

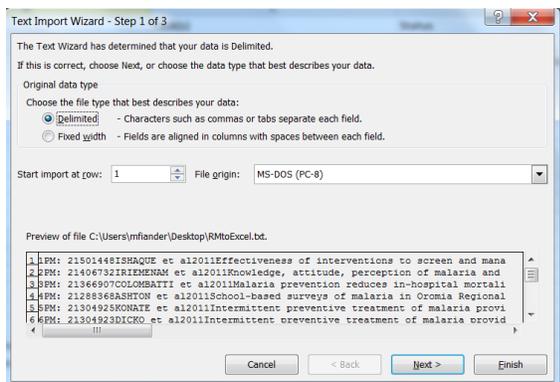
Exporting from Reference Manager to Excel

You can export all or a selection of citations from your Reference Manager database into Excel. This is useful for screening and for creating spreadsheets of data for your review.

1. Export from RefMan: Tools→Bibliography→Generate from Reference List→[here choose All References or Marked References]→ Choose the Output Style [RM-Excel.os]—Save as a TXT file (use WordPad or Notepad)

2. Import to Excel

Open Excel→ insert cursor in top left cell (A1)→ choose the Data Tab→choose From Text file→browse to the file you saved in Step 1→A Text Import Wizard will open→ the file type should be Delimited→click Next, Next, then Finish. The data should now be in your excel sheet.



3. Suggest you use 1 worksheet per screener. Sort by Ref ID column. Remove extraneous columns—e.g. leave in Ref ID, Author, and Decision column.