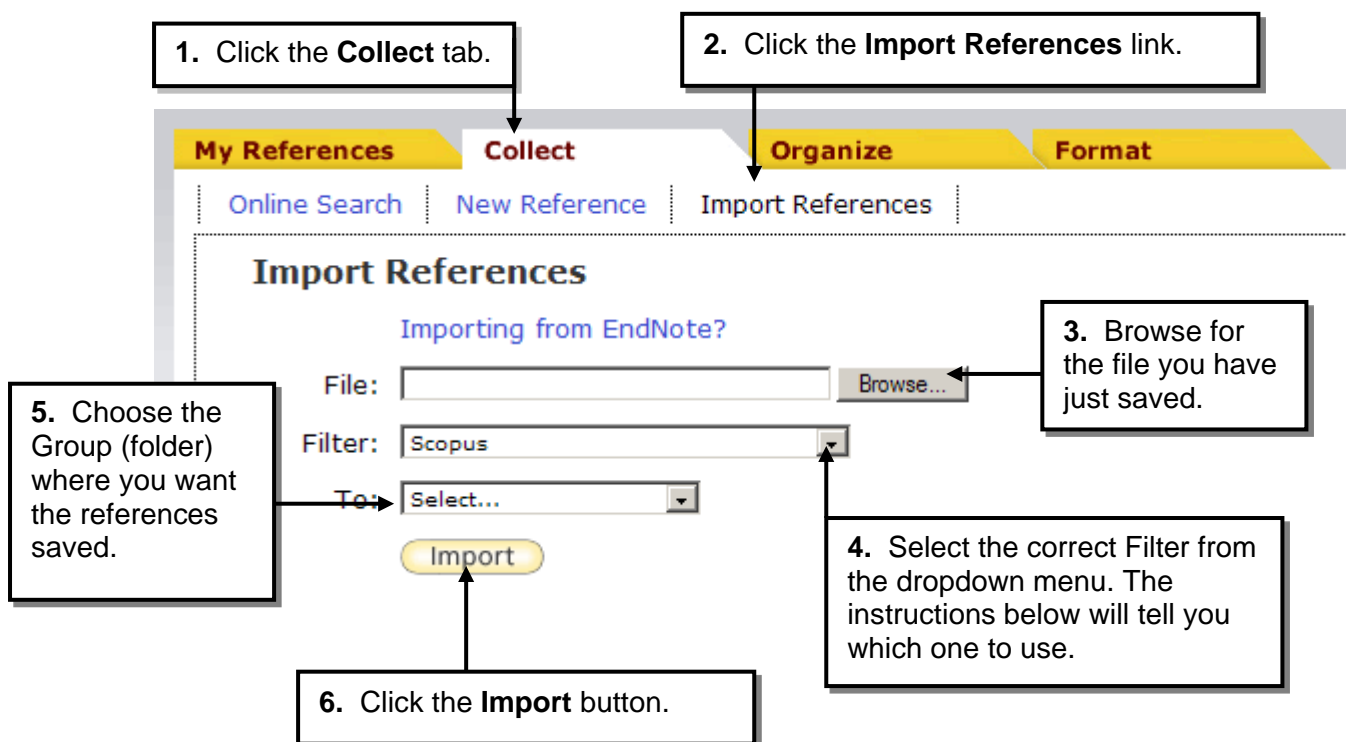


EndNote Basic: importing records from databases

EndNote Basic is the web-based version of the EndNote bibliographic management software. When you search databases to find journal articles and other information it is often possible to import the records you find into your EndNote Library.

Some databases allow you to import records directly into EndNote Basic. From other databases importing records is a two-step process:



1. **Saving your results** – follow the instructions on page two onwards for the database you are using, to save your results as a temporary file.
2. **Importing the results** – open and log into EndNote Basic and follow the instructions in the diagram below to import the results.




Please note that importing records is more successful from some databases than others. Always check the records you have retrieved into EndNote Web to ensure all the information you need is there. You can add or amend any information by clicking the **Edit** link.

It is not possible to import records to EndNote Web from the Library Catalogue and some databases. When this is the case you will need to enter the information you need manually, into the appropriate form available under the **Collect** tab and the **New Reference** link.

