





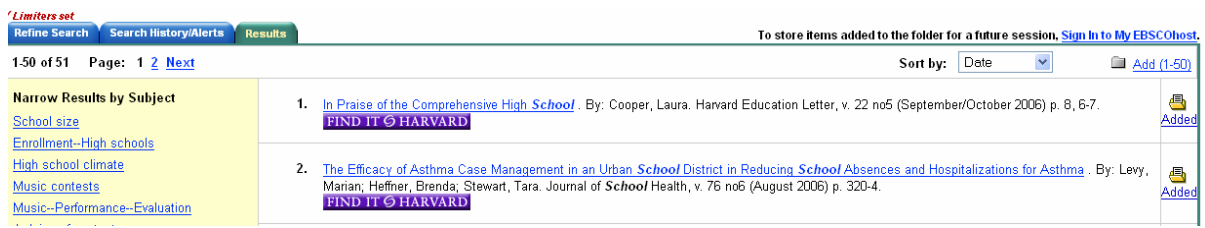
## Exporting & Importing from EBSCO Databases to EndNote

### Direct Export (PCs only)



- Use this option to download data from EBSCO records directly into an EndNote library when EndNote is installed on the computer you're working on.
- Note that this method, while faster than saving a record as a text file and importing it (see below), sometimes requires you to "clean up" your records in EndNote, because information may transfer incorrectly. Consider creating a temporary library to hold new records until you have reviewed them. After editing, you can copy and paste records into the library you are using to write your paper.


1. To export a single record, select  [Export](#) at the top of a record display and go to step #3.

To export multiple records,  [Add](#) records to a folder.

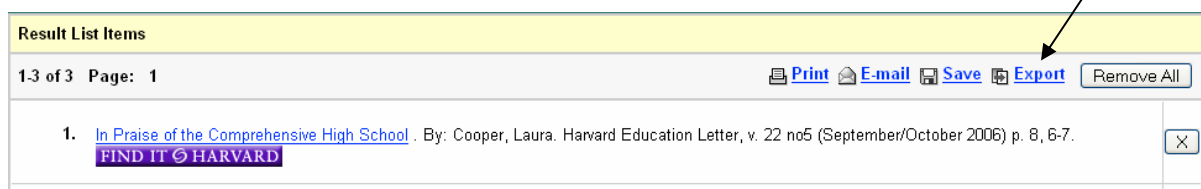


The screenshot shows the EBSCO search results interface. At the top, there are tabs for 'Refine Search', 'Search History/Alerts', and 'Results'. Below the tabs, it says '1.50 of 51 Page: 1 2 Next'. On the right, there is a 'Sort by: Date' dropdown and an 'Add (1-50)' button. On the left, there is a 'Narrow Results by Subject' section with links for 'School size', 'Enrollment--High schools', 'High school climate', 'Music--contests', and 'Music--Performance--Evaluation'. The main results area shows two records:


1. [In Praise of the Comprehensive High School](#) . By: Cooper, Laura. Harvard Education Letter, v. 22 no5 (September/October 2006) p. 8, 6-7. [FIND IT @ HARVARD](#)  [Added](#)
2. [The Efficacy of Asthma Case Management in an Urban School District in Reducing School Absences and Hospitalizations for Asthma](#) . By: Levy, Marian; Heffner, Brenda; Stewart, Tara. Journal of School Health, v. 76 no6 (August 2006) p. 320-4. [FIND IT @ HARVARD](#)  [Added](#)

2. When you are finished searching, open your folder.  [Folder has items.](#)

Select  [Export](#)



The screenshot shows a close-up of the EBSCO search results interface. At the top, there is a yellow header bar labeled 'Result List Items'. Below the header, it says '1.3 of 3 Page: 1'. On the right, there are buttons for 'Print', 'E-mail', 'Save', 'Export', and 'Remove All'. The 'Export' button is highlighted with a blue border and an arrow pointing to it. Below the buttons, there is a single record:

