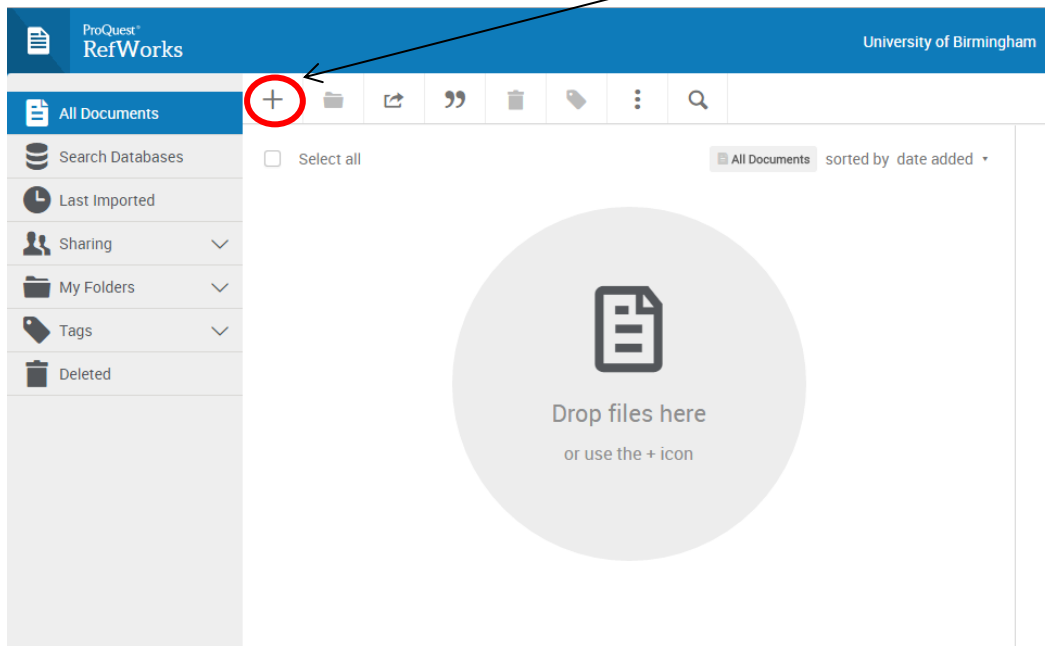




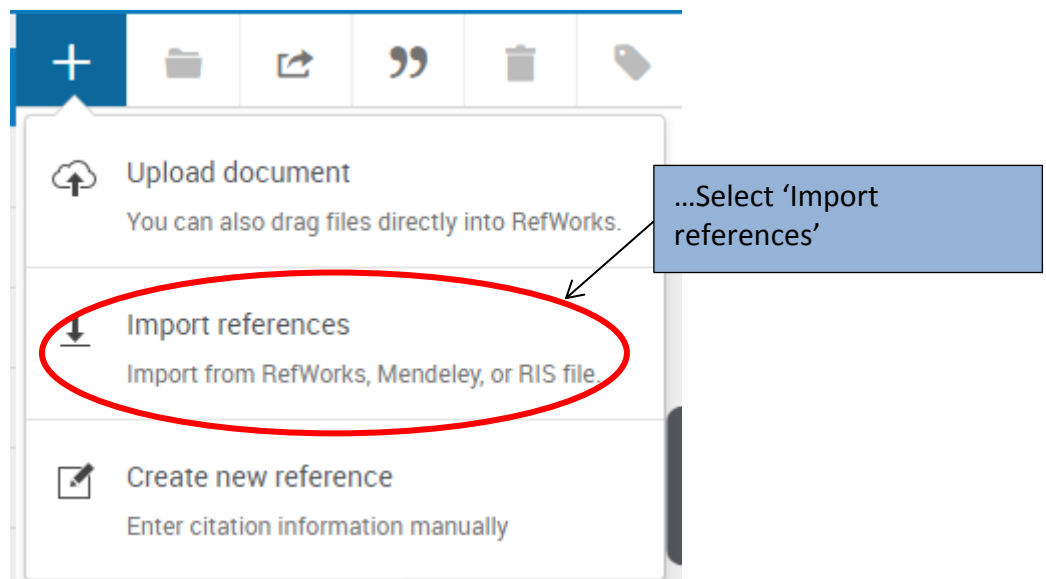
RefWorks-New: Transferring your references from *RefWorks-Legacy*

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:



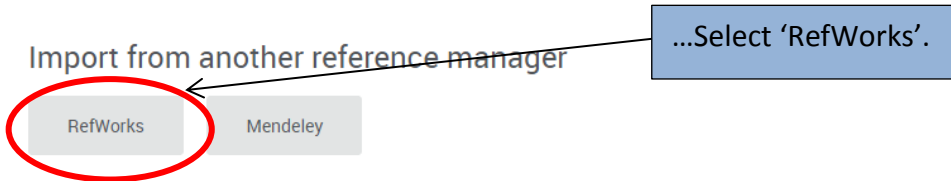
3. The following dropdown menu will appear...





