



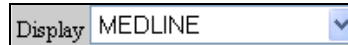
Downloading References from Electronic Databases

This guide provides information on how to download bibliographic references from electronic databases. It is based on Reference Manager 11. For a guide to how to use Reference Manager, please refer to the Information Systems Unit, ICH. ICH users can borrow a CD-ROM from the library to download Reference Manager software. Please ask library staff for more details.

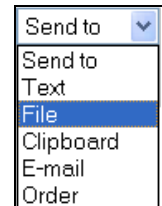
PubMed <http://www.pubmed.gov>



- Select the references you wish to download by checking the relevant boxes
- Select **MEDLINE** from the **Display** drop-down menu. Your references will appear on the screen in MEDLINE format.

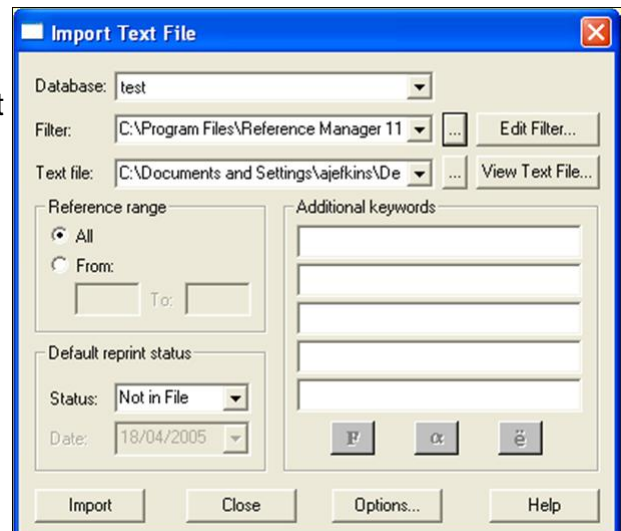


- Select **File** from the **Send to** drop-down menu.
- Select **Save**
- Enter a file name or leave it as



the default, eg **pubmed-result.txt**

- Save the file to a location on your computer where you will easily find it again, eg the Desktop.
- Open Reference Manager
- Select **Import Text File...** from the **File** menu
- Select the Reference Manager Database that you want to import to from the **Database** box
- Select the correct* filter from the button next to . For PubMed use the **PubMed** filter.
- Select the text file you wish to download from the button next to
- Add any addition keywords you wish to include in the references e.g. date of import
- Select



*If the correct filter is not available from the list, there are further filters available to be downloaded freely from the Reference Manager website <http://www.refman.com/>. Go to <http://www.refman.com/support/rmfilters.asp> and find the relevant filter. Click on FTP on the right and save the file on your computer at C:\Program files\Reference Manager 11\Import. The filter should now be ready to be used.

It is possible to search PubMed from within Reference Manager by going to the **Tools** menu and selecting **Internet Search...** Although this is a quick way to find specific references, eg those for which you already know the author and/or title words, it is NOT recommended for subject searching as you will retrieve a far from comprehensive set of results. For subject searching, therefore, search PubMed itself and save the references as explained above.

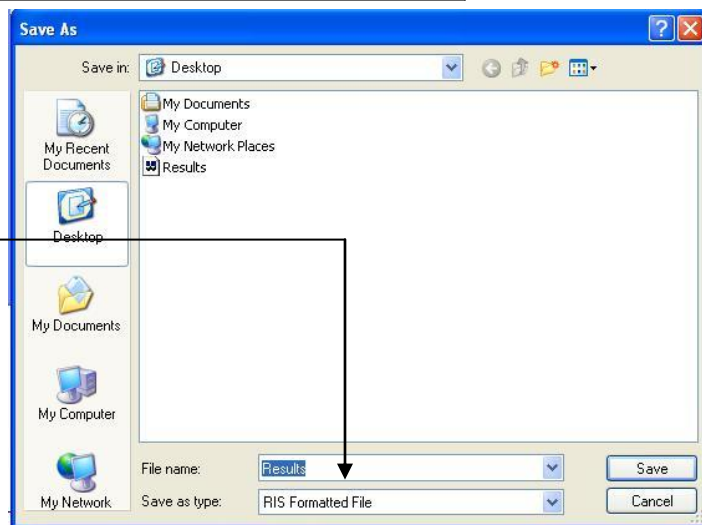
Search 2.0 (NHS databases)

