

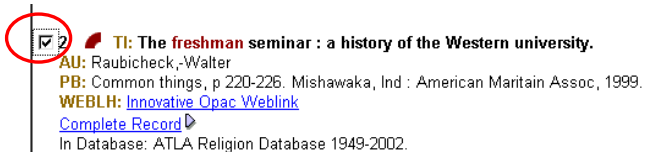
Importing Records from *ATLA Religion Index* into *EndNote 6.0*

Importing records from ATLA Religion Index into your library of references requires several steps but will save you a lot of time in retyping your information.

- If you have questions about importing records or other EndNote matters, contact **Shana Gass**, Reference/Instruction Librarian, at sgass@wheatonma.edu or x3736.
- If you have questions about searching ATLA Religion Index, contact **Ethel Fraga**, Reference/Instruction Librarian, at efraga@wheatonma.edu or x5652.

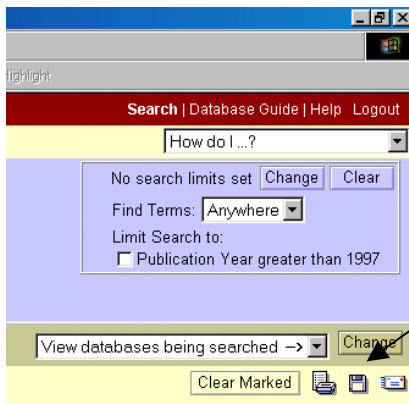
Part 1: Saving the ATLA Records to Your Computer




Perform your search.
Click off records that
you would like to save.

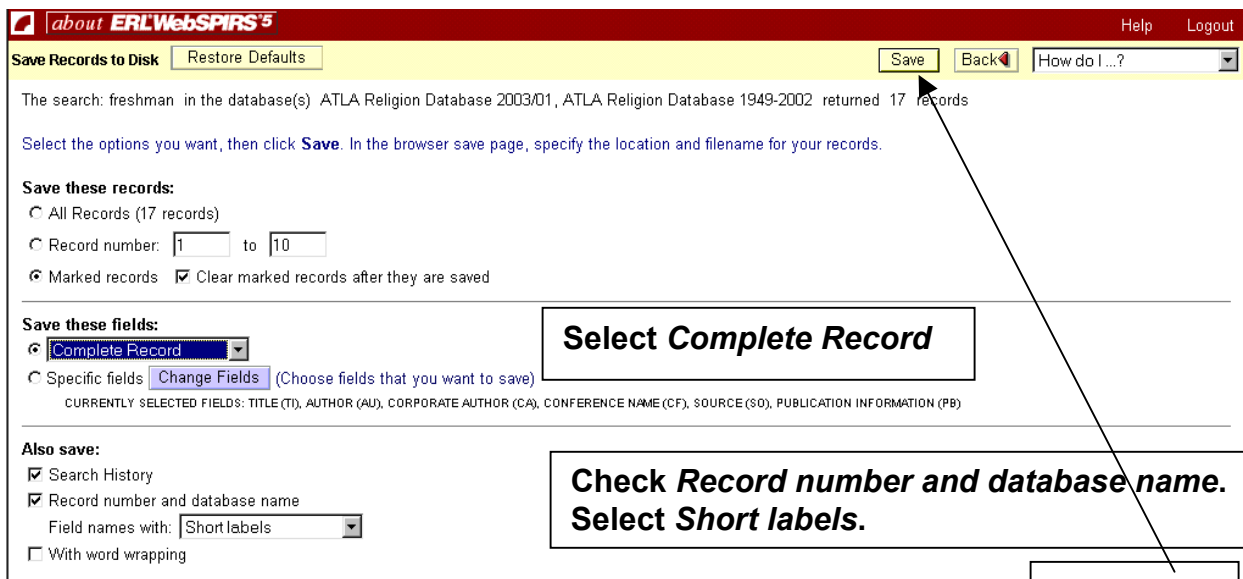


TI: The freshman seminar : a history of the Western university.
AU: Raubicheck, -Walter
PB: Common things, p 220-226. Mishawaka, Ind : American Maritain Assoc, 1999.
WEBLH: [Innovative Opac Weblink](#)
[Complete Record](#) ▶
In Database: ATLA Religion Database 1949-2002.

