

# Exporting references from MegaFile Premier (EBSCO)



1. Click on **Add to folder** to select the records you want to keep. These will be added to your folder. When you have selected all your records click on **Folder View**.

The screenshot shows the search results interface. On the left, there are filters for Source Types, Subject: Major Heading, and Publication. The main area displays search results for 'nutritional management' and children. The first result, 'Nutritional Management of Children who have Food Allergies and Eosinophilic Esophagitis', has an 'Add to folder' button circled in red. On the right, the 'Limit your results' section includes options for Full Text, References Available, and Abstract Available, along with a 'Filter by Publication Date' range from 1991 to 2009. At the bottom of this section, the 'Folder View' link is circled in red.

2. Select items to be exported or **Select all** to export entire list, then click on **Export** icon.

The screenshot shows the 'Articles' view of search results. At the top, there are icons for printing, emailing, and exporting. The 'Export' icon, which is a document with a right-pointing arrow, is circled in red. Below the icons, there are checkboxes for 'Select / deselect all' and a 'Delete Items' button. The list of articles shows two results, each with a checkbox on the left.

3. Select **Save your citations to a file formatted for Direct Export to Endnote, ProCite or Reference Manager**, then click **Save**.

The screenshot shows the 'Save: E-mail' dialog box. It has a title bar 'Save: E-mail' and a subtitle 'Number of items to be saved: 2'. There is a checkbox for 'Remove these items from folder after saving' which is checked. A 'Save' button is circled in red. On the right, there is a section 'Save citations to a file formatted for:' with several radio button options. The first option, 'Direct Export to Endnote, ProCite, or Reference Manager', is selected and circled in red.

4. EndNote will open and prompt you to select the EndNote library you wish to import the results into.

## Important!

Check the quality of references you have imported, and edit them as necessary.