

EndNote's Find Full Text feature

Files such as PDFs or Word documents or figures may be attached to EndNote records.


How to attach PDFs to records in your library

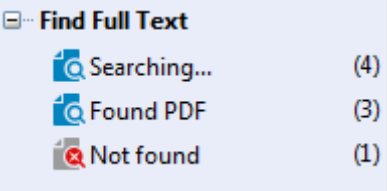
EndNote offers the Find Full Text feature to help you retrieve full text PDFs for the records in your library.




The feature checks if full text is available in Open Access resources or in the licenced subscriptions of the LUMC and Leiden University, and will import the PDFs into EndNote.

- Open an existing library
- In the EndNote central panel, select references (Ctrl-Click) or highlight the whole library (Ctrl-A). Large sets may take a long processing time.
- Click > References > Find Full Text > Find Full Text ...

EndNote starts searching.

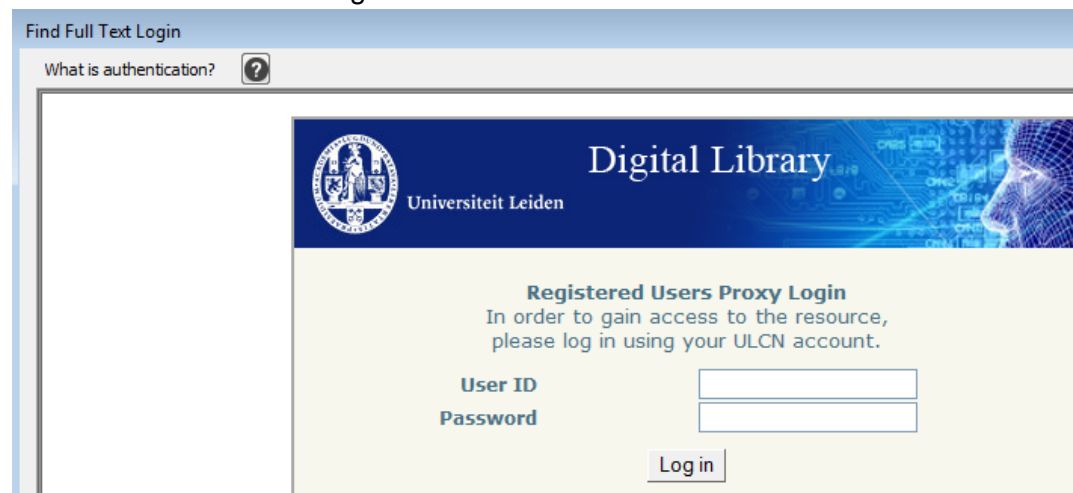
Click Find Full Text  Find Full Text in the panel on the left (Groups panel) to show the searching progress.



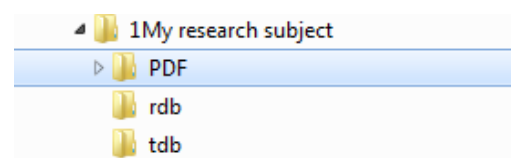
Find Full Text	
 Searching...	(4)
 Found PDF	(3)
 Not found	(1)

NOTE:

Extra authentication may be requested. Use your Leiden University / ULCN account to log in and the Full Text searching starts.



By default, the PDFs are stored as part of the EndNote library's .Data folder.



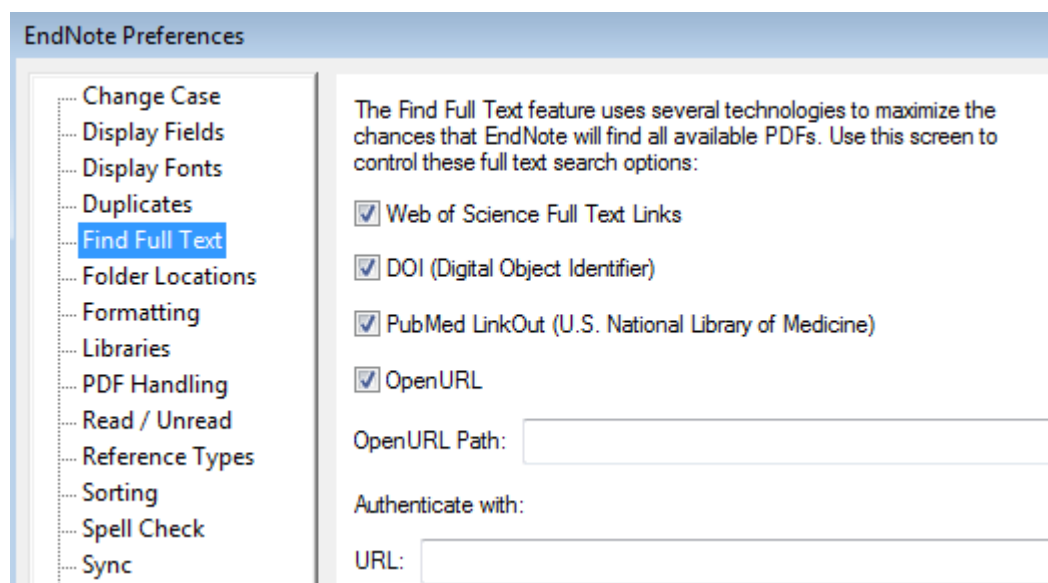
NOTE:

Approximately 50-85% will be found with the Find Full Text feature.

