

Importing Journal References from Westlaw to Refworks

Note: If you do not already have a Refworks account, you will need to create one – go to Refworks on the A-Z list of Databases on the Library & ICT tab on Portal

1. Once you have chosen the references you want to export from your Westlaw search, using the tick boxes next to each result, go to the envelope symbol on the top right corner of the screen
2. Choose Add to Endnote and then click on Submit. (It does not matter if you tick full text or the abstracts option but only the reference is sent).
3. What happens next depends on the browser you are using.
 - If using Internet Explorer, select Save As.. and save the .ris file to a temporary location, e.g. My Documents or other folder.
 - If using Firefox, select Save and check your download folder
 - If using Chrome, it may automatically prompt you to save the .ris file to a temporary location, e.g. My Documents or other folder or it may produce a download file at the bottom of the screen.
4. Open Refworks from the A-Z list of Databases, select References on the Tool bar and choose Import.
5. At Import Filter/Data Source, select RIS Format
6. At Database, select Endnote Windows (there is also an option for Macs)
7. Locate your file in its temporary location and select it, and (if desired) the folder within Refworks to which you want the references sent
8. Click on Import