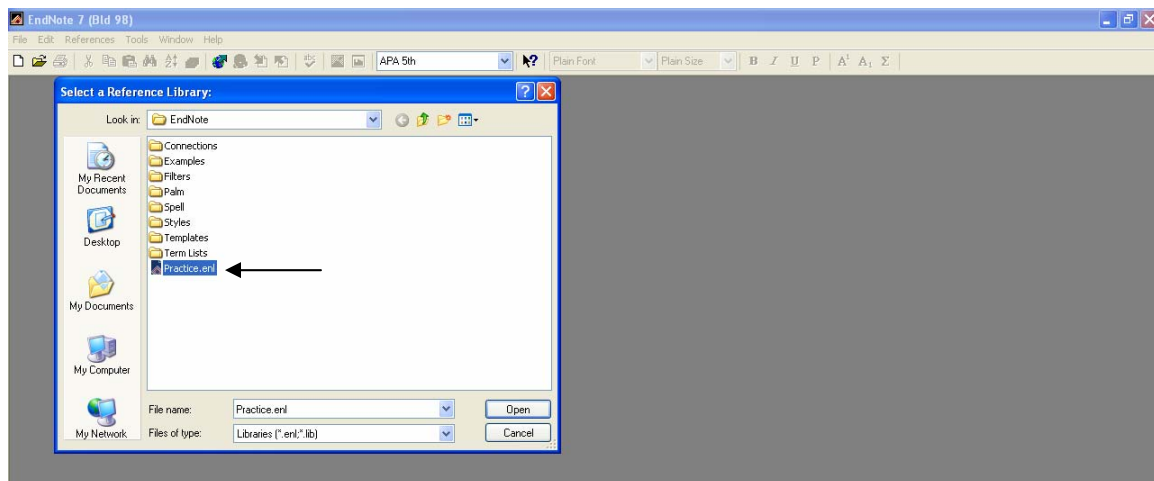
1. [In Praise of the Comprehensive High School](#) . By: Cooper, Laura. Harvard Education Letter, v. 22 no5 (September/October 2006) p. 8, 6-7. [FIND IT @ HARVARD](#) 

3. The export manager screen will display. Select the “Direct Export to EndNote, ProCite, or Reference Manager” button. Click save.

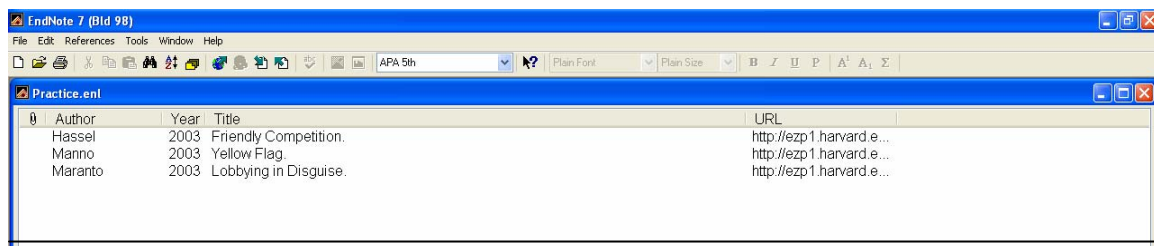
### Export Manager



4. EndNote software will open. Select the EndNote library (file) to save the citations into. Click “open.”




5. Citations will be imported into the library. Only new citations will display. To view all citations in the library, open the References menu on the toolbar and select “show all references” or use the function <ctrl>m.

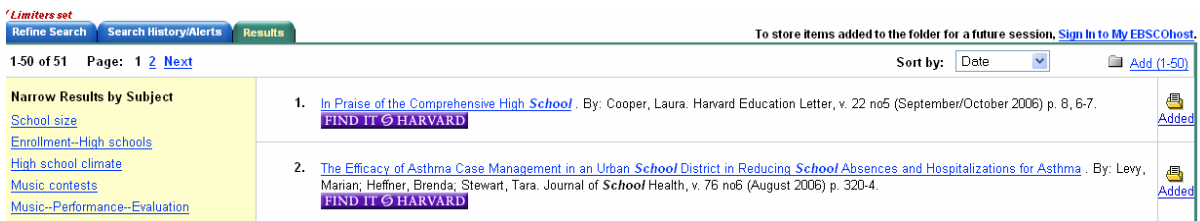


## Importing a Saved File



- You must use this method if using a Mac.
- In general, this option results in a more accurate transfer of data into your EndNote library.
- You will need to use this option when EndNote is not installed on the computer you're working on.


1. To save a single record, select  [Export](#) at the top of a record display and go to step #3.

To save multiple records,  [Add](#) records to a folder.

