

## Using labElephant with Endnote

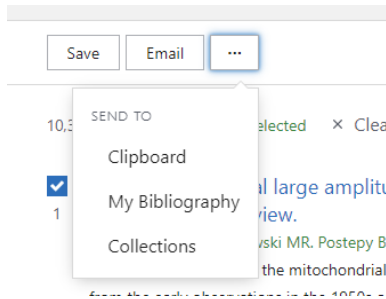
labElephant allows integration of bibliography management with knowledge management. This is achieved by first downloading text files of papers saved to the PubMed clipboard into Endnote, exporting the papers from Endnote in a RIS format text file, and then importing the RIS format text file into labElephant. The RIS format files contain not only information about the papers, but also the identifying code used by Endnote for each paper. In this way the code stays associated with references to the paper in text in labElephant, so that such text can be copied and pasted into manuscripts in Word, and Endnote will then create bibliographies from such text, as usual.

This process is made simple by allowing the user to set up default locations and formats for the different files, so making the whole operation seamless. In addition, pdf files of multiple papers that are downloaded can be easily linked into labElephant, using a SmartLink button.

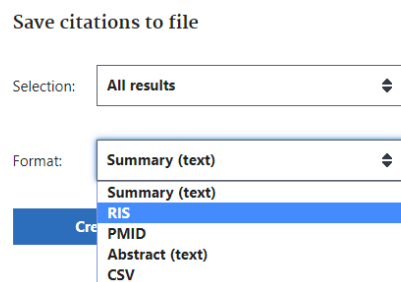
Before following the directions below, be sure the initial data setup described in “Getting Started” has been done, so that default locations are in place.

### Section 1: Download papers from PubMed

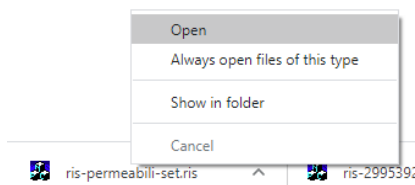
1. Open PubMed and mark the papers of interest.
2. Either “Send To Clipboard” or “Save” directly:



3. Either from the Clipboard, or directly, Save with the RIS option:



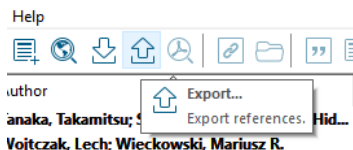
4. Once the file has downloaded, you can import it directly into Endnote by right-click then “Open”:



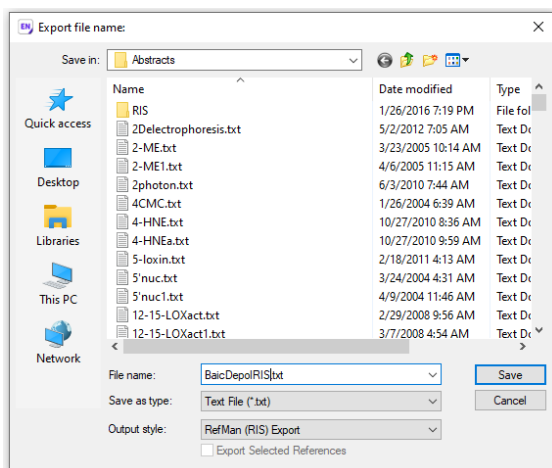
- Download the pdfs if available, into your pdf folder. The pdfs will then readily available for using the SmartLink button (see below). It is helpful to name the pdf files by first author and year, e.g. Jaing10.pdf, or with initials , e.g. JaingM10a.pdf, in case of common names and more than one publication that year.

## Section 2: Export papers from Endnote

- Go to Export:



- Browse to your Literature Files folder (if necessary), and enter a file name that in some way reflects the contents. Select Save as type “Text file (\*.txt)”, Output style “Refman (RIS) Export”, & click Save:



Again, if “RefMan (RIS) Export” does not show in the list, browse to it by selecting “Select Another Style...” from the list; it will be in the list thereafter.

If you wish, right click on Imported References & select “delete group” (this will not delete the references). Close Endnote.

## Section 4: Import papers into labElephant

- Open labElephant, log in, and open the Knowledge form.
- Select the “Capture Files” button, to open the Literature Files form.
- The File format shown is the default value you entered in Defaults. For files exported from Endnote as in Section 2, this should be “RIS format”. Select another format if this is not a RIS format file for this import.

4. Select the Import Mode: “New File” to simply import the file, or, if you want to append to an existing file, select “Append to File”. Select the “Append to Selected File” button, and then go to step 8.
5. For a New File: Select the “New File” button. From the file browser, select the RIS format Literature file you just exported from Endnote, and select OK. (Note: the file browser should open to the default location of the Literature Files that you entered on the Defaults form). Select the Literature File record on the subform, so that the “Capture Selected File” button is enabled.

Enter any relevant comments and search words that characterize the Literature File.

