

## How to move your contents from your current RefWorks account to your new RefWorks account

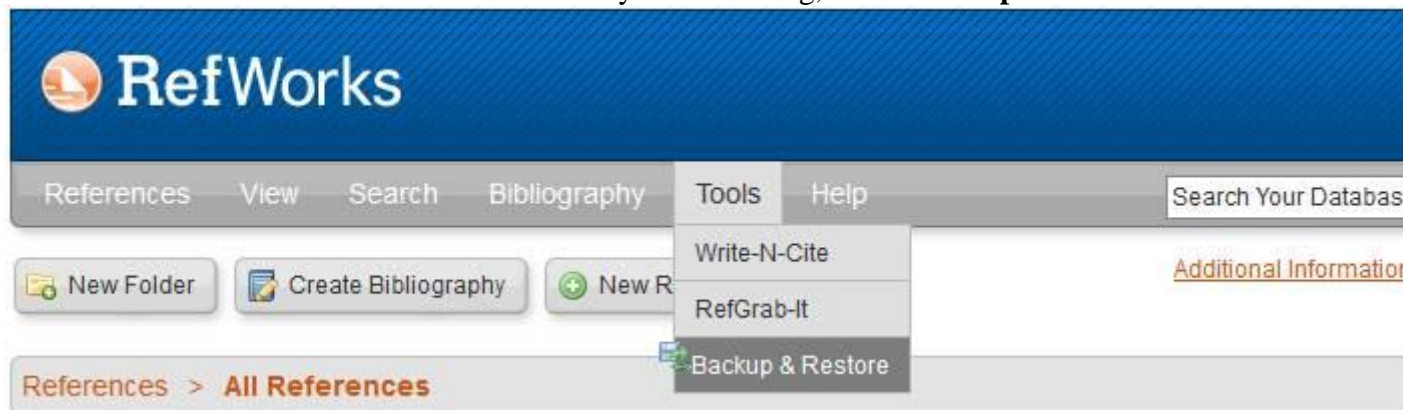
The **Backup & Restore** feature allows you to create a file that is a copy of your account that can only be restored in RefWorks. It can be used when you want to move between two different RefWorks accounts.