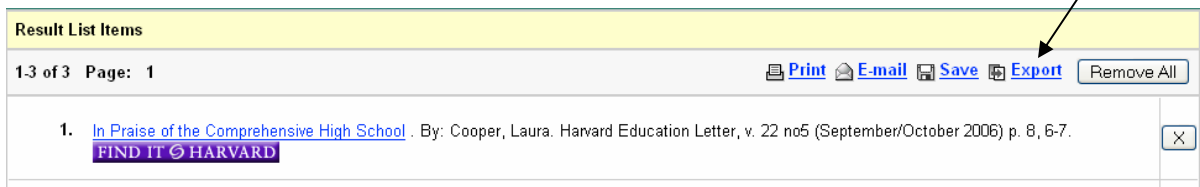


The screenshot shows the EBSCOhost search results interface. At the top, there are tabs for 'Refine Search', 'Search History/Alerts', and 'Results'. Below the tabs, it says '150 of 51 Page: 1 2 Next'. On the right, there is a 'Sort by: Date' dropdown and an 'Add (1-50)' button. On the left, there is a 'Narrow Results by Subject' section with links for 'School size', 'Enrollment--High schools', 'High school climate', 'Music contests', and 'Music--Performance--Evaluation'. The main results area shows two entries:


1. [In Praise of the Comprehensive High School](#) . By: Cooper, Laura. Harvard Education Letter, v. 22 no5 (September/October 2006) p. 8, 6-7.  [Added](#)
2. [The Efficacy of Asthma Case Management in an Urban School District in Reducing School Absences and Hospitalizations for Asthma](#) . By: Levy, Marian; Hefner, Brenda; Stewart, Tara. Journal of School Health, v. 76 no6 (August 2006) p. 320-4.  [Added](#)

2. When you are finished searching, open your folder.  [Folder has items.](#)

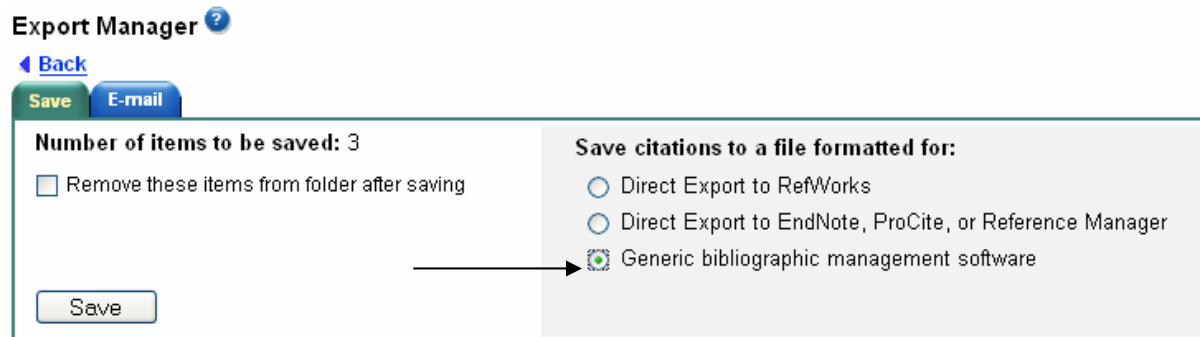
Select  [Export](#)



The screenshot shows the 'Result List Items' section of the EBSCOhost interface. It displays '13 of 3 Page: 1'. At the top right, there are buttons for 'Print', 'E-mail', 'Save', 'Export', and 'Remove All'. Below the buttons, there is a list of results:

1. [In Praise of the Comprehensive High School](#) . By: Cooper, Laura. Harvard Education Letter, v. 22 no5 (September/October 2006) p. 8, 6-7. 

3. The export manager screen will display. Select the "Generic bibliographic management software" button. Click save.



The screenshot shows the 'Export Manager' screen. At the top, there is a 'Back' button and two tabs: 'Save' and 'E-mail'. Below the tabs, there is a section for 'Number of items to be saved: 3' with a checkbox for 'Remove these items from folder after saving'. To the right, there is a section for 'Save citations to a file formatted for:' with three radio button options:

- Direct Export to RefWorks
- Direct Export to EndNote, ProCite, or Reference Manager
- Generic bibliographic management software

A 'Save' button is located at the bottom left. An arrow points from the 'Generic bibliographic management software' option to the 'Save' button.

