

EndNote Tutorial Exercise 3: Importing Text Files of References into your Library


With this method you will need first to save some references from a database that you have searched – one which does not offer a Direct Export feature for EndNote – e.g. one of the various databases hosted by Cambridge Scientific Abstracts. These include:

- ASSIA Applied Social Sciences Indexes and Abstracts
- Avery Index to Architectural Periodicals
- BHI: British Humanities Index
- Communication Abstracts
- ERIC (Educational Resources Information Centre)
- Linguistics and Language Behavior Abstracts
- Sociological Abstracts

Accessing the Databases: open Internet Explorer and go to www.cardiff.ac.uk/insrv/eresources/databases. Find one of the resources listed above in the A-Z list of databases on this web page and click on its title to enter.

1. Carry out a search for some references relevant to your subject area.
2. Select some relevant references by clicking in the check boxes next to them to add a tick.
3. Click on **Save, Print, Email** immediately above the results list.
4. Select **Full format** from the drop down menu above the comments box and **Text** as the document format, then click on **Save**. Save the file to your EndNote folder on your H drive. If you rename the file, make sure you retain the **.txt** file extension.

For each text file of references from Cambridge Scientific Abstracts you will need to import the text file of references into EndNote as follows:

5. Go to EndNote and make sure the Reference Library you created in Exercise 1 is open.
6. Click on **File** and **Import** OR click on the Import button  (at the top middle of the page).
7. Click on **Choose File** then find the file you saved on your H drive in the EndNote text files folder. Highlight it and click on **Open**.

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8. For each text file you will need to select the correct **EndNote Import Option**, to make sure EndNote displays the imported references correctly, according to the particular database they came from..

Select the **import option** you need, referring to the table below. You may need to use the dropdown arrow to the right of the Filter search box to find the correct filter: if it doesn't appear on the list, type the name of the filter into the **Quick search** box and press the enter key on your keyboard.

Database	Filter name
ASSIA	ASSIA (CSA)
Avery Index	Biotech Bioeng Abs (CSA)
British Humanities Index	BHI (CSA)
Communication Abstracts	Comm Abs (CSA)
ERIC	ERIC (CSA)
Linguistics & Language Behavior Abstracts	LLBA (CSA)
Sociological Abstracts	Sociological Abs (CSA)

9. When you have found the correct filter, highlight it and click **Choose** and then click **Import**. The titles will now appear in your EndNote Library.
10. Double click on an individual reference to see the Reference window, showing how it has imported from the database. You can further edit the reference in this window if you wish. Close the reference to save it.
11. Note that not all of the references in your library are showing. To see the full library (including those you entered manually in Exercise 1), click on **References – Show All References** on the EndNote toolbar.
12. Now try sorting your references by clicking on the **Author**, **Year**, or **Title** at the top of the open Library. For more elaborate sorting, click on **Tools** then **Sort Library....** Choose the options required and click on **OK**.