

# MANUALLY ATTACH A FILE TO A REFERENCE

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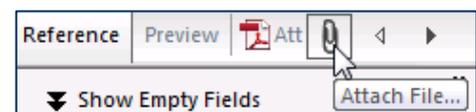
The records exported from databases to EndNote only contain citation details and sometimes the abstract and other notes. You need to download and attach the PDF file separately.

You can attach more than PDF files to a record:

- PDF files, Word documents, PowerPoint presentations, spread-sheets, audio files, video files and others like this go into File attachment field.
- Photos, diagrams and tables go into the Figure attachment field. See [How to create a figure record and attach an image file](#) for instructions.

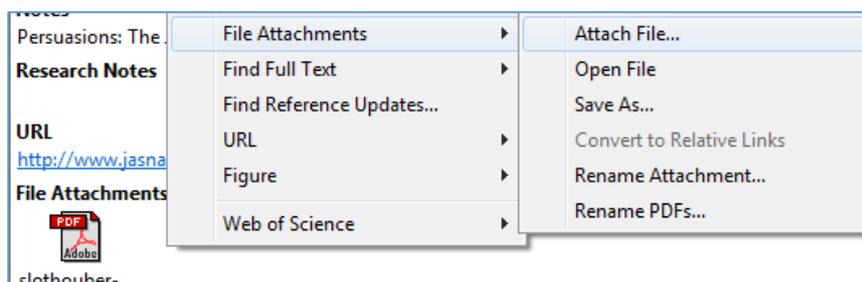
## Method 1

1. Save a copy of the file to your computer.
2. Open your EndNote library
3. Open the reference you want to attach the file to.
4. Click on the paperclip icon beside Attached PDFs to use the Attach File function.
5. Navigate to the file you saved in the file selection window.
6. Highlight that file and click Open. A thumbnail will appear in the File Attachment field, e.g. a PDF icon for a PDF file.



## Method 2

1. Right click on the File Attachment field.
2. Choose Attach File...
3. Click on Choose File to browse your files.
4. Highlight the file you need from your files and click Open. A thumbnail will appear in the File Attachment field.



## Method 3

1. Save a copy of the file to your computer.
2. Open your EndNote library
3. Open the reference you want to attach the file to
4. Drag and drop the file into the File Attachment field.