



GETTING STARTED WITH ENDNOTE X4

What is EndNote?

EndNote is a software program that helps you organize references and create properly formatted bibliographies. References can be imported from online databases or can be typed in by hand. EndNote works with Microsoft Word to produce bibliographies and embedded references in hundreds of available styles. EndNote also makes it easy to change the style of your references.

For more information, see <http://www.lib.uiowa.edu/hardin/endnote.html>

Preparing your EndNote Library

1. Open EndNote. If the Get Started with EndNote screen appears, select **Create a new EndNote Library** and click **OK**. Otherwise, from the **File** menu, select **New...**
2. Give your new library a name and save it in a location that makes sense to you.

Installing EndNote's List of Medical Journal Titles and Abbreviations

Installing this list allows EndNote to move back and forth between full journal titles and abbreviations.

1. Under EndNote's **Tools** menu, select **Define Term Lists**, then click on **Journals**.
2. Click the **Import List** button. Navigate to the folder where EndNote is installed (usually C:\Program Files\EndNote) and open the **Term Lists** folder.
3. Double click on **medical.txt**. After the terms are installed, click **OK**.

Exploring the EndNote Library


The screenshot shows the EndNote X4 interface with a library of references. The left sidebar shows a 'Groups' menu with options like 'All References (386)', 'Unfiled (381)', 'Trash (3)', 'My Groups', 'Disaster Planni... (5)', 'Online Search', 'PubMed (NLM) (0)', 'EndNote Web', and 'Find Full Text'. The main pane displays a list of references with columns for Author, Year, Title, Journal, and Ref Type. A callout box on the left explains that 'Groups help organize your references by topic, source, or project. Create them with the Groups menu.' A callout box on the right points to the list of references, stating 'All references in the currently-selected group.' A callout box at the bottom points to the 'Preview' pane, which shows a formatted reference: '1. Abrams MP, Carleton RN, Taylor S, Asmundson GJ. Human tonic immobility: measurement and correlates. *Depress Anxiety*. 2009;26(6):550-556.'

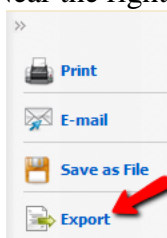
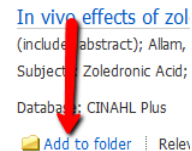


Adding References

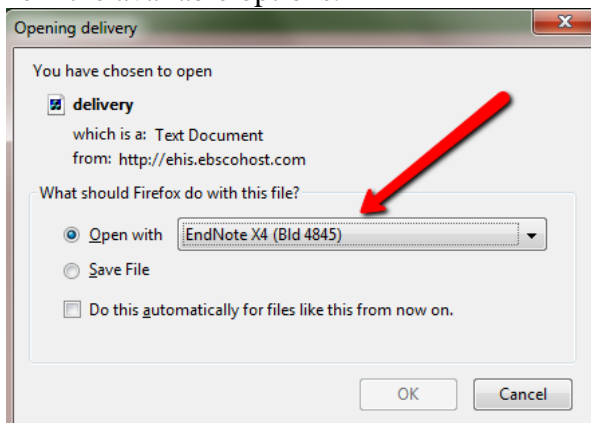
Importing Citations Directly from Databases (ex. EBSCO)

Most online databases offer an Export feature that allows you to transfer citations directly into an EndNote library. The steps may vary slightly between databases. The following steps work in EBSCO databases (such as CINAHL and Academic Search Elite).

1. Run your search as usual. From the list of results, select the citations you want to save by clicking the “Add to Folder” link.
2. Click the **folder** icon  near the top right hand side of the screen.
3. Select the items in the folder.
4. Near the right hand side of the screen, select the “Export” option.



5. Make sure that “Direct Export to EndNote, ProCite, CITAVI, or Reference Manager” is selected and then, check the “Save” button on the left side of the screen.
6. Your browser may prompt you to pick a program to open the file with. Select EndNote from the available options.



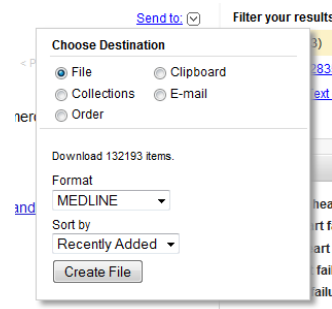
7. The imported citations will appear in your EndNote Library in a special group called **Imported References**. You may want to move them to a group at this time. NOTE: The export feature may have different names in different databases. Look for options like “direct export,” “Send to EndNote,” or “Export to Reference Software.”

