

Printer-Friendly View | Normal View

EndNote filters


EndNote filters allow you to import text files saved or downloaded from a bibliographic database into your EndNote library. The "filter" transfers data from the text file into the relevant reference type fields.

To use the filters listed below in EndNote, you must download them as follows:

- **Right-click** on the link to the file in the table below.
- Choose to **Save Target As...**
- Locate the **C:\Program Files\EndNote X1\Filters** folder on your computer. (Mac users should locate the **Harddrive:Applications:EndNote X1:Filters** folder.)
- Click on **Save** and the file will be saved and added to your EndNote program for future use.
- Click on **Close**.
- Take a note of the name in **bold** by the link - you will need this later to access the filter.

Alternatively, Windows users can download and run the self-extracting ACU filter package to obtain the latest versions of all our filters. (Note that this does not include the JSTOR and Web of Science filters; you must download these separately to get the complete set.)

Once you have downloaded the filter, do the following to import a file of search results into EndNote:

- Run EndNote and open the library you want to import the references into.
- Click on the Import icon  or select **File | Import** from the menu.
- Click on **Choose File**; locate the file you wish to import and click on **Open**.
- Change the **Import Option** from EndNote Import to the **name of the filter** you noted earlier, e.g. **CINAHL (OVID)** or **ACU Catalogue**. If the filter is not on the list, click on the option **Other Filters...** and pick the filter's name from the longer list that appears.
- Change Duplicates to **Import into Duplicate Library**.
- Leave Text Translation as **No Translation**.
- Click on **Import**.
- Your references will be downloaded into your open library.
- Only the references you have just downloaded will be displayed. To see your complete library, click on **References | Show All References**.
- Now is a good time to **check your references** and **edit** them before incorporating them into your complete EndNote library.

Filters for databases	How to use the filter
<p>ACM:</p> <p>Use the EndNote Import filter that comes with EndNote.</p>	<ul style="list-style-type: none"> • Search either of the ACM databases as usual. • Click on the title of the reference you wish to keep • At the full details screen, under Display Formats, click on EndNote. • A new window will open. • Select all the text in this window (CTRL A), then use CTRL C to copy the text. • Open your word processing software and paste (CTRL V) the text into a new document. • You can now return to your search and save other references into this file. Leave a blank line between references. • When you have finished searching, save the new file as a Text document (i.e. with a .txt extension). • Import this file using the filter.
<p>ACU Catalogue:</p> <p>ACU Catalogue (ACU Catalogue)</p>	<ul style="list-style-type: none"> • Conduct your catalogue search as normal. • Use the check boxes to select the records you wish to download. • Click on the Add to My e-Shelf button. • Click on View My e-Shelf. • Under Records, select All (BASKET). • Under Record Format, select Full details.

