

Introduction to Endnote XI

What is Endnote?

Endnote is a bibliographic reference management tool. Endnote has three basic functions:

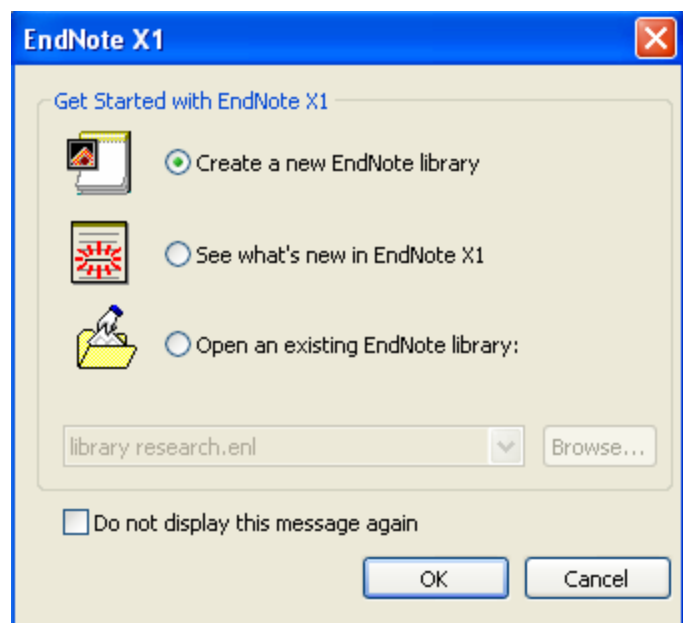
- ✓ Store, manage and search bibliographic references and images.
- ✓ Format citations, figures and tables in manuscripts and bibliographies.
- ✓ Directly retrieve and import citations from library databases.

Creating an Endnote Library



EndNote

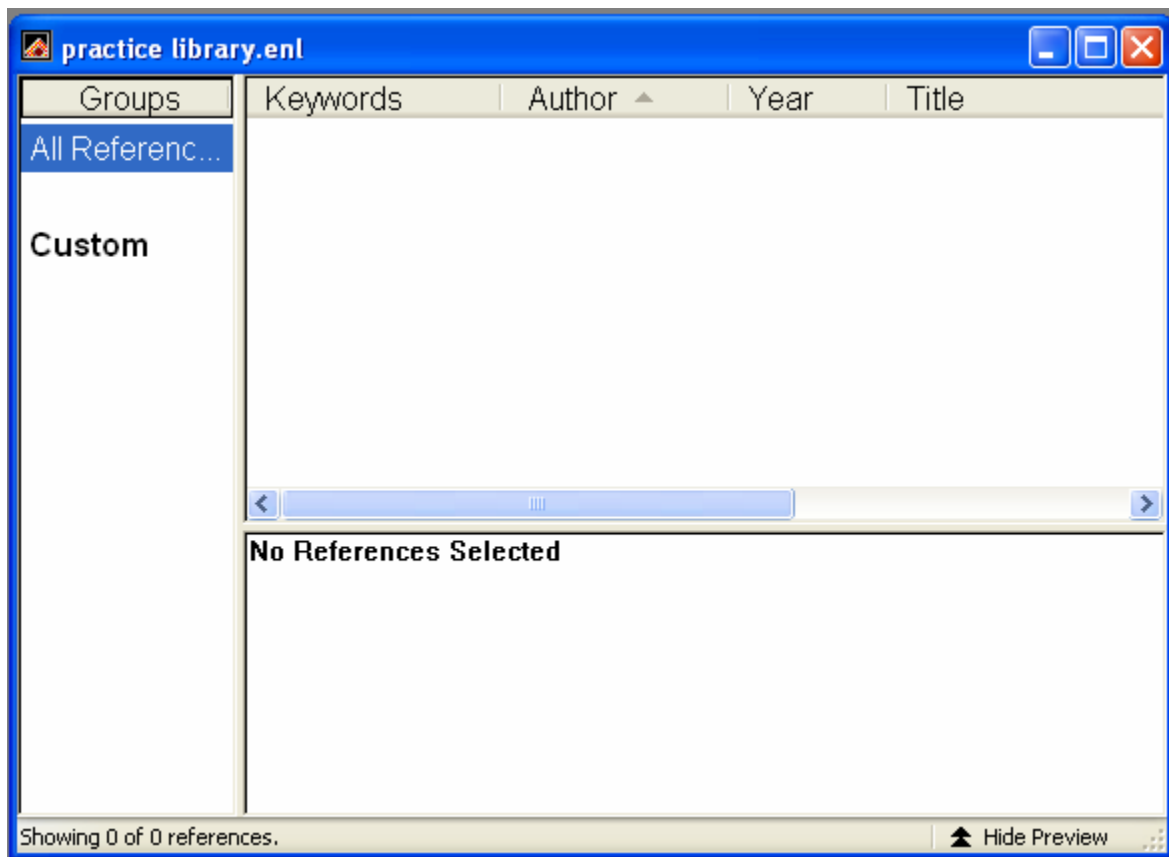
1. Click on the Endnote icon to open the program.
2. The following box will appear.



