



Importing references into RevMan from Endnote

1. Open your Endnote library – in the tool bar you should have a drop down list for output styles. Choose ‘Select another style’ and then choose ‘RefMan (RIS) export’.
2. Go to File and choose export. A pop-up box will appear. Name your file, save as .txt file and select the output style as ‘RefMan (RIS) export’. (the last bit is essential – if you do not choose the output style here the rest of this will not work).
3. Now, use WORD to open your .txt file. Word will ask you to select an encoding option, choose "Other Encoding" and "Unicode (UTF-8)."
4. Next, choose File>Save as. You will need to give your file a new name, and save it as a .txt file. Word will give you some options – choose Windows-default as the encoding option.
5. Now open your RevMan file. Choose Import>references. A pop up box will appear. Click ‘Next’ and another box will appear. Choose your file (the newly named one you just saved from Word) and click ‘open’. You should now see your references displayed – click ‘next’.
6. Choose ‘RIS format’ from the drop down menu. Click ‘next’.
7. Choose where in your RevMan file the references should go (e.g. additional references) Click ‘Next’. (if different references go different places, then clicking next will get you to the next screen where you can make individual changes or exclude some studies).
8. Click Finish. Your references should now be imported.

Please contact the editorial base if you have any difficulties with this procedure.