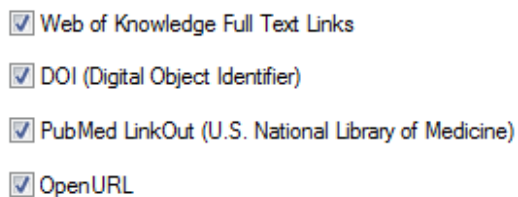


Find PDF Full Text

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

Setup for Find Full Text

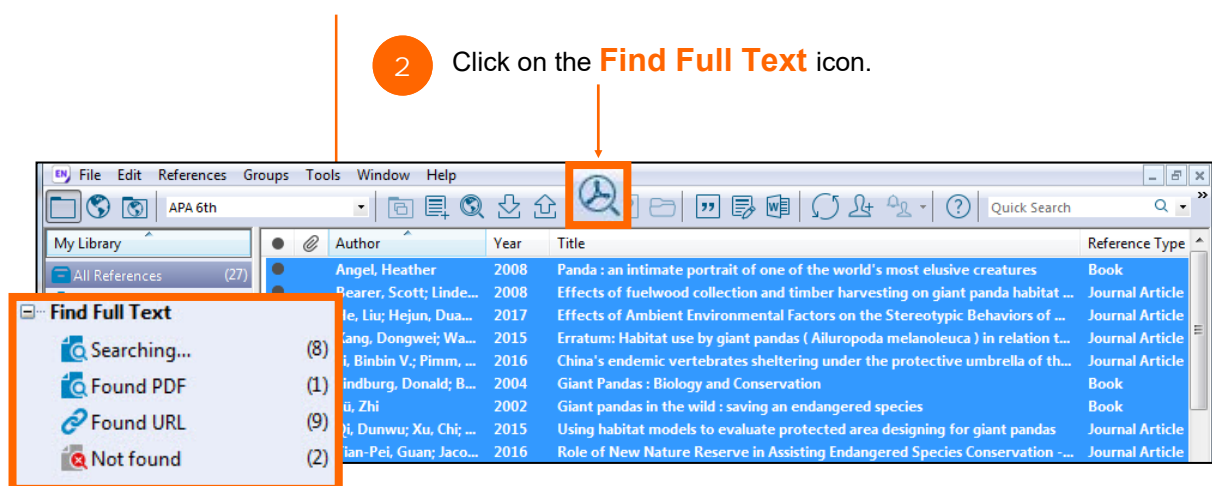
1. In Endnote top bar menu, go to **Edit**
 - > Preferences
 - > Find Full Text
2. Tick all the 4 full text search options.



- 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.

