

ENDNOTE ONLINE

GETTING STARTED WITH ENDNOTE ONLINE:

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

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

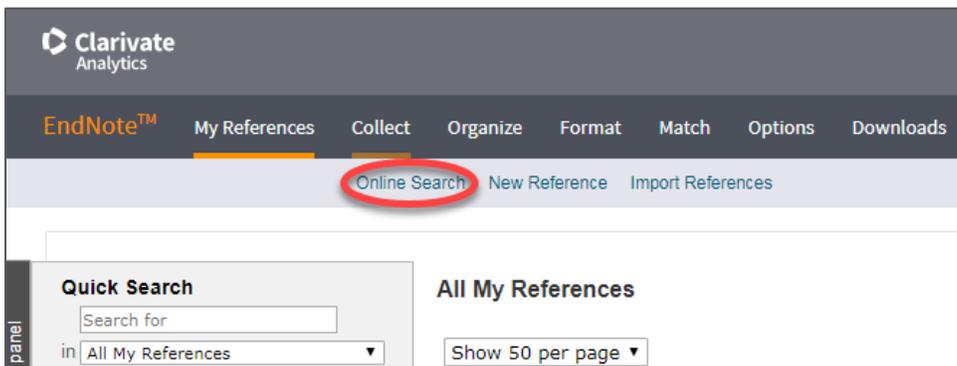
Click **Sign In** and select **Register** to create a free account using your @siumed.edu e-mail address. If you have already registered you may sign in.



