

How to find and retrieve full text

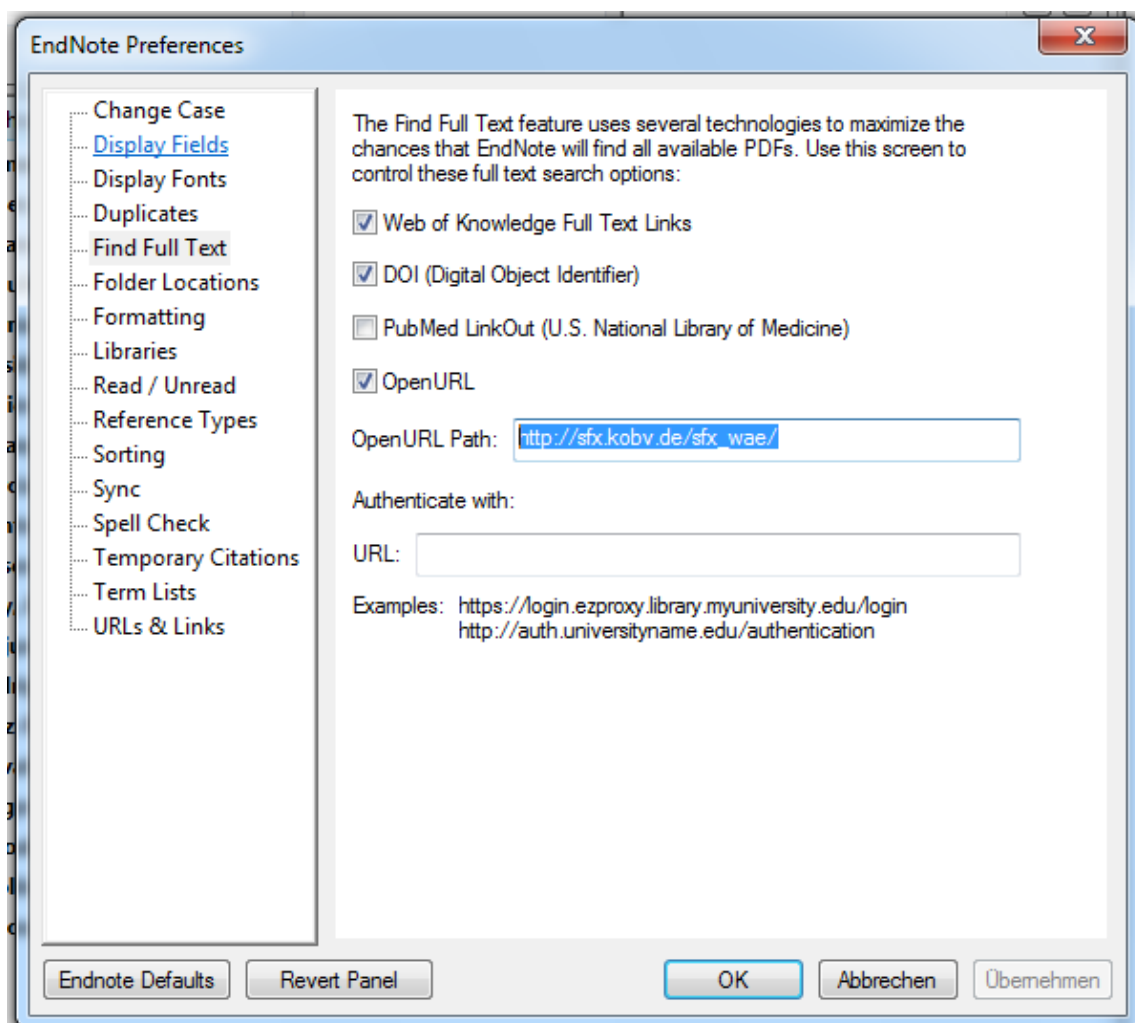
The Find Full Text command can attempt to find full text documents for up to 250 records at a time; this total includes all full text searches run concurrently in open databases. If you want to find the full text for more than 250 EndNote records, you must run the Find Full Text operation more than once. Highlight up to 250 references each time.

The Find Full Text command is available only in Integrated Library and Online Search Mode or Local Library Mode. It is not available in Online Mode.

Step 1 – Change “Find Full Text” preferences in EndNote (only once)

