

Exporting large numbers of records from EBSCO databases to RefWorks and EndNote

If you use any of the EBSCO databases, you may have been frustrated by the discovery that you can only add 50 records at any one time to the Folder for exporting to RefWorks or EndNote (or your chosen referencing software). So you need to add records 1-50, then add records 51-100 and so on.

(EBSCO databases include: ATLA Religion Database, British Education Index, Business Source Complete, EconLit, CINAHL Complete, Health Source, Historical Abstracts, International Political Science Abstracts, MEDLINE, PsycARTICLES, PsycINFO, SocINDEX and SPORTDiscus).

EBSCO can't change the 50 record limit for adding records to the folder. However, they do offer an alternative – a process for downloading up to 25,000 records from a page of results.

Note that although EBSCO allows up to 25,000 records to be exported there may be a limit with your referencing software on the maximum number of records you can import at any one time. RefWorks recommends that you don't import more than 2,500 references (or 3 MB) at one time.

Exporting references from EBSCO database

- Run your search in an EBSCO database, for example, PsycINFO.
- On the EBSCO results page – under the **Share** option, you should see a link at the foot that says: **Email a link to download exported results**. Select this link.
- Then enter your Email address and subject line for the email.
- And choose the option: **RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)**.
- Then choose **Send**.
- You'll be emailed a link to a zipped file of your records in RIS format. The email can take a few minutes to arrive.

Importing references into referencing software

Directions for RefWorks:

- When the email arrives, in the email message click on the link to the zip file, then select **Open**.
- Then right click on the name of the file and select **Open**. Then select **Open** - you may be offered a list of programs to open the file with – choose **Notepad**.
- With the file open in Notepad, select **File, Save As** and give the file a name and make sure you save it as a Text Document (txt file).
- In RefWorks, select **References**, then **Import**.
- For Import Filter/Data Source, select: **RIS Format**.
- For Database, select: **RIS Format**.
- Browse to find the text file of your records.
- Choose the folder you wish to import into.
- Then, select **Import**.
- If you have a very large number of records they can take a few minutes to import.

Directions for EndNote:

1. When the email arrives, in the email message click on the link to the zip file, then select **Open**.
2. Then right click on the file and select **Open**. If you are offered a list of programs, choose **EndNote**.*
3. EndNote will open and the file will automatically start importing – this can take a while.
4. Once references are imported, create a Group for your references and move your references to it.

**Note at Step 2, if EndNote does not open or appear as a program option – you need to associate RIS files with EndNote. Click on your computer Start button, choose Control Panel, Default Programs, Associate a file type or protocol with a program, scroll down the list, click on .ris, click on the Change Program button, choose ResearchSoft Direct Export Helper, click OK.*