For more information about using EndNote Web see the separate guide at:
www.salford.ac.uk/library/userguides/45837

Database	Instructions
Academic Search Premier (EBSCO)	<ul style="list-style-type: none"> ○ Select the references you want by clicking the blue folder icon next to each one.  ○ Click the Folder link at the top of the page. ○ Click the Select all box so each is ticked.. ○ Click the Export icon.  ○ At the next screen, select Direct Export to EndNote Web. ○ Click the Save button. ○ EndNote Web will open. You may be asked to log into your account. The references you have selected will be automatically imported into the <i>Unfiled</i> folder.
ACM Digital Library	<p>Note that you can only save one reference at a time from ACM.</p> <ul style="list-style-type: none"> ○ Click the Title link to display the reference you want. ○ From the <i>Export Formats</i> options choose EndNote. ○ Scroll to the bottom of the pop-up display and click the download link. ○ Click the Save button and save the file. ○ In EndNote Web select ACM Digital Library from the <i>Import Option</i> menu.
AMED (Ovid)	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the <i>Export</i> link at the top of the results display. ○ From the <i>Export To</i> menu select Reprints/Medlars. ○ Select Citation + Abstract. ○ Click the Export Citation(s) button, and save the file. ○ In EndNote Web select AMED (OvidSP) from the <i>Import Option</i> menu.
American Chemical Society Journals	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the Download Citations button (top or bottom of the screen). ○ Select RIS – for EndNote... from the <i>Format</i> options. ○ Select Citation and abstract for the content below. ○ Click the Download Citation(s) button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Applied Social Sciences Index & Abstracts (ASSIA)	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Hover your mouse over Export/Save (near the top of the page) and click the RIS link. ○ Click the Continue button. (You might get a 'download blocker' message at the top of the screen. If this happens, right-click on it choose Download File.) ○ Click the Save button, and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Art Bibliographies Modern (ABM)	<ul style="list-style-type: none"> ○ Follow the instructions above for Applied Social Sciences Index & Abstracts.

Database	Instructions
Arts & Humanities Full Text (ProQuest)	<ul style="list-style-type: none"> Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
Australian Education Index (ProQuest)	<ul style="list-style-type: none"> Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
BioMed Central	<ul style="list-style-type: none"> Click the title link to display the reference you want. Click the Download references link (listed under <i>Tools</i>). Click the Article citation only button. Click the Reference Manager button. Click the Download references button. Click the Save button and save the file. In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
British Education Index (ProQuest)	<ul style="list-style-type: none"> Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
British Humanities Index (BHI)	<ul style="list-style-type: none"> Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
British Nursing Index (ProQuest)	<ul style="list-style-type: none"> Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
British Periodicals (ProQuest)	<ul style="list-style-type: none"> Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
Business Source Premier (EBSCO)	<ul style="list-style-type: none"> Follow the instructions above for <i>Academic Search Premier</i>.
CINAHL (EBSCO)	<ul style="list-style-type: none"> Follow the instructions above for <i>Academic Search Premier</i>.
Cochrane Library (Wiley)	<ul style="list-style-type: none"> Click the checkboxes to mark the references you want. Click the Export Selected Citations button (bottom of the page). For Export Type choose Abstract and citation. Click the Export Citation button. Click the Save button, and save the file. In EndNote Web select Cochrane Library (Wiley) from the <i>Import Option</i> menu.
Communication Abstracts (EBSCO)	<ul style="list-style-type: none"> Follow the instructions above for <i>Academic Search Premier</i>.
Communication & Mass Media Complete	<ul style="list-style-type: none"> Follow the instructions above for <i>Academic Search Premier</i>.
Compendex (Ei Village 2)	<ul style="list-style-type: none"> Click the checkboxes to mark the references you want. Click the Download link (top or bottom of page). Select RIS, EndNote, ProCite, Reference Manager. Click the Download button. Click the Save button, and save the file. In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Design and Applied Arts Index (ProQuest)	<ul style="list-style-type: none"> Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.


