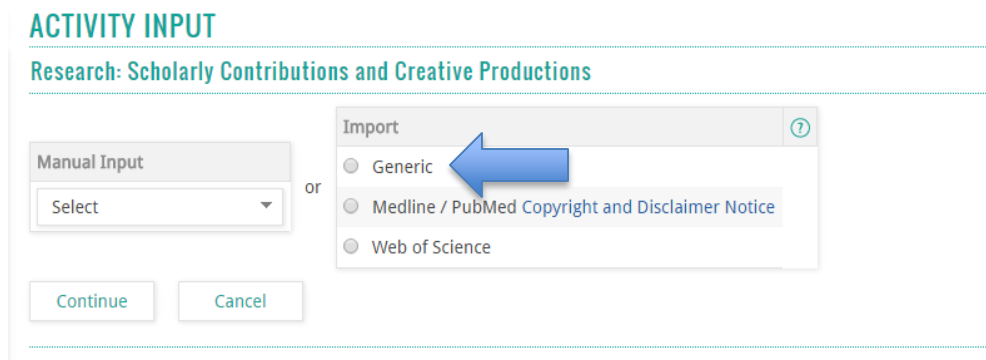


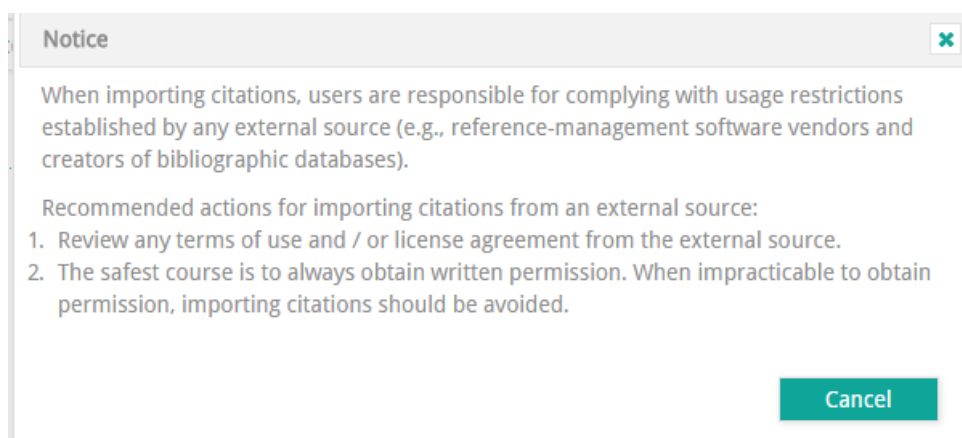
## Import Citations: RefWorks

If you use RefWorks to manage citations for your scholarly publications and creative productions activities, you may use it to export and then import your citations into UA Vitae.

1. In RefWorks, select your citation(s). Then choose **Export**. Select **BibTeX - RefWorks ID** for the export format. A new tab will open in your browser with the citation export. Select all the text on the page and copy it (Ctrl-A/Ctrl-C or Command-A/Command-C).
2. In UA Vitae, navigate to **Research: Scholarly Contributions and Creative Productions** via either the **Activities** page or **Reports & Forms >> Initiated Activity Input Form**. Select **Add** and then select the **Generic** radio button.



A usage restrictions notice box will appear; press **Cancel** to continue.



- To import citation information you just copied from RefWorks, choose **BibTeX** from the **Format** dropdown menu. Then select the **Copied Text** radio button. A text input box will appear.
- Paste the text you copied using Ctrl-V or Command-V into the **Text** box. Once the text is pasted, Select **Save**.

- On the next screen, verify the **Year Published**, **Semester**, and **Year** for each title. If all information is correct, select the titles you would like to import and click **Save Selected**. If there are any remaining, select them and click **Delete Selected**. When the field is empty, click away or select **Cancel** to navigate elsewhere.

Select / Unselect	Type	Title	Outlet	Year Published	Semester	Year
<input type="checkbox"/>	Proceedings Publication	"Exploring the Potential of the Massive, Open, Online Astronomy Course"	American Astronomical Society Meeting Abstracts #223	2014	Spring	2014
<input type="checkbox"/>	Proceedings Publication	"Investigating Science Literacy: Students' Conceptions of Radiation"	American Astronomical Society Meeting Abstracts #223	2014	Spring	2014
<input type="checkbox"/>	Proceedings Publication	"The CAMPARE Program: A New Model Promoting Minority Participation in Astronomy Research and Education"	American Astronomical Society Meeting Abstracts #223	2014	Spring	2014
<input type="checkbox"/>	Journal/Publication	"VizieR Online Data Catalog: SEDs of type I AGN in XMM-COSMOS. II. (Hao+, 2014)"	VizieR Online Data Catalog	2014	Spring	2014

- To review citations for accuracy, navigate to the **Activities** page or the **Initiated Activity Input Form** and expand **Research: Scholarly Contributions and Creative Productions**. Use the pencil icon to **edit** records and the **x** to **delete**.