

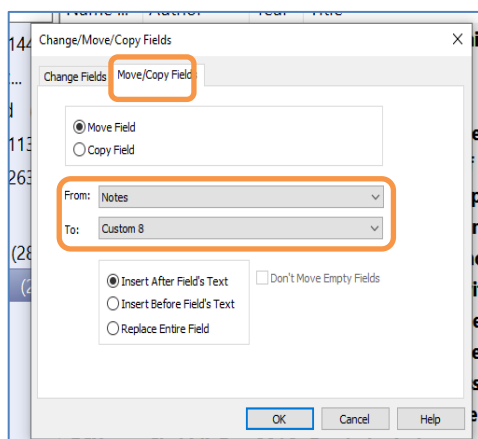
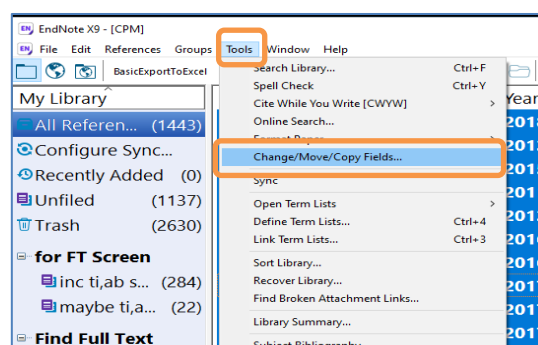
AUHE Information Specialists

Change and move fields in EndNote

The **Notes** field in EndNote is commonly used by different databases to provide additional information about a reference. However, if you use Rayyan for screening your review, it also uses the notes field to record your screening decisions. To keep track of your Rayyan screening decisions when exporting the data to Excel we recommend you empty the notes field before adding the records to Rayyan

Moving or changing fields

- Use the keys **CONTROL + A** to select all the references in your EndNote library
- Select **Tools** → **Change/Move/Copy Fields**
- Select the **Move/Copy Fields** tab



- Use the drop down menu to select
From: Notes
To: Custom 8
- Click OK

Note: A warning appears to inform you the operation can not be undone. Double check where you are sending the Notes field then click OK

You can now create a RIS file and export the records to Rayyan for screening.