<http://www.library.nhs.uk/booksandjournals/advanced/default.aspx>

- After running your search, select the references you wish to download by checking the relevant boxes.
- In the table at the bottom of your results screen, under Output Format select RIS.

Results Selected	Output Format	Display Format	Actions
Results selected: 2, 4, 6, 7, 8. Select all on this page Select all results Deselect all	Choose output document format. <input type="radio"/> HTML <input type="radio"/> PDF <input type="radio"/> MS Word <input type="radio"/> Text <input type="radio"/> XML <input checked="" type="radio"/> RIS (Ref. Man./ProCite/EndNote)	Choose output fields. <input checked="" type="radio"/> Short ⓘ <input type="radio"/> Medium ⓘ <input type="radio"/> Full ⓘ <input type="checkbox"/> Include Search History	Display, save or email results with selected fields and output formats. <input type="button" value="Export Results"/> <input type="button" value="Email Results"/>

- Click Export Results.
- Choose Save on the next dialog box, give your file a suitable name, and make sure the file type is set to **RIS Formatted File**.



To download the file into Reference Manager:

- Open Reference Manager
- Follow the procedure outlined for Pubmed above
- Note that the filter for Search 2.0 is the **RIS** filter in Reference Manager

WebSPIRs databases (eg Medline, Embase) <http://erl-server.ucl.ac.uk/>

- Do a search in one database at a time – there is no combined filter for multiple WebSPIRs databases.
- Select the references you wish to download by checking the relevant boxes.

Save these records:

All Records (4094 records)

Record number: to

Marked records Clear marked records after they are saved

Save these fields:

Complete Record

Specific fields (Choose fields that you want to save)

CURRENTLY SELECTED FIELDS: TITLE (TI), AUTHOR(S) (AU), SOURCE (BIBLIOGRAPHIC C),
ACCESSION NUMBER (AN), UMI ORDER NUMBER (NU:ON), ALTERNATE TITLE (HMIC:AT),
Corporate Author (HQ:CA), Publisher (HQ:PB), BOOK PUBLISHER (BMBX:PB)


Also save:

Search History

Record number and database name

Field names with:

With word wrapping

- Click on the **Save**  button
- Select the fields you wish to save (usually **Citation and Abstract** or **Complete Record**)
- Ensure the option to save the search history is unchecked and that **Field Names with Short Labels** is selected.
- Click on
- Enter a file name followed by **.txt**, e.g. **medline.txt**
- Save to an appropriate location, eg. Desktop
- To download the references into Reference Manager follow the procedure for Pubmed, using the WebSPIRs filter for the appropriate database.

NB Some of the Webspirls filters which come with Reference Manager may not work correctly (eg. Embase). You may need to download alternative filters from <http://www.refman.com> or consult the Reference Manager discussion list at <http://lists.adeptscience.co.uk/refman/> for advice.

PsycINFO via WebSPIRs <http://arc.uk.ovid.com/>

Follow the instructions for WebSPIRs databases as these interfaces are the same.

Cochrane Library <http://www.thecochranelibrary.com>

For the Cochrane Library use the Cochrane-Wiley filter. If it is not available from the list it can be downloaded freely from the Reference Manager Website.

