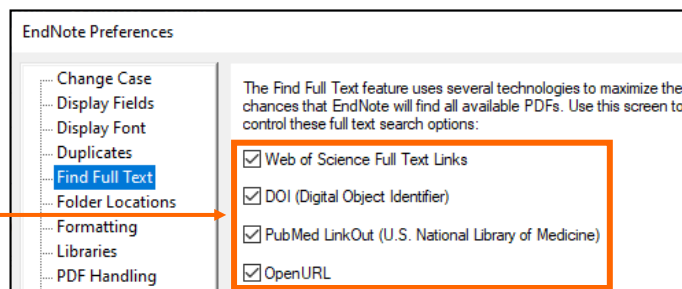# Find PDF Full Text

Locate and attach full text PDF to references in the library. Maximum 250 records at a time.

Setup for Find Full Text

1. In Endnote top bar menu, go to **Edit**
   > Preferences
   > Find Full Text
2. Tick all the 4 full text search options.

EndNote Preferences

Change Case
Display Fields
Display Font
Duplicates
Find Full Text
Folder Locations
Formatting
Libraries
PDF Handling

The Find Full Text feature uses several technologies to maximize the chances that EndNote will find all available PDFs. Use this screen to control these full text search options:

☑ Web of Science Full Text Links
☑ DOI (Digital Object Identifier)
☑ PubMed LinkOut (U.S. National Library of Medicine)
☑ OpenURL

1 **Highlight** the reference(s) you would like to find full text.
Note: For all references: Hold down Ctrl key + A.
         For individual references: Hold down the Ctrl key and click the references.
         For a range of references: Hold down the Shift key.

2 Click on the **Find Full Text** icon.
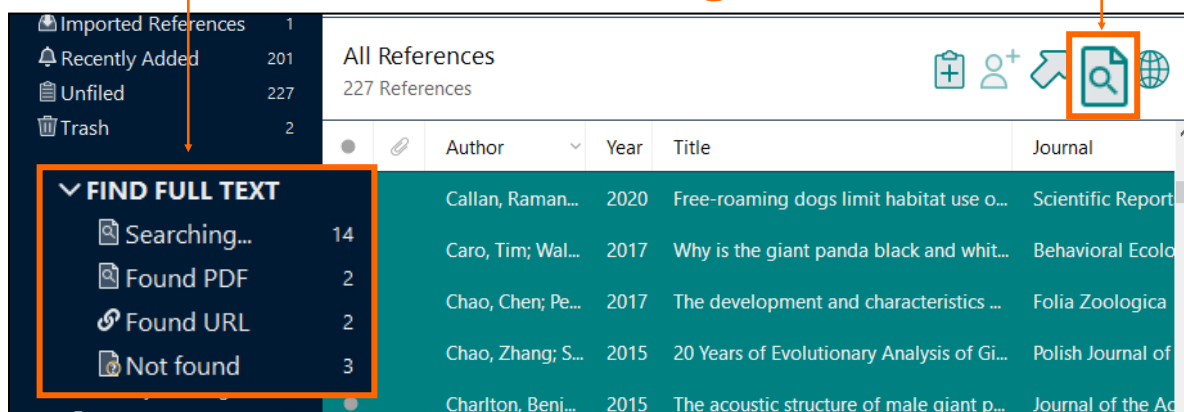
3 Wait while **searching** is in progress

4 Once Find Full Text is completed, Endnote will display:
- **Found PDF**: Number of PDFs found.
- **Found URL**: If EndNote cannot find the full text, the article URL may be inserted.
- **Not Found**: Number of records with no PDF/URL attached.

5 A **paper clip icon** will be shown against the record with the PDF attached.