

# EndNote

## Attaching and importing PDFs and other file types

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## Introduction

Many different file types can be attached to EndNote references, whether this is a PDF file of the full article, an image or table to reference or a Word document. The process for attaching files is the same. You can search the full-text of attached PDFs from within EndNote using the Quick Search box or by limiting your search to PDFs.

NOTE: If you want to use the Insert Figure feature in Word using Cite While You Right, you will need to use the Attach Figure option in EndNote.

## What types of file are you able to attach?

EndNote will allow you to attach a variety of file types including:

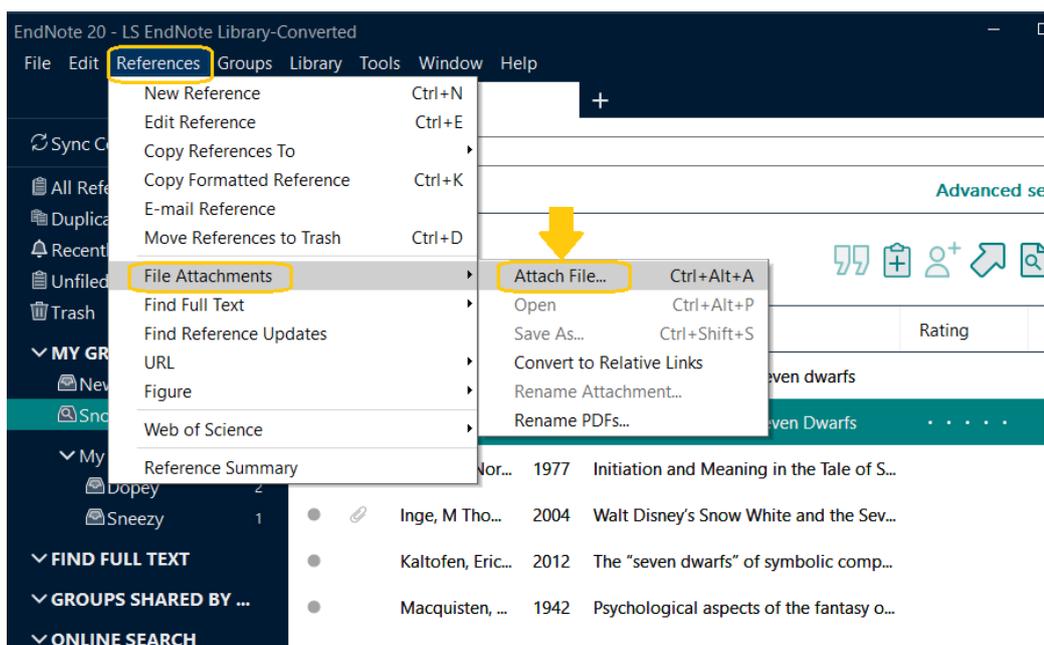
- Audio files (wav, mp3).
- Microsoft Access, Excel, PowerPoint and Word files.
- Microsoft Project files, Microsoft Visio files.
- Multimedia files (mov, QuickTime).
- PDF files (Portable Document Format).
- Technical Drawing files (AutoCAD).
- Text files (txt, rtf, HTML).

## Attaching a PDF or other file

Please note: this task requires that you have PDFs or other files on your own file space ready to upload.