3. When you first start the program, you will need to create a library. After you have created a library, you can set the preferences to have the library load automatically when you launch the program.
4. Click on “Create a new Endnote Library”, and click OK.
5. Enter a name for the library and click **SAVE**.

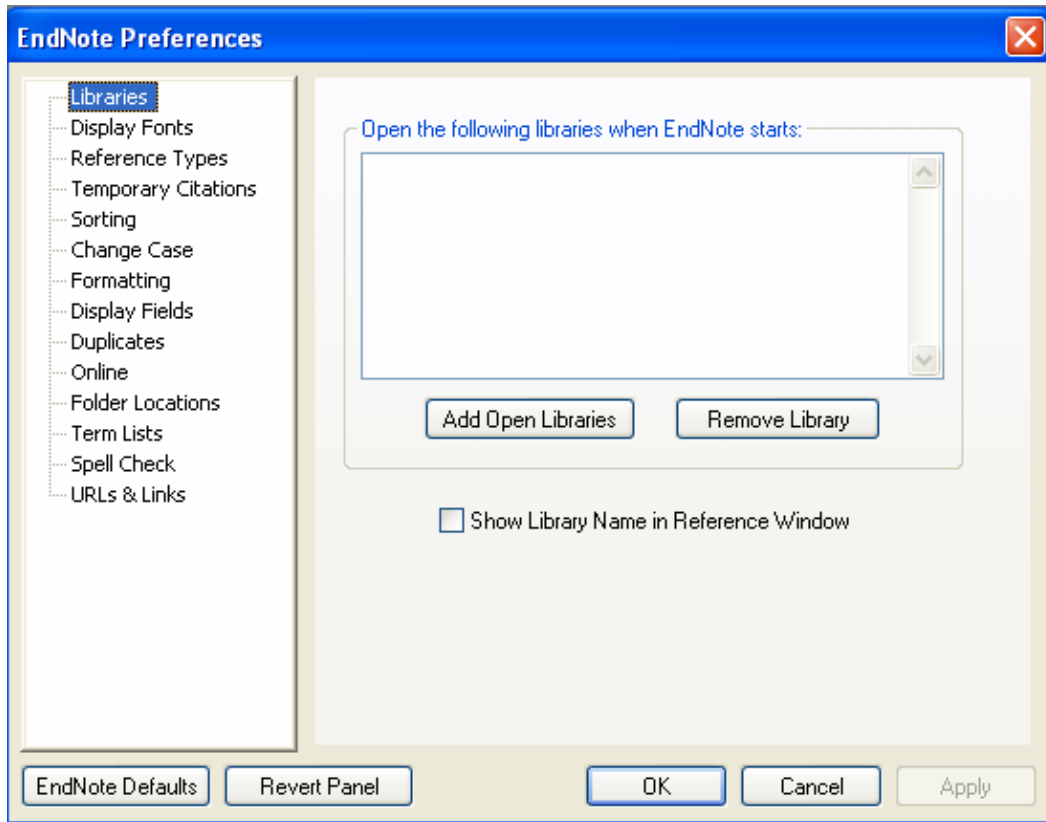


Exercise 1: Create a new Endnote library with the name Practice library



Options for setting up your library

You may customize your library before you start entering references, or at any point later. Click on Edit and go to Preferences at the bottom of that menu:



Here you can see which aspects of your library you can customize, e.g. the font used, which reference type you want as default, which fields and in what order you want them displayed in the library, how you want the library sorted, etc.

