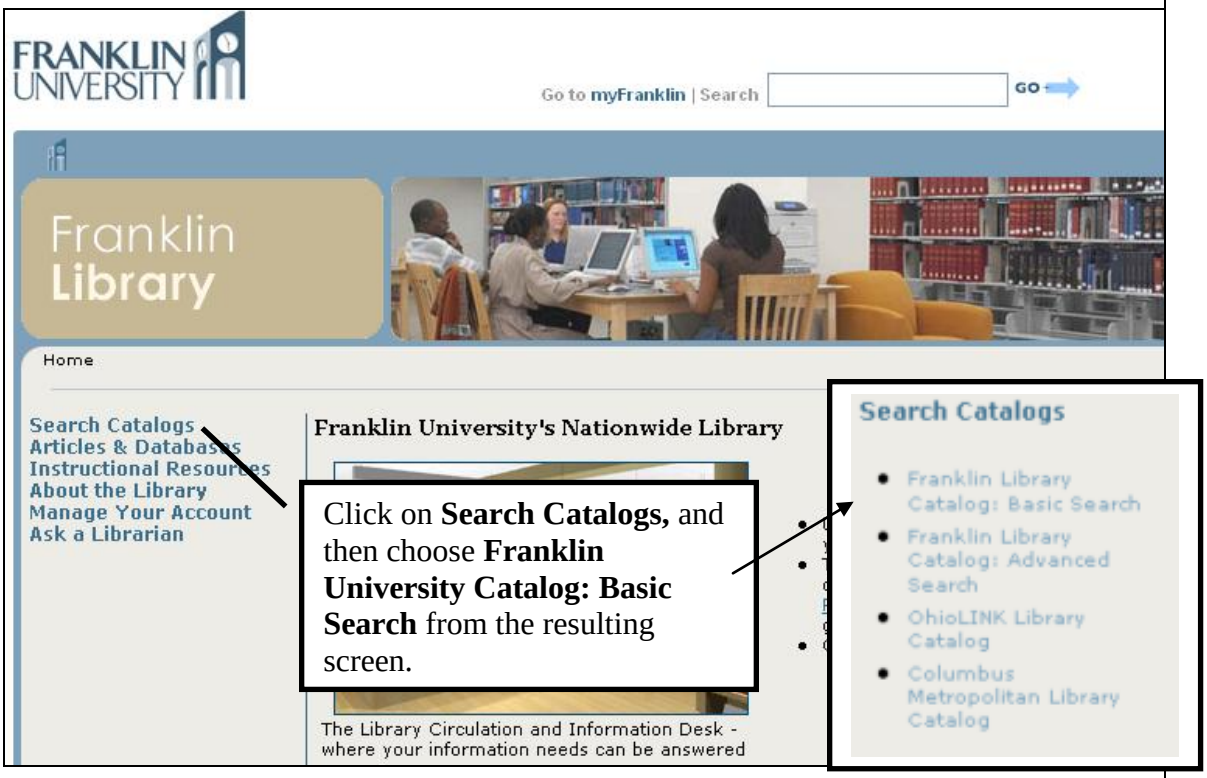
(Creating in-text citations, bibliographies, and paper-formatting)

Quick Reference Card 2c:

