

## Importing FAQs

How do I import references from:

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### How do I import references from the NLM Gateway?

New import filters have been developed specifically for the NLM Gateway.

To import your results, follow the instructions on the NLM on "How do I save my results?" FAQ.

Note the following:

- Destination should be set to Save to File
- Format should be set to Export
- Download or send as should be set to Text
- For Netscape, your results will be saved as ASCII text regardless of the settings in the Save As... pop-up window. However, you might wish to save the file with a filename with a .txt file extension (e.g., results.txt) and set the Save as type: to Plain Text (\*.txt).
- For Internet Explorer, save the file with a filename (e.g., results) and set the Save as type: to Text File (\*.txt)
- Use the NLM Gateway import/capture filter to get the references into Reference Manager.

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### How do I import references from databases on the Web of Science platform?

- Mark displayed records you want to import into reference manager (will need to do each page individually). 'marked list' icon appears on top of page
- Click on 'marked list'. 'sort option' and 'select fields' will appear
- select options and fields (works if all boxes are ticked)
- click on 'export' at top of list. Box 'viewing location' will appear, while system searches. Box 'choose destination' will appear with reference manager version(s) listed
- Choose reference manager
- Select reference manager database (if new import)
- Import will then be carried out. If adding to existing database, will ask if you want to append the references

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### How do I import search results directly from MEDLINE?

- Open the reference manager database you want to import the references in to
- Perform the search as normal in MEDLINE through the usual Ovid gateway
- Display the search results you are interested in as you normally would
- In the Citation Manager section at the bottom of the page select Direct Export from the Citation Format panel
- Click on the Save button
- Follow the prompts to select the Reference Manager database in to which the search results should be saved and the options for dealing with any existing Import Tabs and the processing of any duplicate references.

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### How do I import search results from PUBMED?

- In your search results, use the citation check boxes to select citations. If you do not make any selections, PubMed will select all citations on the current page.
- From the Display pull-down menu, select MEDLINE.
- From the Send to pull-down menu, select File. You will be prompted to save as a text file.
- Import this file to your reference management program using Pubmed.cap

There is also good information on how to do this on the Reference Manager Support pages: (<http://www.refman.com/support/rmpmigm.asp>)

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**Why is RM case sensitive when typing author's names?**

Eg. You want to enter an author as 'MacArthur'. You type 'MacArthur' into the author field and save the record, however when subsequently viewing the record the author appears as 'Macarthur'.

This is because 'Macarthur' has already been entered as an authors name in a previous record and as such Reference Manager will only recognise 'Macarthur' and not 'MacArthur'.

The workaround for this is to place an = sign before the authors name e.g. type the author as '=MacArthur'. The = sign will not appear in the bibliography.

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**How do I Import references stored in Word, Excel and Access into Reference Manager?**

If you've already created a list of references in another program, this tech tip will take you step by step through the process of manipulating your existing references into a format that can be imported into a Reference Manager database, ready to use in future writing projects.

To read the whole tech tip, visit the **[Adept Scientific Knowledge Base \(http://www.adeptsience.co.uk/kb/article/105DE\)](http://www.adeptsience.co.uk/kb/article/105DE)**.

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**How do I add a new or updated import filter to the version of Reference Manager that is installed on my C drive?**

You need to know where your version of Ref man is saved on your hard drive. Typically it will be either here -

C:\Reference Manager 11 Network Or C:\Program Files\Reference Manager 11 Network

Once you have found it navigate to the Import filter folder which is either here:

C:\Reference Manager 11 Network\Program\Import

Or here:

C:\Program Files\Reference Manager 11 Network\Program\Import

and simply paste the new import filter into the Import folder.

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**If abbreviated journal names are required for our bibliography (e.g. N Eng J Med rather than New England Journal of Medicine), what should we do?**

If the journal full name is in Reference Manager and the output of the abbreviated name is required then the output filter would normally take care of this.

However if only the abbreviated name is in Reference Manager and a full output name is required, then Reference Manager struggles or cannot do it therefore full names in Reference Manager are often best. If you only have abbreviated names then Term Manager is useful to move from abbreviated names in Reference Manager to full ones. It seems that often only abbreviated names are output/imported from medline/embase etc so this problem is common.

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**How do I import references from Clinical Trials gov?**

Save this search by bookmarking this page.  
When you use your bookmark, the search will be performed again on the most recent collection of studies.

RSS Feeds for studies found by your search that were:

 [First received in the last 14 days.](#)    [Last updated \(includes received\) in the last 30 days](#)

 [Hide Download Options](#)

Number of Studies:

Download Content:  Download Full Studies as XML  
 Download Select Study Fields:  
    Which Fields:   
    Which Format:

Zip readers with free trial versions: [WinZip](#) [PKZIP](#)

Save to results folder.  
Then open /zip folder, copy & paste results text file into main results folder.  
Rename as appropriate.

**Downloading & importing into Reference Manager 12**

Import text file, select import filter "Clinical Trials gov"

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