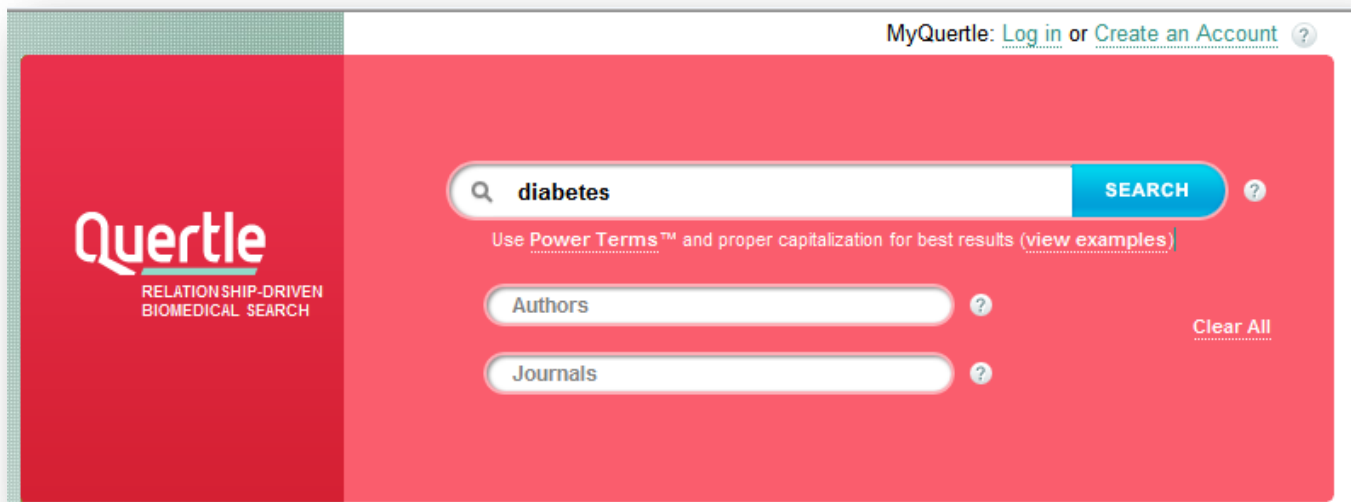
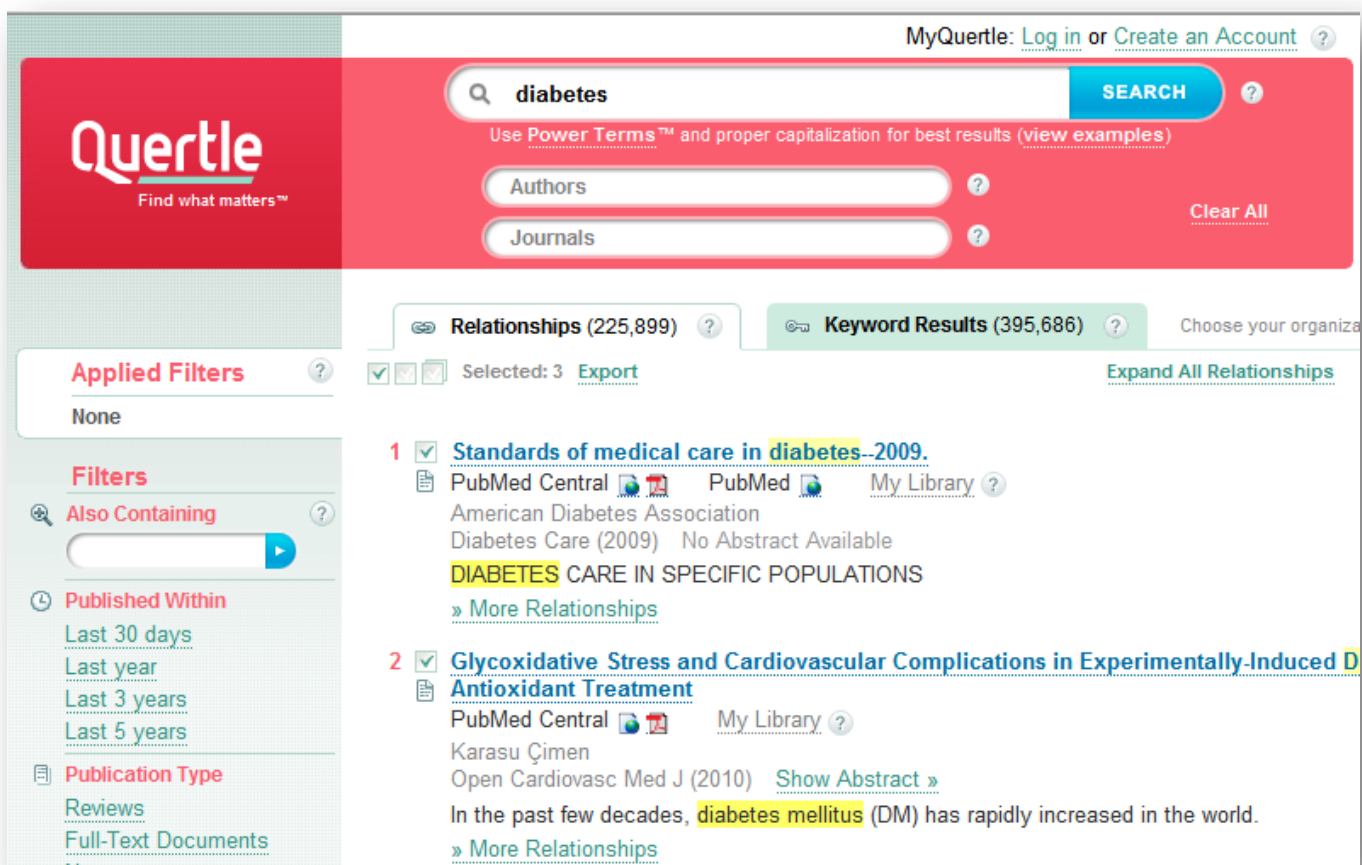


