen should now say "Importing references;" then "Import Completed: __references imported."
10. You now have the option to place these references into a new or existing folder, or to go directly to making a bibliography. (If the latter, select the "Bibliography" tab at top; then choose your Output Style (Turabian, APA, MLA, etc). Choose the folder you've created (or the Last Imported), and click on "Create Bibliography". How does it look? Always check for accuracy once you copy this bibliography into your Word document. (Sometimes the formatting does not present all data as it should appear—such as missing capital letters, or excess punctuation.)