Importing a Pre-Existing Word Processed Bibliography into *EndNote*

You have two options: follow either of them and you'll soon have your bibliography in *EndNote* with all the flexibility that brings. Both will still save you an awful lot of re-typing; the second option is better for a large bibliography since it saves a lot of keystrokes and gets the data into *EndNote* automatically.

For both methods you import into the Title field of a new reference (the automated method imports into the default reference type Journal Article) and then move the text into the appropriate fields within EndNote. This stops the automatic updating of Term lists with unwanted entries.

The one potential problem is that if you have used character formatting within a reference (eg italics for non-English words such as the Latin names of plants) this will be lost with both methods. See 7(a).

(A) Copy-and-Paste or Drag-and-Drop from Word to *EndNote*

1. Open your bibliography in your word processor.
2. Select the first reference – in Word if you treble-click within the reference you select the whole paragraph, which is how each reference is likely to be.
3. Choose Edit | Copy or press Ctrl+C
4. Switch to *EndNote*
5. Create a new reference: References | New or Ctrl+N
6. Put the cursor in the Title field
7. Choose Edit | Paste or Ctrl+V.
    a) If you have used character formatting within a reference (eg italics for non-English words such as the Latin names of plants), you could choose Edit | Paste With Text Styles. This would preserve all text styling in your original word processed bibliography which could compromise the benefit of using *EndNote*'s output styles later on. It might be better to reapply the italics more precisely (ie only to those words requiring them) once you have the references in *EndNote*.
8. You've now got the entire reference in the title field of a new reference. You can drag and drop or cut and paste from here to the proper fields. Ensure that:
    o you remove extraneous punctuation (remember that Output styles look after punctuation).
    o author names appear one per line.

If you arrange the *EndNote* and Word screens carefully – either side by side or one on top of the other onscreen, you can drag and drop for steps 3-7 instead of copying and pasting. The end result is that same.
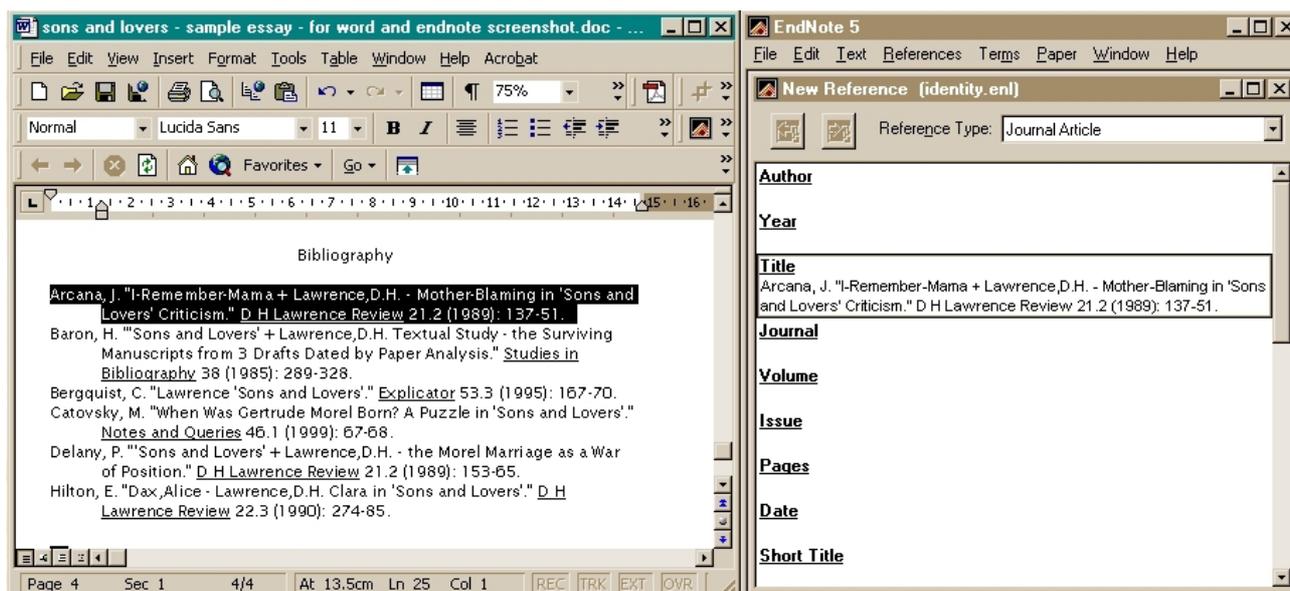

Figure 1: Dragging and Dropping from an Existing Bibliography in Word

(B) Convert Your Word Processed Bibliography and then Use an Import Filter

First you need to format your word processed bibliography.

1. In Word select **File | Save As** and select **Text Only** or **Plain Text** from the Save As Type drop down list at the bottom of the Save As window. Ensure you give it a different name – you don't want to overwrite your bibliography. This removes any formatting and is required to import successfully.

2. First remove any headings such as 'Bibliography' etc at the top of the document.

3. Click on the **Show/Hide ¶** button (or press **Ctrl+***) – you can now see all of the paragraph marks (¶). You need to ensure that at the end of each reference there are two of these, one on a separate line. This puts a blank line between each reference. There must not be any of these **within** a reference. You add them by pressing the ENTER key and remove them by simply deleting like any other text. If you have each new reference on a new line already, you can use Word's search and replace function to insert just one blank line between them:

   a) Select Edit | Replace or press **Ctrl+H**.

   b) In the top box type **^p** and in the bottom box type **^p^p** and click on *Replace All*. (**^p** is the code for a paragraph mark).

   c) If you already had some blank lines inserted, then you may find that you now have two blank lines in places. This is easily remedied by entering **^p^p^p** in the upper box and **^p^p** in the lower box and clicking on *Replace All* repeatedly until there are no replacements made.

4. When you have done this you need to 'tag' each reference. Immediately before the first reference type **TI%** without a space after it. You should then do this for every other reference. Fortunately you don't have to do it manually - you can use Word's search and replace function again:

   a) In the top box type **^p^p** and in the bottom box type **^p^pTI%** and click on *Replace All*.

5. Save the file again and close it.

Next you need to save the specially designed import filter into your \EndNote\Filters folder (probably under C:\Program Files): gc_word_processed_bibliography.enf – see the website.

1. Start *EndNote* and create a new library to receive the data just in case you do something wrong. You can merge this with your working library once you're satisfied it's ok.

2. Select **File | Import**.

3. Click on **Choose File** and locate the text file you've just created.

4. Click the arrow on the right of the Import Option drop-down box and select **Other Filters…**

5. Choose "gc word processed bibliography".

6. Click on *Import* and your references will be imported as at point 8 in the discussion on drag-and-drop above. This method saves you having to create a new reference each time. It is definitely preferable with a large number of references.

7. You now have all your references in your new library – but all the information is in the Title field. You need to edit each one to ensure that the data is in the appropriate fields. You can use drag-and-drop or cut-and-paste. Ensure that:

   o you remove extraneous punctuation (remember that Output styles look after punctuation).

   o author names appear one per line.

You don't have to do all of this in one session: if you do a few regularly, you'll soon have a large bibliography functioning in *EndNote*.

The import filter and sample files for you to practise on are available online at

http://homepages.gold.ac.uk/duncan