If you have previously used RefWorks-Legacy and have now begun using RefWorks-New (to set up a RefWorks-New account please follow the guide ‘RefWorks-New: Setting up an account’ to get started), you may want to transfer the references you have saved in your RefWorks-Legacy account for use in RefWorks-New. To achieve this, simply follow these steps:

1. Login to RefWorks-New by following the process outlined in ‘RefWorks-New: Logging in from FindIt@Bham’.
2. You will be met with a screen similar to the below. Select the plus symbol:

   ![RefWorks-Legacy](image1.png)

3. The following dropdown menu will appear...

   ![RefWorks-New](image2.png)

   ...Select ‘Import references’
RefWorks-New: Transferring your references from RefWorks-Legacy

4. You will now be redirected to the following page...

   ![Import from another reference manager](image)

   ...Select ‘RefWorks’.

   *If we don’t support importing from your reference manager yet, try exporting your references and import the file.*

   ![Import from a file](image)

5. Select ‘Authorize’:

   ![Authorize button](image)

   In the next step, you’ll authenticate with RefWorks, so we can import your documents from it.

6. You will now be presented with the login page for RefWorks-Legacy:
RefWorks-New: Transferring your references from RefWorks-Legacy

7. Hover over ‘My Institution’s Credentials (Shibboleth)’ and select ‘University of Birmingham’ from the dropdown menu that appears.

8. You will then be redirected to the University of Birmingham single sign on page. Sign in using your University of Birmingham username and password:

9. Your references in RefWorks-Legacy will now be transferred to RefWorks-New. You will get a message on screen similar to the one below to indicate that the transfer has been successful...

Import complete

- We've copied 68 references into your library.

...Select ‘OK’ to complete the process and to view all of your references.