Database	Instructions
eBook Collection (EBSCO)	<ul style="list-style-type: none"> Follow the instructions above for Academic Search Premier.
EconLit (EBSCO)	<ul style="list-style-type: none"> Follow the instructions above for Academic Search Premier.
Emerald Business, Management and Economics E-book Archive	<ul style="list-style-type: none"> Follow the instructions below for Emerald Management eJournals.
Emerald Management eJournals	<ul style="list-style-type: none"> Click the checkboxes to mark the references you want (from the results page you will need to click the View all n results link to see the checkboxes). Click the Go button (next to the <i>Session</i> menu). Click Marked lists (in the panel on the left-hand side of the screen). Click the Export Options link. Click the Export to EndNote, Reference Manager link. Click the Save button and save the file. In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Energy Citations Database (DOE)	<ul style="list-style-type: none"> Click on the title link for the item you want. Click the EndNote link. Click the Save button and save the file. In EndNote Web select EndNote Import from the <i>Import Option</i> menu.
ERIC – Educational Resources Information Center	<ul style="list-style-type: none"> Follow the instructions above for Applied Social Sciences Index & Abstracts.
Google Scholar	<ul style="list-style-type: none"> Go to http://scholar.google.com/scholar Click on the Settings link or the 'cog' icon at the top of the screen.  Select EndNote from the <i>Show links to import citations into</i> menu. When searching Google Scholar, you will now see an Import into EndNote link next to each reference. Click this link for the reference you want. Click the Save button and save the file. In EndNote Web select EndNote Import from the <i>Import Option</i> menu.
GreenFILE (EBSCO)	<ul style="list-style-type: none"> Follow the instructions above for Academic Search Premier.
HAPI - Health and Psychosocial Instruments (Ovid)	<ul style="list-style-type: none"> Follow the instructions above for AMED. From the <i>Import Option</i> menu select HAPI (OvidSP).
Health Management Information Consortium (Ovid)	<ul style="list-style-type: none"> Follow the instructions above for AMED. From the <i>Import Option</i> menu select HMIC (OvidSP).
Highwire Press	<ul style="list-style-type: none"> Click the checkboxes to mark the references you want. Go to the top or bottom of the page, and click the download to citation manager button. Click the Go button. Click the download citations to Citation Manager link. Click the EndNote link.

Database	Instructions
	<ul style="list-style-type: none"> ○ Click the Save button and save the file. ○ In EndNote Web select EndNote Import from the <i>Import Option</i> menu.
Hospitality & Tourism Complete (EBSCO)	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Academic Search Premier</i>.
ICE Virtual Library	<ul style="list-style-type: none"> ○ Click the title link of the reference you want. ○ Click the Cite this link (in the panel on the righthand side of the screen). ○ Click the EndNote link. ○ Click the Save button and save the file. <ul style="list-style-type: none"> ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu. <p>The DOI will not be imported so you will need to copy & paste this into the EndNote record.</p>
IEEE Xplore	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the references you want. ○ Click the Download Citations button. ○ In the <i>Download Citations</i> box select Citation & Abstract and EndNote, ProCite, RefMan. ○ Click the Download Citation button. ○ Click the Save button and save the file. <ul style="list-style-type: none"> ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Ingenta Connect	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ From the <i>Tools</i> options click Export options (righthand side of the screen). ○ Click the EndNote link. ○ Click the Save button and save the file. <ul style="list-style-type: none"> ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Institute of Physics Electronic Journals	<ul style="list-style-type: none"> ○ Click the title link of the reference you want. ○ Select RIS format (RIS) from the drop-down menu (below the abstract). ○ Click the Export citation and abstract button. ○ Click the Save button and save the file. <ul style="list-style-type: none"> ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu. <p>Note: you may need to edit the author field in the records you import. The DOI will not be imported so you will need to copy & paste this into the EndNote record.</p>
International Bibliography of the Social Sciences (IBSS)	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
International Index to Performing Arts - IIPA	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
John Johnson Collection	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the Marked List link (top righthand side of the screen). ○ Click the Download link. ○ Click the Export directly to ProCite, EndNote or Reference Manager link.