Creating a list of records from the Franklin University Library Search Catalog

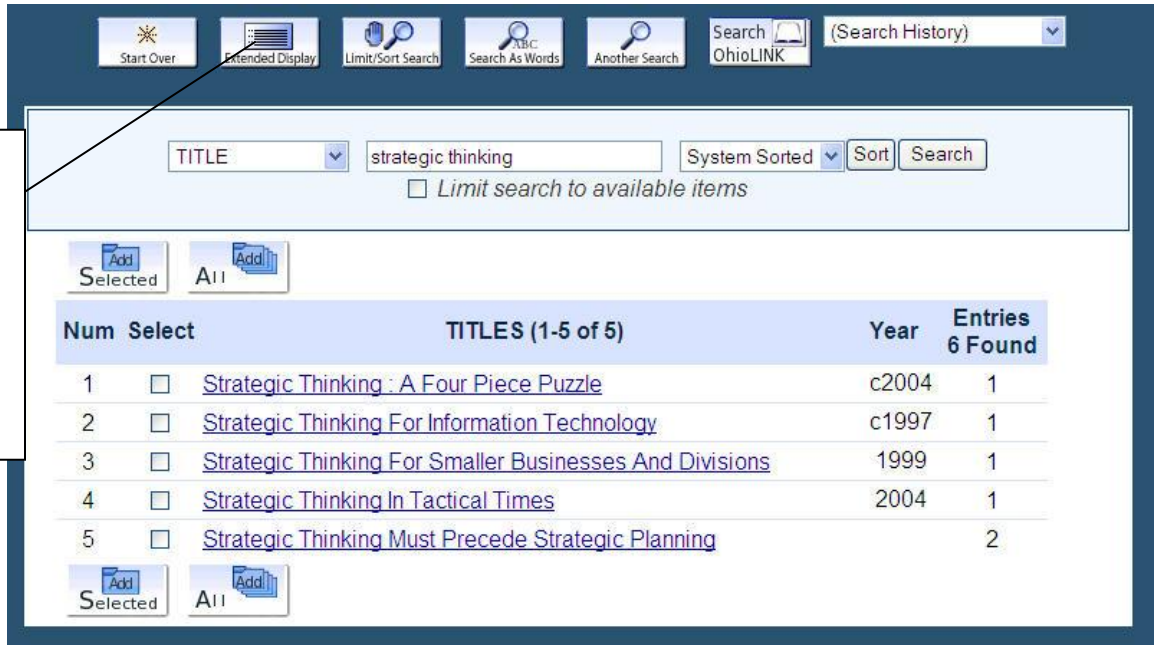
The previous QRC's explained how to import records from the Electronic Journal Center and EBSCOhost databases. The following procedure explains how to import records from the Franklin University Library Search Catalog.

Step 1	Log into RefWorks (see QRC 1) and, in a separate browser window, log into the Franklin University Library Web site at http://www.franklin.edu/go/library.
Step 2	From the Library home page, click on **Search Catalogs**, then choose **Franklin University Catalog: Basic Search.**