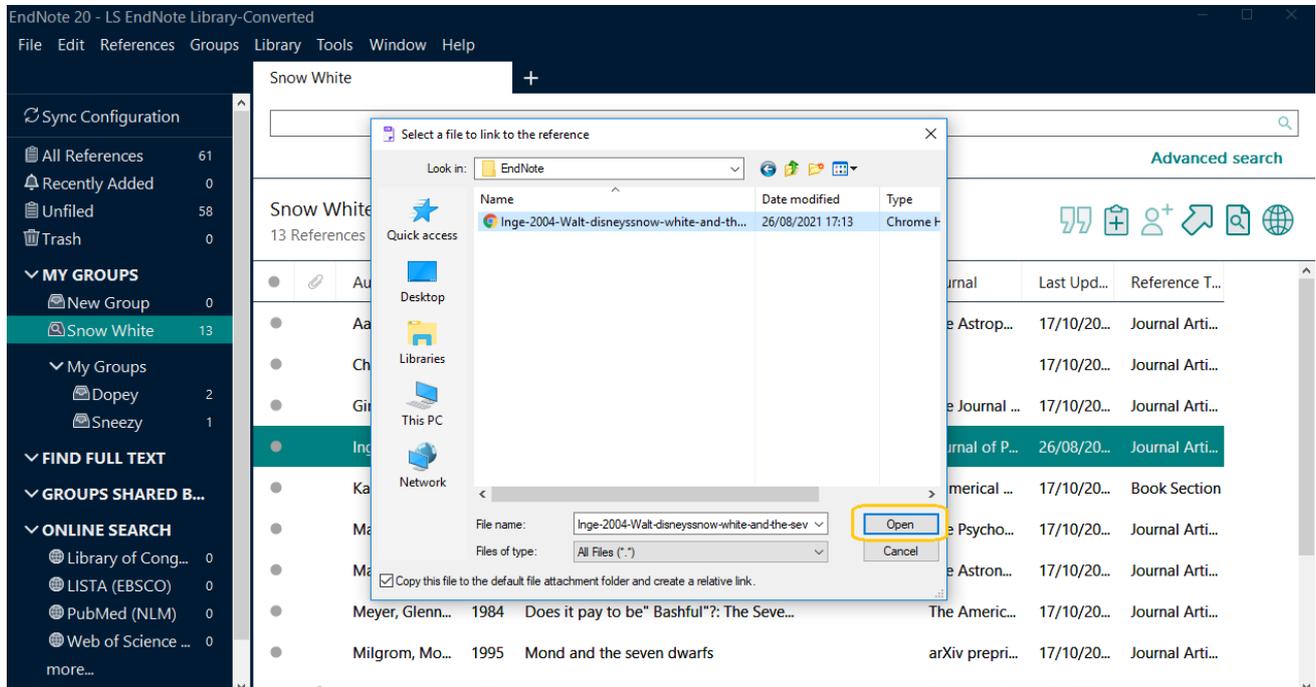
Open the record to which you want to attach the file by double-clicking the reference.

Click on **References > File attachments > Attach file.**



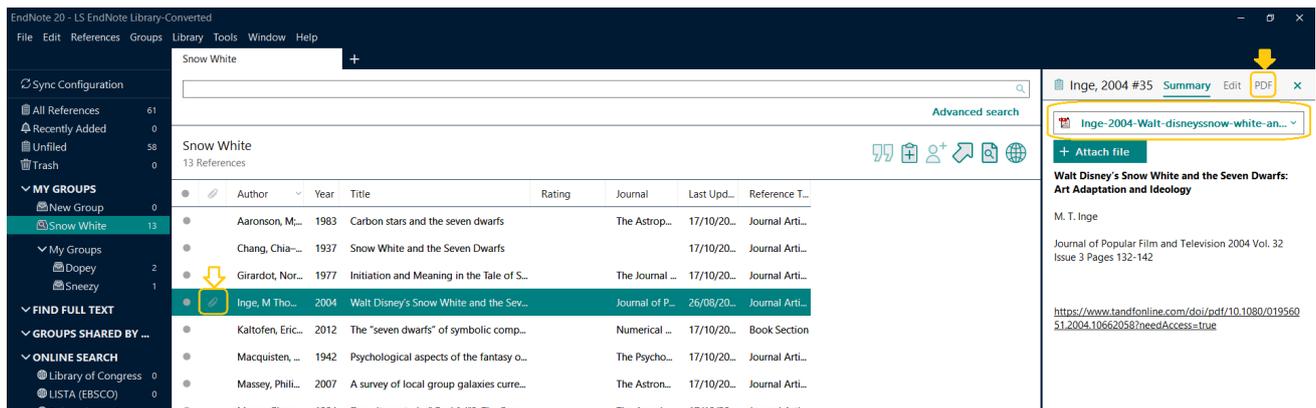
In the *Select a file to link to the reference* window, navigate in your file space and click on the appropriate PDF file.

Click **Open** or drag and drop the file. Close the reference to save the changes.



A paperclip icon has appeared next to the reference in your library, showing that it has an attachment.

Double-click on the reference to open it and scroll down to see where the PDF has been saved. You can attach images and other files in the same way.



