

Exporting to EndNote® from CSA Illumina

1. THE SCOPE OF THIS GUIDE

Exporting from online databases into your EndNote Library is a key feature of EndNote, and a quick and efficient way to build your Endnote Library. This guide takes you through exporting from **CSA Illumina** which provides access to the following databases:

- ASSIA: Applied Social Sciences Index and Abstracts;
- Avery Index to Architectural Periodicals;
- BHI: British Humanities Index;
- Communication Abstracts;
- DAAI: Design and Applied Arts Index;
- IMID: Institute of Management International Database;
- LISA: Library and Information Science Abstracts

2. BEFORE YOU START DOWNLOADING FROM CSA ILLUMINA

CSA Illumina has a **two stage process** to transfer references to EndNote.

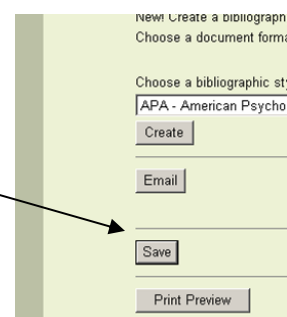
- **Downloading** the references you want in the correct format onto your computer.
- **Importing** the file from your computer into EndNote.

This is done using a **Filter** a specially designed program that translates the information in your downloaded file into EndNote.

3. DOWNLOADING FROM CSA ILLUMINA

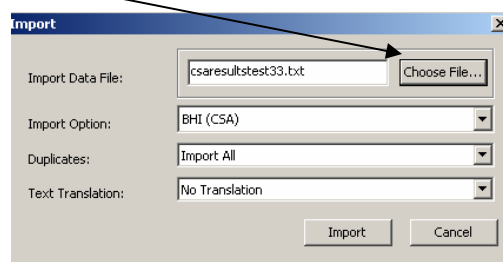
After you have completed your search follow these steps to download the references you want.

- From your **Search Results** page click on **Save, Print, E-mail** (You can also do this from the **Marked List** menu).
- From the **Save, Print, E-mail**, page click on the **Save** button.
- There is no need to change any of the settings on this page. Note that you are limited to downloading a maximum of 500 records. You may also choose to download **Short** or **Full Format** reference.
- **Save** the file to your computer.

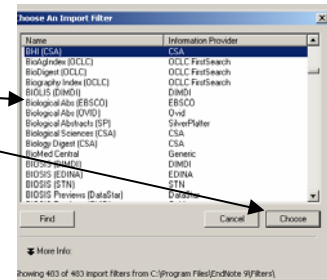


4. IMPORTING YOUR CSA ILLUMINA FILE INTO ENDNOTE

- Open **EndNote** and from the **File** menu choose **Import**.
- From the **Import** dialog box **Choose** [the] **File** you have **Saved** from CSA Illumina.



- Choose the correct **Import Option**. If the Filter you want is not on the drop down menu, choose **Other Filters**.
- Highlight the **Import Filter** for the database you were using. Filters are labelled with the name of the database followed by the host e.g. **BHI (CSA)**.
- Click on **Choose** to confirm your choice of filter.
- Click on **Import** to download the references.



5. ABOUT FILTERS

EndNote comes pre-loaded with Filters for the most commonly used databases. Occasionally you will find that the Filter you want is not one of these. In this case you have to download the appropriate Filter from the EndNote website. To do this you need to have **Administrative Access** to your own computer that is the ability to save files onto your hard drive or C Drive. If you do not have this please request this from **IT Services** as you will not be able to download the appropriate Filter without it.

The following Filter files are already included in your EndNote Software:

- ASSIA- Applied Social Sciences Index;
- BHI – British Humanities Index;
- LISA, Library and Information Science Abstracts.

The following Filters are not included. You will need to download these from the EndNote website:

- Avery Index to Architectural Periodicals;
- Communication Abstracts;
- DAAI: Design and Applied Arts Index

The following filter is not available and has been requested from EndNote – June 2006.

- IMID: Institute of Management International Database;

6. DOWNLOADING A FILTER

- Go to the EndNote Filter Web page at [\[http://www.endnote.com/support/enfilters.asp\]](http://www.endnote.com/support/enfilters.asp)
- Find the Filter you want to download.
- Click on the **FTP** link to download to your computer.
- Save the file in the Filters folder on your hard drive. The root is Local Disk: C Drive/Program Files/EndNote 9/Filters

When you next Import a file from CSA Illumina into EndNote the Filter will be present.

Note: these instructions are for Microsoft Explorer. The procedures for Exporting to EndNote will vary in other browsers.

7. FOR MORE INFORMATION ON ENDNOTE

Bournemouth University Help - Questions and help using *EndNote* please use [ASK](http://www.bournemouth.ac.uk/library/ask) [\[www.bournemouth.ac.uk/library/ask\]](http://www.bournemouth.ac.uk/library/ask). Note that questions and answers maybe shared. Technical questions relating to the installation of *EndNote* should be referred to IT Services.

EndNote ListServ - Interact with the community of *EndNote* users and search an [archive of questions](http://lists.adeptsience.co.uk/endnote) [\[lists.adeptsience.co.uk/endnote\]](http://lists.adeptsience.co.uk/endnote).