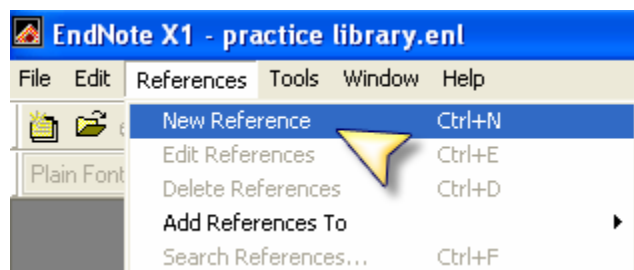
Adding References to a Library

There are three ways to enter references in your Endnote Library:

- ✓ Manually enter the information
- ✓ Export citations from database to your Endnote Library
- ✓ Directly import citations from a bibliographic database

Enter References Manually

1. Open the Library you want to add a reference to.
2. Click on References on the tool bar and choose New References.



3. Choose the Reference Type and enter the bibliographic information in the appropriate boxes.



Exercise 2: Add the following reference in the “Practice Library”.

New Reference

Reference Type: Journal Article

Author
Smith, John

Year
2008

Title
Endnote libraries

Volume
Library Journal

Issue
60

Pages
10

Start Page
15

Epub Date

Date

4. Close the window. The citation has now been added to the “practice library”.

Export Citations from a Database

References in many bibliographic databases can be saved as text files and later imported into Endnote.

There are 2 ways to download citations from a database:

- ✓ Use the direct export to reference software option (if available)
- ✓ Save the citations as a txt. file.

Example of Direct Exporting of Citations

1. Access the Web of Science from the library's homepage.
2. Enter **Hibernation** in the first search box and select **topic** from the drop down box. Click **SEARCH**.

ISI Web of KnowledgeSM Take the next step

All Databases | Select a Database | Web of Science | Additional Resources

Search | Cited Reference Search | Advanced Search | Search History | Marked List (0)

Web of Science®

Search for:

hibernation in Topic

Example: oil spill AND "North Sea"*

AND in Author

Example: O'Brian C OR OBrian C**
Need help finding papers by an author? Use [Author Finder](#).

AND in Publication Name

Example: Cancer OR Journal of Cancer Research and Clinical Oncology*

[Add Another Field >>](#)

Search Clear

3. Check the box next to the citation(s) you want to export to Endnote.



Exercise 3: Do a topic search in the Web of Science on hibernation. Select 3 citations from the results list by clicking on the box next to the citation.

4. Click on “more options” on the menu bar.

Print | E-mail | Add to Marked List | Save to EndNote® Web | **more options**

11. Title: [Perinatal adaptation in mammals: The impact of metabolic rate](#)
Author(s): Singer D, Muhlfeld C
Source: **COMPARATIVE BIOCHEMISTRY AND PHYSIOLOGY A-MOLECULAR & I**
Special Issue: **Sp. Iss. SI** Pages: 780-784 Published: 2007
Times Cited: 1
 Full Text

12. Title: [Hibernation and daily torpor in an armadillo, the pichi \(Zaedyus pichi\)](#)
Author(s): Superina M, Bolly P
Source: **COMPARATIVE BIOCHEMISTRY AND PHYSIOLOGY A-MOLECULAR & I**
Special Issue: **Sp. Iss. SI** Pages: 893-898 Published: 2007
Times Cited: 0

5. Select the SAVE to “Endnote, RefMan or other reference software.

Save to **EndNote**, **RefMan**,
or other reference software

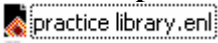
6. The citations will be exported automatically.



Disable pop-up blocker software as pop-up blockers may interfere with the export process.

7. Select the Library you want to place the citations in. Click **OPEN**.



Exercise 4: Export the selected Web of Science citations to your “Practice Library”  .

