

## Switching from Reference Manager to Citavi

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### Check Your Citavi Version

Make sure you are using Citavi 4.5 or later before you import your Reference Manager databases into Citavi. The version number is displayed in the lower-left of the Citavi welcome screen. You can download the current version at [citavi.com/download](http://citavi.com/download).

### Import Your Reference Manager database in Citavi

Watch a video showing the following steps: [www.citavi.com/refman-import](http://www.citavi.com/refman-import)

1. Open the database in Reference Manager. On the **File** menu, select **Export**.
2. For the **Output format** select the **RIS** option.
3. Start Citavi. Create a new project. In the Reference Editor on the **File** menu, click **Import**.
4. Select **Another reference management program**, and then click **Next**.
5. Click **Add Filter**.
6. Select **Reference Manager (via RIS-Export)**. Click **Add** and then click **Next**.
7. Click **Browse** to select the RIS file you exported from Reference Manager.
8. Citavi opens the Import window. Here you can decide if you want to import all references or only those you select. Click **Add to project**.
9. If you selected references in the previous step, Citavi will ask you whether you only want to import the selected references or all references and whether additional information should be imported. Select the options you want and click **OK**. Citavi imports the database.

### Transfer Reference Manager IDs

The unique identification numbers in Reference Manager (RefMan IDs) correspond to the Citavi's sequence numbers. The sequence number is displayed in the status bar at the bottom center of the program window. To ensure that the Citavi sequence numbers match your RefMan IDs, make sure to import your RefMan database into a new Citavi project.

### Continue Working on a Word Document You Started with RefMan

Watch a video showing the following steps: [www.citavi.com/refman-doc](http://www.citavi.com/refman-doc)

1. Open a Word document containing Reference Manager fields.
2. In Word, click the **Citavi** tab.
3. Click **Citavi pane**.
4. Select the Citavi project you imported the Reference Manager database from.
5. Select the citation style you want to use.
6. On the Citavi ribbon, click **Convert**, and then click **Convert EndNote or Reference Manager Fields to Citavi Fields**.
7. The Word Add-In asks you to save the Word document under a new name. Continue working with this document.