

How to attach PDFs to Endnote

You can now attach pdfs to individual EndNote entries. Before you start doing this to your library I recommend the following:

Name your library. For example, Paul's Library and put into its own folder. For example, E-references Folder. You will want to do this because when you attach a pdf to your library Endnote creates a data folder where it keeps a copy of each pdf you attach. If this data folder becomes lost (i.e., you decide to reorganize your desktop and move the folder somewhere different) Endnote will not be able to find it and all of you the pdfs that you attached to the library will be lost. So, if you keep your library in the E-references folder, which will also house the data folder, you can move the E-references folder anywhere and the library will still function.

Once your library and e-reference folder is set up open your library. Enter or select the reference that you would like to attach the pdf to. In the main menu option select Reference->insert object then navigate to and select the pdf. Hit enter. The pdf will appear in the Image field at the bottom of the reference. In the future if you need the pdf simply click on the icon in the images field and the pdf will appear.