

Transferring a Word bibliography to EndNote

As a general rule, there is no easy way of transferring a bibliography in a Word document into EndNote.

You probably have three options:

Manually

Enter all your data into EndNote, using copy-and-paste.

Search online and download to EndNote

Locate the references in a database or library catalogue, and download them to EndNote using direct export or a filter. If the database or catalogue can be searched using an EndNote connection file, this will speed up the process.

PDF Import

If you have the pdf files on your hard drive you can use the pdf import option. EndNote can extract metadata from pdf files if they have a crossref doi.

Editing the Document to Import the References for Further Editing

Do some basic editing of the Word document so that the references can be imported into EndNote for further manual editing. Full instructions for this procedure are given below:

This is a procedure that will import your bibliography into EndNote. However, when you open a reference, all the data will be in the Title field. You then have to highlight each section of the reference, and drag-and-drop it into the appropriate field.

Step 1 – Create a new Bibliography in Word

- Copy the bibliography and paste it into a new Word document.
- Save the new document as a text file (.txt)
- Use the Word function that displays all the hidden formatting symbols (the backwards P)

You will probably see that there are one or two paragraph marks between each reference, depending on the spacing of the bibliography.

- Use Word's **Find-and-Replace** function to replace those symbols (i.e. the two paragraph marks, or whatever) with the same symbols, followed by %T and a space: e.g. **^p^p%T**
- Each reference now begins with %T followed by a space (except the first reference, which you must edit manually)
- You need to have a **blank line between each reference**. If this is not the case (and that will depend on your original bibliography), use the Find-and-Replace function again to replace the paragraph mark with two paragraph marks.
- Save these changes. Close the file.



Step 2 - Import into EndNote

- Go to EndNote.
- Click on **Edit>Import Filters>Open Filter Manager**.
- Select the EndNote Import filter and click on Edit.
- Go to the Record Layout section.
- Change the setting to Blank line separates records.
- Then go to the Reference Type section.
- Under Default Reference Type, choose the most common reference type in your bibliography.
- Close the edit window and save the edited filter under a new name.
- Now click on **File>Import** to see the Import dialog box.
- Choose your file of references. For the Import Option, select your edited filter.
- Click on the Import button.
- Each reference should import as a separate reference in your EndNote library. Note that all data is in the Title field.

You must now manually edit each reference. First check the Reference Type, and amend as necessary. Then highlight each section of data, and drag-and-drop it into the appropriate field in the reference window. Follow the normal EndNote conventions for data entry, e.g. each author must be on a separate line.

(Last update: July 2013)