

Quick Reference: Exporting from Electronic Resources and Importing into EndNote



For more assistance using EndNote, see <http://utoledo.edu/library/mulford/resources.html> or contact Mulford Reference Assistance at 419-383-4218 or MulfordReference@utoledo.edu.

Resource	Export Instructions	Import Instructions
University Libraries Catalog/OhioLINK Catalog	<ul style="list-style-type: none"> To mark records in University Libraries Catalog or OhioLINK from the list of titles, click in the boxes to the left of the titles, then click on the button Save Marked Records at the top or bottom of the page. When looking at an individual record, click on the Save Records icon at the top or bottom of the page. Click on the View Saved icon at the top or bottom of the screen. For Format of List, select End-Note/Refworks. For the Send List to option, select Local Disk. Click on the Submit button. If an Unknown File Type box pops up, click on the Save file . . . button. Save it as a text file – give it a new name with a .txt extension, such as <i>filename.txt</i> 	<ul style="list-style-type: none"> Select Import under File (or use Import icon in Toolbar) For Import Data File, select the file in which the citations were saved. For the Import Option, select EndNote Import. For the Duplicates Option, select the desired option. For Text Translation, leave the default option (No translation). Click on Import. <p>NOTE: Imports from catalogs such as the University Libraries Catalog and the OhioLINK Catalog often contain added information and punctuation that needs to be removed. Open the imported references and edit as needed.</p>
OhioLINK Databases <i>PsycINFO, Historical PsycINFO, Biological Abstracts, etc.</i>	<ul style="list-style-type: none"> To mark records in the OhioLINK databases from the list of titles, just click in the Store box under the titles. When looking at an individual record, click in the Store This Record box above the article citation. Click on Stored Records at the top of the page. Click on Export Records. Make sure that Refer format is selected. It is recommended that Download for Manual Importing is selected. The automatic import can result in a messy import that needs to be cleaned up in EndNote. Click Export Now Save it as a text file – give it a new name with a .txt extension <i>filename.txt</i> 	<p>Prior to importing the records, request the OhioLINK filters from the Mulford Reference Assistance Save these filters in the Filters subdirectory of the EndNote directory.</p> <ul style="list-style-type: none"> Select Import under File For Import Data File, select the file in which the citations were saved. For the Import Option, select the relevant OhioLINK database filter (you may have to select Other Filters to find the right one); for databases without a specific filter, select the EndNote Import option. For the Duplicates Option, select the appropriate option. For Text Translation, leave the default option (No translation). Click on Import. <p>NOTE: Imports from the OhioLINK databases may need to be cleaned up within EndNote. Open the imported references and edit as needed.</p>
PubMed	<ul style="list-style-type: none"> Select desired citation (check box to the left of citations) Store desired records on the clipboard (change Send to to Clipboard) then view the clipboard by clicking on its tab. Select MEDLINE format from the Display menu, then change Send to to File. Save file. 	<ul style="list-style-type: none"> Select Import under File For Import Data File, select the file in which the citations were saved. For the Import Option, select Other Filters and use the <i>PubMed (NLM)</i> filter. For the Duplicates Option, select the appropriate option; click on Import.

Resource	Export Instructions	Import Instructions
EBSCOhost Databases <i>CINAHL, Academic Search Complete, Health Source, AltHealth-Watch, Psychology & Behavioral Sciences Collection, etc.</i>	<ul style="list-style-type: none"> To mark records in an EBSCOhost database, click on the Add (or Add to Folder) icon. Click on Folder has Items link at the top of the page. Select All Click on Export.. Choose Direct Export to EndNote, ProCite, or Reference Manager. Click on Save. 	<i>Direct Import</i> <ul style="list-style-type: none"> Select the library into which the references are to be imported. Import is automatic.
ISI Citation Indexes <i>Science Citation Index, Social Science Citation Index, Arts & Humanities Citation Index</i>	<ul style="list-style-type: none"> To mark records in ISI from the list of titles, just click in the boxes to the left of the titles, then click on the button Add to marked list at the top or bottom of the page. When looking at an individual record, click on the Add to marked list at the top or bottom of the page. Click on Marked List at the top of the page. Click on View Marked Records There is no need to select additional items in Step one. All necessary information will be exported. In Step Two, go to the drop down menu to the left of Save to File. Select Plain Text. If prompted to save, save it as a text file (.txt); if an EndNote window pops up, see import instructions to the right. 	<i>EndNote Window Pop-up</i> <ul style="list-style-type: none"> Select the library into which the references are to be imported. Import is automatic. <i>Saved File</i> <ul style="list-style-type: none"> Select Import under File For Import Data File, select the file in which the citations were saved. For the Import Option, select Other Filters and use the <i>Web of Science</i> filter. For the Duplicates Option, select the appropriate option; click on Import.
ProQuest <i>Nursing Journals</i>	<ul style="list-style-type: none"> To mark records in a ProQuest database, click in the box to the left of the reference. At the top of the results list, click on My Research (x) marked items. Select Download in a Format Compatible... (Do NOT select Export Directly. The resulting import will be very messy.) When the results are displayed, select Save As... from the File menu. Rename the file and select the save as type Text File (*.txt). 	Prior to importing the records, contact Mulford Reference Assistance and ask for the ProQuest filter. <ul style="list-style-type: none"> Select Import under File For Import Data File, select the file in which the citations were saved. For the Import Option, select Other Filters and use the <i>ProQuest</i> filter. For the Duplicates Option, select the appropriate option; click on Import.
National Library of Medicine Gateway	<ul style="list-style-type: none"> Select desired records and click on Download at the top or bottom of the page. For Destination, select Save to File. For Download as, select Text. For Format, select Labelled For Level of Detail, select Complete. Click on Go. When the results are displayed, select Save As... from the File menu. Rename the file and select the save as type Text File (*.txt). 	Prior to importing the records, download the NLM Gateway filter from the EndNote web site (http://endnote.com/support/enfilters.asp). <ul style="list-style-type: none"> Select Import under File For Import Data File, select the file in which the citations were saved. For the Import Option, select Other Filters and use the <i>Gateway (NLM)</i> filter. For the Duplicates Option, select the appropriate option; click on Import.