Importing Citations from a .txt file

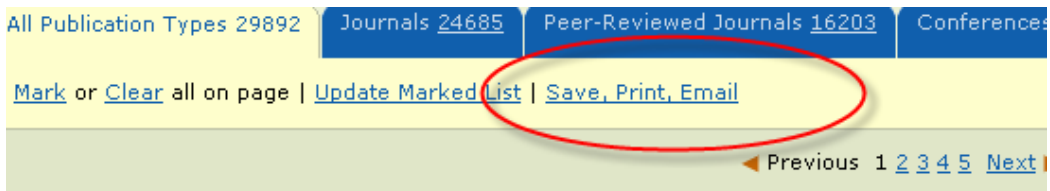
Some databases do not have a direct export option. The citations must be saved in a .txt file format before be imported into an Endnote Library. Linguistics and Language Behavior Abstracts (LLBA) is searched.

1. Search on a topic in the database.



Exercise 5: Search on the keywords language and children in LLBA.


2. Check the box next to the citations to be exported and click “**Save, Print, Email**”.



All Publication Types 29892 Journals 24685 Peer-Reviewed Journals 16203 Conferences

Mark or Clear all on page | Update Marked List | **Save, Print, Email**

◀ Previous 1 2 3 4 5 Next ▶

- 1. [The interface of language and Theory of Mind](#)
[de Villiers, Jill](#)
Lingua, 2007, 117, 11, Nov., 1858-1878
The proposal is made that the interface between *language* and Theory of Mind is bidirectional. It seems probable that the conceptual developments of early Theory of Mind form an essential basis for helping to fix at least word reference. ...
[View Record](#) | 
- 2. [A special case of wh-extraction in child language](#)
[Hollebrandse, B](#)
Lingua, 2007, 117, 11, Nov., 1897-1906
Young *children* extract from direct speech even when the pronoun reference

3. Choose the document format TEXT AND Full Citation. And click on **SAVE** file.

Save, Print, Email [Return to Results](#)

Use 2 Marked Records
 Use 29892 records from the current results list of All Publication Types

From record to of 29892 Published Works (maximum 500 at)

▾

Comments:

New! Create a bibliography with QuikBib (Only records for Published Works will be processed.)
Choose a document format:

HTML Text RTF MS Word

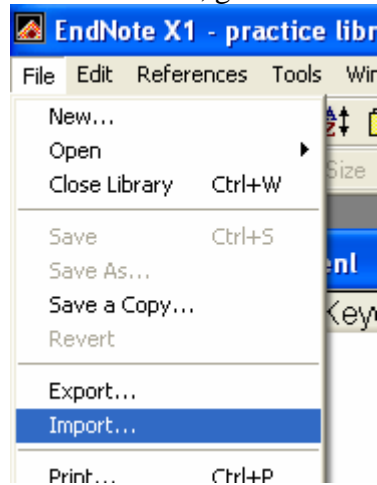
Choose a bibliographic style:
 ▾

To: From:

File format: PC Macintosh Unix

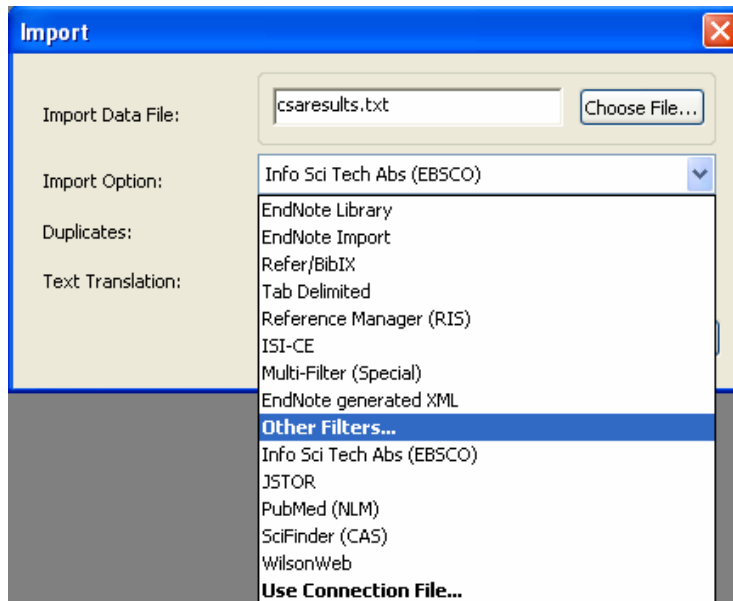
3. Open Endnote and Select “Practice Library”

