

Exporting .csv file (from Colandr) to EndNote using MS Excel/Word:

1. Export .csv from Colandr and save to local folder
2. Open the file with MS Excel
 - a. Remove all the columns you don't need
 - b. Replace the headers of each column with a field in Endnote (Author, Year, Abstract, ...)
 - c. As Endnote can relatively easy update a lot of the information from title, year, and author, it might make sense to delete the "Keywords" column, because terms are separated with ; which need to be replaced later.
 - d. Save the document under "tab delimited" (text document).
 - e. Close Excel and ignore any pop-up windows ('... Do you want to keep using this format?' Yes!).
3. Open the text document in MS Word.
 - a. Add a first new line and write there *Journal Article
 - b. Open the Replace function (Editing → Replace; Ctrl + H)
 - i. Delete all " characters (replace with nothing)
 - ii. Replace all ; characters in the author field (separating authors) with // (you need to manually click 'find next' and check if it is within the author field).
 - c. Save under a different name so that you know this is the edited text file.
 - d. Close Word
4. Open Endnote: File → import → file... Import Option: Tab delimited and chose your text file. Import.
5. Check in one or two articles if the information is in the right field before proceeding.