

Converting ProCite® to EndNote®

1. PREPARING TO CONVERT YOUR DATABASE

This guide takes you through the stages of converting your ProCite database to EndNote. Before you begin you will need to ask IT Services to install EndNote. EndNote can be requested from IT Services by e-mail itservicedesk@bournemouth.ac.uk. Please include the following information:

- Your Name
- Your PC Number
- Your School
- Your Room Number
- Your Request to have EndNote installed.

2. GETTING RIS-ENDNOTE CONVERSION FILE

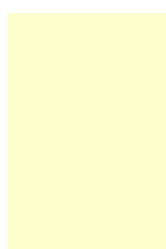
To convert your database you need to download a file from the ProCite home page using the following instructions.

2.1 Go to the ProCite home page

The ProCite home page is located at www.procite.com

2.2 Go to the Support and Services menu and Download RIS-EndNote Style

Scroll down to **Bibliographic Output Styles** and select link to **RIS-EndNote Style**.



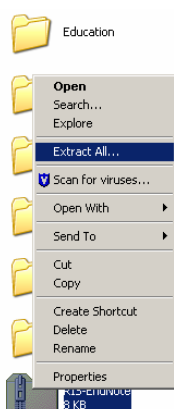
Bibliographic Output Styles

A Complete List of Bibliographic [Output Styles](#) offered by ProCite. (Updated 11-2008)

Use the New Output Style [Request Form](#) for requesting a new journal style to be added to ProCite's current selection of output styles.

Use the [RIS-EndNote Style](#) for converting ProCite data to an EndNote library.

Click on **RIS-EndNote Style** and **Save** to the **Styles** folder of your Procite programme. To do this click **Save** go to the **C Drive**, select **Program Files**, **ProCite5 OR Procite5 Network**, **Styles** - and then click **Save** again.



The file is compressed so you will have to uncompress it. Navigate to the file from **My Computer - C Drive**, select **Program Files**, **ProCite5 OR Procite5 Network**, **Styles** - and place the mouse over the file and right click. Select **Extract All** and the file will automatically uncompress.

3. CONVERTING YOUR DATABASE

3.1 From ProCite open up the database you want to convert and Mark All records

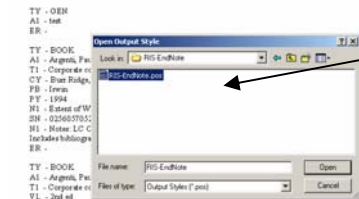
Click on **Mark List** – to select all the records in your ProCite database

3.2 From the file menu click Print Bibliography

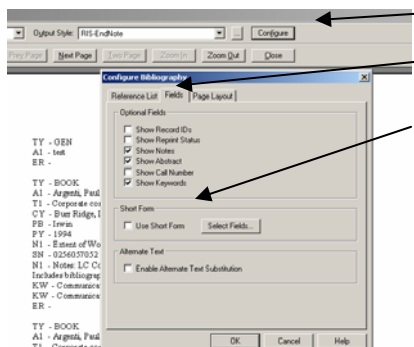
3.3 In the Output Style Window select RIS-EndNote



The **RIS-EndNote** file is now located in your **Styles** folder. Navigate to the file from **My Computer - C Drive**, select **Program Files, ProCite5 OR Procite5 Network, Styles** – select **RIS-EndNote**



3.4 Add in additional fields e.g. Abstracts and Keywords

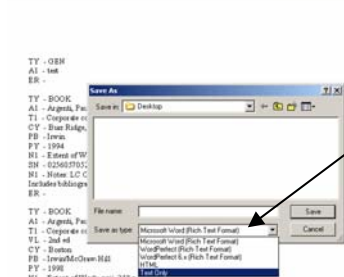


Click on the **Configure** button in the top menu. From the Configure Bibliography dialog box click on the **Fields** tab. Click in the **Check Boxes** next to the additional fields you want to add. Confirm by clicking **OK**. Suggested are **Notes**, **Keywords** and **Abstracts**.

3.5 Save the bibliography as a Text Only File



Click on the **Save** button and choose **Text Only** from the dialog box.



4. IMPORTING INTO ENDNOTE

4.1 Open EndNote. From the File Menu choose New and create a new database.

4.2 Go to the File Menu and select Import



Set the **Import Option** to Reference Manager (RIS).

Choose the file you have just saved from ProCite.

Click the **Import** button on the dialog box.



You should now have all the references in your ProCite database Imported into your new EndNote database.