Convert PDFs into new EndNote library records

First, it's important to understand that not all PDFs will automatically convert into EndNote records. It depends primarily on whether the PDF includes a Digital Object Identifier (DOI) as outlined in red in the example below:

Instructions for converting a PDF or a folder of PDFs:

1. Open or create an EndNote library.
2. Start the import process: Go to File, Import.
3. Choose either File... or Folder... depending on whether you're importing an individual PDF or a folder of PDFs.
4. If you're importing a folder, check off "Include files in subfolders."
5. In the EndNote dialog box, click on the Choose... button, then find and select the PDF or folder of PDFs you want to import. Then click on Open.
6. For the Import Option in EndNote dialog box, choose PDF at the top of the list.
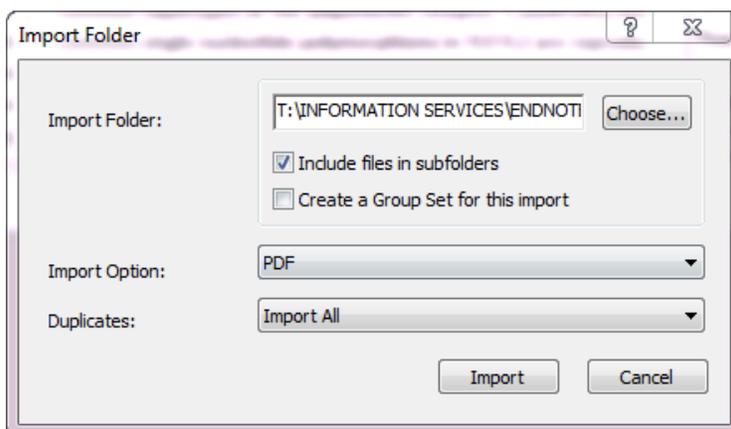
7. Click on the Import button. Depending on the number of PDFs, it may take a while for the import to complete.