4. In Endnote, go to File > Import.



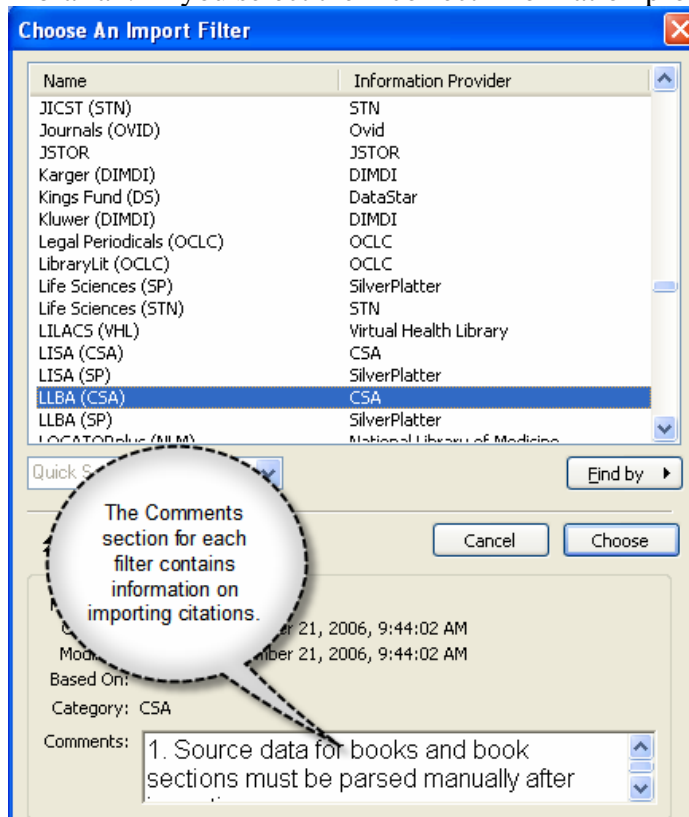
5. Now choose the file to be imported.

6. For Import Options, go to **Other Filters**.



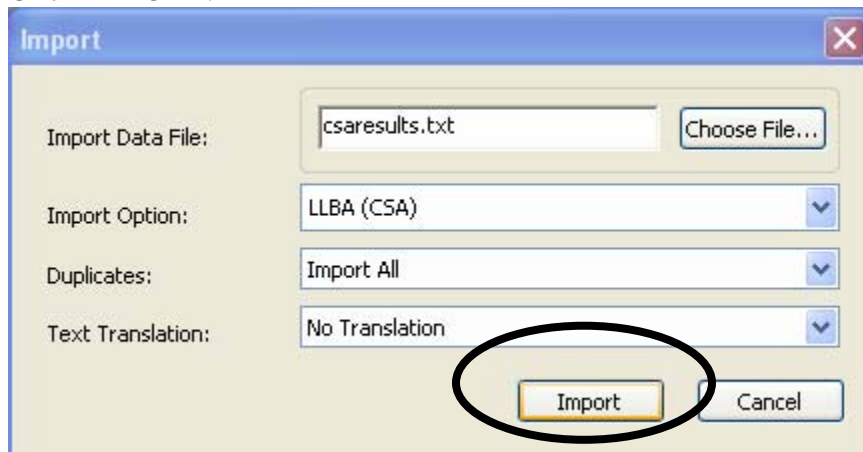
7. Select the Import Filter and click **Choose**. The Import Filter is unique to each database.

CAUTION: Databases may be listed more than once with a different information provider. If you are unsure which information provider to choose, please contact a Librarian. If you select the incorrect information provider for the import will not work.



8. If you want to remove duplicates select the option next to the duplicates menu.


Click IMPORT.



**Downloading instructions for many databases are listed in the filter files. In Endnote, go to EDIT> IMPORT FILTERS> OPEN FILTER MANAGER. Search for the database the comments field will display downloading directions.

Basic Instructions for all databases.