Search Results

Show Results in:
[Cochrane Reviews \[10\]](#) | [DARE \[15\]](#) | [CENTRAL \[437\]](#) | [Methodology Reviews \[0\]](#) | [HTA \[8\]](#) | [NHS EED \[1\]](#) | [About \[1\]](#)

There are 437 results out of 415918 records for: "adhd in All Fields in The Cochrane Central Register of Controlled Trials"

View: 1-25 | [26-50](#) | [51-75](#) | [76-100](#) | [101-125](#) | [Next >](#)

Record Information

<input checked="" type="checkbox"/>	A randomized controlled trial of pemoline for attention-deficit/hyperactivity disorder in substance-abusing Riggs PD, Hall SK, Mikulich-Gilbertson SK, Lohman M, Kayser A Year: 2004 Record New
<input checked="" type="checkbox"/>	Attention deficit disorder and the internalizing dimension in males, ages 9-0 through 11-11. Baxter J, Rattan G Year: 2004 Record New
<input checked="" type="checkbox"/>	Attention-deficit/hyperactivity disorder: cognitive evoked potential (P300) topography predicts treatment res Sangal RB, Sangal JM Year: 2004 Record New

- Select the references you wish to download by checking the relevant boxes
- Scroll to the bottom of the screen and click or
- Choose whether to export the citation only or the citation and abstract, select **PC** as the file type and click on **Go**.

Export Type:

File Type:

- Click on **Save**
- Enter a file name followed by **.txt** (eg **pain.txt**) and click on **Save**.

To import the references into Reference Manager, follow the instructions for the PubMed database using the relevant filter.

Web of Science <http://wok.mimas.ac.uk>

The Web of Science databases, via Web of Knowledge, have a direct export function.

- Select the references you wish to download by checking the relevant boxes
- Click on **Add to Marked List**
- Click on **Marked List (14)**
- Add any additional fields you wish to download eg **Abstract** by checking the relevant boxes
- Click on **Save to EndNote®, RefMan, or other reference software**

The screenshot shows the ISI Web of Knowledge interface. At the top, there are navigation links like 'Sign In', 'My EndNote Web', etc. Below that, there's a search bar and several buttons: 'All Databases', 'Select a Database', 'Web of Science', and 'Additional Known-ns'. The main content area shows search results for 'congenital heart disease' with 12,141 results. There are options to refine results by subject areas (Cardiac & Cardiovascular Systems, Pediatrics, etc.) and document types (Article, Meeting Abstract, etc.). A list of three results is shown, each with a checkbox and a 'Save to EndNote®, RefMan, or other reference software' button.

Reference Manager will open automatically and you will be asked to select the database into which you wish to download your references.

It is possible to search Web of Science databases from within Reference Manager by going to the **Tools** menu and selecting **Internet Search**. It is also possible to link back to the details of each record in Web of Science through each Reference Manager reference, which is useful if you wish to check for cited references etc.

Copac <http://www.copac.ac.uk>

The screenshot shows the Copac website interface. At the top, there's a search menu with buttons for 'Search Menu', 'History', 'Download', and 'Next'. Below that, it says 'COPAC Brief Records' and 'Search terms: neonatal intensive care ; ranked'. It also displays 'Displaying records 1 to 25 of 172. Select the Record Number to view the Full Record.' and 'Go to page: First 2 3 4 5 6 Last'. A table of records is shown with columns for 'No.', 'Tag', and 'Brief record'. The first four records are listed, each with a checkbox and a 'Tag record' link.

Copac is the union catalogue of 27 of the largest university and research libraries in the UK and Ireland, including UCL, and the British Library. You can use Copac to download references for books.

- Select the references you wish to download by clicking on **Tag record** for each reference
- Click on **Download**
- Ensure the selected format is **Full download format record** and click on **Save to file**
- Save to the relevant location
- Open Reference Manager

To download the references into Reference Manager, follow the instructions for PubMed using the filter **Copac** which is freely available for download from <http://www.copac.ac.uk/faq.html#import>

Institute of Child Health / Institute of Neurology shared library catalogue

<http://www.ion.ucl.ac.uk/~admin/webcat.html>

You can configure Reference Manager to search the ICH/ION shared library catalogue directly so you can download book references straight into your Reference Manager database.

