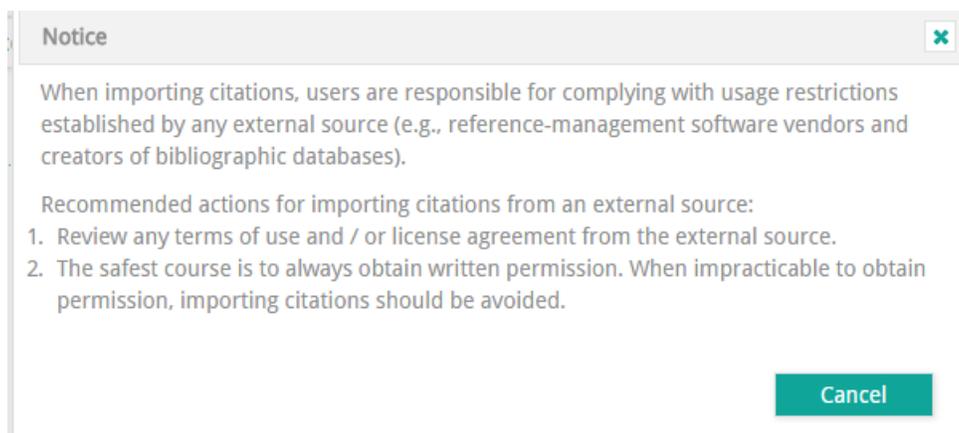# Import Citations: EndNote

If you use the desktop version of EndNote to manage citations for your scholarly publications and creative activity, you may use it to export and then import your citations into UA Vitae.

1. In EndNote, select your citation(s). Then choose **File >> Export**. Name your file and save it as **Text Only** type with **RefMan (RIS) Export** output style.

2. You should have a *.txt file in your designated saved location. This is the file that will be imported into UA Vitae.

3. In UA Vitae, navigate to **Research: Scholarly Contributions and Creative Productions** via either the **Activities** page or **Reports & Forms >> Initiated Activity Input Form**. Select **Add** and then select the **Generic** radio button.

A usage restrictions notice box will appear; press **Cancel** to continue.

4. To import the *.txt file, choose **RIS** from the **Format** dropdown menu. Then select the **Copied Text** radio button. A text input box will appear.

5. Open the *.txt file you created in Step 1 using a text editor (e.g. Notepad or TextEdit). Select all the text in the file and copy it using Ctrl-C or Command-C.

6. In UA Vitae, paste the text you copied using Ctrl-V or Command-V into the **Text** box. Once the text is pasted, Select **Save.**

7. On the next screen, verify the **Year Published**, **Semester**, and **Year** for each title. If all information is correct, select the titles you would like to import and click **Save Selected**. If there are any remaining, select them and click **Delete Selected**. When the field is empty, click away or select **Cancel** to navigate elsewhere.

8. To review citations for accuracy, navigate to the **Activities** page or the **Initiated Activity Input Form.** Expand **Research: Scholarly Contributions and Creative Productions**. Use the pencil icon to **edit** records and the **x** to **delete.**

Need Help?

- Refer to the FAQ or Help menus in UA Vitae.
- Ask your departmental support person for assistance.
- Contact Ask UA Vitae at uav-support@list.arizona.edu.