

# EndNote<sup>®</sup> Tips - Importing Reference Data

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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 unnecessary data.

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:

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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
```

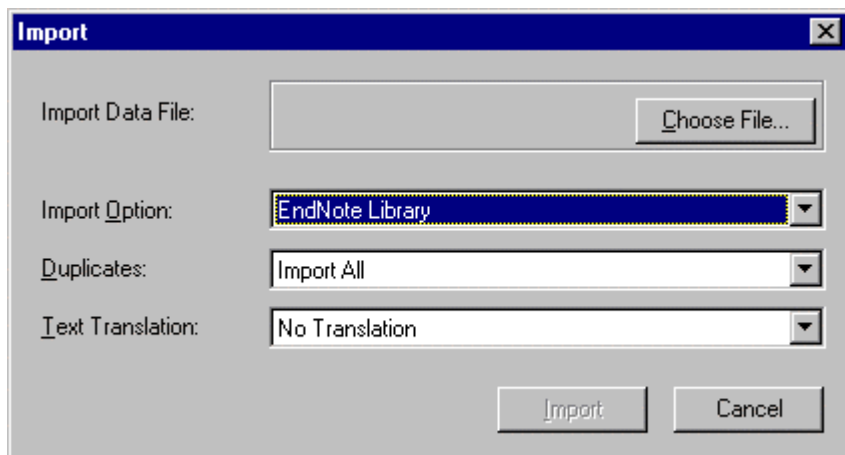
The EndNote manual, chapter entitled "Importing Reference Data into EndNote," provides a handy chart for guidance on downloading references from various sources. Refer to it for assistance in downloading references in the appropriate format.

## 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. To begin, access the PubMed site through the following Web address: <http://www.ncbi.nlm.nih.gov/PubMed>. Navigate through PubMed until you have found the appropriate set of records (for the purposes of this example, choose a topic that interests you). The records must now be converted into a format that EndNote can read. To prepare data for importing into EndNote, display the information in the MEDLINE 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 clicking on the "Save" button. Save the data in "Text" format and assign the file a name you can remember, such as "pubmed.txt". Note the location you are saving this file to on your hard drive.

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:



1. Open the library into which you want to import the references.
2. Choose **Import...** from the **File** menu.
3. 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 **Open**.
4. Select the appropriate import option from the **Import Option** list.

The Import Options include a number of built-in options (including EndNote Library, Refer/BibIX, ProCite, Tab-Delimited, and Reference Manager), recently used filters, and any filters that you have selected as “favorites” (see EndNote manual for details). 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 Filters...** from the **Import Option** list. This will bring you to the Filter Manager. Click on the **Find** menu then **By Name**. Type “PubMed” and click on the **Find** button. Select the “PubMed (NLM)” filter and click the “Choose” button. This filter should now be 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 search a different database and thus choose a new import filter.

- Select an option from the **Duplicates** list. (By default, a reference is considered a duplicate if the Author, Year, Title, and Reference Type match a reference already in the library. These criteria may be changed under EndNote's Preferences. See the EndNote manual for details.)
- The **Text Translation** list can be used to import data files that utilize the ANSEL or Latin-1 sets.
- Click **Import** to import the file.

When the import is complete, only newly imported references are displayed in the Library window. To view all of the references in your library, select **Show All** from the **References** menu.

**For additional information, see the EndNote manual chapter entitled, “Importing Reference Data into EndNote.”**