Importing Citations using an Import Filter (ex. PubMed)

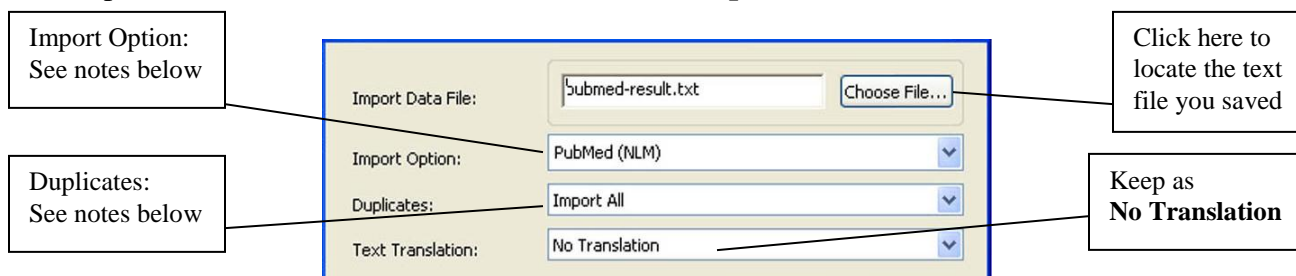
PubMed is one of the few major databases that cannot export references directly to EndNote. Instead, you must save your citations as a text file and then import them into EndNote.



1. Check the boxes to the left of the citations you wish to move into EndNote.
2. Click the **Send to** link near the top right of the screen.
3. Select **File** and then **MEDLINE** for the Format.
4. Click the **Create File** button.
5. Now, save the file to your desktop or another easy to remember location.



6. Open EndNote and under the **File** menu, select **Import**. You'll see a box like this:



Import Data File: Click **Choose File...** to locate the text file you saved from PubMed.

Import Option: Click on the down arrow next to **Import Option** to see filters that have been used before. Select the database from which you downloaded your citations.

- o If the database you need isn't there, click **Other Filters** and select the desired database.

Duplicates: This lets EndNote know what to do if it finds identical citations. If you choose **Discard Duplicates**, it will ignore any citations that already exist in the library. If you choose **Import All**, see Removing Duplicates below to locate and remove duplicates later.

7. Click **Import**. You'll probably see EndNote counting citations. *Note:* If your file is downloaded as one big citation, they probably weren't saved in the correct format: download them again, being sure to save them in the MEDLINE format. If it still doesn't import properly, you may need to update the filter.

Adding References Manually

Occasionally you will want to add a reference to your Library by typing it in, rather than by downloading. Here are some tips:

1. Open your database and select **New Reference...** from the **References** menu.
2. Select the appropriate **Reference Type** (ex. Journal article, book section, book, etc.) EndNote will mark fields needed for that type (editors' names, chapter authors' names, etc.).
3. Fill in the appropriate fields. Author and page number fields should be entered as follows.
 - o Authors must be entered one per line, so press **Enter** after each author's name



- Einstein, Howard G.
- de Gaulle, Charles
- Einstein, H G *or* Einstein, H.G. (*not* Einstein, HG)
- Einstein, Albert, Jr.
- American College of Physicians, (notice the comma at the end)
- **Page numbers** can be entered in any of the following forms, with commas between non-consecutive ranges.
 - 1492-1497
 - 1492-7
 - 124-127, 130, 191-194

Removing Duplicates

- Select **Find Duplicates** from the **References** menu. EndNote will scan the Library, and will then show duplicate references it detects. The duplicate citations will be shown side by side and you can select which one you would like to keep.

- You can change the fields EndNote uses to identify duplicates by choosing **Preferences...** from the **Edit** menu. Select **Duplicates** from the left frame. You can then select which fields EndNote will compare, and whether they need to match exactly or if EndNote should ignore spaces and punctuation. By default, EndNote compares the author, year, article title, and reference type fields.

NOTE: The same article downloaded from different databases may have slightly different authors, titles, and even journal names (some databases do not include all authors for example, or may include a longer subtitle); EndNote will not usually recognize these as duplicates.

Linking PDFs or Other Files to EndNote References

You can attach a PDF or other file to a reference in EndNote. The file can be on your own computer or on the Internet.

1. Open the reference to which you wish to link.
2. To link to a file on your computer, select a citation, go to the **References** menu and choose **File Attachments** and then **Attach File...** Locate the file and click **Open**.
3. To link to a file on the Internet, simply type (or paste) the **URL** into the reference's URL field.

Enable InfoLink

By enabling InfoLink in EndNote, you can easily get to the full-text of an article from the EndNote record

1. From the **Edit** menu, select **Preferences**
2. Click on **URLS and Links**



3. Paste http://infolink.lib.uiowa.edu/sfx_local into the box labeled **ISI Base URL**. You can now click **OK**.
4. To use InfoLink, click on a record, then go to the **References** menu and select **URL** and then **OpenURL Link**. The InfoLink window should appear.

Set up EndNote to Find Full-Text

EndNote can attempt to locate the full text (PDF or HTML) of articles in your library. Full text availability is limited to journals to which the UI Libraries subscribe electronically and for which full text is available.

To set up Find Full Text:

1. From the Edit menu, select Preferences.
2. Click on Find Full Text.
3. In the Open URL Path box, enter http://infolink.lib.uiowa.edu/sfx_local
4. If you are using EndNote from off-campus, you will need to enter <https://proxy.lib.uiowa.edu/login> beside the box labeled **Authentication URL**.

