



## Importing Citations into EndNote

EndNote citation management software 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.

**NOTE:** Before importing citations, you may want to check that you have the latest filter for the database you are using.

### Importing a New Filter

1. Visit <http://www.endnote.com/support/enfilters.asp>.
2. Locate the most recent filter for the database you are searching.
3. Click on the **Download** link.
4. A dialog box will appear. Click on the **Save** button.
5. Click on **C > Program Files > EndNote > Filters**
6. Click **Save**.

### Saving Citations from PubMed

#### **Part 1: Exporting Saved Citations from PubMed**

1. Perform the search.
2. Select references using the checkboxes next to each article.
3. Click the **Send To** dropdown menu and select **File**.
4. Change **Format** to **MEDLINE** and click on the **Create File** button.
5. Choose **Save File** when prompted and select the **OK** button.  
*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 the message, and then click Download file. Do not close the bar.*
6. Change the **Save** location to a place you can find again.  
*Note: If you are not given the option to choose a location, 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 on **Save**.

#### **Part 2: Importing Saved PubMed Citations into EndNote**

1. Open **EndNote**; the last used **Library** will open.  
*Note: You may change to a different Library if this is not where you want to save your results.*
2. Click **File**.
3. Click **Import**.
4. Click **File**.
5. In the **Import File** pop-up window, click the **Choose** button to find your search results text file.
6. Select **File** and click **Open**.
  - a. If the **Import Option** dropdown menu does **NOT** say **PubMed\_(NLM)**: click on the dropdown menu, find the PubMed\_(NLM) filter, and select it.
  - b. If it is not in the list, click **Other Filters**. Find PubMed\_(NLM), select it, and click **Choose**.
7. Click the **Import** button and EndNote will automatically import the citations into your Library.

### Exporting Citations from OvidSP

1. Perform the search.
2. Select references using the checkboxes next to each article.
3. Using the **Results Tools** above the search results, click **Export**.
4. In the **Export Citation List** pop-up window, click the **Export To** dropdown menu and choose **EndNote**.
5. Choose **Complete Reference** or **Citation and Abstract**.
6. Click on the **Export Citation(s)** button.
7. **EndNote** will automatically import the citations.

### Exporting Citations from EBSCOhost (CINAHL or PsycINFO)

1. Perform the search.
2. Add selected references to **Folder**.
3. Click **Folder View** (the link is on the right).
4. Click the check box to **Select All** items for export.
5. Click on the **Export** icon.  
*Note: The default setting is **Direct Export to EndNote, ProCite, CITAVI, or Reference Manager**.*
6. Click on the **Save** button.
7. **EndNote** will open and automatically import the citations.

### Exporting Citations from Embase

1. Perform the search.
2. Select the references you wish to export.
3. Click **Export** above search results.
4. An **Export** pop-up window will appear. The default **Export Format** is RIS format (Reference Manager, ProCite, **EndNote**). **DO NOT** change the format.
5. Click on the **Export** button.
6. A new window will open in Embase while your search results are processed.
7. When the **Ready for Download** pop-up window appears, click on the **Download** button.
8. A dialog box will open asking if you want to Open, Save or Cancel. Select **Open**.
9. **EndNote** will open and automatically import the citations.

**Please Note: This handout is current for EndNote versions X3-5.**

