SETTING PREFERENCES AND USING THE FIND FULL TEXT FUNCTION

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EndNote's Find Full Text function

The Find Full Text function will only work with articles available from certain large online electronic journal collections. The EndNote software has to be individually coded for each of these databases, so not all articles that are available online will be retrieved by the Find Full Text function.

If you highlight a reference, or small number of references, and click **Find Full Text,** EndNote will try to locate aPDF of the article. Normally only journal articles can be retrieved in full text. If EndNote is able to find the PDF, it will download it and attach it to the reference as a File Attachment. The PDF will be stored in the DATA folder associated with your EndNote library.

If EndNote is unable to download the full text of the article, it may be able to find a URL link and insert it into the URL field of the reference. It may be possible to download the PDF using this link and attach it to the reference yourself.

Configure the Find Full Text settings in your EndNote library:

1. Open EndNote

2. Click on **Edit** on the top menu bar to open the drop-down menu.

3. Select **Preferences**.

4. Click on **Find Full Text** on the left-hand side of the **Preferences** window. You will see a range of tools that can be used to retrieve full text:

   - DOI (Digital Object Identifier) – all users should check this option.
   - PubMed Link Out – all users who import references from PubMed should check this option
   - OpenURL – This helps when you are using Library Search to find and export records to your EndNote library.

5. Tick the box labelled **OpenURL.**

6. Below this, replace the existing text in the **OpenURL Path box** with:
   https://cqu-primo.hosted.exlibrisgroup.com/openurl/61CQU/61CQU_SP

7. If you are working on a campus computer, skip to Step 9.

8. If you are working off campus, or using your own device, add the following URL to the box below **Authenticate with**: http://ezproxy.cqu.edu.au/login?url=

9. Click **Apply**.

10. Click **OK**.

Begin using Find Full Text:

It is best to work with small batches of 5 to 10 references. If you search for too many at a time EndNote slows down and the Find Full Text function looks like it's not working.

1. Highlight a small batch of the references in your library that you want EndNote to search for.

2. Click on the **Find Full Text** icon in the toolbar at the top of the library window.

3. **If you are working off campus**, you will be asked to authenticate with your CQUniversity staff username / student number and password.

4. Click on **Continue** to begin the search.

5. Repeat steps 1 to 4 as needed for small batches of the remaining references you wish to search for the full text of.

A Find Full Text group set is located at the bottom of the Groups Pane (left-hand side of the library window). In this group set you can see auto-groups which allow you to monitor progress of the search.