To find full-text:

1. Select the desired references in your EndNote Library.
2. Right click and then select **Find Full Text** from the pop-up menu.
3. Click OK on the copyright notice. EndNote will begin looking for full-text and will track its progress in the blue side panel.
4. When EndNote finds a PDF, a paperclip appears in the attachment column, and the PDF appears in the File Attachments field of the reference. Click on the PDF to open the article. PDFs are stored in the Endnote library's .data file, in a folder called PDF.
5. If EndNote can only find an HTML version of the article, a link to that version appears in the reference's URL field.

Creating Groups

Groups provide a nice way to organize your citations and group together citations on a similar topic or citations for a certain project. Select **Create Group** from the **Groups** menu

1. Name the group
2. Drag and drop citations from into your new group. The same citation can be in multiple groups

To Create a Smart Group:

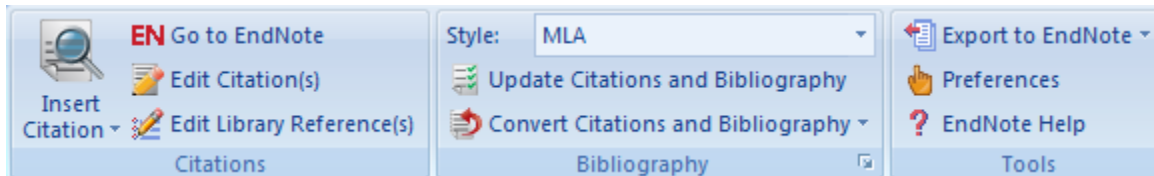
1. Select **Create Smart Group** from the **Groups** menu



2. Set the criteria for the Smart Group. EndNote will automatically add any citations to the Smart Group that meet the criteria that you set here. Try entering a specific author, year, journal, or keyword.

Producing a Bibliography

1. When EndNote is installed, it will also create an EndNote ribbon in Microsoft Word 2007 and 2010 (in older versions of Word, it will create a toolbar instead). You can use this tool to add, remove, or rearrange citations within the Word document. EndNote will renumber or re-alphabetize as necessary.



2. At the top of the EndNote screen, you'll see a drop-down menu showing the style currently being used. Use this box to select the appropriate **Style**. Click on **Select Another Style...** to see all available styles.
3. Place your cursor where you want to enter your first reference, and click **Insert Citation** in the EndNote X4 menu. An **EndNote X4 Find & Insert My References** window will open. Enter keywords and click **Search** to search through your whole library. A list of matching references will appear. Select the one(s) you want to use and click **Insert**.
4. EndNote will embed the citation in the desired format, and append the bibliographic reference at the end of the paper. This may not be instantaneous; if you have many references, you will probably first see a generic citation that looks like this: {Albretsen, 1998 #11} for a short while before the formatted citation appears. If these generic citations don't go away, or if the wrong output style is being used, see **Changing the Format of a Bibliography** in the next section.
5. If you need to edit a citation (such as to remove the author or year from the in-text citation or remove one citation from a group of several), click on the citation, then click on **Edit Citation(s)** from the Endnote toolbar.
6. When you are all done, save your document.
7. Remember to proofread your bibliography! There may be small formatting errors or even typos that you should correct manually. If you find major formatting errors, make sure you are using the correct output style.



Removing Field Codes

If you are submitting the document electronically—especially to a publisher whose Instructions to Authors say not to use EndNote—you will need to remove the field codes.

1. Click **Convert Citations and Bibliography** from the **EndNote** ribbon's **Bibliography** panel.



2. Then select **Convert to Plain Text**. Word will create a new copy of your document without the field codes. **NOTE:** Be sure to keep the original version of your document with the field codes in case you need to make any changes. EndNote *cannot* work with a document that has been converted to plain text.

Changing the Format of a Bibliography

1. In the **EndNote** ribbon's **Bibliography** panel, select the output **style** you want to use. If your style isn't on the dropdown, pick **Select Another Style...** to see the full list. **Select** the appropriate style and click **OK**. It may take a few seconds for the bibliography to be reformatted.
2. If it doesn't reformat automatically, click **Update Citations and Bibliography** from the **EndNote** ribbon's **Bibliography** panel.

Moving an EndNote Library to Another Computer

If you need to move your EndNote Library to another computer, or want to share it with another EndNote user, you will need to move two separate parts, which will be located in the same folder. These two parts are your EndNote Library, which will have the extension .enl, and a folder with the same name as your EndNote Library, but with a .Data extension. In EndNote X2, these two files can be compressed into a single file, which makes moving the file or attaching it to an email message simple.

1. Go to EndNote's **File** menu, select **Compressed File** then **Create** or **Create and Email**. The library and data file will be compressed into a single file with a .enlx extension. To open this file, simply double-click it (note: the recipient must have EndNote version 9 or later to open the file).

Need More Help?

EndNote's Help files contain a lot of very good information, and is generally well-written. Advanced users are advised to review the table of contents and read sections of interest.



You can also view the EndNote page at Hardin for additional information.

<http://www.lib.uiowa.edu/hardin/endnote.html>

As always, you can contact Amy Blevins (amy-blevins@uiowa.edu (319) 335-7636) or the Hardin Library Reference Desk (lib-hardin@uiowa.edu, (319) 335-9151) with any questions.

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