	<ul style="list-style-type: none"> ● Click the Send button. ● Click the Save Selected button. ● Use your browser's File Save As menu option to save the file as a .txt (Text) file (i.e. select All Files from the Save as Type box and change the end of the filename from .sav to .txt). ● Import this file using the filter. <p>Limitations of the ACU Catalogue Filters</p> <ul style="list-style-type: none"> ● These filters are unable to distinguish between Authored Books and Edited Books. All such references will be imported with the reference type "Book". However the statement of responsibility from the catalogue record will be imported into the Notes field, and if you check this, you should be able to identify edited books and amend the reference type accordingly. ● Names of corporate authors will often not import correctly. ● Records for periodicals are imported with the Generic reference type.
<p>Année Philologique:</p> <p>Use the Annee philologique filter that comes with EndNote.</p>	<ul style="list-style-type: none"> ● Search the AustLit database as usual. ● Mark selected records. ● Scroll to the bottom of the screen and click on Export. A new window will open. ● In the new window, click on Export. ● Copy and paste the records into a new plain text document and save it. ● Import this file using the filter.
<p>AustLit:</p> <p>AustLit (ACU AustLit)</p>	<ul style="list-style-type: none"> ● Search the AustLit database as usual. ● Mark selected records. ● Scroll to the bottom of the screen. ● At Select Works, click the Marked radio button. ● At Show on the screen formatted as, select Tagged Text. ● Click on Show. ● Use your browser's File Save As option to save the data. ● Ensure you change the Save as Type option to .txt (text file). ● Import this file using the filter.
<p>Australian Digital Theses:</p> <p>ADT / ACU theses (ACU ADT)</p>	<ul style="list-style-type: none"> ● When you find a reference that you wish to import to EndNote, click on "More Information". ● Select all the text in the window (CTRL A), then use CTRL C to copy the text. ● Open your word processing software and paste (CTRL V) the text into a new document. ● Click the Back button in your browser window to return to the list of results. ● You can now return to your search and save other references into this file. Leave a blank line between references. ● When you have finished searching, save the new file as a Text document (i.e. with a .txt extension). ● Import this file using the filter.
<p>Cochrane Library:</p> <p>Cochrane Collection (ACU Cochrane Library)</p>	<ul style="list-style-type: none"> ● Search the Cochrane Collection as usual. ● Use check boxes to mark records. ● Click on Export Selected Citations at the bottom of the page. ● Use the drop down menus to change the Export Type to Abstract and citation and the File Type to PC or Macintosh (depending on which computer you are using). ● Click on Go. EndNote will open automatically. ● In EndNote, select the ACU Cochrane Library filter. ● Click the OK button.
<p>CSA:</p> <p>Design and Applied Arts Index (ACU DAAI)</p>	<ul style="list-style-type: none"> ● Search CSA as usual. ● Use check boxes to mark records. ● Click on Save, Print, Email near the top of the page. ● Click the Save button. A small save window will open. ● Click on Save (in Internet Explorer) or OK (in Firefox) to save the file. ● Import this file using the filter.

Ebsco databases:Ebsco databases (**ACU Ebsco**)

- Search the Ebsco databases as normal.
- Use the **Add** link to the right of each record to mark those you want to import.
- Click on the **Folder has items** link near the top of the page.
- Click on **Select: All**.
- Click on the **Export** link.
- Choose the option **Generic bibliographic management software**.
- Use your browser's **File | Save As** option to save the data.
- Ensure you change the Save as Type option to **.txt** (text file).
- Import this file using the filter.

Emerald Fulltext:Emerald Fulltext (**ACU Emerald**)

- If you have not already done so, create a personal profile on Emerald and log in.
- Search Emerald Full Text as usual.
- Click on the **Add to marked list** links to select references.
- Click on **Marked list** in the column to the left of the screen.
- Click on **Download (ASCII)**.
- Use your browser's **File | Save As** option to save the data.
- Ensure you change the Save as Type option to **.txt** (text file).
- Import this file using the filter.

Informit databases:

A+ Education / AEI / AEI-ATSIS (**ACU A+ Education Informit**)
 AATD (**ACU AATD Informit**)
 AFPD (**ACU AFPD Informit**)
 AHB / AHB-ATSIS (**ACU AHB Informit**)
 AIMMAT (**ACU AIMMAT Informit**)
 ALISA (**ACU ALISA Informit**)
 ANR-Index (**ACU ANR-Index Informit**)
 ARCH (**ACU ARCH Informit**)
 AUSPORT / AusportMed (**ACU AUSPORT Informit**)
 CINCH / CINCH-ATSIS / CINCH-Health (**ACU CINCH Informit**)
 Family & Society Plus / FAMILY / FAMILY-ATSIS
 (**ACU Family & Society Plus Informit**)
 MAIS / MAIS-ATSIS (**ACU MAIS Informit**)
 Meditext / AMI (**ACU Meditext Informit**)

- Search **one Informit database at a time**. If you search multiple databases you will not be able to import your references into EndNote.
- A **maximum of 50 references** can be downloaded at a time.
- **Save** your marked records regularly.