## Importing PDFs and generating references automatically

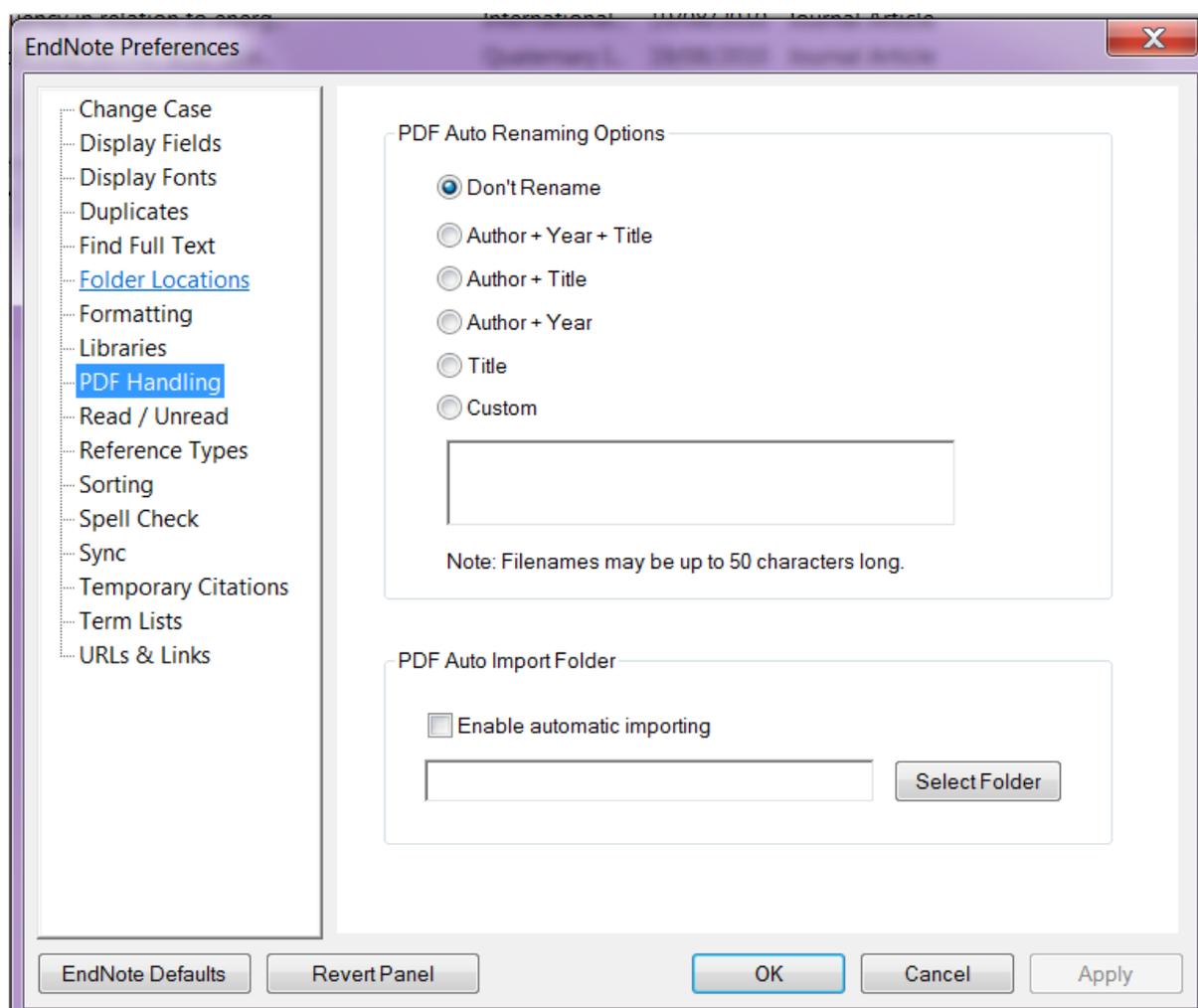
EndNote can import full-text PDFs from a designated folder on your H drive and automatically generate references for them in your library. This feature allows you to populate your EndNote library quickly and easily as you find your references, by simply

saving the PDFs in your designated folder, rather than exporting references from a subject database and subsequently adding the PDF.

**Please note:** this feature is dependent on each PDF including full **DOI** information.

To set up your PDF handling preferences:

- Click **Edit > Preferences > PDF Handling**.
- Choose the PDF renaming option you require and select a folder from which you wish PDFs to be imported in future.
- Tick the **Enable automatic importing** box and click on **Apply > OK**.



EndNote will automatically scan this folder for PDFs every 15 minutes or on reopening of your library and generate references (with the PDF attached) for you. EndNote will automatically move scanned PDFs to an imported folder within your designated folder to avoid duplication.