University of Amsterdam
Library

Instructions for migration from RefWorks to Zotero or Mendeley

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Choosing between Zotero and Mendeley

We advise you to use Zotero. This is open source software and very user friendly.
If you expect to continue working at the UvA for several years and to share your collections of references and full text documents in collaboration with other researchers, Mendeley will be the best choice.

Installing Zotero

UvA employees: download and install Zotero from the Software Center
Students, alumni, former employees: download and install Zotero from www.zotero.org
Create an account (Register) and download Zotero and Zotero Connector
Set up your account in Zotero: Edit > Settings > Sync

Installing Mendeley

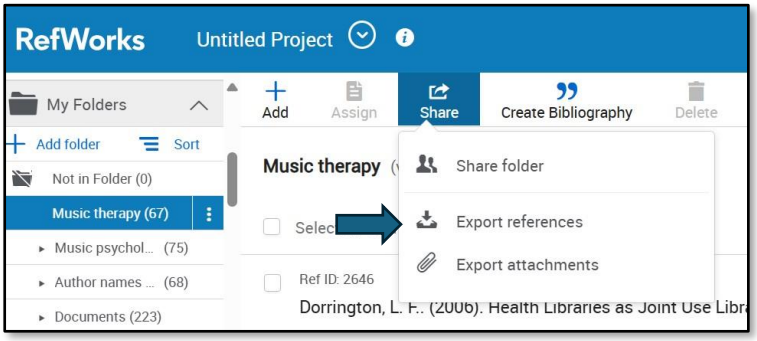
www.mendeley.com

Create an account and download Mendeley Reference Manager. Close Word, and in Mendeley: Tools > Install Mendeley Cite for Microsoft Word

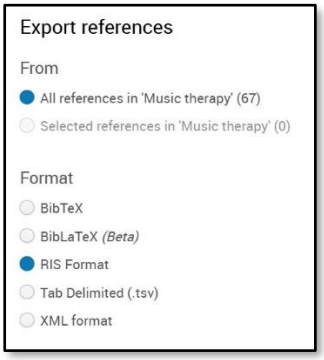
As soon as you log in in Mendeley Web from within the UvA network, you get access to the Mendeley Institutional Edition.

Exporting references from your RefWorks account

If you have organized your references in folders, export your references for each folder separately.
Open the folder
Share > Export references

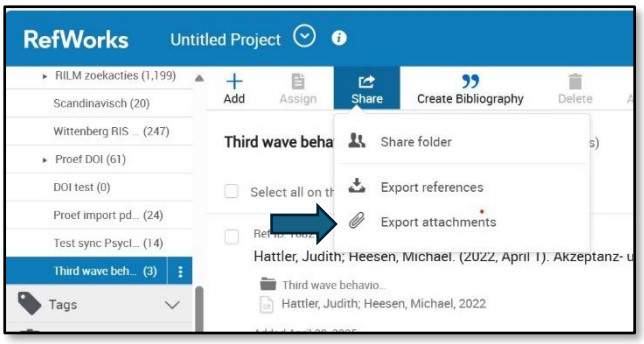


Select the export format RIS



Saving PDF files from your RefWorks account

Open the folder
Share > Export attachments



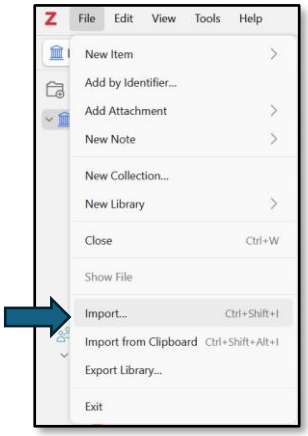
You will receive an e-mail with a link to download the attachments.
A zip-folder is created in the Downloads.



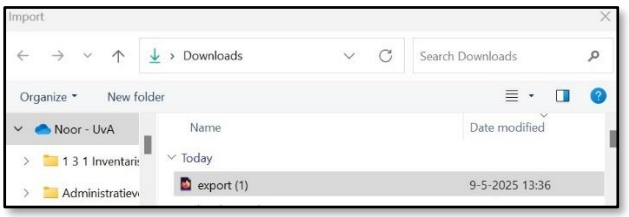
Unzip these folder and save your files in the desired folder on your computer. Attention: Comments and highlights created in RefWorks are not saved.