4. Save the records as a plain text file to the desktop or a disk.

[Back](#)

**3 article(s) will be saved.**

To continue, in Internet Explorer, select **FILE** then **SAVE AS** from your browser's toolbar above. In Netscape, select **FILE** then **SAVE AS** from your browser's toolbar above.

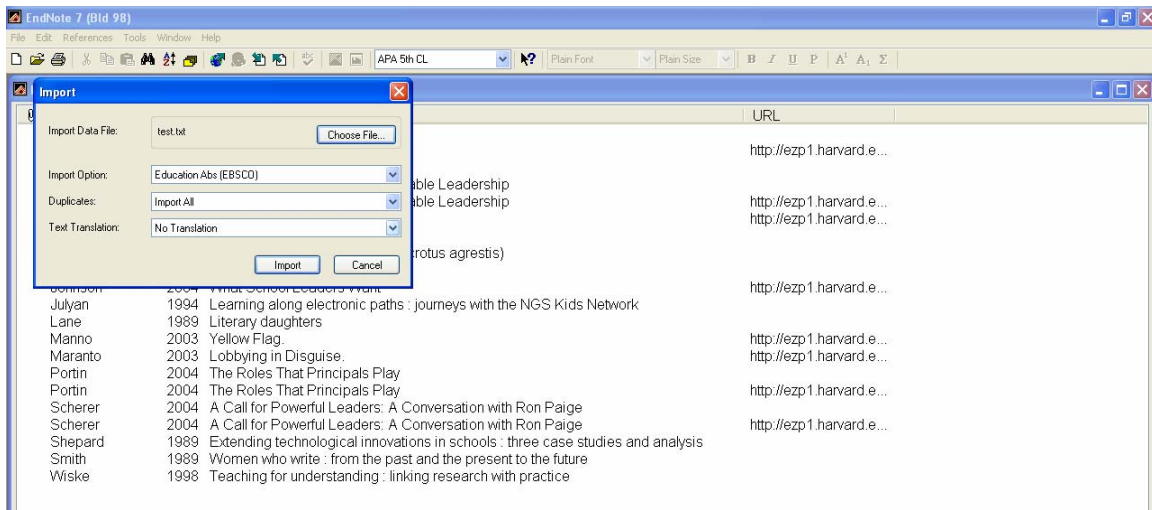
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## Record: 1

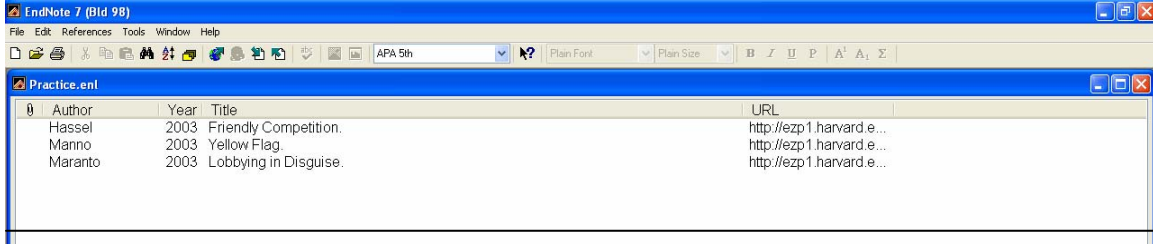
TI- In Praise of the Comprehensive High School  
AU- Cooper, Laura  
SO- Harvard Education Letter, v. 22 no5 (September/October 2006) p. 8, 6-7.  
VI- 22  
IP- 5  
YR- 2006

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5. Open the EndNote library you want to save the records into. Select **File > Import**. Use the "choose file..." button to search for the file you wish to import. In the "import option" dropdown, choose the appropriate EBSCO filter (i.e., ERIC, Education Abstracts, Academic Search Premier, or PsycINFO). If it is not listed, select "Other filters" and choose the appropriate filter from the complete list.\* Ignore "text translation." Click "import."



6. Citations will be imported into the library. Only new citations will display. To view all citations in the library, open the References menu on the toolbar and select "show all references" or use the function <ctrl>m.



\*If the needed EBSCO filter is not in your filters folder, you may download it from the EndNote import filter page at:  
<http://www.endnote.com/support/enfilters.asp>