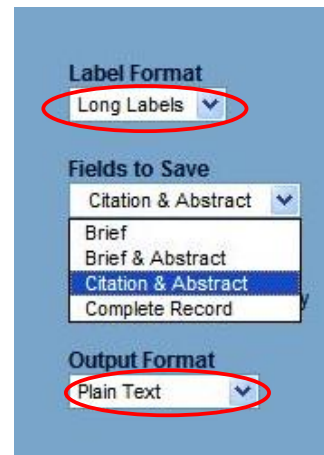


1. Download the **ARCH\_BUILD (Informit) UoN** filter from the University's EndNote web site, and save it to your computer in C:\Program Files\EndNote X\Filters (you need only do this once).

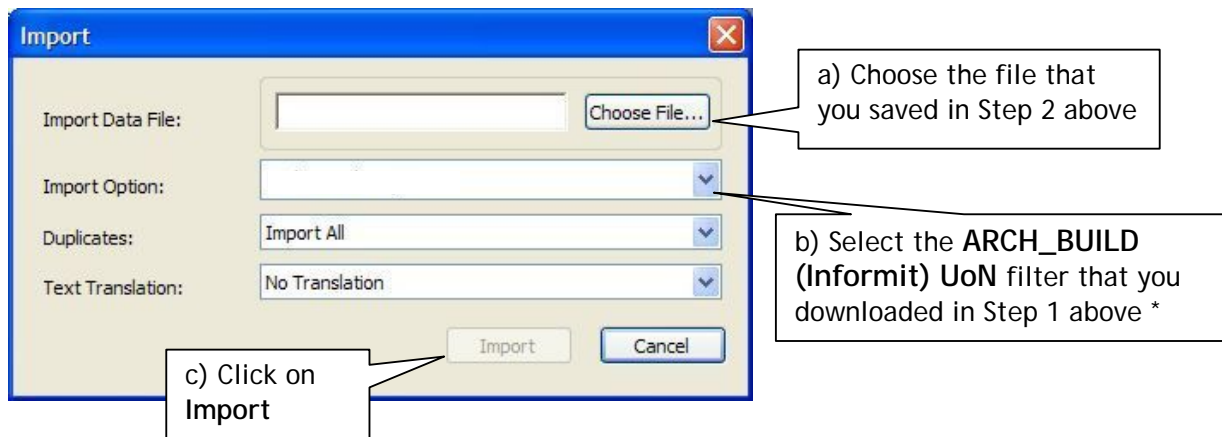
2. Save your search results as follows:

- Mark the records you want to keep, then click **Save**
- On the next screen, select **Long Labels**, select the desired **Fields to Save**, and select **Plain Text** output format.
- Click **Save Records** and save the file as a Text File (with a .txt extension).



3. Import your search results as follows:

Open your EndNote Library and click on **File | Import**. This opens the **Import** dialogue box on your screen.



\* if this filter doesn't appear in the drop-down list of import options, select **Other Filters....** This will open EndNote's Filter Manager, allowing you to select the required filter.

**Important!**  
Check the quality of references you have imported, and edit them as necessary.