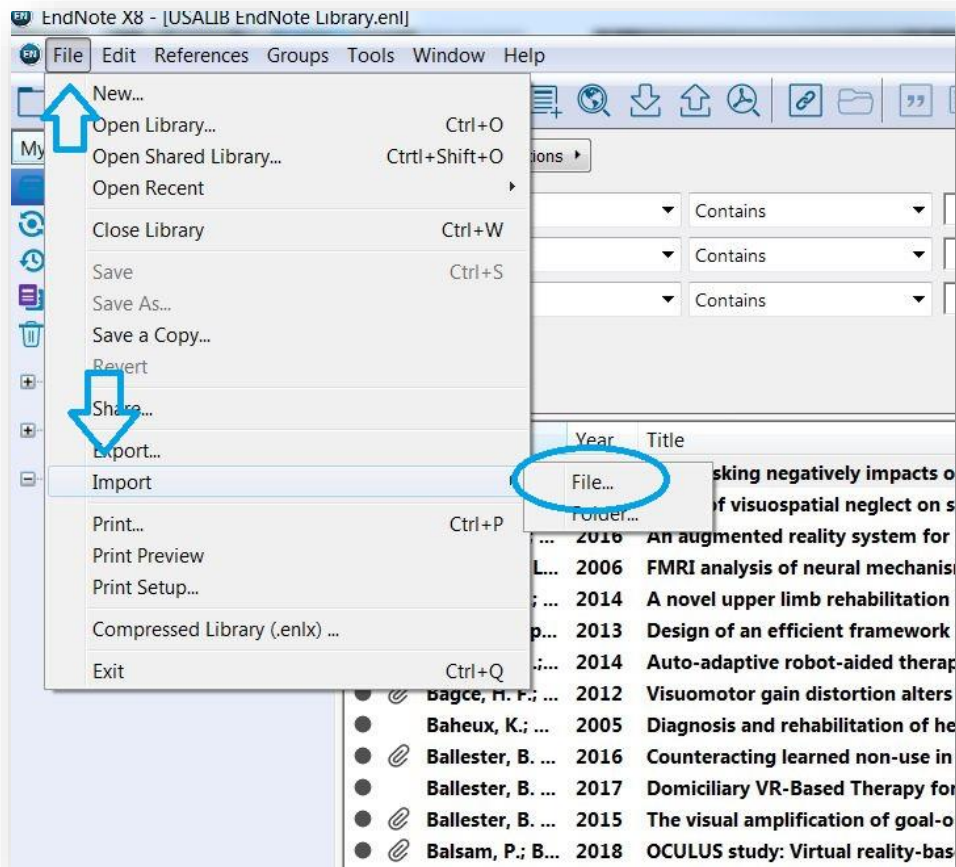




### EndNote: Importing PDF Documents

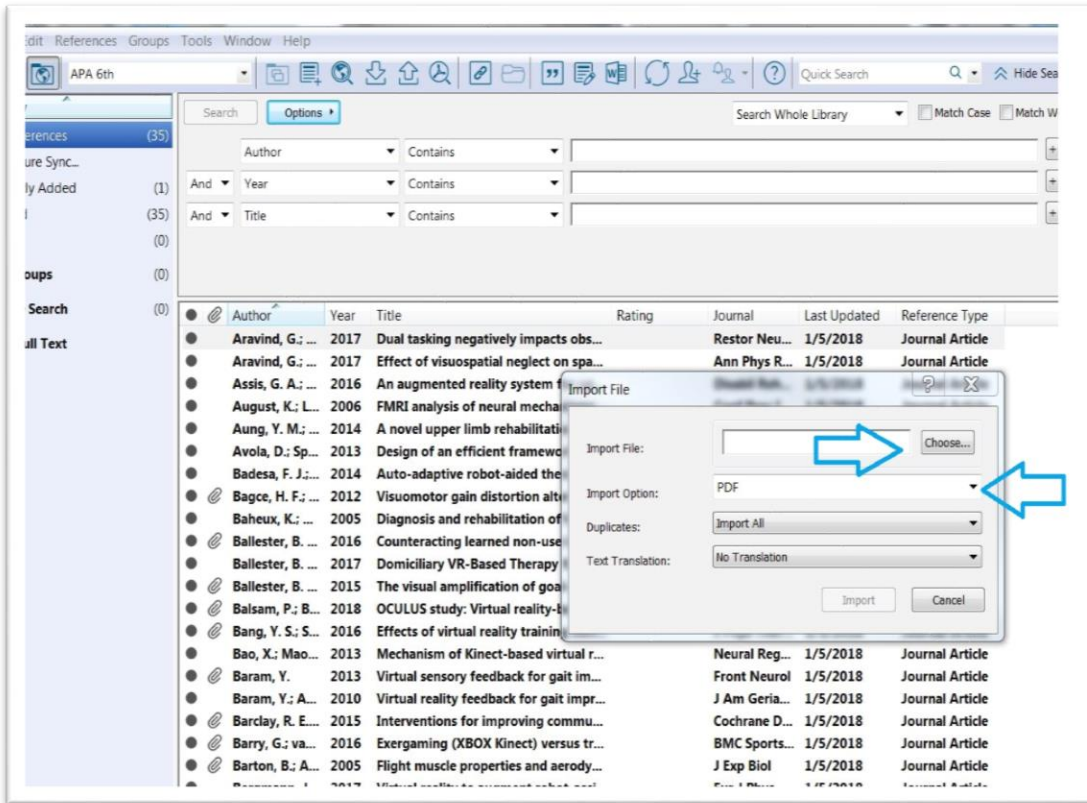
Do you have a ton of PDF articles saved on your computer that you'd like to add to your EndNote library? Here's how to transfer all of them:

- 1) In EndNote, click **FILE>IMPORT>FILE**

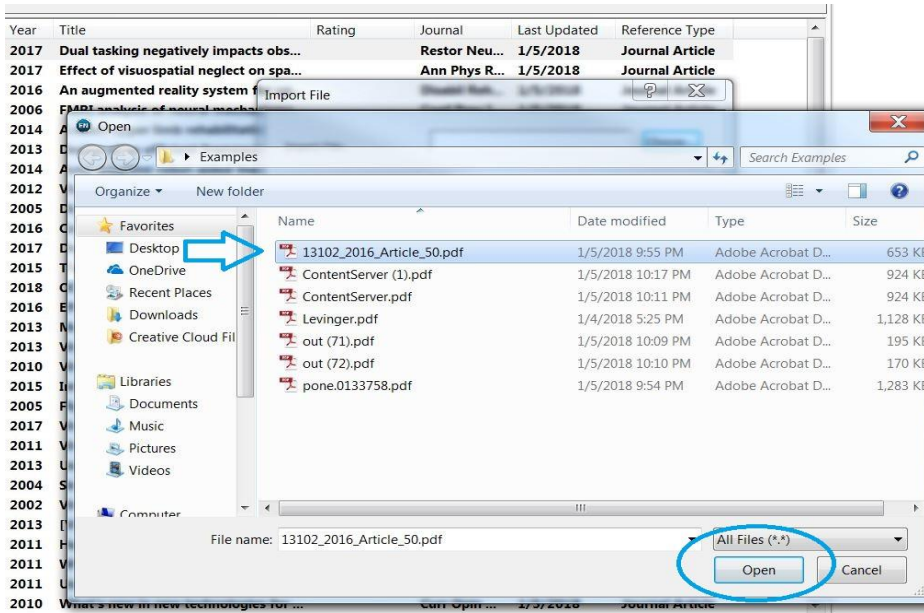


\*Not all PDFs are created equal! Some simply are not formatted in a way that EndNote can extract the correct information from, so you should always double check after importing. If the correct information isn't pulled from the document, then you can manually input the reference (see the "Manually Adding Citations" guide).