Database	Instructions
	<ul style="list-style-type: none"> ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Journals@Ovid Full Text (Ovid)	<ul style="list-style-type: none"> ○ Follow the instructions above for AMED. ○ In EndNote Web select Journals (OvidSP) from the <i>Import Option</i> menu.
JSTOR	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the Export link (above the results display). ○ Click the RIS file link. ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Library and Information Science Abstracts – LISA (ProQuest)	<ul style="list-style-type: none"> ○ Follow the instructions above for Applied Social Sciences Index & Abstracts.
Library, Information Science & Technology Abstracts (EBSCO)	<ul style="list-style-type: none"> ○ Follow the instructions above for Academic Search Premier.
Linguistics and Language Behavior Abstracts (ProQuest)	<ul style="list-style-type: none"> ○ Follow the instructions above for Applied Social Sciences Index & Abstracts.
Literature Online	<ul style="list-style-type: none"> ○ Click the title link for the item you want. ○ Click the Export/Save link. ○ Click the Download in a format compatible with ProCite, EndNote, Reference Manager and RefWorks link. ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Maternity & Infant Care (Ovid)	<ul style="list-style-type: none"> ○ Follow the instructions above for AMED. ○ In EndNote Web select Maternity Infant Care (OvidSP) from the <i>Import Option</i> menu
Medline (EBSCO)	<ul style="list-style-type: none"> ○ Follow the instructions above for Academic Search Premier.
Medline (OvidSP)	<ul style="list-style-type: none"> ○ Follow the instructions above for AMED. ○ From the <i>Import Option</i> menu select Medline (OvidSP).
MLA International Bibliography (EBSCO)	<ul style="list-style-type: none"> ○ Follow the instructions above for Academic Search Premier.
National Criminal Justice Reference Service Abstracts (ProQuest)	<ul style="list-style-type: none"> ○ Follow the instructions above for Applied Social Sciences Index & Abstracts.
OnePetro	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the Export Select Citations link (above the results display). ○ Click the Reference manager (RIS) link. ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
OTSeeker	<ul style="list-style-type: none"> ○ Click the title link for the item you want.

Database	Instructions
	<ul style="list-style-type: none"> ○ Click the Export Reference link. ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Periodicals Archive Online (ProQuest)	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
PILOTS (ProQuest)	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
ProQuest Asian Business & Reference	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
ProQuest Dissertations & Theses A&I	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>. <p>Records may require some editing.</p>
ProQuest Social Science Journals	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
ProQuest Sociology	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
PsychINFO (Ovid)	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>AMED</i>. ○ From the <i>Import Option</i> menu select PsychINFO (OvidSP).
PubMed Central	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>BioMed Central</i>.
Regional Business News (EBSCO)	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Academic Search Premier</i>.
Research into Higher Education Abstracts	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ From the Choose an action drop-down menu (above the results display) select Download citation. ○ Select RIS (ProCite, Reference Manager) and Citation and abstract for the content below. ○ Click the Download citations button. ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
SAGE Journals Online	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the ADD Citations button (in the righthand panel). ○ Click the Save/Print/Email/Download link ○ Select Citation + Abstract from the <i>Format</i> menu. ○ Click the Download to Citation Manager button. ○ Click the Click here to download and save the file link, under EndNote Web. ○ Go to the File menu and select Save As. Save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.

Database	Instructions
Salford University e-theses	<ul style="list-style-type: none"> ○ Click the title link to display the reference you want. ○ Select EndNote from the drop-down menu. ○ Click the Export button. ○ Click the Save button and save the file. ○ In EndNote Web select EndNote Import from the <i>Import Option</i> menu.
Science Direct (Elsevier)	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the references you want. ○ Click the Export Citations icon (above the results display). ○ Select Citations and Abstracts. ○ Select RIS format (for Reference Manager, ProCite, EndNote). ○ Click the Export button. ○ Click the Save button, and save as the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu. <p>DOIs will need editing.</p>
SCIRUS (Elsevier)	<p>Note that results can only be downloaded from one page at a time.</p> <ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the Export link (at the top of the page). ○ From the <i>Export</i> menu select Citations, abstracts and keywords. ○ From the <i>File Format</i> menu select RIS format. ○ Select Save file to disk or open Reference Software. ○ Click the Export button. ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu. <p>Records may require some editing.</p>
Scitation (AIP)	<ul style="list-style-type: none"> ○ Click the title link for the record you want. ○ Click the Export citations link (in the righthand panel). ○ Click the EndNote link. ○ Click the Save button and save the file. ○ In EndNote Web select EndNote Import from the <i>Import Option</i> menu. <p>DOIs may need editing.</p>
Scopus (Elsevier)	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the references you want. ○ Click the Export link (top or bottom of results display). ○ Select RIS format from the <i>Export format</i> menu. ○ Select Abstract format from the Output menu. ○ Click the Export button. ○ Click the Save button and save the file. ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Social Care Online	<ul style="list-style-type: none"> ○ Click the Select boxes to mark the records you want. ○ From the <i>Display/export</i> menu select Export in RIS format. ○ Click the Go button. ○ Click the Save button and save as a .txt file.

