



# Duke University Medical Center Library

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## Importing Citations into EndNote

EndNote is citation management software that allows you to organize bibliographic references, create instant bibliographies in customized formats, and easily incorporate citations into your Microsoft Word manuscript. A Duke site license provides free access to the software for students, faculty and staff. To download the software, visit <http://www.oit.duke.edu/comp-print/software/> and use your Duke NetID and password.

### Setting Up EndNote

#### **Import the list of journal abbreviations into your library.**

1. Open EndNote.
2. Under the **File** menu, **Open Library...** or create a new library by selecting **New**.
3. Under the **Tools** menu, select **Open Terms List**, then **Journals Term List**.
4. Under the **Lists** tab, select the **Import List** button.
5. Open the **Terms Lists** folder, select **Medical.txt**, and then click **Open**.

#### **Import the newest filter.**

1. Visit <http://www.endnote.com/support/enfilters.asp>
2. Select the most recent filter for the database you are searching.
3. Click on the **FTP** link. Select **Save** from dialog box.
4. Select and open the **Filters** folder within the **EndNote** folder.
5. Click **Save**. (Note: this may overwrite an older filter with the same name.)

### Importing Citations: Step One

#### **Saving Citations from PubMed**

1. Perform the search.
2. Select references using the checkboxes next to each article.
3. In the **Send To** dropdown menu select the **File** option for the destination.
4. Change **Format** from **Summary** to **MEDLINE** and click **Create File**.
5. Click **Save** when prompted. (Note: If you are using Internet Explorer and the Save dialog box does not appear, look for a security message below the URL bar. Click message and then click **Download file**. Do not close the bar.)
6. Change the **Save** location to a place you can locate again. (Note: If you are not given an option to select what location to save the file, you will need to navigate to your download folder or wherever your computer is set to save items in order to find it.)
7. If given the option, name the file something appropriate (e.g., topic and date). Leave the extension as .txt.
8. Click **Save**.

#### **Saving Citations from OvidSP**

1. Perform the search.
2. Select references.
3. Using the **Results Manager** at the top or bottom of the page, choose **Complete Reference** or **Abstract + Subject Headings** under **Fields**.
4. Choose **Reprint/Medlars** format.
5. Do **not** check the box for **Include Search History**.
6. Click **Save**.
7. Click **Continue** if using a PC; otherwise, change as appropriate.
8. Click **Save** when prompted.
9. Change the **Save in** location to a place you can remember.
10. Name the file something appropriate (e.g., topic and date) and click **Save**. Leave the extension as .txt.

## Importing Citations: Step Two

### **Importing Saved Citations into EndNote**

1. Before importing any references, an EndNote library must be opened or created. Create a new library by selecting **New** under the **File** menu. *Note: Please be sure to import the list of journal abbreviations into your library first. See instructions under "Setting Up EndNote" in this handout.*
2. Under the **File** menu, select **Import**.
3. Use the **Choose File** button to select the file to import (the file saved from Step One, above).
4. Change **Import Option** to **PubMed (NLM)** or **MEDLINE (OvidSP)**. If citations are from another database, select the appropriate filter. Note: If you have not imported citations from this database previously, you may need to select **Other Filters...** from the dropdown menu, then select the appropriate filter from the **Other Filters** full list, and click **Choose**.
5. Click **Import**.

### Using Direct Export

If your EndNote program is on the hard drive of the machine you are using, you may also use the **Direct Export** option, keeping you from having to manually import saved citations into EndNote.

### **Exporting Citations from OvidSP**

1. Perform the search.
2. Select references.
3. Using the **Results Manager** at the top or bottom of the page, choose **Complete Reference** or **Citation + Abstract + Subject Headings** under **Fields**.
4. Do *not* check the box for **Include Search History**.
5. Choose the **Direct Export** result **Format**.
6. Click **Save**.
7. EndNote will open, ask you to open the library for the citations, and then automatically import them.

### **Exporting Citations from EBSCOhost CINAHL**

1. Perform the search.
2. Add references to **Folder**.
3. Click **Folder View** (link is on the right).
4. Select items to be exported.
5. Click **Export**.
6. Click **Save**.
7. EndNote will open, ask you to open the library for the citations, and then automatically import them.

**Please Note: This handout is current for EndNote versions 6 – X3.**