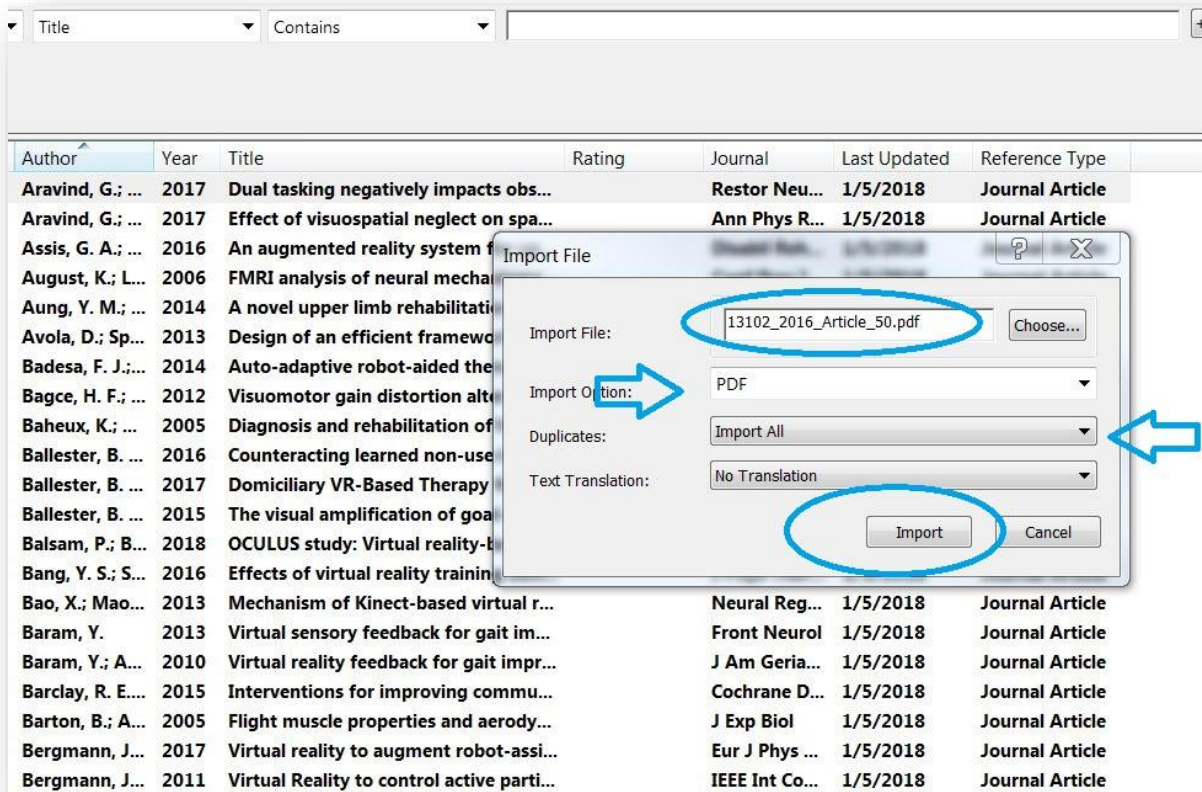
- 2) Click the **CHOOSE** button, locate your file, and select the item. Make sure the **IMPORT OPTION** is set to PDF. If it is not, use the drop-down menu to locate the appropriate type.



- 3) Choose the file, then click **OPEN**.



4) Make one final check, and click **IMPORT**.



- 5) The citation and PDF will first appear in “Imported References”, a temporary holding area. Once the file is fully imported, the reference will appear in your EndNote library.

The screenshot displays the EndNote interface. On the left, the 'My Library' pane shows 'Imported References' with a count of 1. The main window shows a search filter for 'Author' containing 'Barry, G. et al.' and a table of references with the following entry:

Author	Year	Title	Rating	Journal	Last Updated	Reference Type
Barry, G. et al.	2016	Exergaming (XBOX Kinect™) versus tr...		BMC Sports...	1/5/2018	Journal Article

The right-hand pane shows a preview of the PDF document titled '13102\_2016\_Article\_50.pdf'. The article title is 'Exergaming (XBOX Kinect™) versus traditional gym-based exercise for postural control, flow and technology acceptance in healthy adults: a randomised controlled trial'. The authors listed are 'Gábor Barry<sup>1</sup>, Paul van Schoell<sup>1</sup>, Alexander MacLennan<sup>1</sup>, John Dixon<sup>1</sup> and Denis Morel<sup>1</sup>'. The abstract and keywords are also visible in the preview.

More questions about EndNote? Contact the library at [library@usa.edu](mailto:library@usa.edu).