

# **Converting PDFs into New EndNote Library Records**

## **Setting expectations**

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 image below:

#### Abstract

Tuberculosis (TB) is caused by the intracellular bacteria *Mycobacterium* every year worldwide. Immunity to TB is associated with the accumul the lungs, activation of *M.tuberculosis*-infected macrophages and cont regarding the early immune responses that mediate accumulation of a To define the induction of early immune mediators in the *M.tuberculosis* the distribution of the standard sector sector sector of the standard sector of

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### Instructions

- 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*.

Import Folder	2 X
Import Folder:	T: \INFORMATION SERVICES \ENDNOTI Choose) Include files in subfolders Create a Group Set for this import
Import Option: Duplicates:	PDF   Import All
	Import Cancel

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.

## **PDF** auto-renaming options

Often PDFs are saved with unintelligible files names. EndNote X8 allows automatic renaming of PDFs stored in the program. **Do this before importing your PDFs.** 

- Click on Edit, Preferences, PDF Handling.
- Change the default *Don't Rename* to the file naming convention you prefer. Click *OK*.
- Note that this will only rename the PDFs brought into EndNote from this point forward. If you already have PDFs stored in the library, their names will not be changed.

Change Case	
Display Fields	PDF Auto Renaming Options
Display Fonts Duplicates Find Full Text Folder Locations Formatting Libraries PDF Handling	<ul> <li>Don't Rename</li> <li>Author + Year + Title</li> <li>Author + Title</li> <li>Author + Year</li> <li>Title</li> </ul>
Read / Unread	Custom
Reference Types Sorting Spell Check Sync Temporary Citations	Note: Filenames may be up to 50 characters long.
Term Lists - URLs & Links	PDF Auto Import Folder
	Enable automatic importing
	Select Folder



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