

## Storing PDFs in EndNote X6

While PDFs are the most popular type of file for attaching to EndNote libraries, the methods described below will work with other file types as well.

To understand file attachments, you need to know that every EndNote library consists of two elements: the library itself (library.enl) and a .Data folder with the same name (library.Data). Further, the .Data folder contains a PDF folder for attachments. The .Data folder must travel with the .enl folder, such as when emailed or transferred to a different drive. One way to easily accomplish this is by using EndNote's Compressed Library feature from the File menu. EndNote will automatically package the two folders together, compressing them for saving or emailing.



### Method 1: Drag and Drop

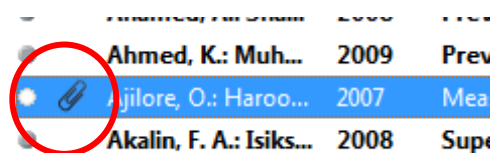
1. Download the PDF to your computer and browse to display it in a window as shown below.
2. Open the EndNote library.
3. Drag and drop the PDF to the corresponding reference in the EndNote library. Note: if the PDF is saved to your desktop, the icon can be dragged directly to the corresponding reference in EndNote. Reduce the EndNote window to make this easier.

Browse files and display the PDF in one window. Drag it to the corresponding reference in EndNote.

EndNote is in its own window

Author	Year	Title	Journal
Agban, H.: Elley, ...	2008	Trends in the management of risk of d...	Prim Ca
Akalin, F. A.: Isiks...	2008	Role of Helicobacter pylori in causatio...	Journal
Akinosun, O. M.: ...	2007	Prevalence of microvascular complicat...	Journal
Alisjhabana, B.: S...	2007	Prevalence of cutaneous manifestatio...	J Ayub M
Allen, J. K.: Purc...	2010	Measurement of brain metabolites in pat...	Neurops
Al-Shehri, A. M.	2008	Superoxide dismutase activity in gingi...	Arch Or
Altuner, D.; Suze...	2011	Total antioxidant status in type 2 diabe...	Nigeriar
Alwakeel, J. S.: S...	2008	The effect of type 2 diabetes mellitus ...	Clin Infe
An, J. H.: Cho, Y. ...	2009	Perceptions of cardiac risk among a lo...	J Health
Ayili, M.: Ertek, S.	2009	Blood pressure control among type 2 d...	Saudi m
Azam, I. S.: Khu...	2010	Are PON1 Q/R 192 and M/L 55 polymo...	Clin Bio
Bala, M. M.: Plac...	2009	Diabetes complications in 1952 type 2 ...	Ann Sau
Ballo, P.: Cameli...	2010	The clinical characteristics of normoalb...	Journal
Banerjea, R.: Sa...	2008	Serious venous thromboembolism, het...	Internal
		Assessment of quality of care for the ...	Quality i
		Characteristics of patients with type 2 ...	Polskie
		Impact of diabetes and hypertension o...	Diabete
		Risk of stroke, heart attack, and diabet...	Arch Ph

4. When the PDF has been successfully stored, a paper clip icon will appear next to the Author's name in the library.

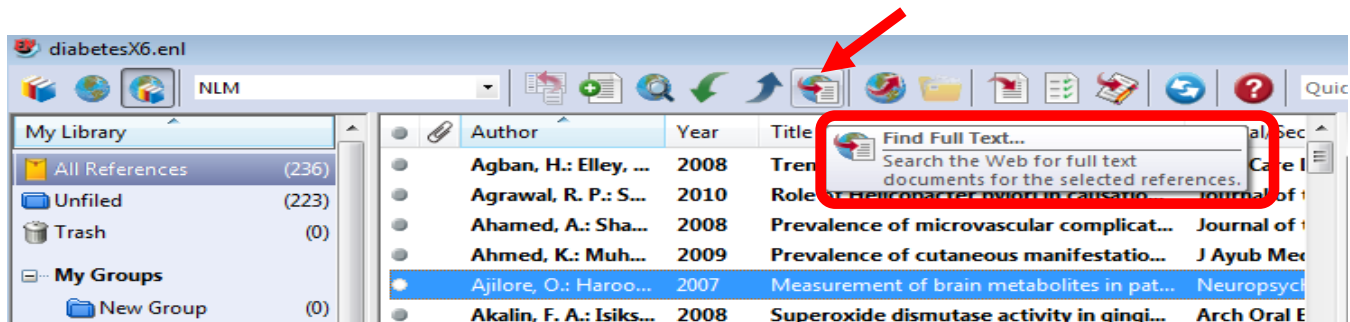


## Method 2: Let EndNote automatically find and attach full text.

See also: How Do I? [Maximize full text retrieval in EndNote](http://bit.ly/1pRL15b) <http://bit.ly/1pRL15b>