Database	Instructions
	<ul style="list-style-type: none"> o In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Social Policy and Practice (OVID)	<ul style="list-style-type: none"> o Follow the instructions above for AMED. o In EndNote Web select Social Policy and Prac (OvidSP) from the <i>Import Option</i> menu.
Social Services Abstracts (ProQuest)	<ul style="list-style-type: none"> o Follow the instructions above for Applied Social Sciences Index & Abstracts.
Sociological Abstracts (ProQuest)	<ul style="list-style-type: none"> o Follow the instructions above for Applied Social Sciences Index & Abstracts.
SPORTDiscus (EBSCO)	<ul style="list-style-type: none"> o Follow the instructions above for Academic Search Premier.
Springer Ebooks	<ul style="list-style-type: none"> o Open the e-book, then the chapter you want. o Click the Export citations link (under <i>Other actions</i>). o From the Select Download menu choose EndNote (RIS). o Click the Save button and save the file. o In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
SwetsWise	<ul style="list-style-type: none"> o Select articles by clicking the Add to Filing Cabinet link. You will need to click the OK button between each reference you select. o Click the Filing Cabinet link (top of the screen). o Click the Download Filing Cabinet link. o From the drop-down menu select RIS. o Click the Download file button. o Click the Save button and save the file. o In EndNote Web select EndNote Import from the <i>Import Option</i> menu.
University of Salford Institutional Repository (USIR)	<ul style="list-style-type: none"> o Follow the instructions above for Salford University e-theses.
Web of Knowledge (ISI)	<ul style="list-style-type: none"> o Click the checkboxes to mark the references you want. o Select Save to EndNote online from the menu (top or bottom of the screen). o Choose Author, Title, Source, Abstract. o Click the Send button. o At this point you may be asked to log into EndNote Web: if so, log in. Your references will be exported directly into your 'Unfiled' group.
Web of Science with Conference Proceedings (ISI)	<ul style="list-style-type: none"> o Follow the instructions above for Web of Knowledge.
Westlaw UK - Journals	<p>Please note: this only works for <i>journal articles</i> on Westlaw.</p> <ul style="list-style-type: none"> o Click the checkboxes to mark the records you want. o From the drop-down menu (top righthand corner) select Add to EndNote. o Click the Submit button. o Click the Save button and save the file. o In EndNote Web select RefMan RIS from the <i>Import Option</i> menu. 

Database	Instructions
Wiley Online Library	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the records you want. ○ Click the Export Citation link (above or below the results display). ○ From the <i>Format</i> menu select EndNote. ○ From the <i>Export Type</i> menu select Citation & Abstract. ○ Click the Submit button. ○ Click the Save button and save the file. <ul style="list-style-type: none"> ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
WorldCat.org (OCLC)	<p>World Cat is a useful resource for importing references for books into your EndNote Web library.</p> <ul style="list-style-type: none"> ○ Click the title link for item. ○ Click the Cite/Export link (top of the screen) ○ Click the Export to EndNote / Reference Manager link. ○ Click the Save button and save the file. <ul style="list-style-type: none"> ○ In EndNote Web select RefMan RIS from the <i>Import Option</i> menu.
Worldwide Political Science Abstracts (ProQuest)	<ul style="list-style-type: none"> ○ Follow the instructions above for <i>Applied Social Sciences Index & Abstracts</i>.
ZETOC	<ul style="list-style-type: none"> ○ Click the checkboxes to mark the references you want. ○ Click the Download button (top or bottom of screen). ○ Choose Short labels from the <i>Format</i> menu. ○ Click the Send file button. ○ Click the Save button and save the file. <ul style="list-style-type: none"> ○ In EndNote Web select zetoc (MIMAS) from the <i>Import Option</i> menu.

Please note: Information contained in this General Guide was correct at the time of publication. A more recent version may be available at www.salford.ac.uk/library/userguides/