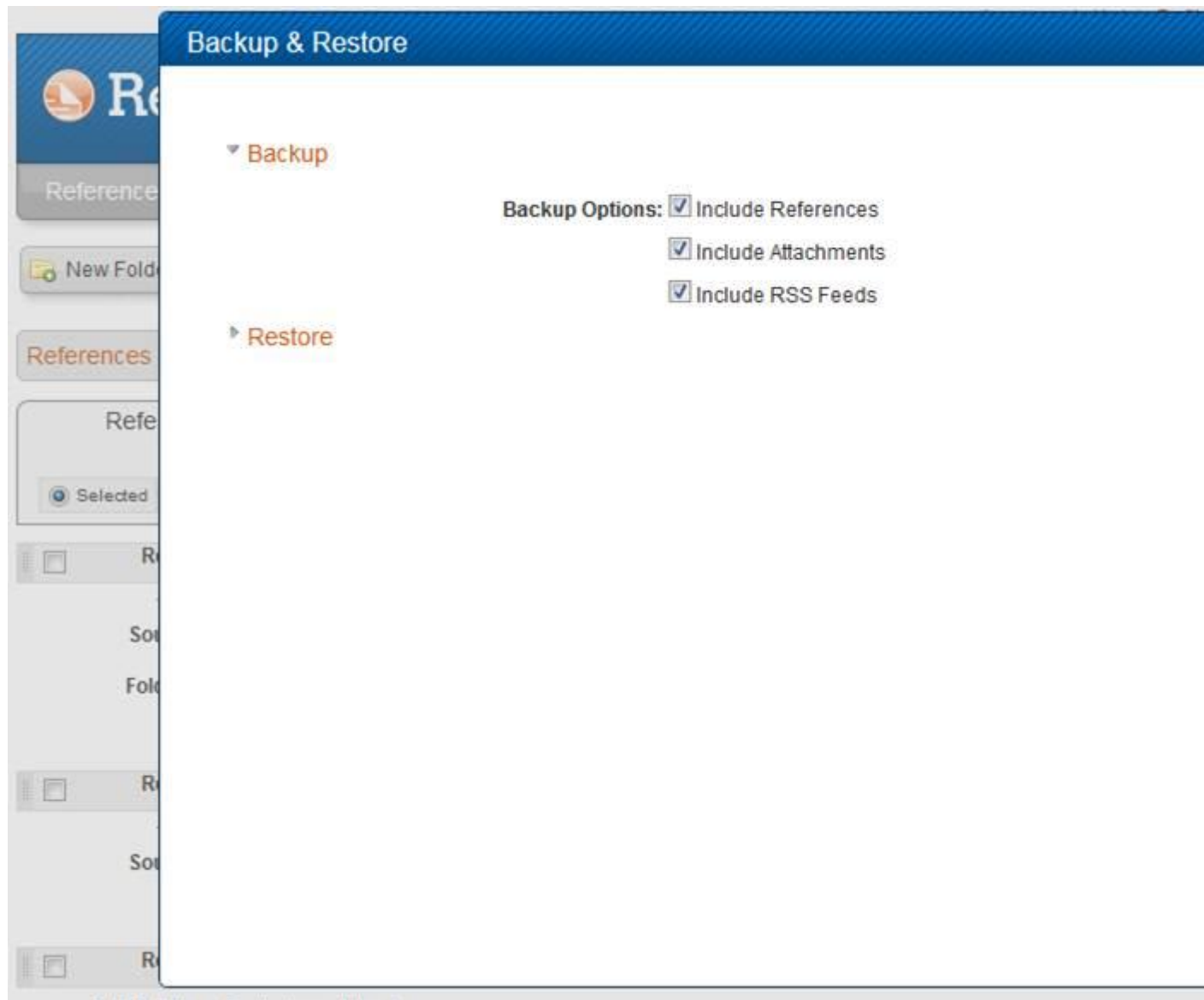
This is the procedure you will need to follow once you have created your new personal account on your institution's new RefWorks account :

### To Back Up Your RefWorks Account:

To back up a copy of your database (including RefID numbers and folders), and custom output styles follow the steps below. **Please Note** - Folders that do not contain any references will not be saved. If you have empty folders that you wish to retain add a reference to the folder before backing up. Also, any preferences set in the **Customize** area of RefWorks will be included in the backup.

