**HOW TO USE THE REFWORKS DATABASE AT OTTAWA UNIVERSITY HANDOUT**

* **GO TO THE ONLINE LIBRARY DATABASES AND GO TO REFWORKS**
* **CREATE YOUR OWN ACCOUNT USING YOUR OTTAWA UNIVERSITY EMAIL AND CREATE A PASSWORD**
* **ONCE YOU ARE SIGNED IN CREATE YOUR OWN FOLDER**
* **GO TO MY FOLDER AND ADD A FOLDER**
* **CLICK ON THE ADD + ICON TO UPLOAD A DOCUMENT, IMPORT A REFERNCE OR CREATE A NEW REFERENCE**

Graphical user interface, text, application

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**TO UPLOAD A DOCUMENT**

**GO TO YOUR FOLDERS WHERE YOU HAVE SAVED IT AND UPLOAD IT TO REFWORKS FROM YOUR FOLDERS**

Graphical user interface, application

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**TO IMPORT A REFERENCE FROM A DATABASE GO TO THE DATABASE SUCH AS THE TWO DATABASES ALREADY IN REFWORKS “PUBMED” GO TO SEARCH DATABASES AND ENTER YOUR SEARCH “HEALTHCARE POLICY” IN THE SEARCH**

Application

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**TO USE EBSCHOST IN YOUR SEARCH GO TO CREATE A NEW REFERENCE**

**YOU WILL SEE “SEARCH FULLTEXT FINDER” CLICK ON IT** A screenshot of a computer

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**IGNORE THE ERROR NOTE AND GO TO THE “LOGIN AGAIN” LINK. IF YOU CLICK ON IT YOU WILL SEE THE EBSCHOST DATABASES. CLICK ON “EBSCOHOST RESEARCH DATABASES” LINK AND YOU WILL SEE THE LIVE DATABASES FOR YOUR SEARCH.**

**IN EBSCOHOST CONDUCT YOUR SEARCH FOR “BUSINESS TECHNOLOGY TRENDS” AND AN ARTICLE HAS BEEN CHOSEN BY CLICKING ON THE BLUE + SIGN AND ADDING IT TO THE YELLOW FOLDER**

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**NOW CLICK ON THE FOLDER AND GO TO “EXPORT”**

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**WHEN CLICKING ON EXPORT YOU WILL SEE THE NUMBER OF ARTICLES SAVED TO EXPORT AND A FILE SAYING “DIRECTO EXPORT TO REFWORKS”**

Graphical user interface, text, application

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**IF YOU CLICK SAVE YOU WILL SEE THIS BUTTON THAT WILL TAKE IT DIRECTLY TO YOUR FOLDER YOU HAVE CHOSEN IN REFWORKS**

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**NOW YOU HAVE YOUR IMPORT INTO YOUR FILE CHOSEN IN REFWORKS**

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