1. “Select” or “mark” references from results lists.
2. Save the file in a text format (many database have reference management software options for saving or exporting).
3. In Endnote, go to File and click on Import.
4. Select the file to import.
5. Choose the Import Option. For most databases, click on Other Filters and select the appropriate filter. You will need the name of the database as well as the information provider (Contact the Library if you need the provider’s name).

What are filters? Filters are used in Endnote to determine what codes in specific database represent what information. For example, in Database A, journal name is coded JN in database B, journal name is coded JRNL. When the citations are imported into Endnote, the Endnote software needs to decipher which piece of information is the journal name. In Endnote, Database A has a filter which tells Endnote that the journal name information is in the JN field. For Database B, the filter tells Endnote that the JRNL field contains the journal name. Users can create their own filters, use the filters already in Endnote or download more filters from the Endnote site (www.endnote.com).  Check Endnote.com for update filter files.

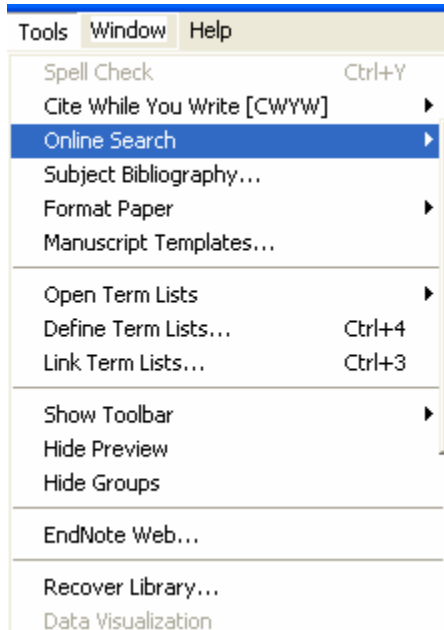
Directly Import Citations from Databases

Endnote allows users to search within Endnote and directly import citations.

Some facts to be aware of:

- ✓ The Library does not subscribe to all of the databases listed in the Connection Files.
- ✓ For databases the library does subscribe to:
 - You will need to select the correct provider of the database.
 - Use the connection files on campus
- ✓ Not all Library databases have a connection file.
- ✓ Some advanced searching capabilities of the database are lost.

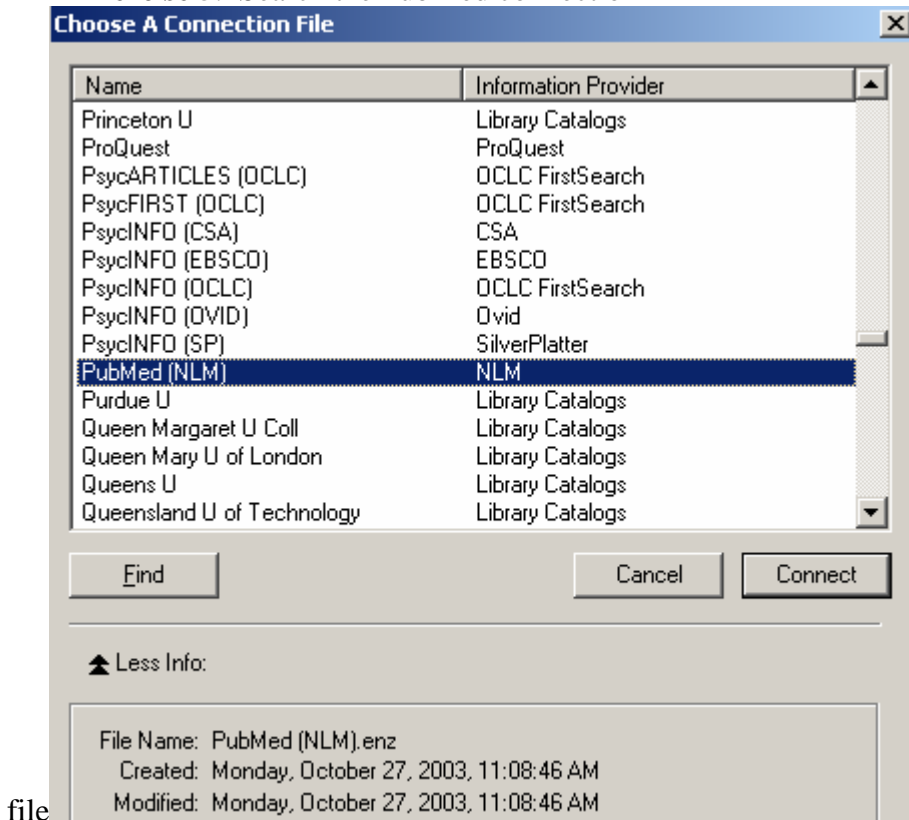
1. Click on Tools and Online Search.