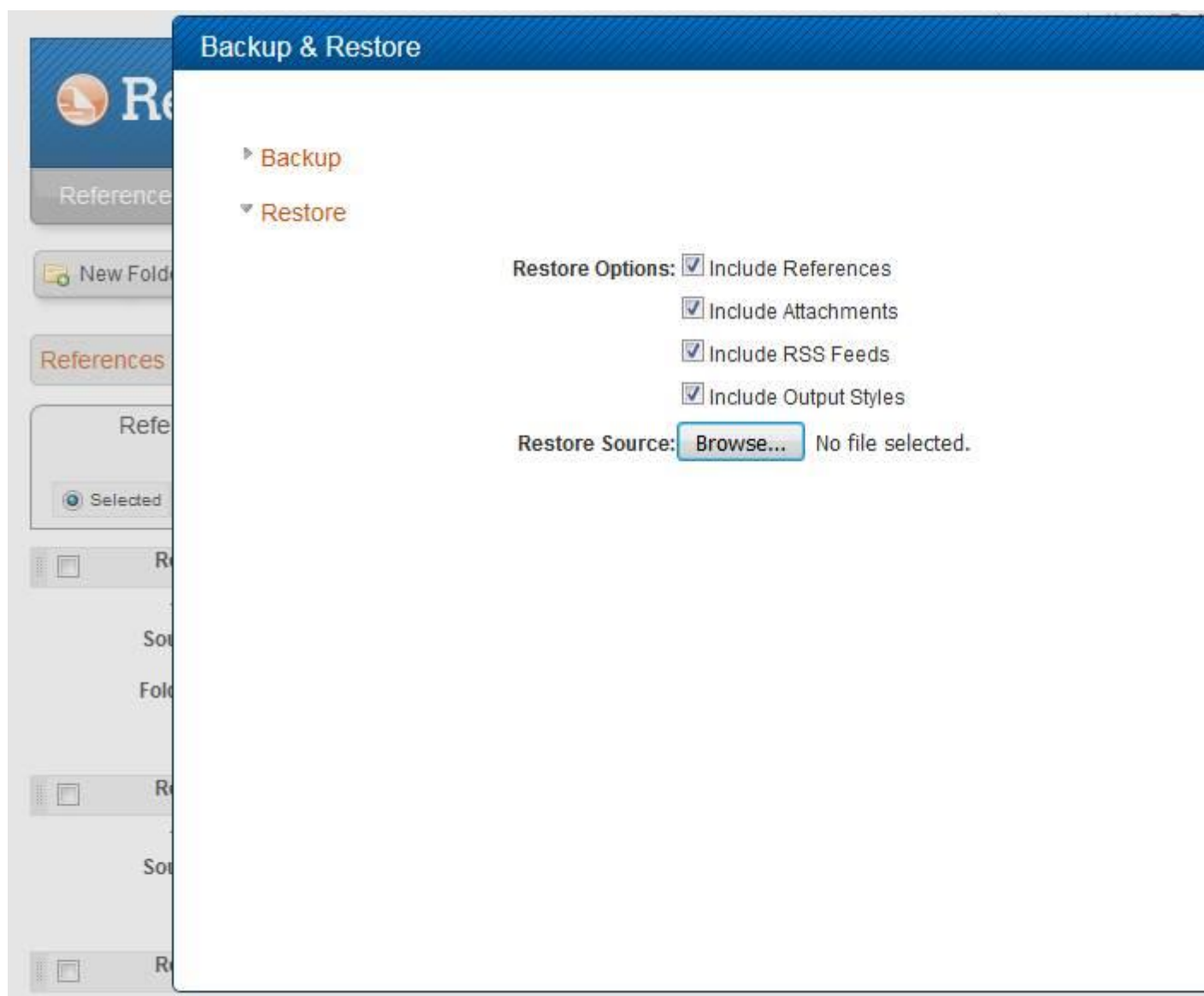
From the **Tools** menu in the RefWorks account you are leaving, select **Backup & Restore**.





- 1 By default, **Include References** is selected. If you do not want to include your references, deselect this option.
  - 2 By default, **Include RSS Feeds** is selected. If you do not want to include your RSS Feeds, deselect this option.
  - 3 By default, **Include Attachments** is selected. If you do not want to include your file attachments, deselect this option.
  - 4 By default, all custom **Output Styles** are selected to backup. You can deselect any or all custom output styles.
  - 5 Click the **Perform Backup** button.
  - 6 Save the file when prompted. If you are not prompted to save the file, click the link that says **Click here to save your backup file** to download the backup to your computer. The default file will be saved as a .zip or .rwb file. Please do not change the extension of the file as it is necessary to restore if you need to do so later.
- Note:** You cannot open the backup file. Should you want a viewable copy of your references, use the [Export](#) option.

### Using the Restore Feature:



**Please beware: restoring will overwrite all of the references you may have in your new RefWorks account.**

- 1 From the **Tools** menu in your new RefWorks account, select **Backup & Restore**.
- 2 Click **Restore** to expand the restore options.
- 3 Click the **Browse** button to find the saved back up file.
- 4 Select **Include References, Include Output Styles, Include Attachments** and/or **Include RSS Feeds** as desired.
- 5 Click the **Perform Restore** button.