Importing Quertle results into a RefWorks account

1. Enter a search in **Quertle** (<http://www.quertle.info/>) and select the **SEARCH** button



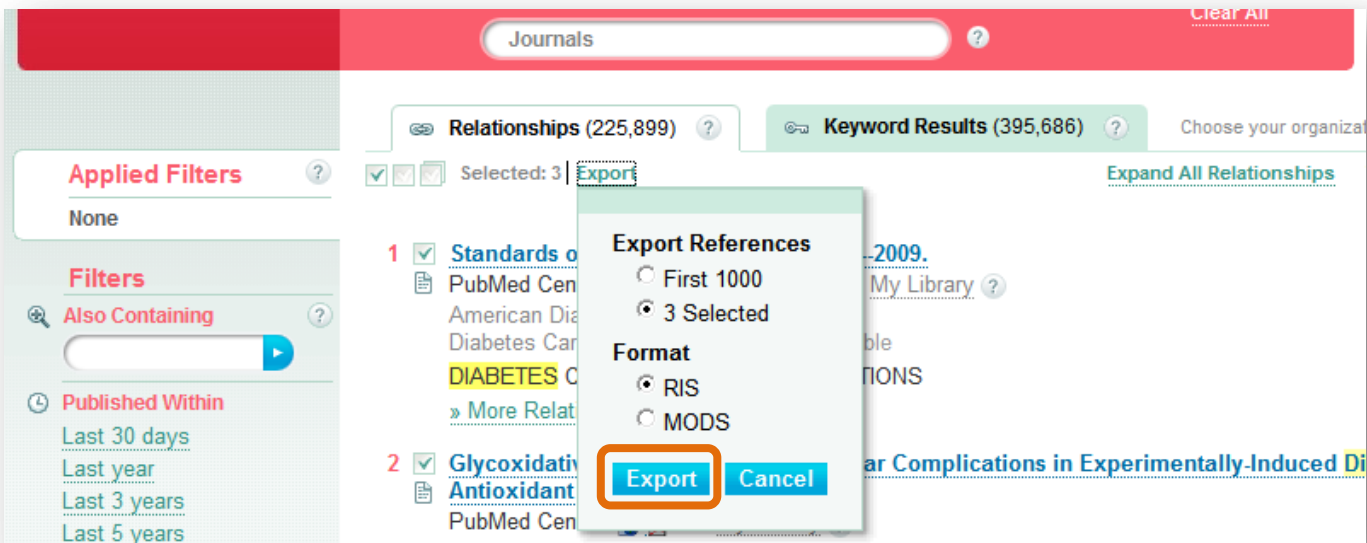
2. Mark results to be transferred by selecting the checkbox next to the number of each item.



