

EndNote and Informit databases (Filters)

Informit databases have a direct export option for transferring references from an Informit database into EndNote. The direct export option works with varying degree of success for most of the Informit databases. Instructions for direct export from Informit databases can be found: <http://www.utas.edu.au/library/assist/apps/endnote/enfilters.html#direct> .

However there are filters available for some Informit databases. These filters provide better results than the direct export option and are listed on the EndNote Filters page:

<http://www.utas.edu.au/library/assist/apps/endnote/enfilters.html>

The following instructions explain how to transfer references from an Informit Database into EndNote when using a filter.

In the Informit database ...

- Perform a search.
- Mark the records you require.
- Click on the **Save** button.

On the **Save Records** screen:

- Check the **Marked Records** button.
- Select **Complete Record** in the *Fields to Save* option.
- Check that the option **Short Labels** is displayed.
- Remove the checkbox mark against **Save Search history**.
- Select the **Plain Text** option for *Output Format*
- Click on the **Save Records** button at the bottom of the screen.

The screenshot shows the 'Save Records' screen in the Informit database interface. The 'Records to Save' section has 'Marked Records (3)' selected. 'Fields to Save' is set to 'Complete Record' and 'Field Label Format' is 'Short Field Labels'. 'Output Format' is 'Plain Text' and 'Search History' is unchecked. A search query box and 'Search' button are visible on the right side of the screen.

- Click on **Save** on the *File Download* window
- Follow your browser's prompts and save the file with a **.txt** extension onto your computer or disk.
- Click on **Close** on the *Download Complete* window

Importing data from your Informit text file into an EndNote Library

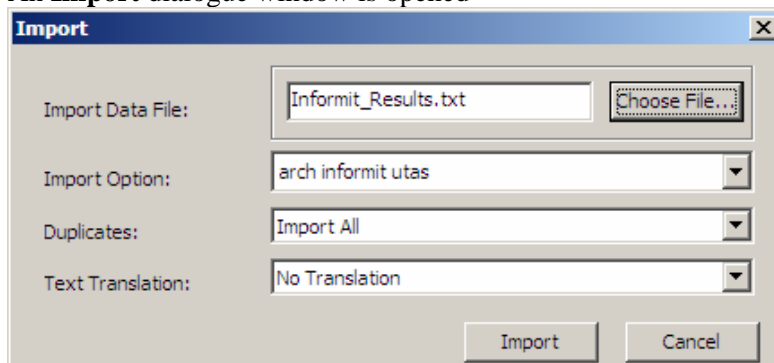
In EndNote...

- Ensure your EndNote library is open.



- Click the Import icon
- Or select **Import** from the **File** menu.

An **Import** dialogue window is opened



- Click on the **Choose File** button.
- Select and open your text file of saved records.
- From the **Import Option** drop down menu, select the appropriate filter for your database e.g. *arch informit utas*.
- From the **Duplicates** pull down menu, either select **Import All** or **Discard Duplicates**.
- In the **Text Translation** box, select **No Translation**.
- Click on the **Import** button.

Your database references should now be displayed in your EndNote library.

Check that the references have been imported into your EndNote Library in the correct format. Some records may still need editing.