

Exporting to EndNote® or Endnote Web from mySearch or EBSCO databases

1. THE SCOPE OF THIS GUIDE

Exporting from online databases into your EndNote or EndNote WebLibrary is a key feature of the program, and a quick and efficient way to build your references. This guide takes you through exporting from **mySearch** or **EBSCO**. These provide access to many databases including:

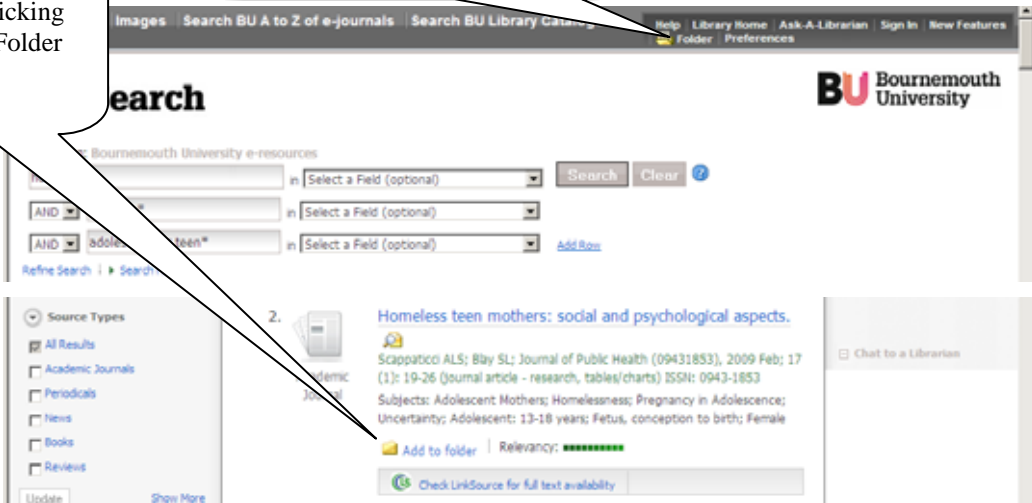
- Academic Search Complete
- British Nursing Index
- Business Source Complete
- CAB
- CINAHL
- Communication & Mass Media Complete [CMMC]
- Hospitality & Tourism Complete
- Medline
- PsycARTICLES, / PsycINFO
- SPORTDiscus

2. EXPORTING FROM MYSEARCH / EBSCO TO ENDNOTE / ENDNOTE WEB

After you have completed your search follow these steps to Export references.

Choose the references you want by clicking on the Add to Folder icon

This adds the items to your folder



The screenshot shows the mySearch interface for Bournemouth University. It features a search bar with filters for 'AND' and 'OR' operators. Below the search bar, there are search results. One result is highlighted: 'Homeless teen mothers: social and psychological aspects.' Below this result, there is an 'Add to folder' button and a 'Check LinkSource for full text availability' button. A callout box points to the 'Add to folder' button, stating 'This adds the items to your folder'. Another callout box points to the search results area, stating 'Choose the references you want by clicking on the Add to Folder icon'.

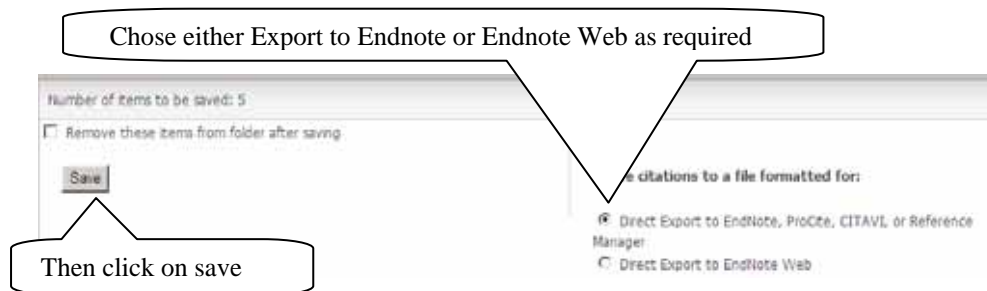
When you have all the items you want in the folder click on the **Folder** icon.

Select the items you want to export

Then click on Export



The screenshot shows the EndNote interface. It displays a list of articles. The first article is 'Runaway and pregnant: risk factors associated with pregnancy in a national sample of runaway/homeless female adolescents, (includes abstract); Thompson SJ; Bender KA; Lewis CH; Watkins R; Journal of...'. Below the article list, there is an 'Export' button. A callout box points to the 'Export' button, stating 'Then click on Export'. Another callout box points to the article list, stating 'Select the items you want to export'.



Whichever you have chosen it will ask you again to choose the destination.



EndNote will start automatically if it is not already open, and the records you have exported will appear as unfiled, imported references.

| MyLibrary | Author | Year | Title | Journal | Ref Type | URL | Last Updated |
|-------------------------|---------|------|--|-----------------|-----------------|------------------------|--------------|
| All References (79) | Berstan | 2008 | Direct dating of pottery from its organ... | Antiquity | Journal Arti... | http://search.ebsco... | 31/08/2011 |
| Imported References (5) | Boswijk | 2002 | Pinus and Prostomis: a dendrochron... | Holocene | Journal Arti... | http://search.ebsco... | 31/08/2011 |
| Unfiled (5) | Crone | 2002 | Seeing the wood and the trees: dend... | Antiquity | Journal Arti... | http://search.ebsco... | 31/08/2011 |
| Trash (0) | Edwards | 2010 | Gristhorpe Man: a Raman spectrosc... | JOURNAL | Journal Arti... | http://search.ebsco... | 31/08/2011 |
| | Gearey | 2009 | Correlating archaeological and palae... | Journal of A... | Journal Arti... | http://search.ebsco... | 31/08/2011 |

EndNote Web

If you do not have EndNote Web open it will ask you to log in at this point.

Records you have exported will appear in EndNote Web as unfiled references.



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

3. FOR MORE INFORMATION ON ENDNOTE

Bournemouth University Help –

For questions and help using *EndNote* please contact your library subject team.

For Technical questions relating to the installation of *EndNote* contact IT Services.

EndNote Community Forum –

Interact with the community of *EndNote* users on the [Forum](#)

[<http://community.thomsonreuters.com/>] there is also a searchable [archive of questions](#) [lists.adeptscience.co.uk/endnote].