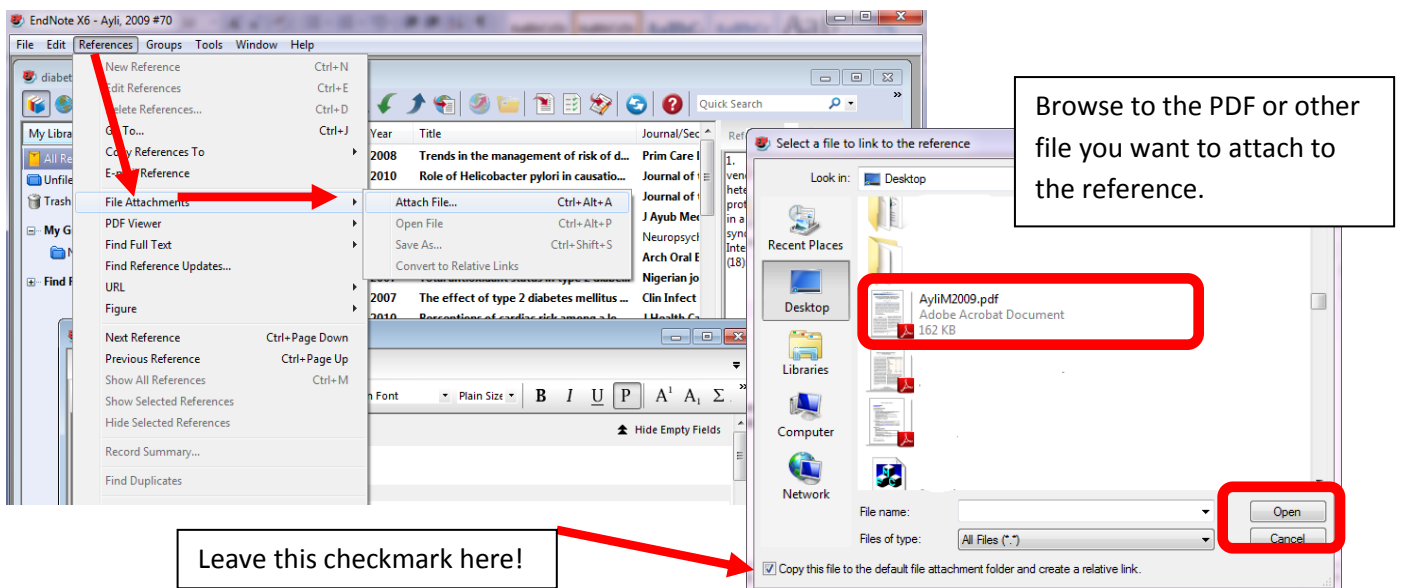
1. Highlight the reference for which you want the full-text PDF. (Note: highlight multiple references to search and download multiple PDFs.)
2. Click on the Find Full Text button.
3. OK the "copyright and usage notice." EndNote will go to work. Paperclip icons will appear next to the Author name, indicating the PDF has been attached. (This may take a few minutes.)

CAVEAT: *Although easy, this does not work for all full text due to technical requirements.* Be prepared to manually retrieve full text for some references.



## Method 3: References Menu

1. In the EndNote Library, open the reference to which you want to add a PDF.
2. From *References* menu, choose *File Attachments > Attach File*.
3. In the *Select a file to link to the reference* dialog box, browse to the PDF file you want.
4. By default, *Copy this file to the default file attachment folder and create a relative link* is checked off. This way, EndNote puts a copy of the PDF into the library's .Data/PDF folder. This is good! Leave the checkmark there!
5. Save the reference before closing.
6. A paper clip icon now appears next to the Author's name in the library.



## Pro and con of storing PDFs in EndNote

- Pro: they will be available whenever you use the library
- Con: PDF files can be large. Storing a lot of them in the library will increase the size of the library and possibly slow things down when you open or manipulate the library file.

Alternative: Link to the PDF's location or URL without actually creating a copy of it in EndNote. In step #4 above, instead of leaving the box checked off, uncheck it.

## Viewing PDFs or other attachments in EndNote

1. A paperclip icon next to the author name indicates a PDF or other attachment stored.
2. Click on reference of interest (with paperclip) to highlight it.
3. Then click on the "Open File" icon in the EndNote toolbar.
4. Alternatively, double-click on the reference to open the record. Scroll down to the File Attachments field, where you will find the PDF. Double-click to open.

The screenshot shows the EndNote interface. On the left, the 'My Library' pane shows 'All References (236)'. The main pane displays a list of references with columns for Author, Year, and Title. A red circle highlights a paperclip icon next to the author 'Ayli, M.: Ertek, S.' in the year 2009 row. A red arrow points from the toolbar's 'Open File' icon (a folder with a document) to the 'File Attachments' field in the detailed view of the selected reference. The detailed view shows the reference title 'Ajilore, 2007 #215', a URL, and a 'File Attachments' section containing a PDF icon and the filename 'Ajilore-200... of brain.pdf'. Three callout boxes provide instructions: one points to the paperclip icon, another to the 'Open File' toolbar icon, and a third to the 'File Attachments' field.

Open PDF directly from list of references.

Alternative: Open reference and scroll down to File Attachments field.

Note: the URL link to full text is often automatically stored. This works for open access content or within network/remote access for subscription content.

5. To delete, click on the PDF to highlight, then click on Delete or simply backspace. Save and close the reference.

## 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 this example:).

**Abstract**

Tuberculosis (TB) is caused by the intracellular bacteria *Mycobacterium* every year worldwide. Immunity to TB is associated with the accumulation of T cells in the lungs, activation of *M.tuberculosis*-infected macrophages and control of the infection. To define the early immune responses that mediate accumulation of T cells and to define the induction of early immune mediators in the *M.tuberculosis*-infected macrophages, we studied the expression of immune mediators in *M.tuberculosis*-infected human macrophages.

**Citation:** Kang DD, Lin Y, Moreno J-R, Randall TD, Khader SA (2011) Profiling Early Lung Immunity to Tuberculosis. *PLoS ONE* 6(11): e16161. doi:10.1371/journal.pone.0016161

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In one attempt to convert a folder of PDFs, for example, 10 PDFs were converted and 22 were not. The uncovered PDFs were added to the library as new records, but except for the Title (listed as the file name), the record is blank. (<http://screencast.com/t/4yloYHPrJKG> (video 1:05 )

### Instructions for converting a PDF or 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.



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<<http://creativecommons.org/licenses/by-nc-sa/3.0/>>.