RefWorks-New: Transferring your references from *RefWorks-Legacy*

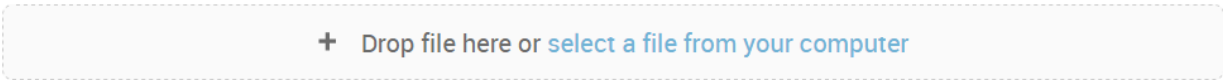
4. You will now be redirected to the following page...



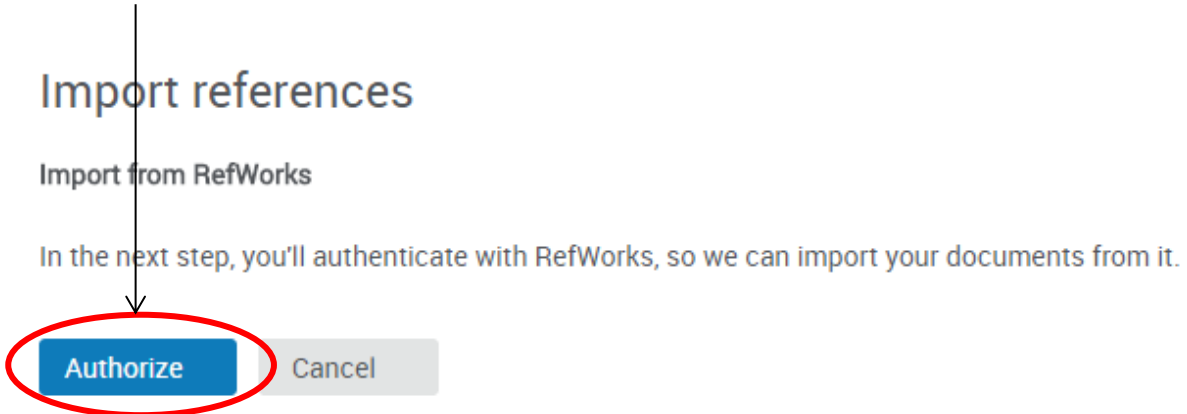
If we don't support importing from your reference manager yet, try exporting your references and import the file.

Import from a file

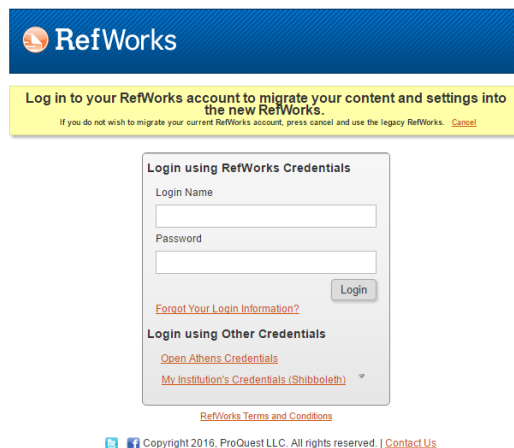
Need to import from a file, no problem. RefWorks supports hundreds of formats including RIS, BibTeX, and PubMed. Drag and drop the file into RefWorks (into the box below), or use the link to "select a file from your computer" and upload it.



5. Select 'Authorize':



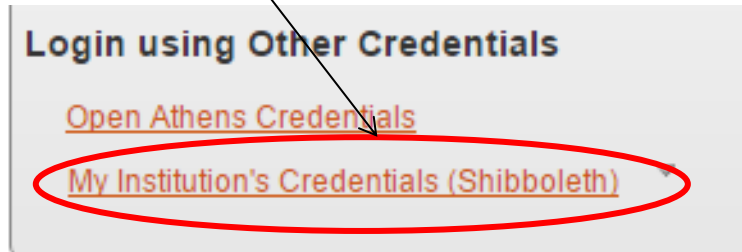
6. You will now be presented with the login page for *RefWorks-Legacy*:





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:

UNIVERSITY OF
BIRMINGHAM

Welcome to Web Single Sign-On

To access the protected resource that you have selected, you must first login.

Please enter your [University of Birmingham](#) **username** and **password** into the boxes below and then then click on the **Login** button.

| | |
|----------|--------------------------|
| Username | <input type="text"/> |
| Password | <input type="password"/> |

Authentication services provided by Shibboleth IdP Version 3.2.1

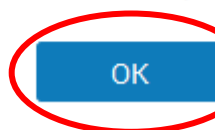
If you experience any problems using your login details, please contact the IT Service Desk (see: <http://itservicedesk.bham.ac.uk> for details)

University of Birmingham, Edgbaston, Birmingham, B15 2TT, UK
Tel: +44 (0)121 414 3344

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.