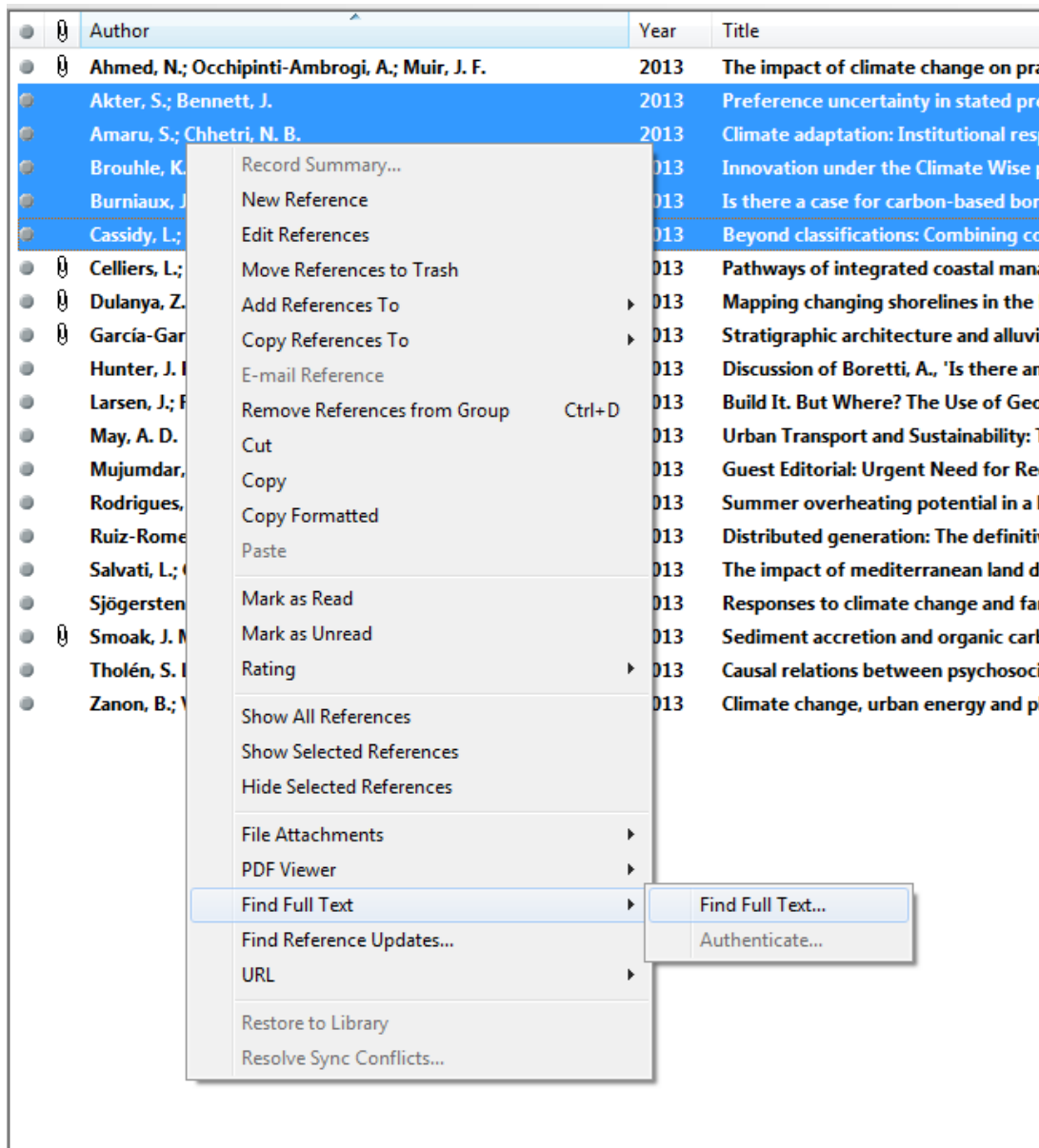
At first you have to enter an OpenURL address and an authentication URL under preferences, so you can include our knowledgebase SFX to link directly to full texts available through library subscriptions.

- Got to Menu: **Edit > Preferences > OpenURL**
- Enable OpenURL (activate checkbox)
- OpenURL Path: http://sfx.kobv.de/sfx_wae/

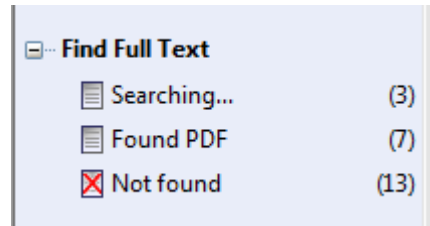


Step 2 - To find and retrieve full text

- Select the reference(s) to which you want to add full text.
- In the Library window, highlight up to **250 references**.
- For example, you can select a **single reference**, or hold down the Ctrl key to highlight individual references, or use **Edit > Select All** to select an entire Group of displayed references. Or, open **an individual reference** for editing.
- From the References menu, select **Find Full Text > Find Full Text** or you can use the right-click contextual menu to select Find Full Text.



- EndNote begins searching for and downloading full text for the selected references. (Full text downloading happens in the background, which may affect the performance of other operations.)
- References appear in groups under a Find Full Text group set.



The screenshot shows a window titled "Find Full Text" with a list of three items: "Searching..." with a count of (3), "Found PDF" with a count of (7), and "Not found" with a count of (13). The "Not found" item has a red 'X' icon next to it.

Find Full Text	
Searching...	(3)
Found PDF	(7)
Not found	(13)

More information and training here:

Tutorial: EndNote - Find Full Text <http://www.youtube.com/watch?v=x1JPPP7o5XQ>

Finding full text with EndNote: http://endnote.com/support/helpdocs/EndNote_FullText_030510.pdf

(Last update: March 2013)