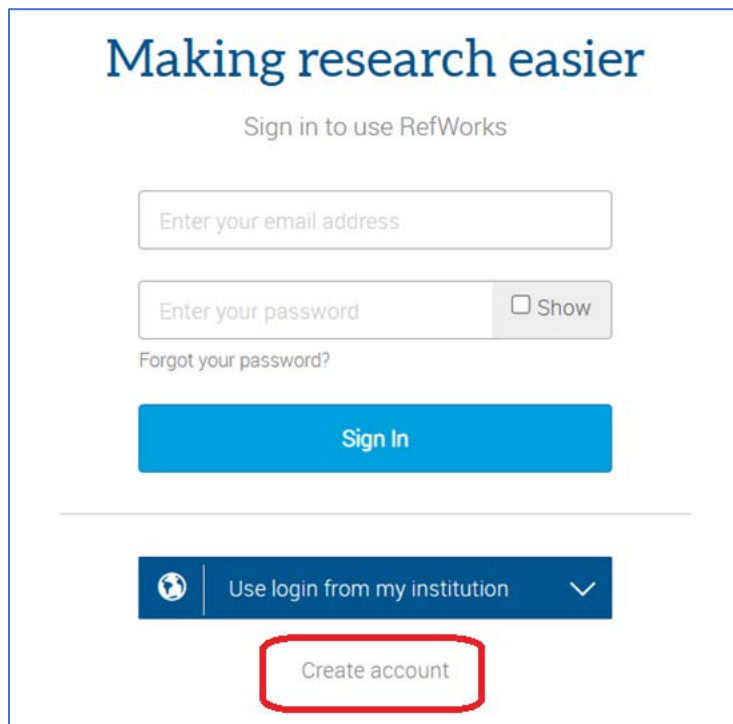


## REFWORKS UPGRADE INSTRUCTIONS

Please upgrade your Legacy RefWorks account to the newest version of RefWorks by following these steps:

- visit the Library page on [Bibliographic Management Tool](#)
- click **New RefWorks**
- click on the button *Create account* (at the bottom of the page)



Making research easier

Sign in to use RefWorks

Enter your email address

Enter your password  Show

[Forgot your password?](#)

Sign In

Use login from my institution

Create account

- On the following page, enter your Bocconi email, then click *Check*: you will be prompted to create a RefWorks password and to click on the link you will receive by email.

- After creating an account, you can import Legacy references directly from within RefWorks:
  1. Sign in to your (new) RefWorks account.
  2. Select **Add > Import references**. The **Import from another reference manager** page appears.

The screenshot shows the RefWorks interface. On the left is a sidebar with navigation options: All References, Search Databases, Last Imported (highlighted), Sharing, My Folders, Tags, and Deleted. The main content area is titled "Import from another reference manager" and contains two buttons: "Legacy RefWorks" and "Mendeley". Below these buttons is a note: "If we don't support importing from your reference manager yet, try exporting your references and importing the file below." and "Note: To import from EndNote, export the references as a RIS file." Below this is a section titled "Import from a file" with instructions: "Need to import from a file, no problem. RefWorks supports hundreds of formats including RIS, BibTeX, and PubMed. Drag and drop the file into RefWorks (into the box below), or use the link to computer" and upload it." A large dashed box contains the text: "+ Drop file here or [select a file from your computer](#)".

3. Click **Legacy RefWorks** and select **Authorize**. The legacy RefWorks login page appears.
4. Enter the login details for your Legacy RefWorks account. The upgrade process begins and when it is completed RefWorks shows the *Last Imported* page, detailing the number of references and custom output styles that were successfully imported.