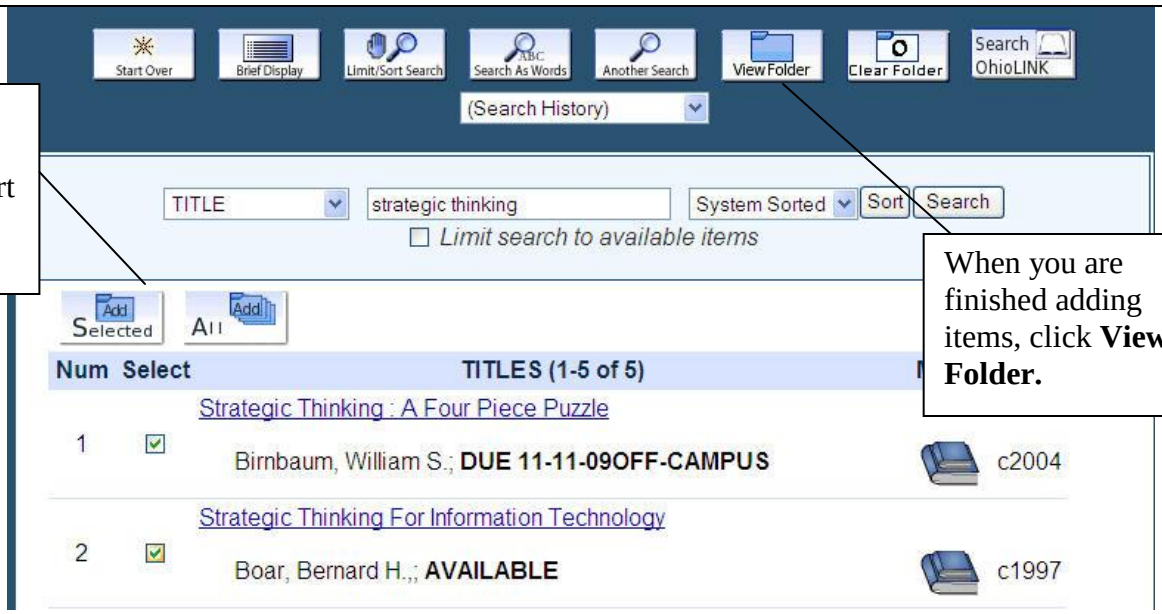

Title
Author
Subject
ISBN
Advanced
Keyword
Basic Keyword Search
Type the keyword(s) in the box below then press Enter or
button.
Strategic Thinking
Title
Submit
Sorted By:
Relevance
Date
Title
Type the keyword you
For example:
good to great
king
Need Additional Search Tips?
This defaults to a Keyword Search. You can choose to search by Title, Author, Subject or ISBN as appropriate.
Type in your search.
Here is an example to use for importing a record into RefWorks. We will conduct a title search for: 'Strategic Thinking' and click 'Submit.

Step 3


Start Over
Extended Display
Limit/Sort Search
Search As Words
Another Search
Search OhioLINK
(Search History)
TITLE
strategic thinking
System Sorted
Sort
Search
Limit search to available items
Add Selected
Add All
Num
Select
TITLES (1-5 of 5)
Year
Entries 6 Found
1 Strategic Thinking : A Four Piece Puzzle c2004 1
2 Strategic Thinking For Information Technology c1997 1
3 Strategic Thinking For Smaller Businesses And Divisions 1999 1
4 Strategic Thinking In Tactical Times 2004 1
5 Strategic Thinking Must Precede Strategic Planning 2
Add Selected
Add All
First, click Extended Display to view the material typle. Add the items you would like to export to the folder.

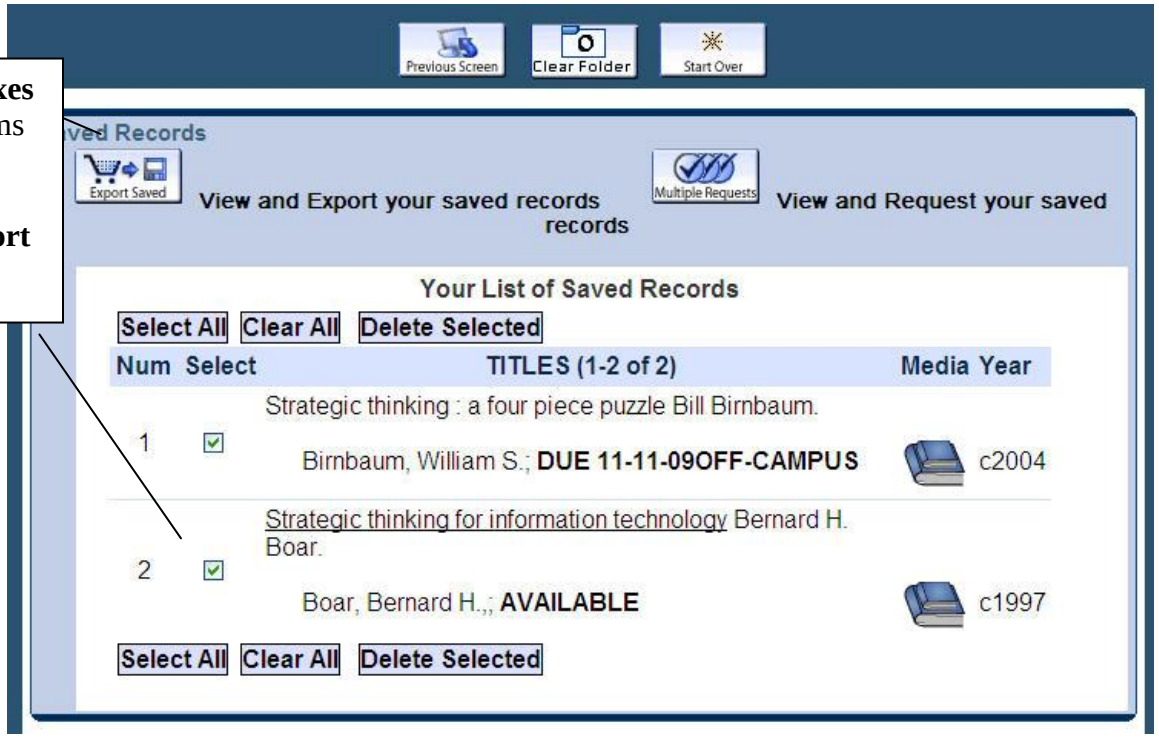
Check the box(es) next to the item to export and **add** them to the **folder.**

