

Managing PDFs for research and extending productivity using EndNote X

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The world of research continues to evolve as each technology builds upon its predecessor. Published article reprints used to occupy multiple file cabinets and assorted stacks around the office. Now the equivalent electronic reprint is saved as a PDF file and stored on personal computers or networks with almost limitless storage capacity. While one cannot see the space the file is occupying, PDF management carries many of the same challenges as physically storing article reprints — unless you have a tool such as EndNote[®] that can handle both reference information and PDF files.

Organizing PDFs for fast retrieval

A successful organizational system enables users to retrieve an article efficiently. In the physical world, however, you are limited to fewer categories than in an electronic environment. Regardless of which method you select for organizing physical reprint articles — author, year, topic — locating reprints can be a daunting task as a collection grows.

Today, books, journal articles and other research information are all increasingly available as PDF files. Organizing PDF files may appear easy at first. However with access to quality online content such as *ISI Web of KnowledgeSM*, a personal collection of references and related PDF files can grow exponentially in a short amount of time. In fact, it's not unusual for researchers and scholars to collect thousands of references and PDF files for their publishing needs. Despite being electronic, PDF files are also hard to classify on their own. Each file has a name that is searchable. Beyond a naming convention similar to the author, year or topic used in physical systems, other tools are necessary to create an efficient and reliable environment.

For over 20 years, *EndNote* has provided researchers with an easy-to-use software tool for organizing references and simplifying the publishing of *curricula vitae*, manuscripts, grant proposals and other publications. As PDF files became popular, *EndNote* added a field for linking PDF files to other reference information. While greatly expanding the searchability of articles, this method still requires a certain level of maintenance and discipline to ensure the links to PDF files do not break when moving *EndNote* libraries between computers.

Reinventing PDF management

EndNote X has reinvented PDF management so the user has only to drag and drop a PDF file onto an *EndNote* record. *EndNote* stores a copy of the PDF file with the *EndNote* references (library) and creates an automatic link for accessing the file in the future. Now users can search their *EndNote* library for any

author, year, topic or a combination of the 52 fields available in each reference type. The results are immediate and the PDF link is available instantly.

The new PDF management is exactly what users have requested:

“I really like *EndNote X*. There are several new features in version X that make my life easier. Dragging and dropping a PDF file onto an *EndNote* record allows me to integrate PDFs into my *EndNote* library smoothly.”—*Corentin Cras-Méneur, Ph.D.*



Figure 1: EndNote's new PDF management allows up to 45 linked documents for instant access

Converting to the new PDF management system

Users who have maintained links to PDF files in previous *EndNote* versions can convert to the new PDF management system in one step. *EndNote* stores copies of the files with the *EndNote* library for consistent access no matter where the library is located. Each reference can contain up to 45 files in the “Link to PDF” field and include file types such as PDF, MHT, XLS, PPT and more.

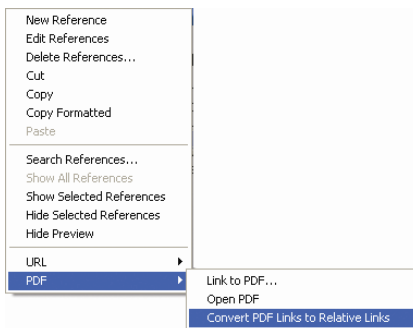


Figure 2: EndNote X converts existing links in previous versions in one step

Moving EndNote libraries

Along with the PDF management, users can now compress their *EndNote* library, made up of multiple folders, and move it between computers easily — from work to home, for example. The new compressed

library option simplifies this task by creating a single back-up file of the library and its attached folders. The EndNote library is expanded on the destination computer — PDF files and all.

“And I can now compress my *EndNote* library and easily sync it with my computer at home. These new *EndNote X* features are huge time savers for me.”—*Corentin Cras-Méneur, Ph.D.*

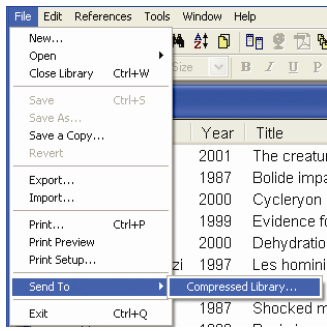


Figure 3: The new compressed library feature simplifies moving EndNote libraries between computers

What else is new?

There are many other new features in *EndNote X* that help users save time. For a complete list of what's new in *EndNote X* visit <http://www.endnote.com/enXinfo.asp>. You can also view a tour of the new features. *EndNote X* for Mac OS X will release in late summer.

Learn about *EndNote* and the upcoming *EndNote Web* — our new, Web-based reference organizer and writing solution — in the next issue of KnowledgeLink.

Additional Information

EndNote: Enables researchers to search online bibliographic databases, organize their references and images in any language, and create bibliographies and figure lists instantly.

(<http://www.endnote.com>)