

How to import downloaded citations from OVID Web Gateway into Reference Manager

How to download citations from OVID Web Gateway

1. Do a search.
2. Click on “**Display**” to see your search results.
3. Click on “**Citation Manager**.” The Citation Manager is located at the bottom of the title display page.

Citations. Specify which references you’d like to download.

Fields. The default fields are the citation and abstract fields. If you’d like to use the MESH headings as your keywords, choose “Citation+Abstract+ Subject Headings.”

Citation Format.

Direct Export. Use this option if you’d like to directly export the references into Reference Manager (You need to have Reference Manager 9.x in order to use this option). If you own previous versions, use the “Reprint/Medlars” format when downloading.)

Reprint/Medlars. Choose this format in order to import the downloaded file to a reference management program.

Action.

Save. Click on this button when you chose to “Direct Export” or download as “Reprint/Medlars” format.

4. The citations you chose will be either **directly imported** or **saved as cites.txt** in the subdirectory of your choice.

After you have downloaded citations from OVID Web Gateway, follow the instructions below to import the file into Reference Manager.

1. Choose **Import Text File...** under the **References** menu.
2. Choose **OVID ONLINE [Reprint] (FJ).cap** as import filter.
3. Find the text file **cites.txt** under the subdirectory where you saved the file.
4. Add additional keywords under additional keywords section if any.
5. Click on **Import** to start importing process.

6. You will get the message “Import successfully completed” if the importation process went smoothly.

1. The imported citations will be in your main database. You will also be able to see only imported citations in your “**Imported**” database. This **Imported** database is temporary and will be gone once you close Reference Manager.

Questions?

Reference Desk

924-5591, or hsref@virginia.edu.

Reference Manager Technical Support

1-800-554-3049

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