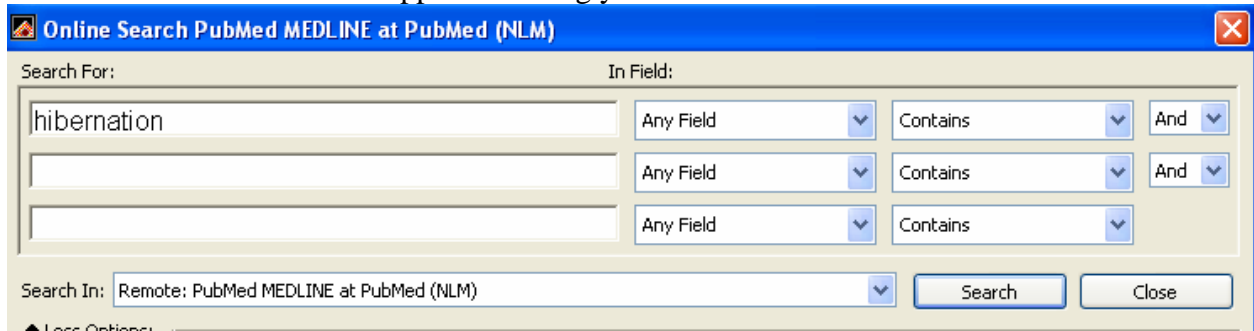
2. Choose a connection file and click Connect.



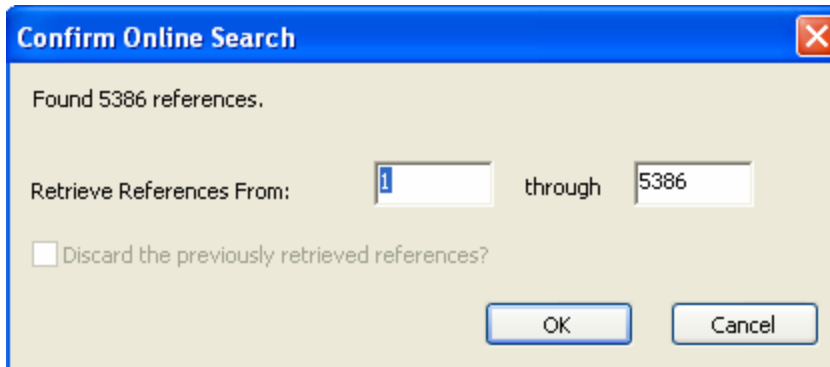
Exercise 5: Search the PubMed connection