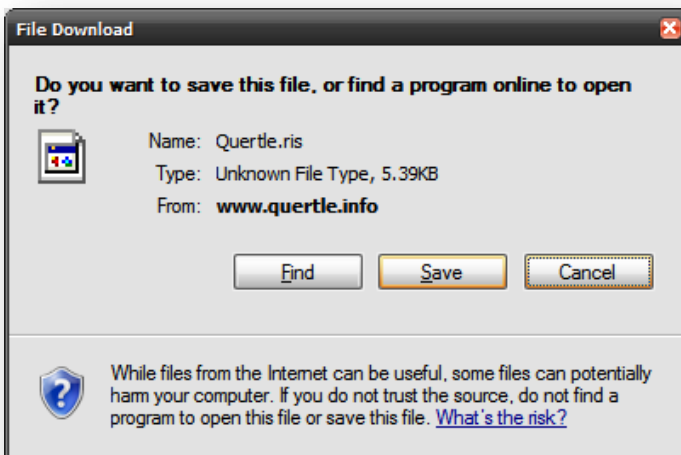
3. Select the **Export** link from the top of the results window and then select the options which apply from the resulting panel.



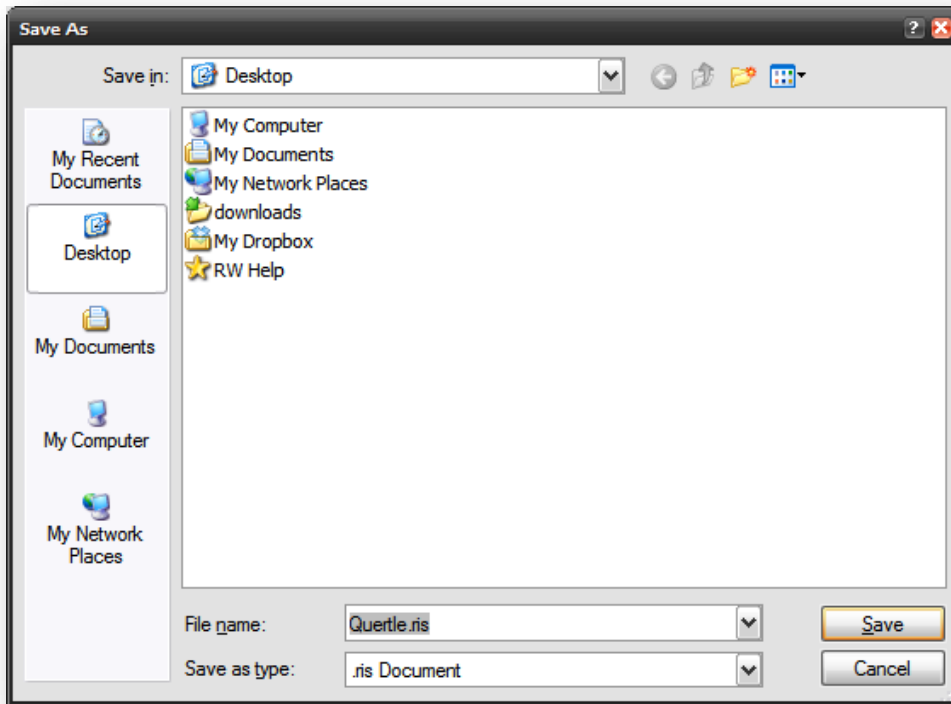
4. When sending references to RefWorks, you will select the **RIS** entry from the **Format** options as shown below. Then select the **Export** button at the bottom of the **Export** panel.



5. From the pop-up window, select **Save**.



6. Save the resulting RIS document to the computer desktop or some other easy-to-find location.



7. Next, open the [RefWorks](http://www.refworks.com/refworks) account (<http://www.refworks.com/refworks>) and select the **Import** entry from the **References** menu.



8. From the **Import References** panel, select the **RIS Format** entry from the **Import Filter/Data Source** drop-down menu and the **Quertle** entry from the **Database** drop-down menu. Then browse to and select the saved RIS document saved in Step #6 above.