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

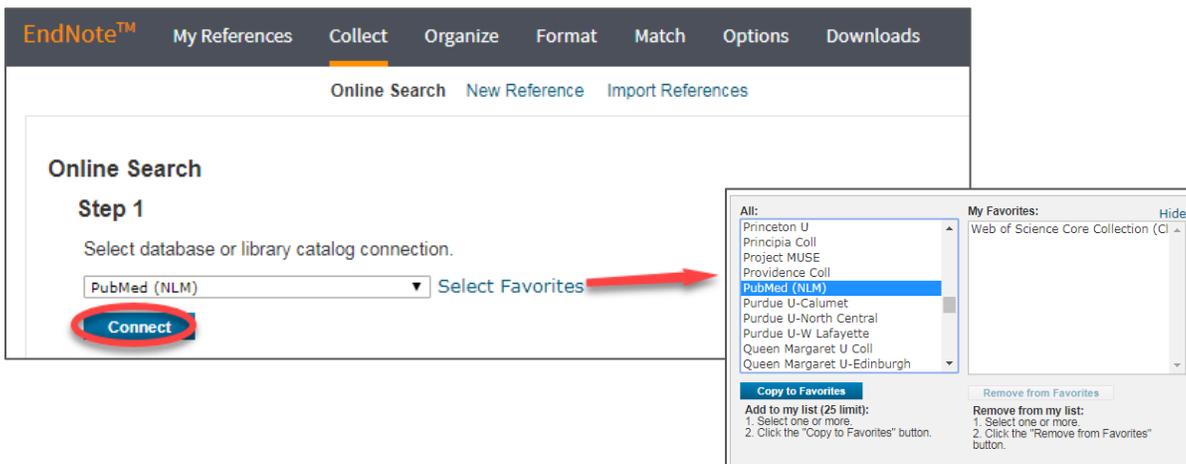
ONLINE SEARCHING WITH ENDNOTE ONLINE

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

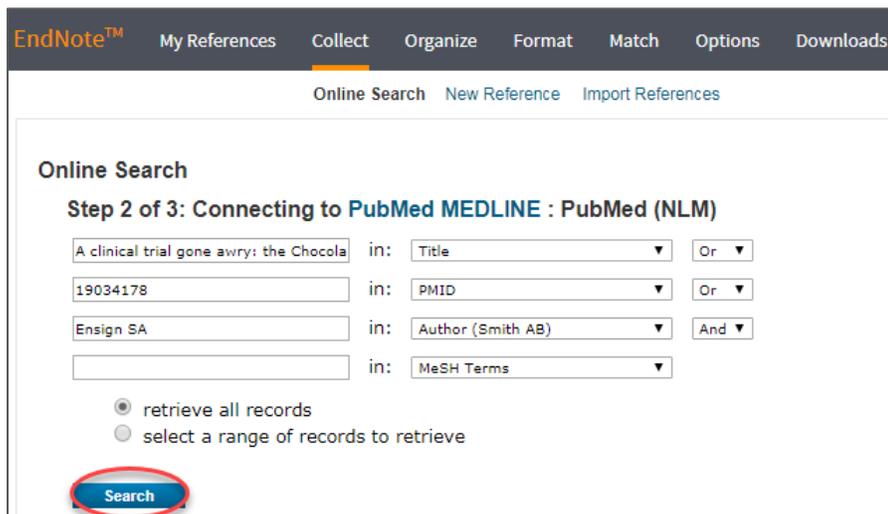


2. Choose the database you want to search (likely PubMed(NLM)). Click **Connect**

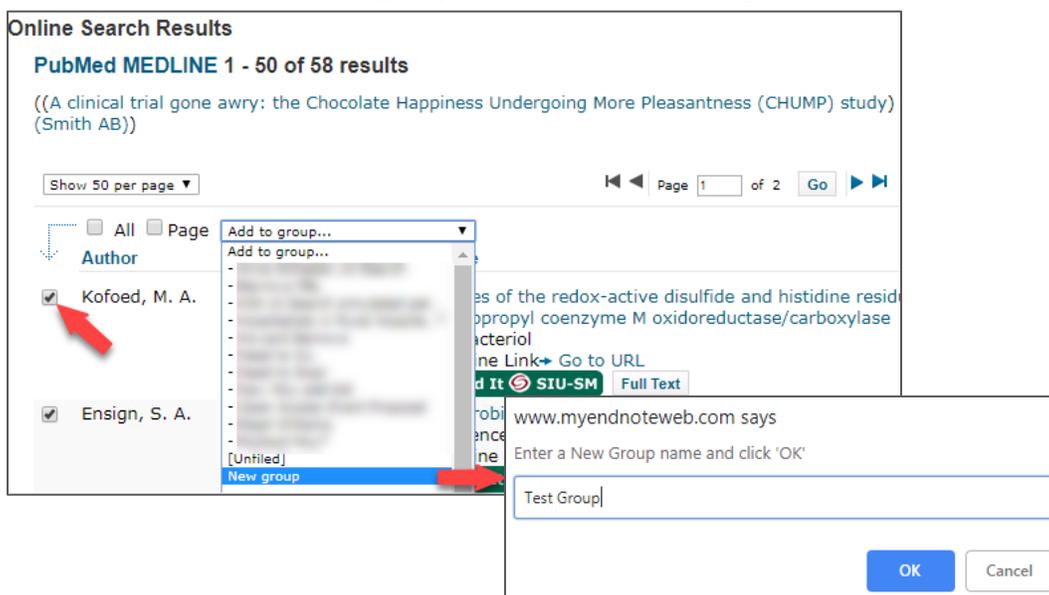
Note that you can click **Select Favorites** and pick the databases that you search most often so you can find them more quickly.



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



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.



IMPORTING REFERENCES FROM PUBMED INTO ENDNOTE ONLINE

Use the Capture Reference Tool:



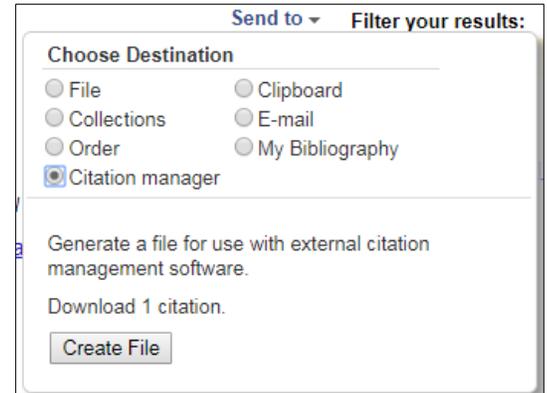
With the citation open in PubMed, click the **Capture Reference** button on the browser toolbar. (See info on page 5 about Capture Reference tool.)

