

EndNote Exercise 2: Import and Edit References from Compendex

In addition to entering references manually, it is also possible to import references directly from databases such as Compendex. In this exercise, you'll do the following tasks:

- Do a simple search in Compendex
- Select references to import
- Select the format of references to import
- Import selected references to mylibrary

Compendex Search

To start a search in Compendex, you will need to access the database through the ALADIN Research Portal.

1. From the Gelman Library homepage (<http://www.gwu.edu/gelman/>) click on *ALADIN Research Portal*.
2. Under the "Need More?" category, click on *Databases by Title*.
3. In the search box, type `compendex`, then click on *Go*.
4. Click on *Compendex* in the list of databases.
5. In the first search box on the first line, enter `systems engineering`.
6. From the drop-down menu beside it, choose *Ei main heading* from the dropdown menu.
7. In the second search box, enter `decision making`. Now select *Subject/Title/Abstract* from the menu next to this one. This search will find articles under the main heading of systems engineering that pertain to decision making.
8. Under *Limit By*, set the date range from *2004* to *2005*.
9. Click on the *Search* button. This should yield 13 results citations. Let's import these references into mylibrary.

Importing References from Compendex

1. At the top of the search results page is the Results Manager box. Click on *Select all on page* then choose *Detailed record* from the Choose format options. Click on the *Download* icon.
2. In the Download Selected Records window that opens, you will see four options. Choose the *RIS, EndNote, ProCite, Reference Manager* option.
3. You will now see the File Download window. You can directly export the records from Compendex to EndNote if you are downloading the records on the same computer where EndNote is installed by clicking on *Open*. However, since you may not always be downloading records on the same computer where EndNote is installed, we will use the alternate method of saving the records in a file and importing them into EndNote using a filter file. Click on *Save*.
4. This will bring up the *Save As* window. Choose a location in the *Save in* dropdown menu and type *systemsengineering* in the *File name* box. The *Save as type* option will be *RIS formatted file*. Click on *Save*.

Due to changes in the filter supplied with EndNote for Ei Compendex, we need to download a modified filter before we are able to import the records we have just saved into EndNote. To do this:

- a. In your web browser, go to <http://www.gwu.edu/gelman/guides/endnote/engineering/samplesengin.html>
- b. Scroll to the bottom of the page and click on the Ei Compendex (Ei) Filter link.
- c. In the File Download window, choose *Save*.
- d. In the Save As window, choose the C:/Program Files/EndNote/Filters/ directory, then click on *Save*.

5. Go to EndNote and select *File/Import*.
6. The Import dialog box opens. In the *Import Data File:* box, click on *Choose File*. The Open dialog box opens. Select the *systemsengineering* file that you just saved, then click *Open*. In the *Import Option:* box, select *Other Filters*. Scroll down and select *EiCompendex(Ei)*. **Notice the Downloading Instructions at the bottom.** Click on *Choose*. Click on *Import*.
7. As soon as you click Import, you should see mylibrary with 13 new references displayed. Depending on your computer, this may take a few seconds.

What happened to the two references you entered manually in the previous exercise? As you import new references, EndNote displays only the new references. Note the “Showing 13 out of 15 references” in the bottom left of the window. To see all references, go to the EndNote menu bar and select *References/Show All References*.

General Tips and Hints for Importing References

1. Although it's very easy to import references from Compendex into EndNote, your EndNote Library will be more accurate and complete if you take the time to edit references as they are imported. Pay particular attention to reports and conference papers and whether an article or other work is available online.
2. If it's difficult to determine the issuing institution, authors, date, or other information for reports or conference papers imported into your EndNote library, try to retrieve the full text of the document and look at the cover page. This often provides information that may be missing from the reference.

That's all for Exercise 2. Keep mylibrary open and move on to Exercise 3.