

## Importing References into EndNote

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**Disclaimer:** These instructions were created using EndNote version X and Mozilla Firefox version 2. Slight differences may result when using a different version of EndNote and/or another browser.

Before importing from any Internet database, open EndNote.  
From the "File" menu, open an existing EndNote library or create a new EndNote library.

### I. Importing from PubMed

- Use your browser to go to PubMed (<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?otool=fhcrclib>) and perform a search.
- Select your desired references from the results list by checking the boxes next to them.
- From the "Display" drop-down box select "MEDLINE".
- From the "Send To" drop-down box select "File".
- In the dialog box that opens, click "Save File". Note: With newer versions of browsers, you may need to turn off pop-up blockers to download files.
- Name your file and make sure it is saved as a .txt file.
- Be sure to note where on your computer you saved this file. "My Documents" is a good place.
- Return to the EndNote library into which you want to import the references.
- Click "File>Import".
- In the "Import" box that opens, click "Choose File" to locate and open the .txt file you saved from PubMed.
- Click on the "Import Option" drop-down arrow to select the filter you need (PubMed (NLM)). You must select the correct import filter for the process to work.
- Select your preferred option from the "Duplicates" drop-down menu and (generally) "No Translation" from the final drop-down menu.
- Click the "Import" button to start the import process. The references will be imported into your library.
- If there were already references in the EndNote library you are using, only the references you just imported will show in the library window. Click "References>Show All References" to display all references in this library.

### II. Importing from Ovid

- Sign into Ovid (<http://gateway.ovid.com/>), select a database and do a search.
- Select your desired references from the results list by checking the boxes next to them.
- Scroll down to the bottom of the screen to "Results Manager".
- Choose your desired "Results" and "Fields" to import.
- Choose "Direct Export" under "Result Format".
- Click "Save".
- At this point, either a box with the title "Opening ovidweb.cgi" or a "Choose Destination" pop-up box opens. Choose (click on) "Open with (the default application)" or "EndNote", depending on which box opens, and then click on "OK".
- An "EndNote" box will open asking you to "Select a Reference Library". Select the library into which you wish to import the Ovid references and click "Open". The references will be automatically imported into the library.

- As with PubMed, only the references you just imported will show in the library window. Click “References>Show All References” to display all references in this library.

### III. Importing from Web of Science

- Go to <http://gateway.fhcrc.org:2048/login?url=http://isiknowledge.com/> and in the middle left box, choose to search “Web of Science/Science Citation Index Expanded”.
- Under the “Select a search option”, click on the “Cited Ref Search” button and do a search.
- Select (check) the reference or references you wish to search by checking the box next to each reference.
- Click on “Finish Search” and review the resulting list of references citing your reference(s).
- Select (check) the references you wish to import into EndNote.
- On the sidebar find “Output Records” and choose “Selected records on page” or “Records 1-xxx” for all references.
- Click on “Bibliographic Fields” and choose “Bibliographic & Abstract”.
- Click “Export to Reference Software.”
- At this point, either a box with the title “Opening uml\_view.cgi” or a “Choose Destination” pop-up box opens. Choose (click on) “Open with (the default application)” or “EndNote”, depending on which box opens, and then click on “OK”.
- An EndNote box will open asking you to “Select a Reference Library”. Select the library into which you wish to import the Ovid references and click “Open”. The references will be automatically imported into the library.
- As with the other databases, only the references you just imported will show in the library window. Click “References>Show All References” to display all references in this library.