

EndNote[®] Tips - Importing Reference Data

This tip sheet will help you will learn how to do the following:

- Download references from remote databases in an EndNote-friendly format.
- Import downloaded references into the EndNote library.

Before you begin:

If EndNote is not already running, start it and open the sample Paleo Library (PALEO.ENL).

Introduction to Importing Reference Data

If you have access to an online bibliographic database, a university catalog, or a bibliographic database on CD-ROM, you can probably use EndNote's "filters" to import text files saved or downloaded from these sources. EndNote filters are customizable so they give you the flexibility to import the reference data you need, and eliminate data you don't need.

To carry references from an online bibliographic database into EndNote, your data provider will need to provide the information in an EndNote-friendly format (see next paragraph for details). Because different data providers accomplish this task in differing ways, you must make note of the source of your data, both in terms of the database (e.g., Medline) and the provider (e.g., Ovid).

For text to be imported with any of the EndNote filters, the data must be consistently "tagged," with each tag starting on a new line, and the file saved as ANSI or ASCII text. Here are two examples of such an output:

```
AU- CRAMER, -Z.O.  
TI- AQUATIC MACROPHYTES AND LAKE ACIDIFICATION  
PY- 1993  
SO- ENVIRONMENTAL-POLLUTION. VOL. 5, NO. 2, PG.54-79
```

```
Author: Cramer, ZO  
Title: Aquatic macrophytes and lake acidification  
Year: 1993  
Source: Environmental Air Pollution. Vol. 5, (2) pp.54-79
```

The EndNote manual provides a handy chart for guidance on downloading references from various sources. Refer to it for assistance in downloading references in the appropriate format.

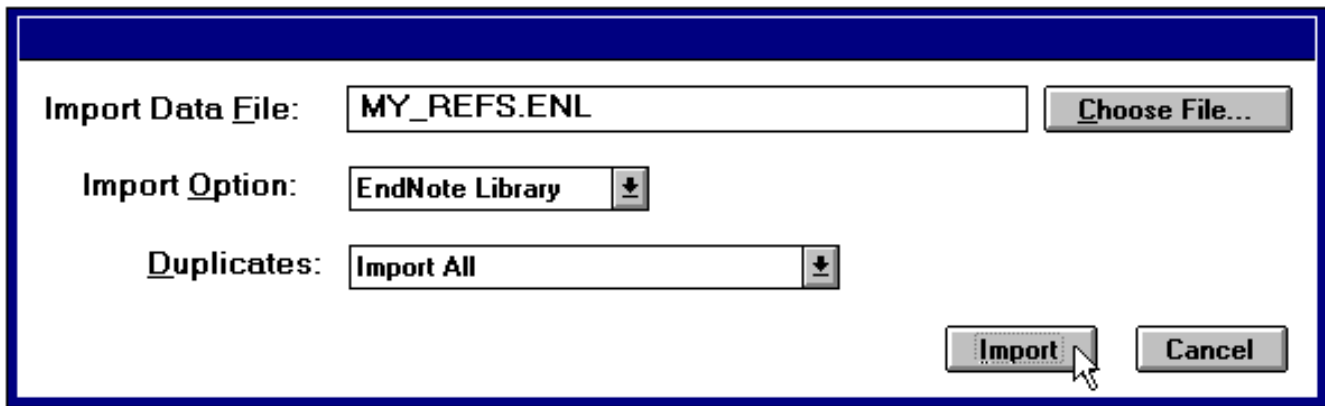
Import Instructions

In this example, let's download a PubMed search and carry its results into EndNote. For more detailed information on PubMed searching, ask your librarian. Navigate through PubMed until you have found the appropriate set of records. The records must now be converted into a format that EndNote can read. Within PubMed, you can prepare data for importing into EndNote by choosing to display the information in the MEDLINE Report format. This will configure the data in the type of "tagged" format described in the section above. The next step is to download the data by choosing "Save" and "Macintosh/PC" (whichever machine is being used). Save the data in "Text" format and assign the file a name you can remember, such as "pubmed.txt".

Once the file has been downloaded, there is no need to open it again. You may simply open the EndNote library in which the data is to be deposited and carry the records in with a few simple steps.

To import a text file into an EndNote library:

*Open the library into which you want to import the references.
Choose **Import...** from the **File** menu.*



*Click **Choose File...** to locate and open the file you want to import. In our example, locate the PubMed file you have just downloaded. Select the file and click OK.*

*Select the appropriate import option from the **Import Option** list.*

The Import Options include the built-in options (EndNote Library, EndNote Import, Refer/BibIX, ProCite, Tab-Delimited, and Reference Manager (RIS)), as well as any filters that are in the selected filter folder. You also have the option of using a connection file as an import filter.

If you don't see the option that you need, choose **Other...** from the **Import Option** list. Open the Filters folder to see the names of the various information providers for which filters are provided. The PubMed filter is contained in the folder entitled "NLM (Grateful Med)". Select the "MEDLINE (NLM)" filter and double-click it. Now make sure that this filter is selected under **Import Option**. Once you select an import option to import a file, EndNote retains that setting so you are ready to go the next time you import. You do not need to go through these steps again unless you want to choose a different folder.

*Select an option from the **Duplicates** list. (A reference is considered a duplicate if the Author, Year, Title, and Reference Type match a reference already in the library.)*

Import All - Imports all references, including duplicates.

Discard Duplicates - Imports all references except duplicates.

Import into Duplicates Library - Duplicate references are imported into a library called FILE-DUPL.ENL where "FILE" is the name of the library into which you are importing.

*Click **Import** to import the file.*

When the import is complete, only newly imported references are displayed in the Library window.

For additional information, see the EndNote manual chapter entitled, "Importing Reference Data into EndNote".

ISI ResearchSoft
800 Jones St.
Berkeley, CA 94710

510 559 8592 (phone)
510 559 8683 (fax)

<http://www.endnote.com>
info@isiresearchsoft.com