Problem solving

In general, when logged in with a ULCN or a LUMC account, the appropriate paths have been defined. However when the procedure fails, check the active preferences for the Find Full Text feature.

- click Edit > Preferences ... > Find Full Text



Make sure the upper four tick boxes are selected:

- Web of Science Full Text links, DOI, Pubmed LinkOut, OpenURL

The following links are necessary:

- OpenURL Path:

Inside the UL/LUMC domain: http://catalogue.leidenuniv.nl/openurl/UBL/UBL_services_page

Outside UL/LUMC premises: <https://catalogue.leidenuniv.nl/primo-explore/openurl?>

- Authenticate with URL:

Inside the UL/LUMC domain: <https://catalogue.leidenuniv.nl/primo-explore/openurl?>

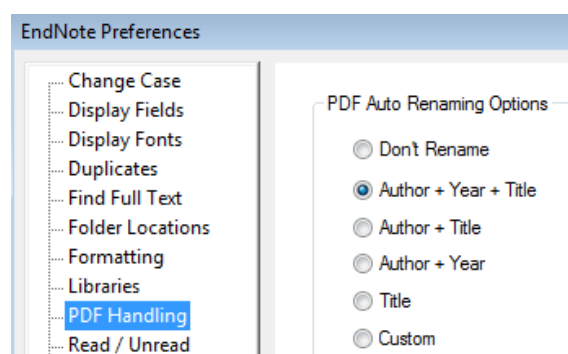
Outside UL/LUMC premises: <https://ezproxy.leidenuniv.nl:2443/login?url=>

- Click OK
- Proceed as shown above


How to rename PDFs

To change the default numerical PDF identification into a significant name, use PDF Auto Renaming:

- Edit > Preferences ... > PDF Handling
- Select a standard renaming option or create one via Custom

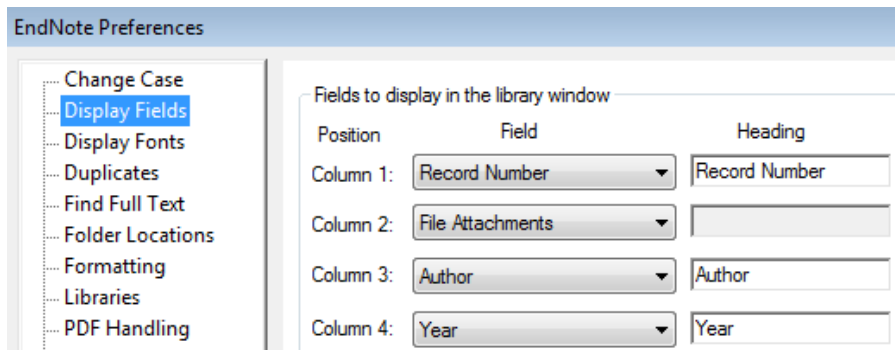


How to create an extra column indicating attachments

To show the presence of file attachments in the central panel, create the column File Attachments, labeled by the paperclip symbol .

- Click Edit > Preferences ... > Display Fields.
- Select the field *File Attachments* from the pull down menu in the preferred column

- Confirm with OK

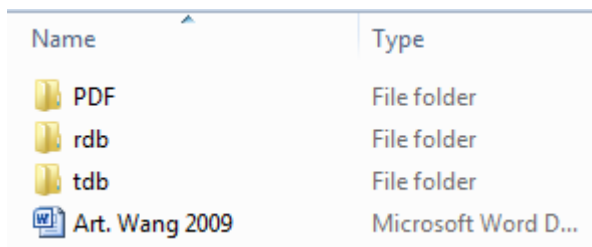


Re...		Author	Year	Title
59		Yovel, Y.; Franz, M. O.; Stilz, ...	2008	Plant classificati...
60		Wiegrebe, L.	2008	An autocorrelati...
61		Greenhall, Arthur M.	1982	House bat man...

How to attach an individual file to a record without Find Full Text

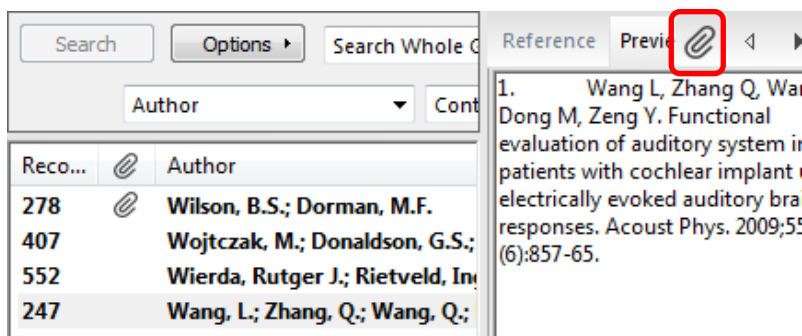
A file (PDF, Word document, figure) you want to attach to an EndNote record may be identified by other means.

- Save the file in the appropriate folder, belonging to the EndNote .Data file.



To change the folder for saving PDFs, use Edit > Preferences ... > PDF Handling > PDF Autoimport Folder > select Folder

- Highlight the required record in EndNote
- Click the paperclip icon in the Preview panel = Attach File ..



- Select a File > Look in > select the file to be attached > Open
- Highlight the EndNote record anew and click File > Save, to confirm the attachment
- The file is shown in the field *File Attachments* in the Reference panel on the right

NOTE:

The Walaeus InterLibrary Loan service may provide copies or PDFs otherwise not available.