Before leaving Doshisha University

(To all Doshisha Refworks users)

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0. Introduction

Doshisha RefWorks is available only to Doshisha University students, faculty, and staff.

Only the members of Doshisha University (undergraduate and graduate students, faculty, staff etc.) who have registered a valid e-mail address provided by the university (@*.doshisha.ac.jp) in their RefWorks user profile are eligible to use the service.

[Refer to: RefWorks User Guide-Upon Using RefWorks-2. Eligibility]

We recommend that you complete the following steps

before leaving Doshisha University.

- I. Export references
- 2. Remove your RefWorks account

I. Export references

You can export your references in order to import them to another citation manager.

- I. Navigate to the folder you want to export, or from <u>All References</u>, or from any search results, select <u>Share > Export references</u>. The Export references dialog box appears.
- 2. Select whether to export all references in the current folder / search results or only selected references.
- 3. Select the output format and the output ID.
- 4. Select Export.





2. Remove your RefWorks account

*After you graduate or leave your position, any personal data associated with

- your RefWorks account will no longer be managed.
- We recommend that you delete your account when leaving the university.
- I. Select Settings from the user menu.
- 2. Scroll down and choose Remove account.
- 3. Select <u>Remove Account</u> in the confirmation dialog box.

This action cannot be undone.

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