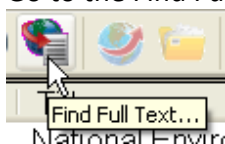


Attaching the Full Text to a Reference

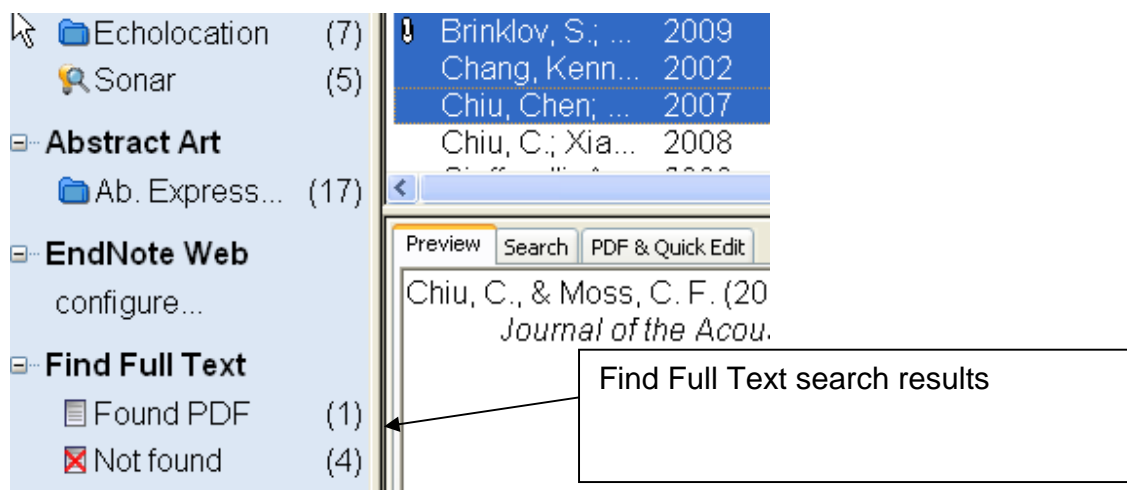
The PDF of a document will generally not be automatically imported with a reference. However, there are several ways that you can attach a file.

Try the Find Full Text Option (this will not find all documents but it is a good place to start).

- To activate this option you must highlight a reference/s
- Go to the Find Full Text icon on the toolbar



- The search process will be visible at the bottom of the Group Pane



Manually attach a file to a reference:

- Save the PDF to the desktop
- Open your library
- Drag and drop the file onto the relevant reference OR Right click on the reference>File Attachments>Attach file

Import files or folders of files – this is useful if the reference is not already in your library and the PDF has a DOI:

- Go to File>Import>File or Folder
- Select Choose to locate the Folder or File
- Use the drop down box to select PDF for the Import Option
- Click Import