

**UMDNJ-Health Sciences Library**  
**EndNote X2: Importing References from EBSCOHost CINAHL**  
**January 2009**

References can be imported into EndNote Web from from EBSCOHost CINAHL either individually or in groups. To export multiple references save the references to the “Folder” EBSCOHost provides for printing/saving/emailing multiple references. Note, when you log off CINAHL or close the browser window the references in the “Folder” will be deleted. Click the **Add to Folder** link at the bottom of each reference or in the details pop-up window to save the reference to the **Folder**. To add all the references from a search click the **Add** link located next to the **Sort** drop down menu located above and to the right of the list of references.

The screenshot shows a search results page with three items. Callouts are present:

- A box on the left labeled "Add individual reference to Folder" points to the "Add to folder" link under the first search result.
- A box on the right labeled "Add all references in search results to Folder." points to the "Add (1-27)" link next to the "Sort by: Date" dropdown menu.
- A box in the center-right labeled "Add to folder" points to the "Add to folder" link in the details pop-up window for the third search result.

To access the references in the **Folder** use the link on the right hand side of your screen labeled **Go to: Folder View**.

The screenshot shows the EBSCOHost interface with the following elements:

- At the top, "Sort by: Date" and "Add (1-27)" are visible.
- On the right, there is a "Limit your results" section with filters for "Peer Reviewed" and "Research Article", and a "Filter by Publication Date" range from 1995 to 2008.
- Below the filters is a "Folder has items" section listing three items: "Functional exercises: ham...", "Effect of short-term inte...", and "New chronic pain guidelin...".
- At the bottom of the "Folder has items" section, the link "Go to: Folder View" is circled.

Once you are viewing the references saved in the **Folder** either check the checkbox to the left of each reference to select it, or check the **Select/Deselect All** checkbox to select all the references in the **Folder**. Once the appropriate references have been checked click the **Export** link/icon located above the first reference. It's the icon with the arrow pointing to the right.



If you are in the detail view for an individual reference the **Export** link/icon is also located above and to the right of the reference. Using the **Export** link/icon in the detailed view will export only the reference being viewed.



On the next screen use the check box labeled **Remove these items from folder after saving** if you want to delete the references from the **Folder** after exporting them. Change the setting under "Save citations to a file formatted for:" to **Generic bibliographic management software Export to EndNote, ProCite, or Reference Manager** using the radio buttons and click **Save**.



Select **file** then **Save As** from your browser's toolbar. Save the file as a plain text file (.txt) or a 'Web Page, HTML only' file (.html).

Log-in to EndNote Web and click the **Collect** tab and then select **Import References**. If CINAHL is not listed in the "Filter" drop down menu it will need to be made a "Favorite". Click on the **Customize this List** link, a list of databases that can import references into EndNote Web will then appear. Scroll through the list until you see the CINAHL (EBSCO) and highlight it and select **Copy to Favorites**. CINAHL will now always appear in the "Filter" pull down menu. Select the Group you want to send your references to from the drop down menu, or select the [Unfiled] group if you have not created a Group yet. Select the

CINAHL from the Filter menu and click **Browse**. Locate and select the file on your computer that contains your references, click **Open**, then **Import** to add the references to EndNote Web.

The screenshot shows the 'Import References' section of the EndNote Web interface. At the top, there are four tabs: 'My References', 'Collect', 'Organize', and 'Format'. The 'Collect' tab is selected and circled. Below the tabs, there are three menu items: 'Online Search', 'New Reference', and 'Import References'. The 'Import References' menu item is circled, and an arrow points from a callout box to it. The main content area is titled 'Import References' and contains the following elements: 'Importing from EndNote?' text, a 'File:' label followed by an empty text box and a 'Browse...' button, a 'Filter:' label followed by a dropdown menu showing 'Select...' and a 'Customize this list' link, a 'Group:' label followed by a dropdown menu showing '- Palentology', and an 'Import' button. Three callout boxes with arrows point to these elements: the first points to the 'Import References' menu item, the second points to the 'Filter:' dropdown menu, and the third points to the 'Group:' dropdown menu.

After selecting the Collect tab click "Import References"

Use to locate the CINAHL database filter if not a "Favorite"

Select the Group you want to send the references to.

The references will be imported into EndNote Web to the specified group.