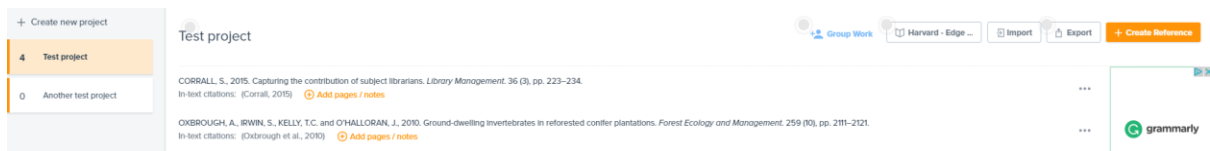


## Exporting your references out of RefME

If you have references in RefME that you still require, we recommend you export them before the 28<sup>th</sup> February 2017.

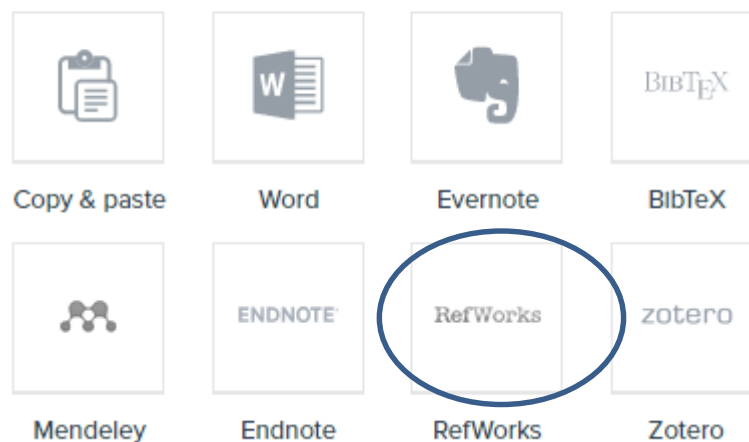
**Please ensure you use FireFox or Chrome as your web browser before you begin. Safari is un-responsive when exporting these files.**

- Log in to the website <https://www.refme.com/>
- Select the project or folder you want to export
- Click on export in the top right of the screen

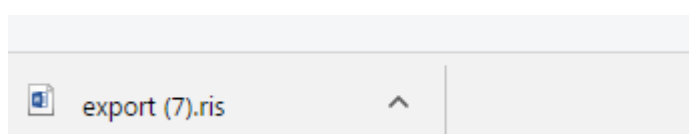


- Select the Refworks option.

### Export project



- Your .ris file will appear as a pop up. You should save this file on your PC or lap top.

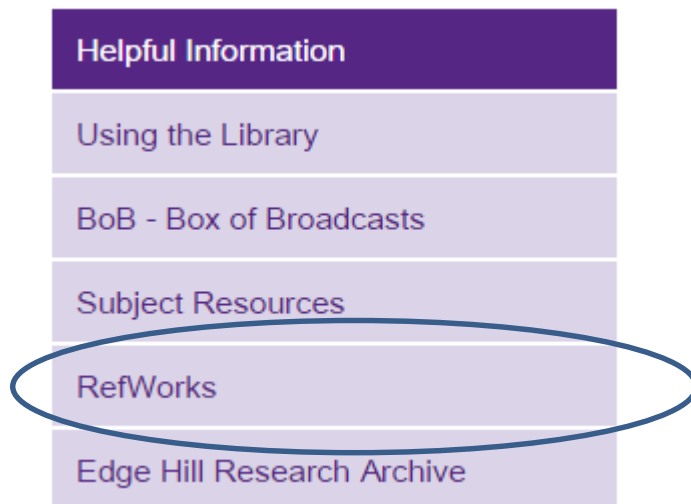


- Repeat these steps for all the projects or folders of references you want to keep.

Selecting the RefWorks export option generates a .ris file. This is the file you will use to import your references into Ref Works and you can also keep it as a backup on your PC or laptop.

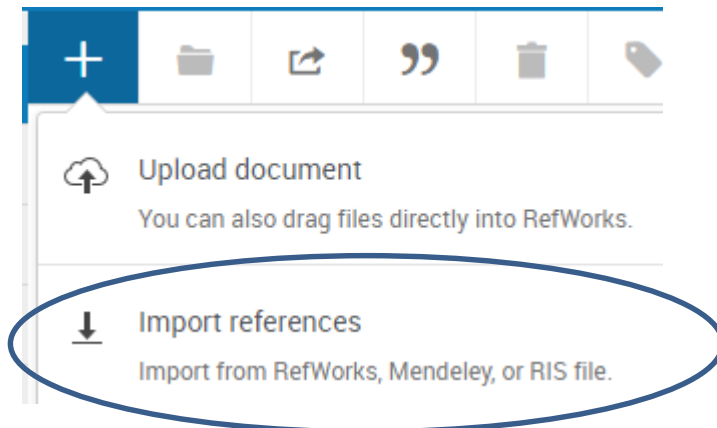
## Importing your references into RefWorks

First go to <http://www.ehu.ac.uk/library>  
Select RefWorks from the right-hand quick links.

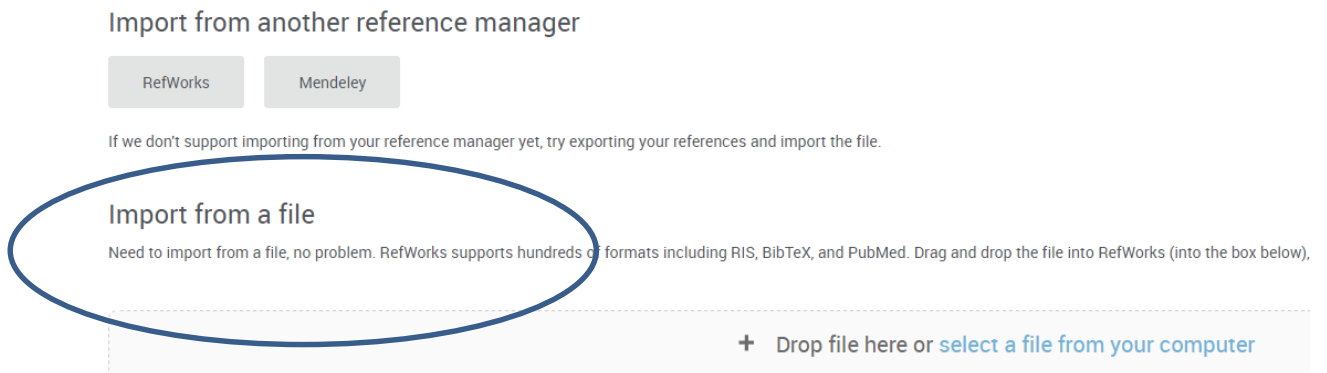


Next select the **“create account” link**. Create your account, making sure you use your Edge Hill University email address. Your password can be anything you choose.

To import your references, click on the + icon in the top left corner of the toolbar. From the drop-down menu, select Import references.



This gives you the option of importing the .ris file you created. You can drag and drop it into RefWorks or select it from your PC or laptop files.



For further information, please ASK us or see the guide to RefWorks.  
[http://eshare.edgehill.ac.uk/5486/5/RefWorks User Guide - v6.pdf](http://eshare.edgehill.ac.uk/5486/5/RefWorks_User_Guide_-_v6.pdf)