When you are finished adding items, click **View Folder.**

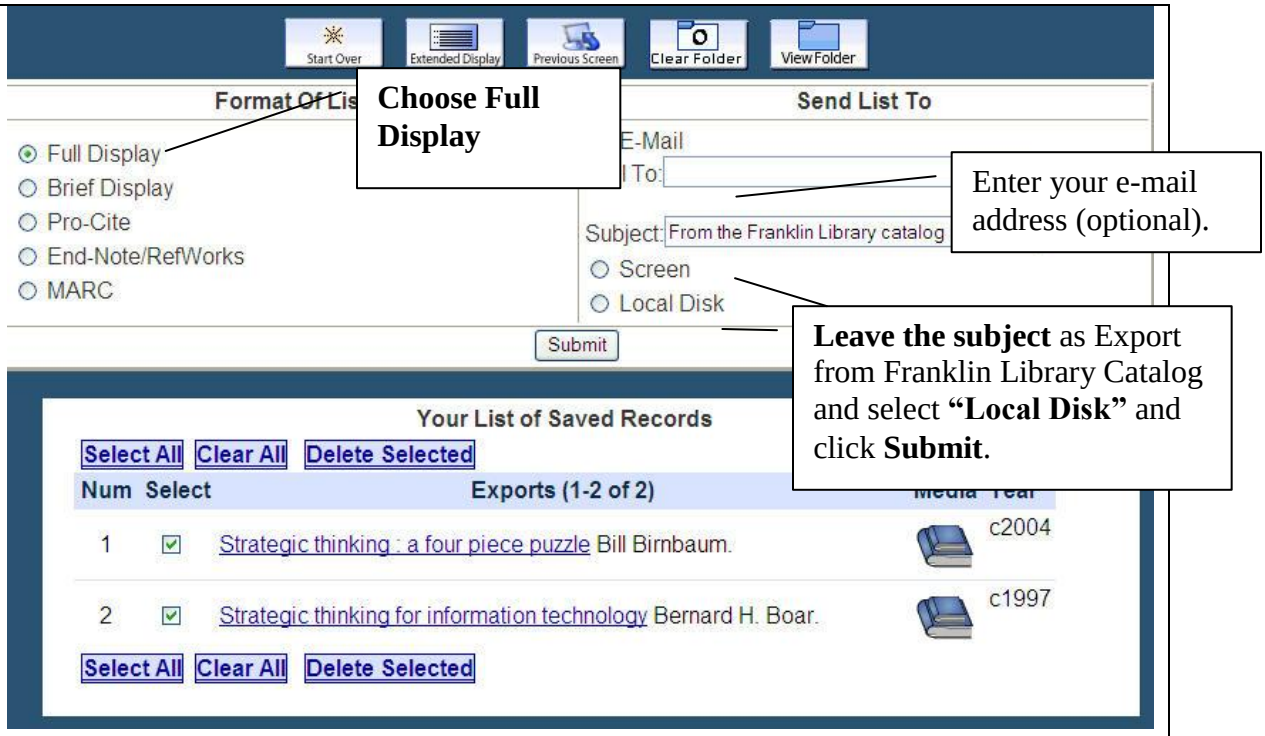


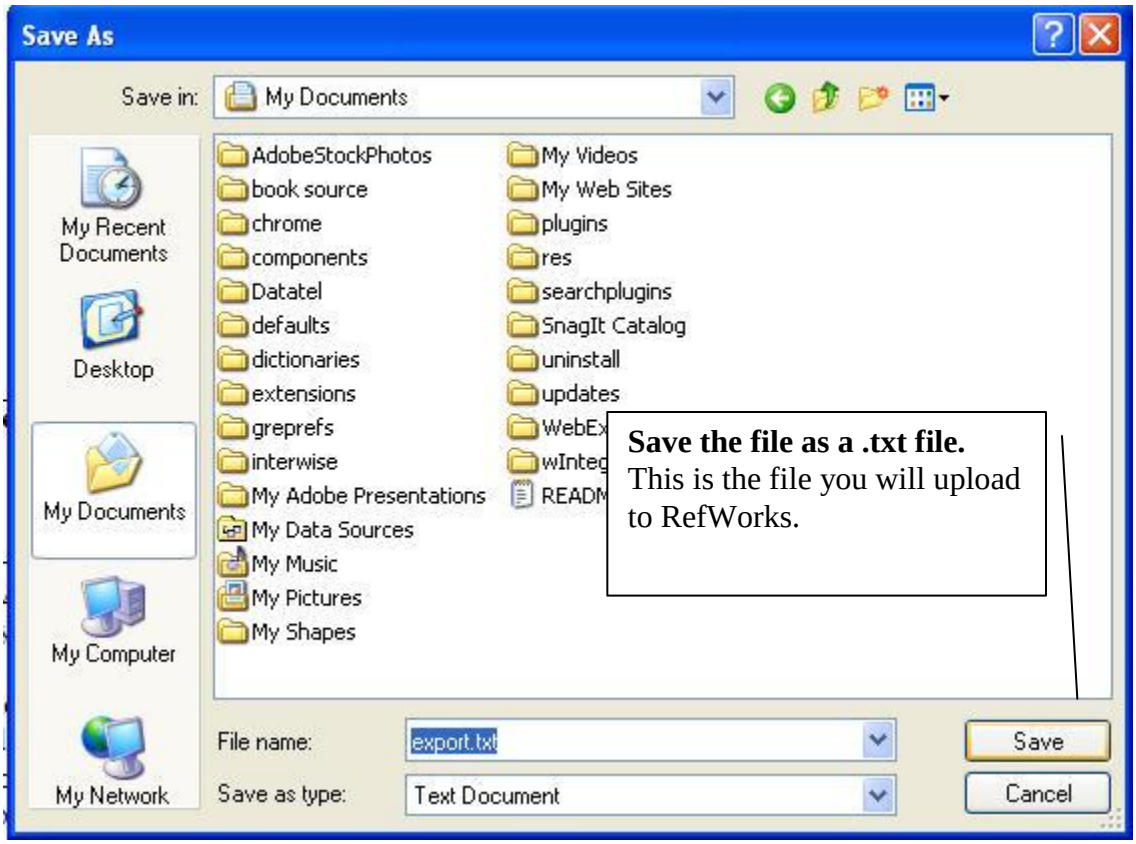
Step 4

Check the boxes next to the items you are exporting, and **click the Export Saved** button.

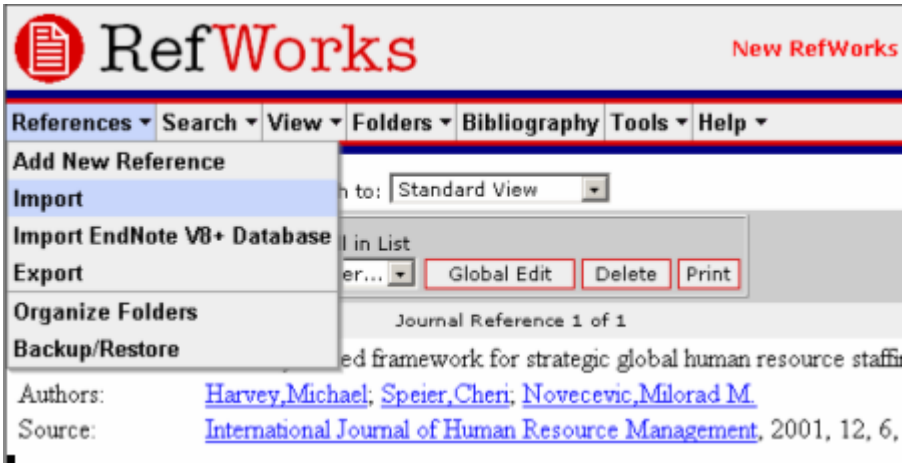


Step 5





If you emailed the record, a note will come up on this page in red letters stating **"Email Sent." Note**: For RefWorks & Bibliography/Reference(s) creation, you will choose either to Download or e-mail the record to yourself. This example shows how to download records.

