

## EndNote Version 8: Tip Sheet for Importing Citations



*EndNote is a citation management software program that works with Microsoft Word and other word processing programs to simplify the creation of footnotes and bibliographies. Before creating bibliographies with EndNote, you must first import citations into an EndNote library. This handout discusses the process of importing citations from three different sources: Web of Science, CSA databases and the UW Libraries Catalog. These are not the only sources from which you can import citations into EndNote, and with these techniques you can apply your knowledge to other databases and text files. Please note that different browsers handle the saving of records differently. Use the following steps as a general guide.*

### with Web of Science and other ISI Web of Knowledge Databases, e.g. BIOSIS

Search the database as you would normally and mark the articles you want to import into *EndNote*. Click the *Add to Marked List* button on the right side of the screen. When you're done searching, marking, and updating the marked list, click on the *Marked List* icon at the top of the page.

#### Output Options:

- Select the desired fields.
- Select the *Field Tagged* format.
- Click *Export to Reference Software*.

Open the *EndNote* Library in which you want these records and they will be imported.

### with CSA Databases

Search the database as you would normally, mark the records you want and click *Update Marked List* (above search results). When you're done searching, marking, and updating the marked list, click on the *Save, Print, Email* link.

#### On the *Save, Print, Email* Screen:

- Change *Short format* to *Full format* or *Full format — no references*.
- Under *Choose a document format*, select *Text*.
- On the line with the *Save* button followed by *File Format*, select *PC*.
- Click on the *Save* button and a dialog box will appear.
- In IE, click on *Save*. In Firefox, select *Open with Notepad* then click *OK*.
- While saving to hard drive or other medium, change *File Name* to a file name you want. Be sure it is unique and ends in ".txt".

*Note: Consider saving within an EndNote folder.*

Open the *EndNote* Library in which you want these records.

- Click on *File > Import*.

#### At *Import* box:

- Click *Choose File...* to find "your filename.txt"
- **Import Option:** Choose the correct (Database Name Vendor) combination from dropdown menu, e.g., ASFA (CSA).
- If the database you searched is not listed,
  - Select *Other Filters*, select the appropriate filter and click *Choose*.
  - Leave *Duplicates* and *Text Translation* as they appear in the *Import* box..
- Click *Import* button.

### with UW Libraries Catalog using the connection file...

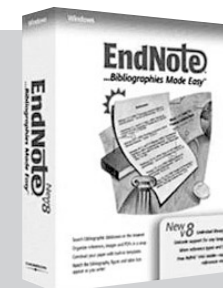
Open an *EndNote* Library. In the menu bar

- Select *Tools > Connect > U of Washington*.
- Search the UW Libraries Catalog via the connection file.
- Click *OK* in the *Confirm Remote Search* box to retrieve the records.
- Click *Copy All* (or # highlighted) *References To* and click *Choose Library...*
- Select the library into which you want to import the records, and click *Open*.

#### If the U of Washington connection file is not listed:

Download U of Washington connection file from [www.endnote.com/support/enconnections.asp](http://www.endnote.com/support/enconnections.asp)

- Sort by *Information Provider* and look for *University of Washington, Library Catalog*.
- Click *FTP*.
- Save *U of Washington.enz* to your *EndNote* program in the connection file.



#### EndNote Caveat:

*A database may change in such a way that you can no longer import citations from it. In this case, visit the EndNote website ([www.endnote.com](http://www.endnote.com)) to download a filter upgrade. If you still cannot import citations, contact EndNote support.*