- Open any database and select **Internet Search...** from the **Tools** menu
- Select **Z39.50 sites** from the drop-down menu
- Click on the Hosts icon to see a list of hosts. Click on **Configure Hosts** and then on **New Host**

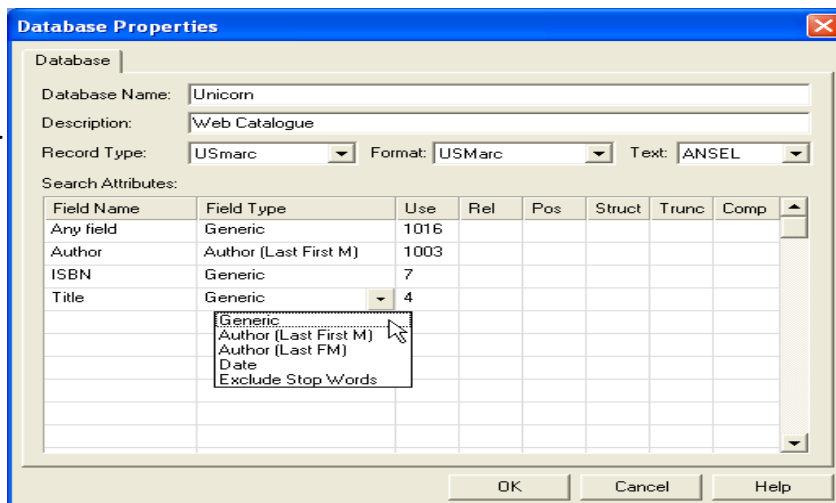
Enter data as follows:

Host name	ICH/ION Catalogue
Domain Name or IP address	library.ion.ucl.ac.uk
Port Number	2200
Library Type	Academic
Location	United Kingdom
URL	http://library.ion.ucl.ac.uk/uhtbin/webcat/
Description	Web Catalogue

- Click on **OK**

Enter data as shown:

- Click on **OK**
- Click on **No**, do not add another database to New Host
- Click on **OK**
- Check the box next to **ICH/ION catalogue**
- Click on **OK**
- Search for the reference you require.
- Copy the relevant reference into your database.



The **Z39.50** search option also allows you to search a number of North American library catalogues directly through Reference Manager, including the US Library of Congress catalogue.

Electronic journal websites

Many electronic journal websites allow you to save references for import or to export references to individual articles directly to your Reference Manager database. For example:

- **ScienceDirect** – <http://www.sciencedirect.com>
Click on Full Text + Links for the article that interests you

Click on Export Citation from the green box to the right of the screen.

Click on the green **Export** button

Select your Reference Manager database and click on **Open**

- **Blackwell Synergy** - <http://www.blackwell-synergy.com>

View the abstract for the article that interests you

Click on the link **Download to reference manager**

In the **Format** section select **Reference Manager**, then click on **Download references**

Click on **Save**.

To download the references into Reference Manager follow the procedure for PubMed databases, using the filter for RIS.

- **HighWire Press** - <http://highwire.stanford.edu/>

Go to the abstract or full text for the article that interests you

Click on Download to Citation Manager

Click on Reference Manager

Save the file. To download the references into Reference Manager follow the procedure for PubMed databases, using the filter for RIS.

Further information

For further information on how to use Reference Manager, and to download additional filters go to <http://www.refman.com/>

For further information about the databases accessible to library members and details about how to search them, go to <http://www.ich.ucl.ac.uk/library/databases.htm>

For further information about downloading references into Reference Manager, please contact:

Grazia Manzotti (Deputy Librarian)

020 7242 9789 x2424

E-mail: g.manzotti@ich.ucl.ac.uk

John Clarke (Librarian)

020 7242 9789 x2424

E-mail: j.clarke@ich.ucl.ac.uk

For general enquires about using Reference Manager contact:

Information Systems Unit, ICH [this service is not available to GOSH staff]

020 7242 9789 x2624

E-mail: isu@ich.ucl.ac.uk