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

OR

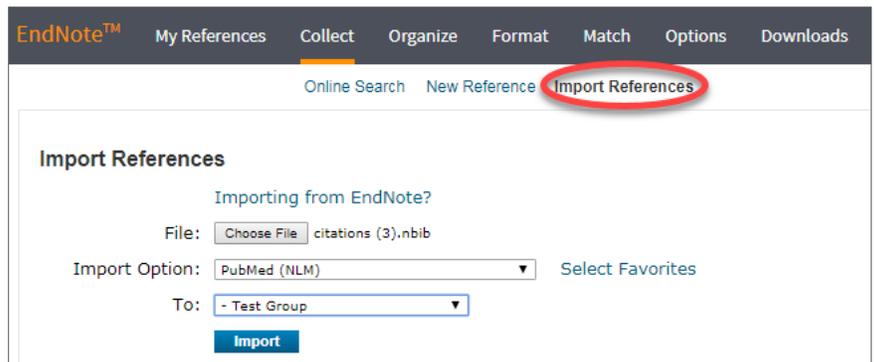
1. 1. Save the citations to a file:

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



2. 2. Import citations into EndNote Online

1. In EndNote Online, click the **Collect Tab** and then **Import References**.
2. 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



IMPORTING CITATIONS FOR BOOKS AND OTHER MATERIALS

FIRSTSEARCH DATABASES:

IllinoisCatalog - OCLC catalog of materials in Illinois libraries

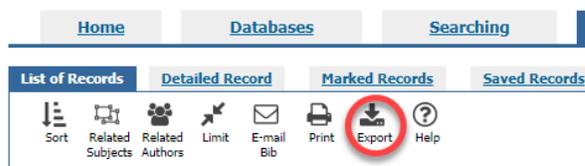
WorldCat - OCLC catalog of books and other materials in libraries worldwide

WorldCatDissertations - database of all dissertations and theses available in WorldCat

<http://firstsearch.oclc.org/> (contact reference for login info: 217-545-2113, reference@siumed.edu)

1. Choose a FirstSearch database and search for citations.

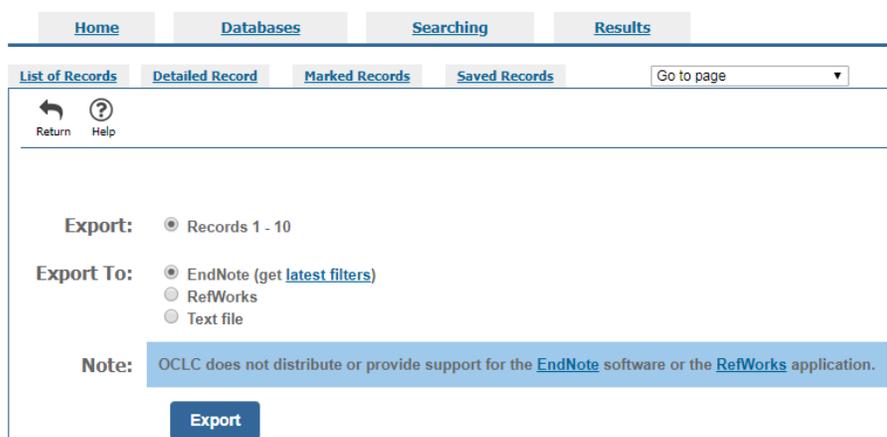
2. Click Export button at the top of the page



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 records as a text file for use in other bibliographic management programs such as [ProCite](#) and [Reference Manager](#). [?](#)



