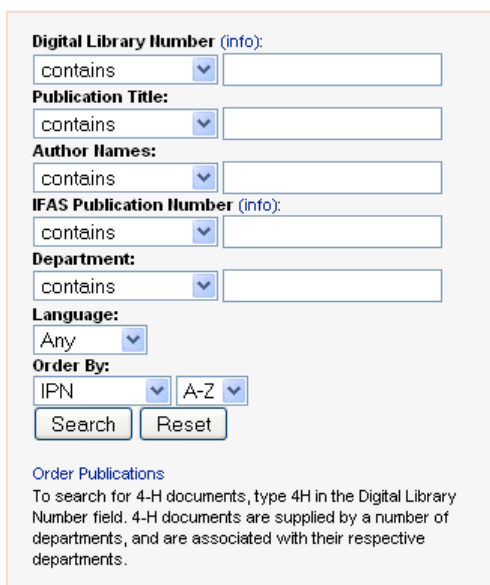


How Do I Add EDIS Publications to My List?

EDIS publications cannot be added directly through EndNote Web. To import your EDIS publications, you will need to first generate a list of your EDIS publications using the IFAS publication search tool. You can begin the process by navigating to <http://edis.ifas.ufl.edu/dosearch.html> in your web browser. You will then be presented with the following interface:



The screenshot shows a search interface with several fields and options. Each field has a dropdown menu set to 'contains' and an adjacent text input box. The fields are: Digital Library Number (info), Publication Title, Author Names, IFAS Publication Number (info), Department, and Language. Below these is an 'Order By' section with two dropdown menus set to 'IPN' and 'A-Z'. At the bottom of the form are 'Search' and 'Reset' buttons. A link for 'Order Publications' is also present, followed by a paragraph of explanatory text.

Digital Library Number (info):
contains []

Publication Title:
contains []

Author Names:
contains []

IFAS Publication Number (info):
contains []

Department:
contains []

Language:
Any []

Order By:
IPN [] A-Z []

Search Reset

[Order Publications](#)
To search for 4-H documents, type 4H in the Digital Library Number field. 4-H documents are supplied by a number of departments, and are associated with their respective departments.

Figure 11 – The IFAS Publication Search Tool

Type your name into the author field, and click the “Search” button. This will generate a list of any EDIS publications which contain your name in the author field. Above your results list, you will see an option to “Output your results in EndNote format” and a button labeled “Export.” Clicking the “Export” button will provide you with your list of EDIS publications in EndNote format. The results will look similar to those shown below in Figure 12.

```
%0 Electronic Document
%A Amy H. Simonne and Douglas L. Archer
%D 2006
%T Acrylamide in Foods: A Review and Update
%E Family Youth and Community Sciences
%I UF/IFAS
%P 4
%@ FCS8759
%1 Florida Cooperative Extension Service
%M FY578
%U http://edis.ifas.ufl.edu/FY578
%~ EDIS
%W UF/IFAS
%I UF/IFAS
```

Figure 12 – An EDIS Publication List In EndNote Format.

Once you have your EDIS publication list in EndNote format, you will need to save the output as a text file. To do this, open the “File” menu on your web browser and click “Save.” Give the file a name, be sure to select “Text (.txt)” from the file type drop down menu, and then save the file. You now have a complete list of your EDIS publications in a format that can be imported into EndNote Web.

To begin the import process, log into your EndNote Web account using the method described earlier in this document. After you have logged in successfully, select the “Collect” option from the EndNote Web main menu. Then click on the “Import References” option from the following menu. You will be presented with the EndNote Web import interface pictured below in Figure 13.

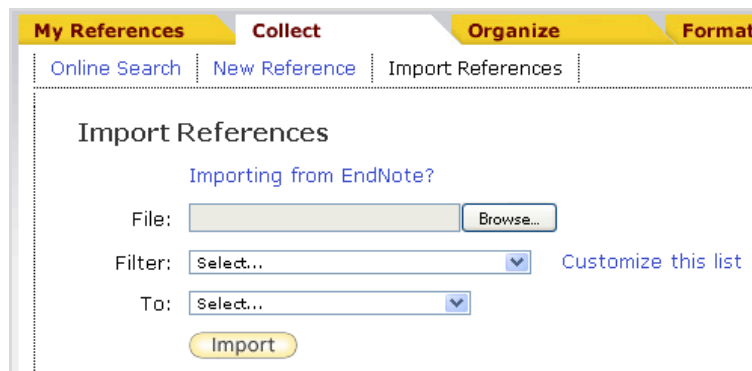


Figure 13 – The EndNote Web Import References Interface.

To import your EDIS publication list, begin by clicking the “Browse” button. You will then be asked to select the text file you created in the previous step. Next, select “EndNote Import” from the filter list. Finally, use the last drop down selection to determine which folder you would like to import your EDIS publications into. When properly completed, the result should look similar to that pictured in Figure 14.

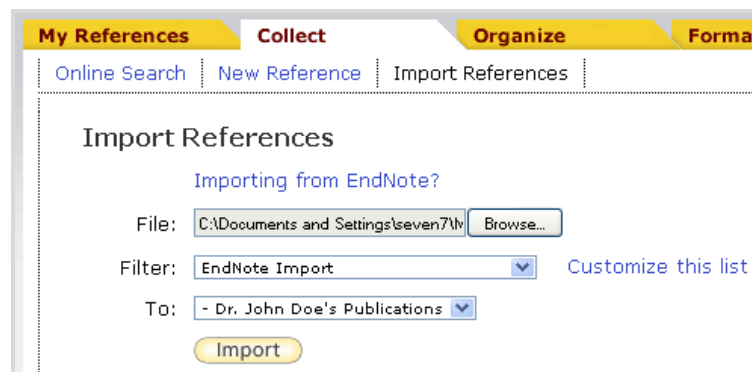


Figure 14 – The EndNote Web Import References Interface Completed.

The EDIS publications listed in your file will now be added to the EndNote Web folder you specified. These can now be edited, moved, or otherwise managed just as you would any other reference.