

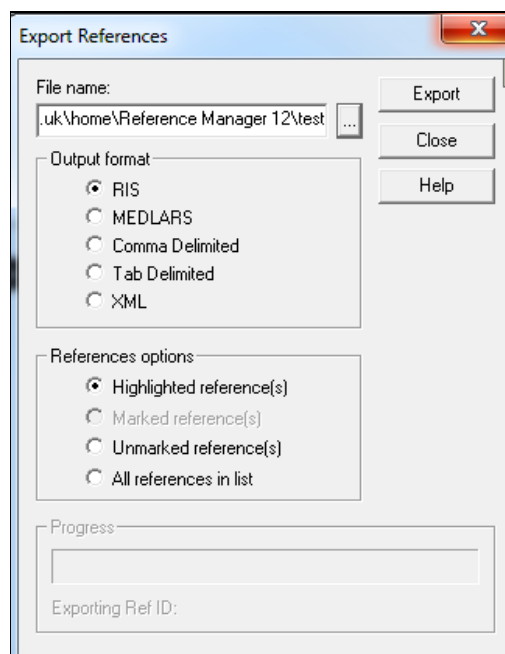
## Reference Manager 12

### Helpsheet

Reference Manager is a software package which allows you to store bibliographic references, to insert citations as you write a document, and to generate a bibliography. As from **27 November 2013** Reference Manager 12 will not be available from University of Surrey software portal and users are advised to backup their data and move that to another reference management software such as RefWorks.

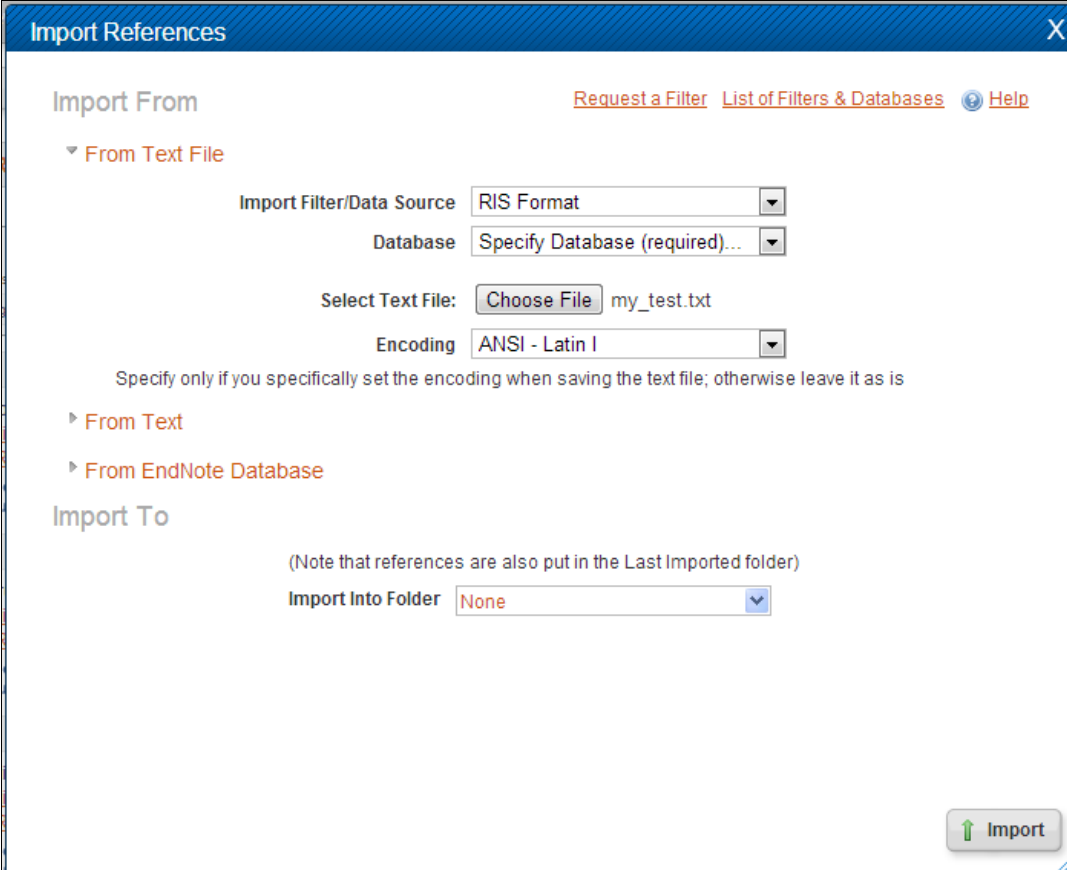
### Exporting your Reference from Reference Manager 12

- Open **Reference Manager**.
- Open your database where you have saved all your references.
- Go to **File** menu and select **Export** Option.
- Give your file a name and select file destination.
- Save your references in desired **Output Format**(to import them into RefWorks you will have to save it in RIS format).
- Choose the **References Options** as desired.
- Click on **Export**.



## Importing your Reference Manager 12 reference into RefWorks

- Once you have your References Manager 12 references exported to a **RIS file**, **Login** into your RefWorks online account.
- Go to **References** and select **Import**.
- Select **Import Filter/Data** sources as **RIS Format**.
- Select **Database** as **Reference Manager**.
- Specify the **path** for the RIS Select Text File.



**Import References**

[Request a Filter](#) [List of Filters & Databases](#) [Help](#)

▼ **From Text File**

Import Filter/Data Source: RIS Format

Database: Specify Database (required)...

Select Text File: Choose File my\_test.txt

Encoding: ANSI - Latin I

Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

► **From Text**

► **From EndNote Database**

**Import To**

(Note that references are also put in the Last Imported folder)

Import Into Folder: None

↑ Import