Importing exported references in Zotero

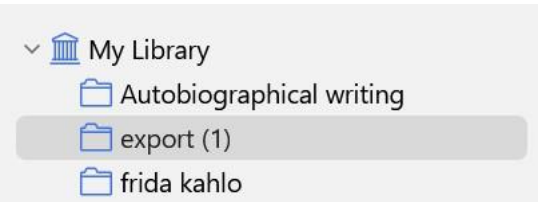
File > Import



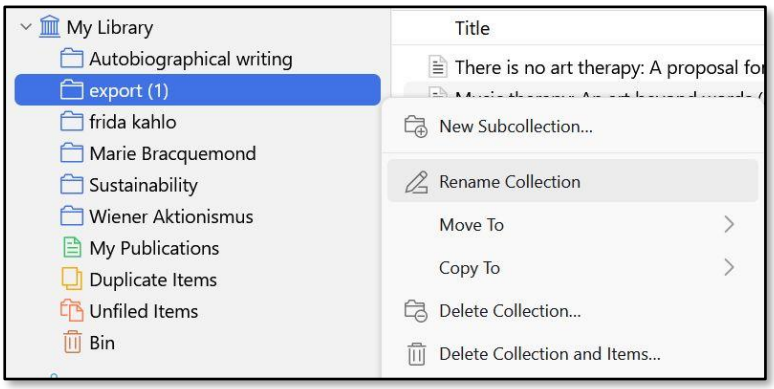
Select the export file from RefWorks from your downloads.



The references are imported in a new folder (in Zotero called: Collection).

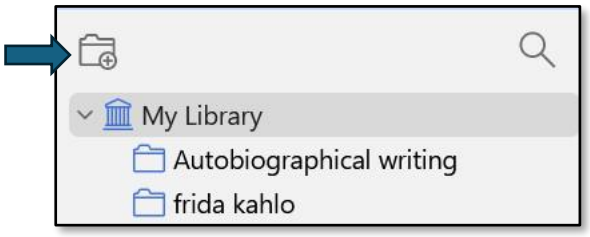


The new collection is named after the name of the export file. Rename this file by opening a menu with a right mouse click or double fingers tap:

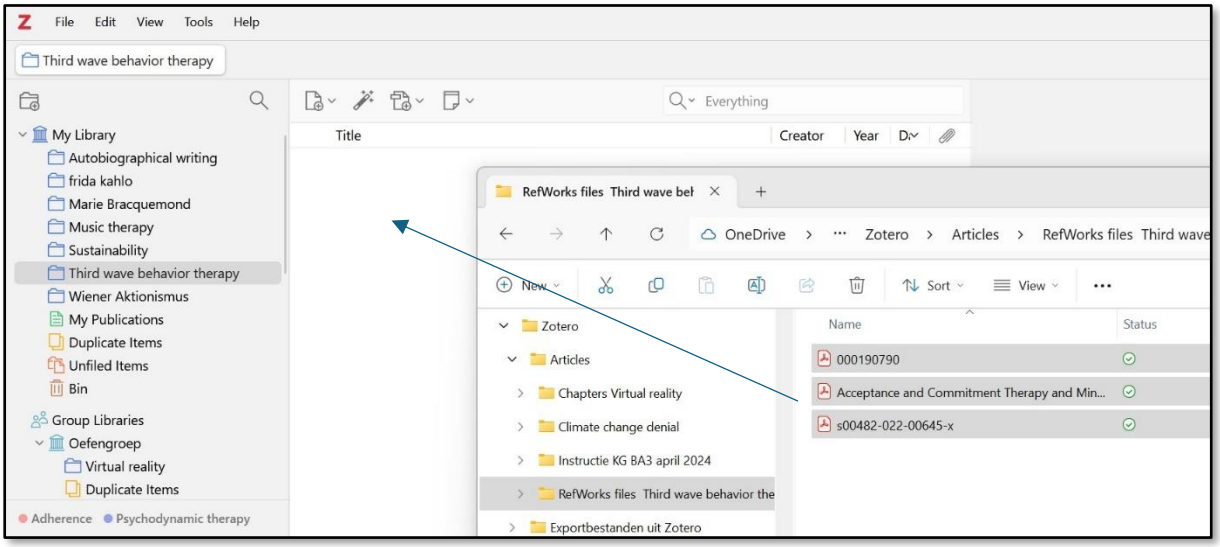


Importing exported files in Zotero

Open the desired collection, or create a new collection and open this. To create a new collection:



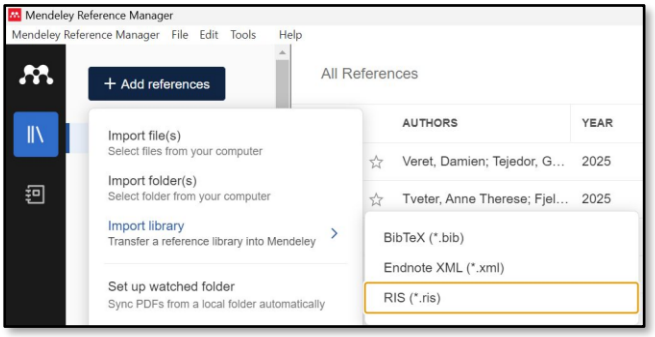
Make your Explorer/Finder smaller and visible in front of Zotero; select the files in your Explorer/Finder and drag them to the middle pane in Zotero.



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Importing exported references in Mendeley

Add References > Import Library > RIS



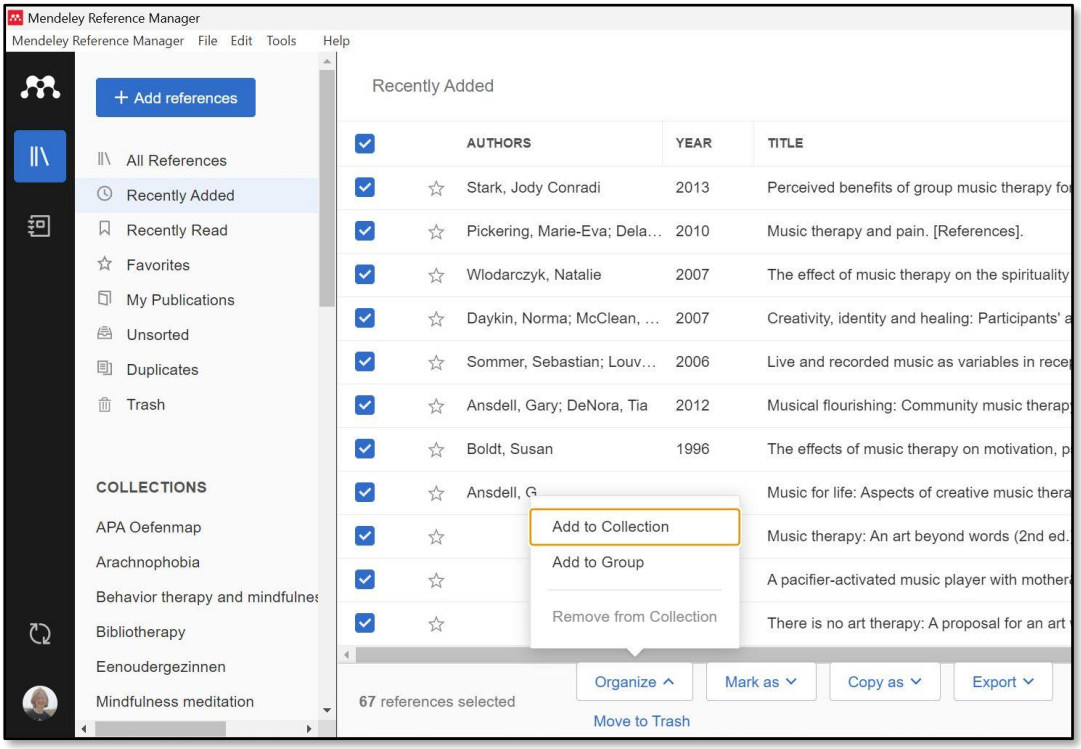
Create a new collection:



Open the new collection:



Go to the Recently added references > select them > Organize > Add to collection



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Importing exported files in Mendeley

Open the desired collection, or create a new collection and open this.
Make your Explorer/Finder smaller and visible in front of Mendeley; select the files in your Explorer/Finder and drag them to the middle pane in Mendeley.