Import References

Import From [Help](#)

[List of Filters & Databases](#) [Request a Filter](#)

From Text File ^

Import Filter/Data Source RIS Format

Database Quertle

Select Text File: esseg\Desktp\Quertle.ris **Browse...**

Encoding ANSI - Latin I

Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

From Text v

From EndNote Database v

Import To

Import Into Folder Specify Folder (optional)

(Note that references are also put in the Last Imported folder)

Import

If there is a folder in RefWorks the references are to be saved, that too can be selected at the bottom of the panel from the **Import Into Folder** drop-down menu.

After all selections have been made, the **Import** button is selected to begin the process.

9. When the process completes a results panel will appear confirming the import of the references. Shown below is an optional feature in RefWorks that allows the user to add electronic source information to their imported entries before they are saved in the RefWorks account. (This option is accessed via the **Customize** link in the RefWorks account and listed as the **Show Option for Global Edit of Electronic Source Related Fields After Import** option under the **Import Options** menu.)

The screenshot shows a window titled "Import References" with a close button (X) in the top right corner. The main content area displays "Import completed - 3 references imported". Below this, there are two buttons: "Import Log" with a downward arrow and "Edit Imported References" with an upward arrow. The configuration section includes:

- Data Source:** A text field containing "RIS Format" and a dropdown menu set to "Overwrite Existing Data".
- Database:** A text field containing "Quertle" and a dropdown menu set to "Overwrite Existing Data".
- Links:** An empty text area with up and down arrows on the right side, and a dropdown menu set to "Append to Existing Data".
- Retrieved Date:** A text field containing "6/9/2011 1:29:53 PM" and a dropdown menu set to "Append to Existing Data".

At the bottom right, there are two buttons: "Save Changes" (with a floppy disk icon) and "View Last Imported Folder" (with a folder icon).

To save the electronic field information or any other information added to the import references, the **Save Changes** button is selected.

To view the references just imported, the **View Last Imported Folder** button is selected.

10. References imported are displayed in the **Last Imported Folder** as shown below in the **Full View** presentation which displays all of the information saved with the reference from the RIS document and during the import process.

The screenshot shows the RefWorks interface with the 'References' tab selected. The breadcrumb path is 'References > Last Imported'. Below the navigation tabs, there are options for 'References to Use' (Selected, Page, All in List), a 'Sort by' dropdown set to 'Authors, Primary', and a 'Change View' dropdown set to 'Full View', which is highlighted with an orange box. The reference details for Ref ID 10880 are displayed below, including fields for Ref Type, Source Type, Output Language, Authors, Folders, Title, Pub Year, Volume, Start Page, Other Pages, Notes, Title, Secondary, DOI, Links, Database, Data Source, Retrieved Date, Created, and Last Modified.

References > Last Imported

References Folders Share

References to Use: Selected Page All in List

Sort by: Authors, Primary

Change View: Full View

Ref ID 10880 Journal Article Reference 1 of 3

Ref Type: Journal Article

Source Type: Electronic(1)

Output Language: Unknown(0)

Authors: [American,Diabetes Association](#)

Folders: [Last Imported;](#)

Title: Standards of medical care in diabetes--2009

Pub Year: 2009

Volume: 32

Start Page: S13

Other Pages: S61

Notes: J2: Diabetes Care; Exported from www.Quertle.info. Search query: diabetes.

Title, Secondary: Diabetes care

DOI: 10.2337/dc09-S013

Links: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2613589/>

Database: Quertle

Data Source: RIS Format

Retrieved Date: 6/9/2011 1:29:53 PM

Created: 6/9/2011 7:29:54 AM Local Timezone (GMT -7hr)

Last Modified: 6/9/2011 7:30:17 AM Local Timezone (GMT -7hr)

Selection of the **Standard View** in the **Last Imported Folder** would appear as such.

The screenshot shows the RefWorks interface with the 'References' tab selected. The breadcrumb path is 'References > Last Imported'. Below the navigation tabs, there are options for 'References to Use' (Selected, Page, All in List), a 'Sort by' dropdown set to 'Authors, Primary', and a 'Change View' dropdown set to 'Standard View', which is highlighted with an orange box. The reference details for Ref ID 10880 are displayed below, including fields for Authors, Title, Source, and Folders.

References > Last Imported

References Folders Share

References to Use: Selected Page All in List

Sort by: Authors, Primary

Change View: Standard View

Ref ID 10880 Journal Article Reference 1 of 3

Authors: [American,Diabetes Association](#)

Title: Standards of medical care in diabetes--2009

Source: 2009, 32, S13-S61

Folders: [Last Imported;](#)