

Exporting to EndNote® from Windows Live

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 the routines for exporting from Windows Live [<http://www.live.com>]. An initial search of **Windows Live** generates a menu bar with an **Academic (beta)** search. This search offers an option to export to EndNote,



2. DOWNLOADING FROM WINDOWS LIVE

Windows Live has a **two stage process** to transfer references to EndNote.

- **Copying** the reference(s) you want into a **.txt** (text) file;
- **Importing** the **.txt** file from your computer into EndNote.

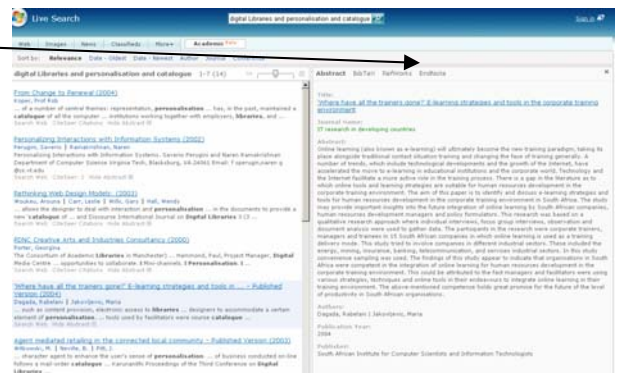
This is done using a **Filter**, a program that translates the information in your downloaded file into EndNote.

3. DOWNLOADING FROM WINDOWS LIVE

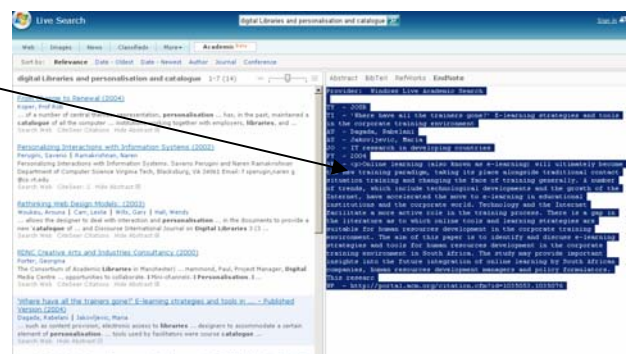
Open a text editor on your computer, for example **Notepad**. For Windows it is under **Start Menu**, go to **Programmes** and then **Accessories** – choose **Notepad**.

Search **Windows Live** and locate the references you want to Import into EndNote. To copy references into EndNote follow these instructions:

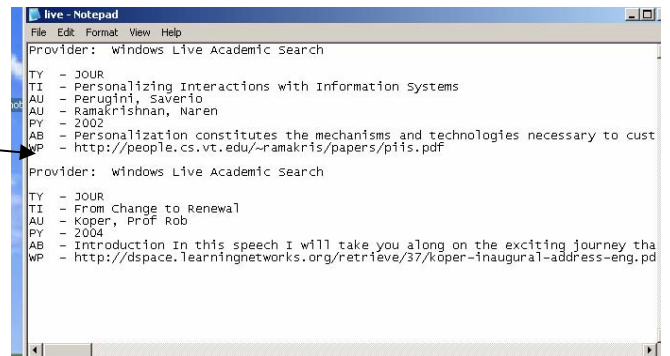
- From each reference you want to import click on **EndNote**;



- From the right hand panel copy the text (**Ctrl C**)

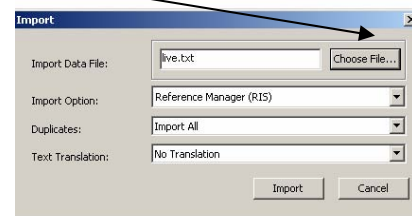


- Paste the reference it into your .txt document (**Ctrl V**). For multiple references repeat the instructions above, leaving a **line space** between each reference. **Save the .txt** document when you have finished.

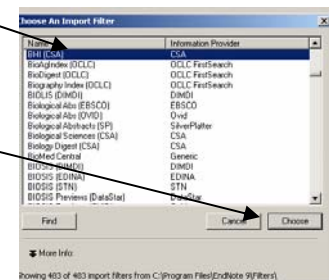


4. IMPORTING YOUR WINDOWS LIVE .TXT FILE INTO ENDNOTE

- Open **EndNote** and from the **File** menu choose **Import**.
- From the **Import** dialog box **Choose** [the .txt] **File** with the reference you have Saved with the references from the **Windows Live**.



- 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. In this case it is **Reference Manager (RIS)**.
- Click on **Choose** to confirm your choice of filter.
- Click on **Import** to download the references.



- Click on **Import** to download the references.

5. FOR MORE INFORMATION ON ENDNOTE

Bournemouth University Help - Questions and help using *EndNote* please use **ASK** [http://www.bournemouth.ac.uk/library/ask/ask_main.html]. 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>].

Note: tested in EndNote Verions 9.0 and X