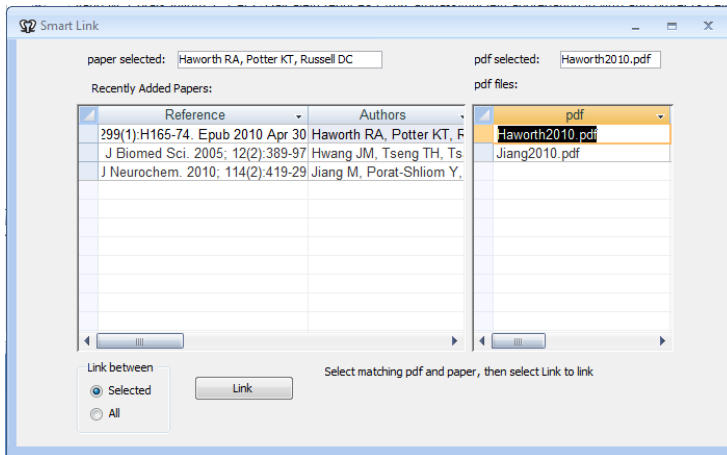
Select the “Capture Selected File” button to import the file selected.

After the file is captured, close the Literature Files form. Captured references now show up under Papers, with the Literature File selected in the drop-down box.

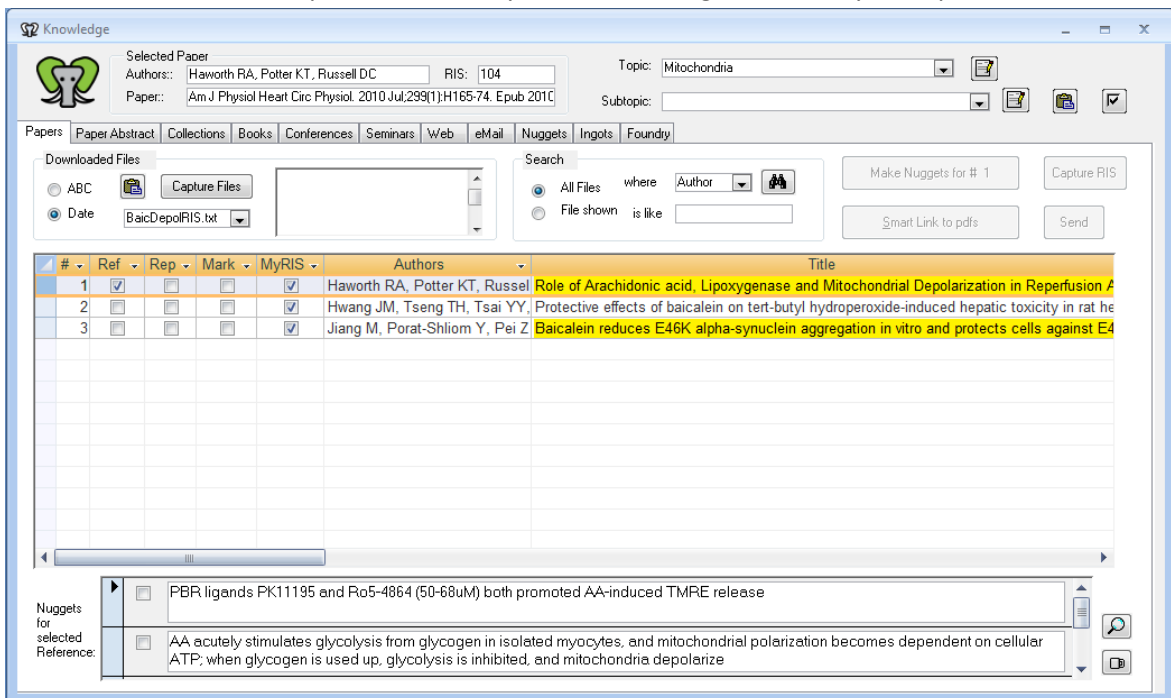
6. For “Append to File”: Select the existing file to be appended to, on the subform on the left. Then click the “Append to Selected File” button. From the file browser, select the RIS format Literature file you just exported from Endnote, and select OK. After the file is appended, close the Literature Files form. The added papers now show up under Papers on the Literature form, with the Literature File that was “appended to” selected in the drop-down box.

## Section 5: SmartLink to pdfs

1. Select “Smart Link to pdfs” button. This opens a file browser.
2. Select the pdf files relevant to this Literature File, in the file browser. The best way to do this is to first sort the File list by date, with newest at the top, by two clicks on the file date header. This will show the pdfs you just downloaded, at the top of the list, in the reverse order that you downloaded them. Select the first pdf file downloaded, then, while holding down the shift key, select the last (top) file downloaded. Click Open.
3. The Smart Link form will open, listing the papers on the left & the pdf files on the right:



4. If pdf files were selected as above, they should be listed in the same order as they were downloaded, and match the order of the papers on the left.
5. Delete papers on the left that do not have downloaded pdf files, if any (Hwang paper in this case. This does not delete the paper from labElephant).
6. Check that "paper selected" at the top matches "pdf selected" at the top. If not, select the top listed records.
7. If multiple papers remain, check whether the list order on the left matches the list order on the right.
8. If so, select "All" in "Link between", then Link.
9. Otherwise, select "Selected" in "Link between", select matching papers & pdfs individually, then Link.
10. Close Smart Link form. Papers will show a yellow title background if they have pdfs:



11. To view pdfs, select a paper, then the Paper Abstract tab, then the pdf button.

12. You are now good to go!
13. To use the Smart Link form at a later time, simply check the Mark check-box on the relevant paper records, and select the "Smart Link to pdfs" button, and proceed as above.