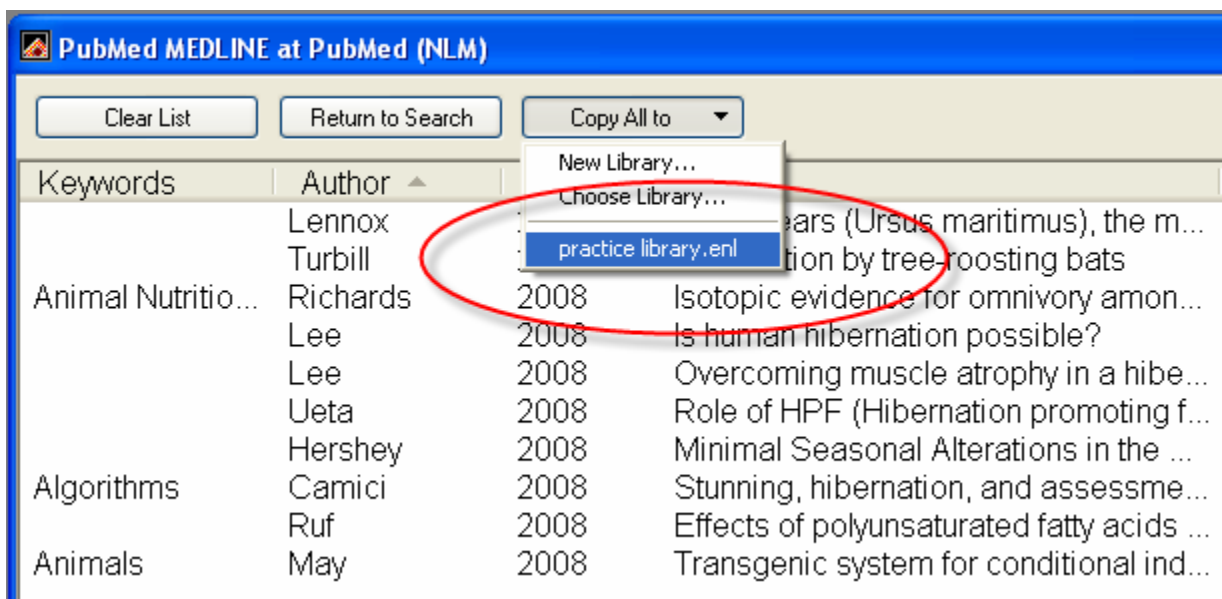
3. A remote search box will appear allowing you to search the database.



4. Choose the citations to retrieve and click OK.



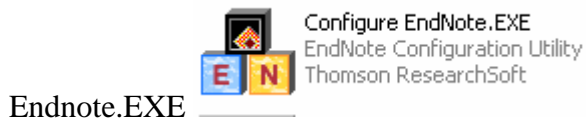
5. Highlight the reference to select or click on Copy All References.



Creating a Bibliography in Microsoft Word using Cite While You Write (CWYW)

CWYW allows users to access their Endnote Library while working in a Microsoft Word document.

To enable this feature, users need to go open their Programs File>Endnote XI> Configure



Cite while you write

1. Open Microsoft Word and find Endnote in the Tools menu.
2. Start your word document and click on Find Citations.



3. This will take you to your EndNote Library. Type in search terms to locate citation.
4. Select the citation and it will automatically be inserted into the document and a bibliography will be built as you write and cite. You can write the paper and then re-format in a different output style.

Formatting your citations

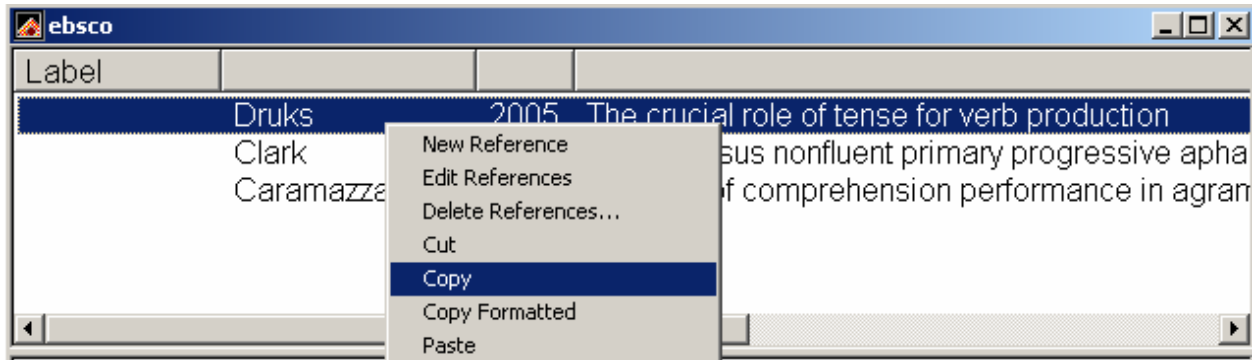


Endnote includes many citation styles. Be sure to check the Endnote.com website for updates to citation styles. Updated output style files are available for download at <http://www.endnote.com/support/enstyles.asp>

4. Click the format icon circled above) to select a citation style for your work.

Copy citations from Endnote into Word

1. Open your Endnote library and right click on the citation you would like to paste into your document.



2. Paste the citation in your word document.

For further instructions on how to add the Endnote toolbar in Word, please visit the following site:

<http://www.endnote.com/support/faqs/CWYW/faq1.asp>