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

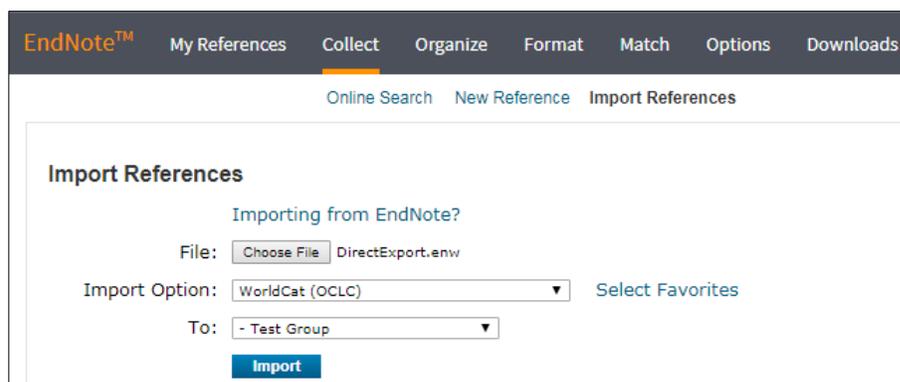
IMPORT INTO ENDNOTE ONLINE:

On the **Collect Tab** choose **Import References**

File: Choose the DirectExport file saved in your Downloads folder.

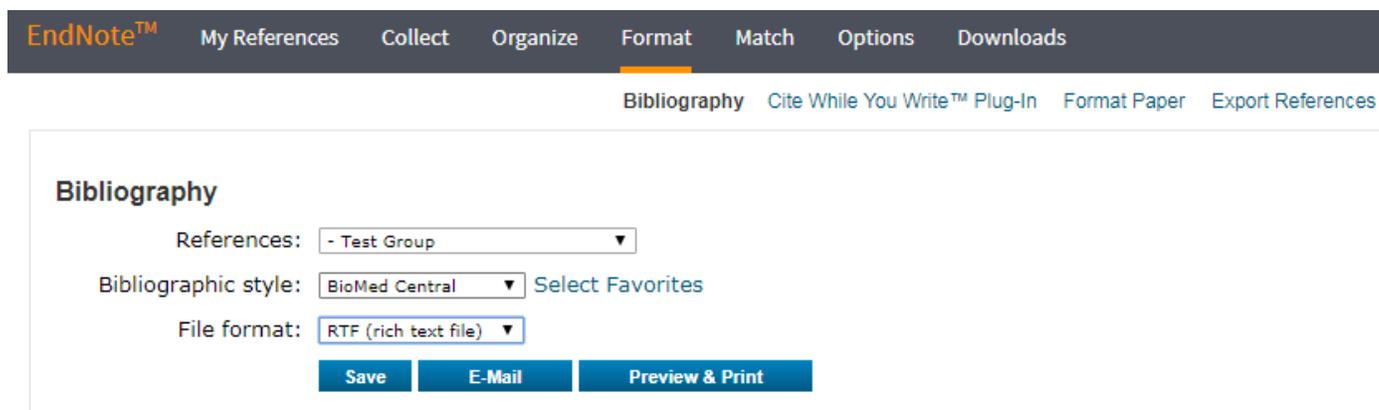
Import Option: WorldCat (OCLC)

To: Choose the group where you want to save the references or create a new group.