Formatting data:

- Search the chosen Informit database as usual.
- Use the check boxes to **mark references**.
- Click on **Save**.
- Under **Records to Save**, make sure **Marked Records** is checked.
- **Uncheck** the **Clear Marked Records after Save** option.
- Under **Label Format**, select **Short Field Labels**.
- Under **Fields to Save**, select **Complete Record**.
- **Uncheck** the **Save Search History** under **Extra Options**.
- Select **Plain Text** as the **Output Format**.
- Click on **Save Records**.
- You can now use the **appropriate Informit filter** to import this data into your EndNote library.

Ingenta (also Brill and Maney Publishing):Ingenta (**ACU Ingenta**)

- Search Ingenta as usual.
- Use the check boxes to **mark references**.
- Click on **Export (plain text)** near the top of the screen.
- Use the browser **File | Save As** menu option to save the data.
- Ensure you change the **Save as Type** option to **.txt** (text file).
- Import this file using the filter.

JSTOR:JSTOR (**JSTOR**)

- Search JSTOR as usual.
- Use the **Save Citation** links to mark the records you want to export.
- Click on **View Saved Citations**.
- Use the drop down menus to change the export options to "Export citations in a new window in citation-manager format".
- Click on **Export**.
- Use your browser's **File | Save As** option to save the data.
- Import this file using the filter.

Ovid databases:Journals@Ovid / My Journals@Ovid (**ACU Ovid Journals at Ovid**)


- Search the relevant database as usual.
- Mark the required references.
- Go to the Citation Manager at the bottom of the screen.

MEDLINE / OLDMEDLINE: use the **MEDLINE (OVID)** that comes with EndNote.
 Philosophers Index: use the **Philosophers Index (OVID)** that comes with EndNote.
 PsycINFO: use the **PsycINFO (OVID)** filter that comes with EndNote.
 Social Work Abstracts: use the **Social Work Abs (OVID)** filter that comes with EndNote.

- Under Fields, check **Complete Reference**.
- Under Citation Format:
 - if you are using CINAHL, ERIC, Philosophers Index, PsycINFO, Social Work Abstracts or SPORTDiscus, check **Reprint/Medlars**.
 - If you are using Journals@Ovid, check **Direct Export**.
- Click on **Display**.
- Save the records as a **text file (*.txt)** using **File | Save As...**
- Import this file using the relevant filter.

SpringerLink:

Use the **Reference Manager (RIS)** filter that comes with EndNote.

- Search SpringerLink as normal.
- Use the **Add to marked items** links to select references.
- Click on **Marked Items** on the left-hand side of the page.
- Click on the  icon (Download this list).
- Click on the **RIS** button.
- Save the file as a **.txt** (text file) on your computer.
- Import this file using the filter.

Web of Knowledge databases:

Web of Science (**Web of Science (ISI)**)

- Search Web of Science as usual.
- Use the **check boxes** to mark the references to be imported.
- Click on **Save to File**.
- Click on **Field Tagged (plain text)**.
- Click on **Continue**.
- Save the file as a **.txt** (text file) on your computer.
- Import this file using the filter.

▲
 Go to EndNote Documentation for more details on using Filters to import data into your EndNote library or contact Peter Blake via libraryadmin@mcauley.acu.edu.au .

Credits

- The filter for **Web of Science** is provided courtesy of ISI ResearchSoft.
- The filters for **Design and Applied Arts Index**, **ERIC** and **Social Work Abstract** were originally provided courtesy of ISI ResearchSoft, but has been updated by ACU staff.
- The filter for **JSTOR** is provided courtesy of JSTOR.
- The filters for **ACU Catalogue (selected records)**, **AustLit**, **Cochrane Library**, **Digital Dissertations**, **Ingenta** and **SearchERIC** are provided courtesy of the University of Queensland.
- The filters for **ACM Digital Library**, **ACU Catalogue (basket)**, **Expanded Academic**, **A+ Education**, **AGIS Plus Text**, **APA-FT**, **ARCH**, **AUSPORT**, **CINCH**, **Family & Society Plus**, **IIMP**, **MAIS**, **Meditext**, **ATLA**, and **Journals@Ovid** are provided courtesy of the University of Queensland, but have also been updated by ACU staff.