HSLS Health Sciences Library System

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 *Mycobacteriun* 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.tuberc*

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

Import Folder:	T:\INFORMATION SERVICES\ENDNOTE	Choose...
	☑ Include files in subfolders	
	☐ Create a Group Set for this import	
Import Option:	PDF	
Duplicates:	Import All	

Import   Cancel
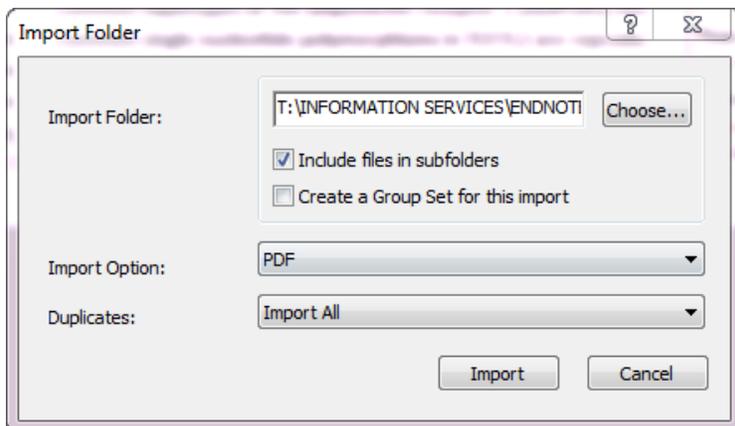
5. In the EndNote dialog box, click on the *Choose...* button, then find and select the PDF or folder of PDFs you want to import. Then click on *Open*.

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.