	<u>If you choose the email option, follow these instructions. Otherwise skip to step 6:</u> When you receive the record from the **III Exporter** e-mail, you will need to copy and paste the contents of that e-mail into a Notepad document (.txt). **Note**: This is not Word Pad! **Notepad ensures that all formatting is removed from the original e-mail message**. To copy and paste from the e-mail into Notepad: First, open the e-mail and **copy the contents** by pressing Ctrl + A, to highlight the record(s) within your e-mail, then press Ctrl + C to copy the message. Then, **open Notepad**. To locate Notepad, choose Start – All Programs – Accessories – Notepad. Copy and **paste the record** into Notepad by pressing Ctrl + V. **Save the file** (Choose File - Save as)
Step 6	**Important Note:** Make sure: That within RefWorks, your "IMPORT OPTION" is set up within Tools/Customize as either Print or Electronic according to the material type of the item located in the Search Catalog. From your RefWorks account, go to **References** and choose **Import**. 

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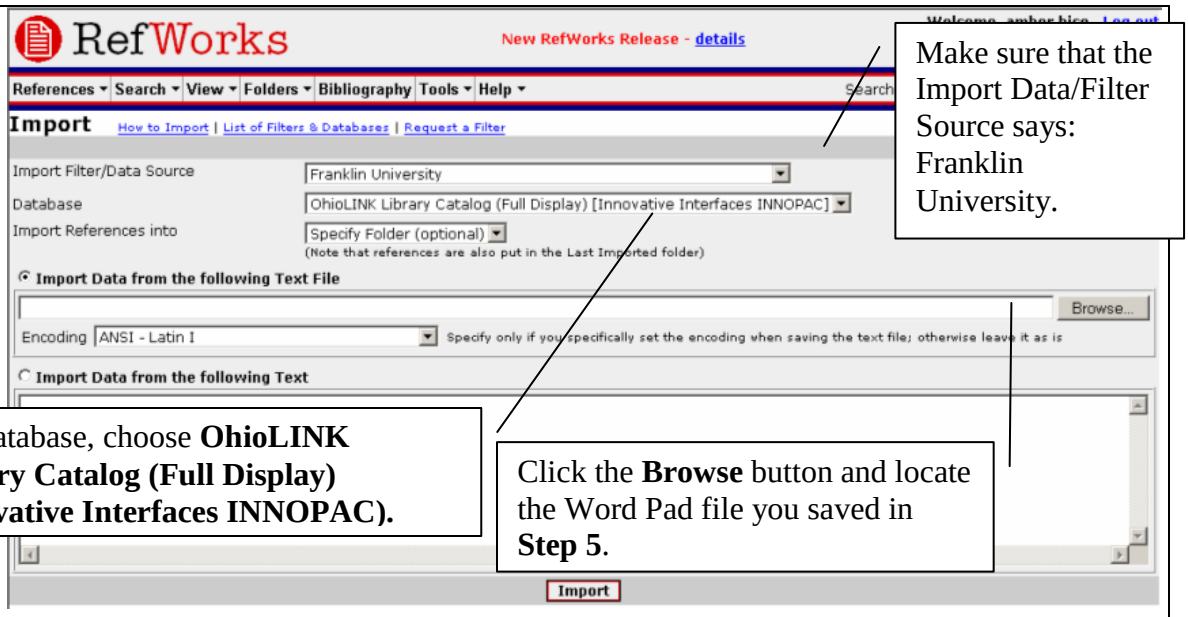

</td>
</tr>
<tr>
<td>Step 8</td>
<td>When you have completed all of these required entries, click the Import button. This item will now be added to your database and may be used to create a bibliography/reference(s) document as you have done in previous Quick Reference Cards.</td>
</tr>
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