When you are ready to export your records,
click on Save icon. 



Search | Database Guide | Help | Logout
How do I...?
No search limits set [Change](#) [Clear](#)
Find Terms:
Limit Search to:
 Publication Year greater than 1997
View databases being searched → [Change](#)
[Clear Marked](#)   



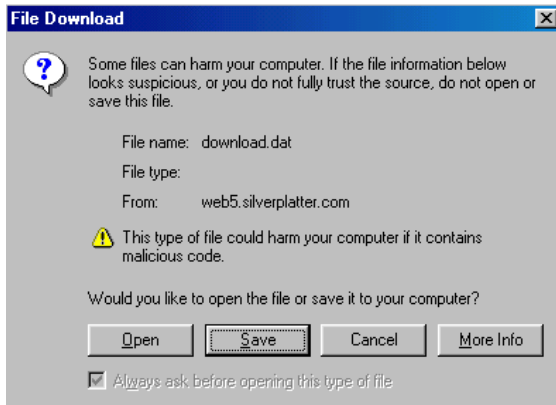
about **ERL WebSPIRS⁵** Help Logout
Save Records to Disk [Restore Defaults](#) [Save](#) [Back](#) How do I...?
The search: freshman in the database(s) ATLA Religion Database 2003/01, ATLA Religion Database 1949-2002 returned 17 records
Select the options you want, then click **Save**. In the browser save page, specify the location and filename for your records.
Save these records:
 All Records (17 records)
 Record number: to
 Marked records Clear marked records after they are saved
Save these fields:
 [Complete Record](#)
 Specific fields [Change Fields](#) (Choose fields that you want to save)
CURRENTLY SELECTED FIELDS: TITLE (TI), AUTHOR (AU), CORPORATE AUTHOR (CA), CONFERENCE NAME (CF), SOURCE (SO), PUBLICATION INFORMATION (PB)
Also save:
 Search History
 Record number and database name
Field names with:
 With word wrapping

Select Complete Record

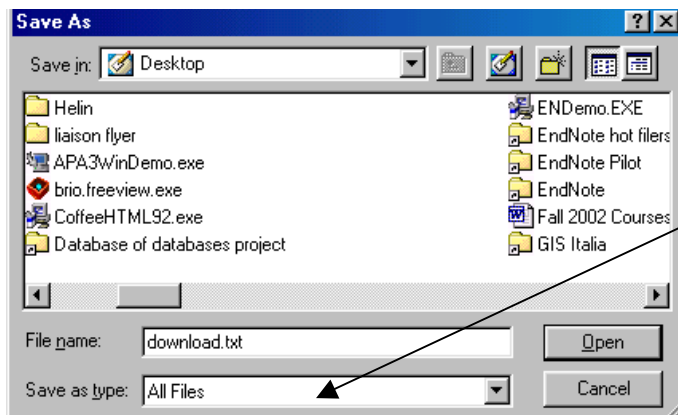
Check Record number and database name.
Select Short labels.

Finally,
click Save.

Importing Records from *ATLA Religion Index* into *EndNote 6.0*, cont'd



A dialog box comes up.
It's okay...click Save.



Save the file as a text file
(with the extension *.txt*).

Saving to the desktop is
recommended—
it will be easy to find the
saved file, and easy to
discard it when it is no longer
needed.

Part 2: Importing Records into Your EndNote Library

In EndNote, open the library you want to import into and go to *File >> Import*.

For *Import Data File*, Choose File by navigating to your saved text file.

For *Import Option* pulldown, select *Other Filters...* This will open up the *Filter Manager*. Browse to find your filter (make sure it is the one that says SP for SilverPlatter), highlight it, and click *Choose*.

For *Duplicates: Import All* option is the safest.

You can always identify duplicates later by going to *References >> Find Duplicates*.

The default on *Text Translation* is fine.

Click *Import*.

Only the just-imported records will show. This is useful because as you see below from the **Limitations**, there are some things you may want to fix up while you still have just the new records showing.

When the records are to your satisfaction, you can display all the records again by *References >> Show All* or *Ctrl +H*.