# AUHE Information Specialists

Bulk import PDFs into Endnote

Article PDFs can be stored in your endnote library. There are several ways to collect and store PDFs i) attach a pdf to an Endnote record, ii) use the "*find full text*" feature or iii) import individual or a collection of articles into your Endnote library. If the reference is already in your library the PDF will attach to that reference, if not it will create a new Endnote record with the pdf attached.

1.   Import a folder of pdfs into EndNote

- Open your Endnote library
- Go to **File→ Import → Folder**
- Click **Choose** and select the folder containing your PDFs
  If the pdfs are already grouped into subfolders choose "**include files in subfolders**" to keep these records together.
- Select "**Create Group Set for this import".** Endnote will sort the records into groups based on the folder names.
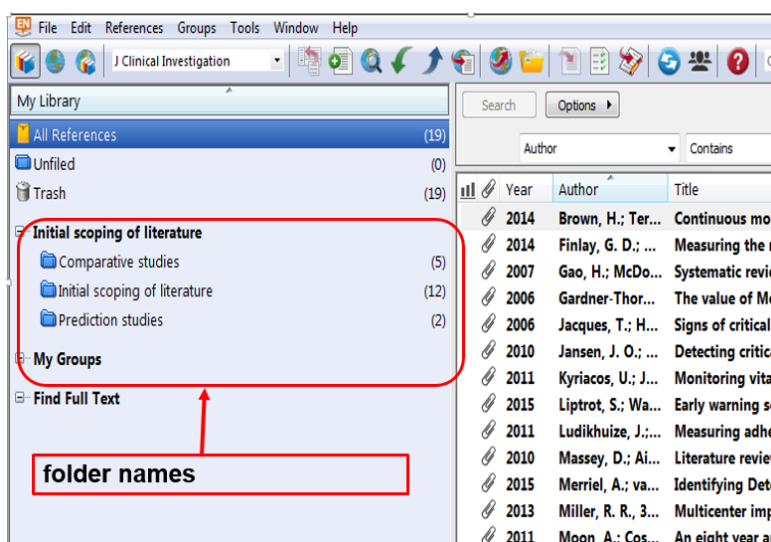
- Creating records using this method is prone to error, so check entries for completeness. Use **References → Find Reference Update** to tidy references

- Note: for this function to work properly the pdf should contain a DOI number and Endnote must be connected to the internet.

  If Endnote cannot find the reference details the record will look like this

  Open the Reference and complete the **Author, Title** and **Year** fields then run → **Find Reference Update.** If updates are found Click **Save Updates**

If you have a large collection of older articles to import that are not creating full records using Mendeley might be more efficient.

2.   Import a folder of pdfs into EndNote (via Mendeley)

STEP 1:   Transferring pdfs into Mendeley

- Sign up for a Mendeley Account and download Mendeley. This creates a shortcut on your Desktop to the 'Mendeley Desktop' version where you can import pdfs and have full functionality of the software
- In your 'Mendeley Desktop' screen select **'Add Folder'** from the '**Add Document'** drop down list in the top left corner
- Select the folder containing your PDFs (you can include subfolders too)
- Mendeley reads the PDFs and generates records for each PDF. Check through these to make sure the details are correct. The journal title field often indicates a 'bad' reference e.g. unlikely journal titles such as 'business' or 'search' come up where there are inaccurate details.
- You can create a group/s to put your new records in and organise them.
- You can add tags to one or many records, then later use the 'Filter by Tag' to search and identify references with particular tags.

STEP 2:   Import records from Mendeley into EndNote

- In Mendeley, select the records you want to import into Endnote (using CTRL key and mouse click or CTRL-A for all)
- In the top menu bar go to **FILE > EXPORT**
- Save the file as a .RIS file
- Open the EndNote library you'd like to put your references into
- From top menu bar select **FILE > Import > File**
- Use the Reference Manager (RIS) import filter
- Similarly to Mendeley you can create a group/s to organise your references.