ENDNOTE ONLINE

GETTING STARTED WITH ENDNOTE ONLINE:

Go to the Medical Library Home Page: <u>http://www.siumed.edu/lib/</u>

Click Key Resources on the navigation menu, then choose Web of Science.

Click **Sign In** and select **Register** to create a free account using your @siumed.edu e-mail address. If you have already registered you may sign in.

Web of Science InCites Journal Citation Reports Essential Science Indicators EndNote Publons Kopernio	Sign In 🔺	Help 🔻 English 🔻
Web of Science	→) Sign In Register	Clarivate Analytics
Tools 👻 Searches an	C→ Log Out	story Marked List

After registering or after signing in, choose **EndNote** at the top of the screen

ONLINE SEARCHING WITH ENDNOTE ONLINE

1. To start an Online Search hover over the **Collect** tab and choose **Online Search**:

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Choose the database you want to search (likely PubMed(NLM)). Click Connect
 Note that you can click Select Favorites and pick the databases that you search most often so you
 can find them more quickly.

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- 3. You can search (up to four terms) by topic/keywords (Any Field), author, title, PMID, and more. Double check you use the AND/OR/NOT connectors appropriately.
- 4. Click the **Search** button

EndNote™	My References	Collect	Organize	Format	Match	Options	Downloads		
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5. Select all or just the citations you want to keep and add them to a group. If you have not created a group for your results choose **New group**. You will be asked to give it a name.

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			Test Group
			OK Cancel

IMPORTING REFERENCES FROM PUBMED INTO ENDNOTE ONLINE

Use the Capture Reference Tool:



With the citation open in PubMed, click the **Capture Reference** button on the browser toolbar. (See info on page 5 about Capture Reference tool.)

A window will open allowing you to save the citation to EndNote Online.

OR

- 1. 1. Save the citations to a file:
- Click to Send to button and choose Citation Manager.
- The file will be saved in your Downloads folder as a file named citations.nbib

		Send to +	Filter your results:
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2. 2. Import citations into EndNote Online

- In EndNote Online, click the Collect Tab and then Import References.
- Select the file named citations.nbib file that you saved on the desktop
- 3. Select PubMed as the Import Option
- 4. Select a group or create a new group

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IMPORTING CITATIONS FOR BOOKS AND OTHER MATERIALS

FIRSTSEARCH DATABASES:

IllinoisCatalog - OCLC catalog of materials in Illinois libraries WorldCat - OCLC catalog of books and other materials in libraries worldwide WorldCatDissertations - database of all dissertations and theses available in WorldCat <u>http://firstsearch.oclc.org/</u> (contact reference for login info: 217-545-2113, reference@siumed.edu)

1. Choose a FirstSearch database and search for citations.

2. Click Export button at the top of the page



3. Choose all records or marked records and choose **EndNote** for the Export To option.

	Direct Export Records							
	 Users can export records directly to an EndNote or RefWorks library. 							
	 Export record 	Is as a text file for use in other bibliographic management programs such as ProCite and Reference Manager.						
	Home	Databases Searching Results						
1								
	List of Records	Detailed Record Marked Records Saved Records Go to page						
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	Return Help							
	Export:	Records 1 - 10						
	Export To:	EndNote (get <u>latest filters</u>)						
		RefWorks						
		Text file						
	Note:	OCLC does not distribute or provide support for the <u>EndNote</u> software or the <u>RefWorks</u> application.						
		Export						

- 4. Click Export.
- 5. File will be saved as a file named DirectExport in your Downloads folder.

IMPORT INTO ENDNOTE ONLINE:

On the Collect Tab choose Import	EndNote™	My References	Collect	Organize	Format	Match	Options	Downloads
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MAKING A BIBLIOGRAPHY

- 1. Click the Format tab and choose Bibliography
- 2. Choose a group from the References drop down menu
- 3. Choose a Bibliographic Style (PubMed uses Vancouver-NIH) Click **Select Favorites** to customize the drop down list.
- 4. RTF (Rich Text File) can be opened in MS Word or other word processors.

EndNote™	My References	Collect Orga	nize Format	Match	Options	Download	ls	
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DOWNLOAD THE INSTALLERS FOR THE ENDNOTE PLUG-IN FOR WORD

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Cite While You Write™	Capture: Capture Reference
Use the EndNote plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. This plug-in also allows you to save online references to your library in Internet Explorer for Windows.	To install the Capture tool, just drag the Capture Reference button to your Bookmarks bar (also known as "Favorites Bar" or "Bookmarks Toolbar"). In some browsers, you may need to right click and select "Add to Favorites" or "Bookmark This Link." To use it browse to a page you like and click the Capture
Patented technology. Australia Patent 2014318392; U.S. Patents 10002116, 9588955, 9218344, 9177013, 8676780, 8566304, 8201085, 8082241, 6233581; China Patent: 201380034689.3; Japan Patent: 5992404.	Reference button in the Bookmarks bar. The Capture Reference window will open. Follow the instructions in the window.
See Installation Instructions and System Requirements.	
Download Windows with Internet Evalutor alua in	

In EndNote Online, choose the **Downloads** tab. Installers are available for both Windows and Macintosh as well as a reference capture tool for your browser.

USING ENDNOTE ONLINE IN MICROSOFT WORD

Install the EndNote Plug-in for Word. An EndNote Web tab will be added the Microsoft Word ribbon.



Select the EndNote Web Tab.

Click **Preferences** on the ribbon.

Choose **Application** in the Preferences window that opens.

Enter your email address and the Web of Knowledge password that you created when you registered.

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TO INSERT A CITATION TO YOUR PAPER

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- Click the Insert Citations button on the EndNote Online Tab on the Microsoft Word ribbon. NOTE: the Go to EndNote Web button will switch you to EndNote Online in your browser so that you can look at your citations, but you must use the Find Citations button to search for and insert citations into your Word document.
- 2. Enter one or more words in the **Find** box and click the **Search** button.
- 3. From the list of matches choose the citation(s) that you want to cite and click **Insert**. To select multiple citations, hold down the CTRL key.

EndNote Find & Insert My References								
a clinical trial gone awry								
Author	Year	Title						
Chan	2007	A dinical trial gone awry: the Chocolate Happiness Undergoing More Pleasantness (CHUMP) study						
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Reference Type:	-	Journal Article	*					
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Title:		A clinical trial gone awry: the Chocolate Happiness Undergoing More Pleasantness (CHUMP) study	-					
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CHOOSE THE CITATION STYLE FOR YOUR PAPER:



Note that the styles listed will only be the ones that you added to your customized list in EndNote Online. (See the section on Making a Bibliography, p. 3)

REMOVE ENDNOTE FORMATTING FOR SUBMITTING TO A PUBLISHER

Publishers often require authors to submit a manuscript with the EndNote formatting removed.



Select Convert Citations and Bibliography and then choose Convert to Plain Text.

Word will open a copy of your document with the EndNote field codes removed and the formatted citations and bibliography will be regular text. Your original document will remain unchanged.

3/13/2019