

How to export your Readings Online collection

Readings Online content can be exported in 2 file types and used as follows;

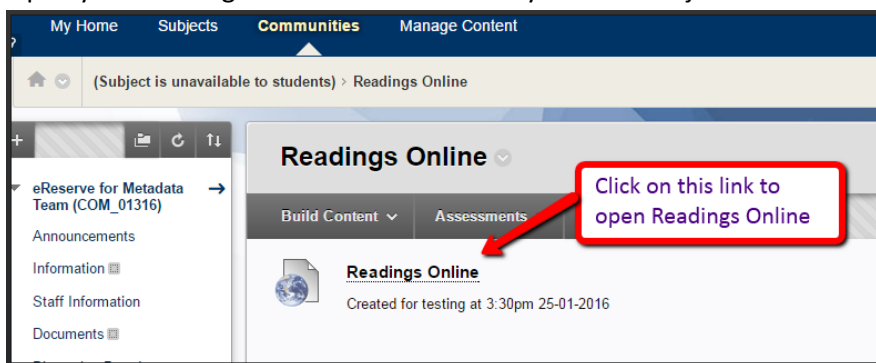
Export to plain text

- To create bibliographies and reference lists, which work with applications such as Notepad, Word, etc.

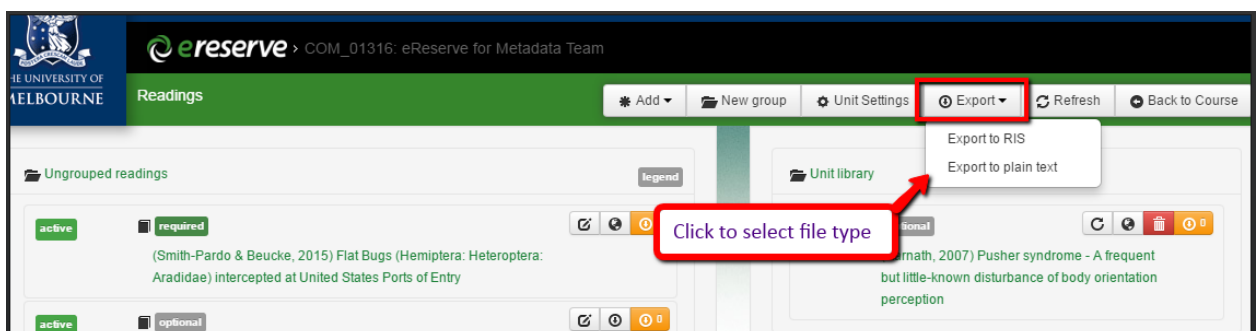
Export to RIS

- To import your readings into a citation manager such as EndNote, Zotero, etc.
- To add readings to another subject in Readings Online that requires the same content. For more information on how to do this see our 'How to' guide [Adding readings to Readings Online using RIS files](#)

1. Open your Readings Online collection from your LMS subject



2. Click on the Export button and select file type to create a file of your readings
 - a. Exports will not include readings from the 'Unit library'
 - b. All readings from 'Ungrouped readings' and local group folders will be exported, no matter their status



- **Export to plain text** – text bibliography/reference list
 - **Export to RIS** – to import into a citation manager or duplicate a reading list for another subject
3. Save your exported file. This step will differ depending on your web browser and settings
At the Save prompt, choose where to save your file, rename it as needs and click on OK