Converting a Ref Manager database to EndNote AND maintaining RefIDs

NOTE: Complete instructions, including link to the RIS Sort file referenced in Step 6, are available at:

http://programguiden.com/kb/endnote/questions.php?questionid=55

1. Open the database in Reference Manager.
2. In Reference Manager 11 Go to "File > Export." In Reference Manager 9 and 10, go to the "References > Export."
3. Set the "Output Format" to RIS.
4. Click on the "..." button and select a name for the file and save the file onto your Desktop.
5. Make sure that "References options" is set to "All references in list" and click "Export" When the export is complete close Reference Manager.
6. Go into the RIS_Sort folder on your Desktop and double click on RIS_Sort.exe [see note above]
7. Click on the "Browse" button next to "Input File:" and select the file you saved in step 4.
8. Click Run.
9. Click OK to the Done message and click Exit.
10. Start EndNote and create a new EndNote Library "File > New Library."
11. Go to "File > Import."
12. Set "Import Option" to "Reference Manager (RIS)."
13. Set "Duplicates" to "Import All."
14. Click "Choose File" and select the "–SORTED" version of the file you exported.
15. Click on the "Import" button.
16. Press CTRL+F to search your new library, search for the title
   "PLACE HOLDER DELETE"
17. If there are any matching references press CTRL+A to highlight all of these temporary references and then press CTRL+D to delete the references.
18. Press CTRL+M to display all of the references again.

Converting a Reference Manager Word document to be used in EndNote

1. Copy the output style "RefMan to EndNote.os" from the Output Styles folder to your "C:\Program Files\Reference Manager #\Styles" folder, where # is the version of Reference Manager you are using.
2. Make a backup copy of your Word document.
3. If you are using Word 2000, 2002(XP), or 2003:
   Go to "Tools > Reference Manager > Generate Bibliography."
   Select the "RefMan to EndNote.os" output style and click "OK."
   Go to "Tools > Reference Manager > Remove Field Codes."
   Go to "File > Save As" and give the file a new name.
4. If you are using Word 2007: Click on the "Add-ins" tab and click on the "Generate Bibliography" button.
   Select the "RefMan to EndNote.os" output style and click "OK." On the "Add-ins" tab click on the "Remove Field Codes" button. Click on the Office button in the upper left corner and select "Save As" and give the file a new name.
5. With the EndNote tools installed in Word, and the converted database open in EndNote you should now be able to format the document using EndNote.

Convert a Ref Manager database to an EndNote database, without maintaining RefManager Ref IDs

1. In Reference Manager go to the Export option in the menu and Export your data in the RIS format, which gives you a text file.
2. Transfer the file to the computer with EndNote.
3. Open EndNote.
4. Open or create a library to import the references into (Note: if you have more than one library open, the data you import will go into the active library).
5. Go to the File menu, and choose "import"
6. Select the text file you exported from Reference Manager.
7. Select "RIS (Reference Manager)" as the import option.
8. Import the file.

Note that this process creates a new EndNote library from your Reference Manager database; your original Reference Manager database files will not be affected. This process **will not retain Ref IDs**, and you will not be able to work with existing Word documents (where references have been inserted using Reference Manager). But for new work (creating new Word documents and inserting references with EndNote) this will work just fine.

To also retain Ref IDs and be able to work with existing Word documents, do the following (advanced):
If you download this program and follow these steps, you should be able to retain your RefIDs and be able to convert your Word documents.
After you have downloaded the file RIS_Sort.zip, you will need to extract the contents of the .zip file. If you are using Windows XP or Windows Vista, you can double click on the file and then drag the RIS_Sort folder onto your Desktop.