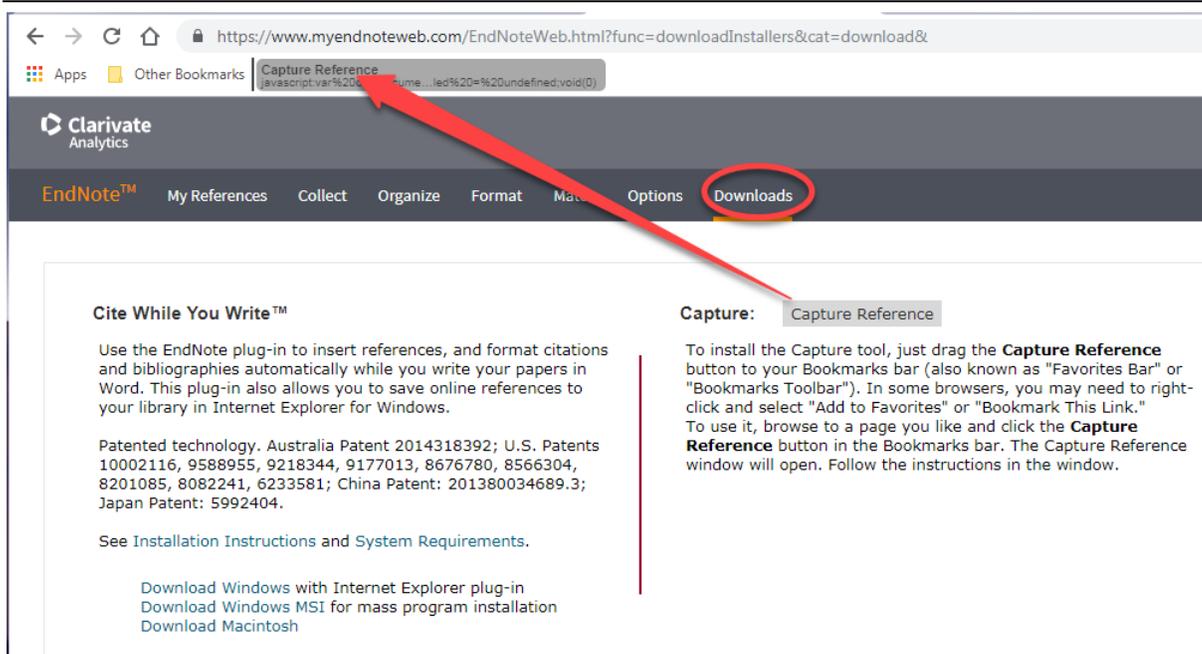


MAKING A BIBLIOGRAPHY

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.



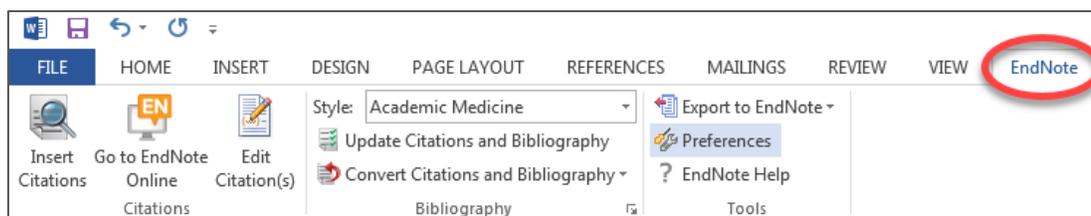
DOWNLOAD THE INSTALLERS FOR THE ENDNOTE PLUG-IN FOR WORD



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.

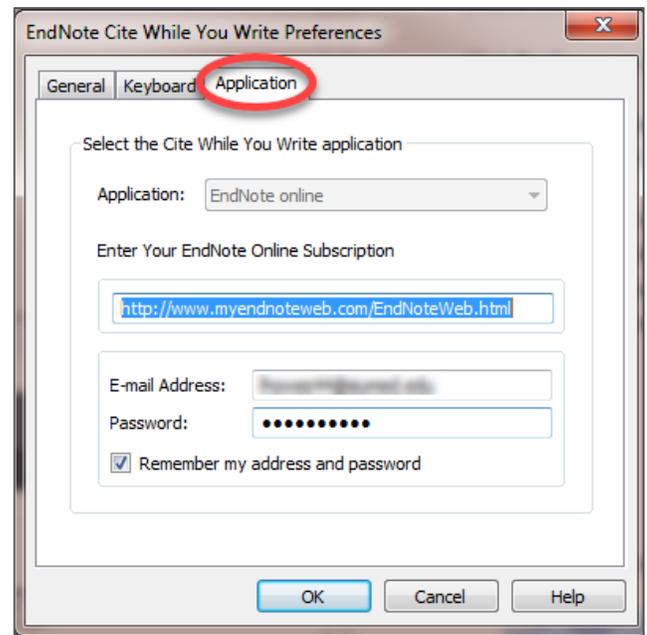


Select the EndNote Web Tab.

Click **Preferences** on the ribbon.

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

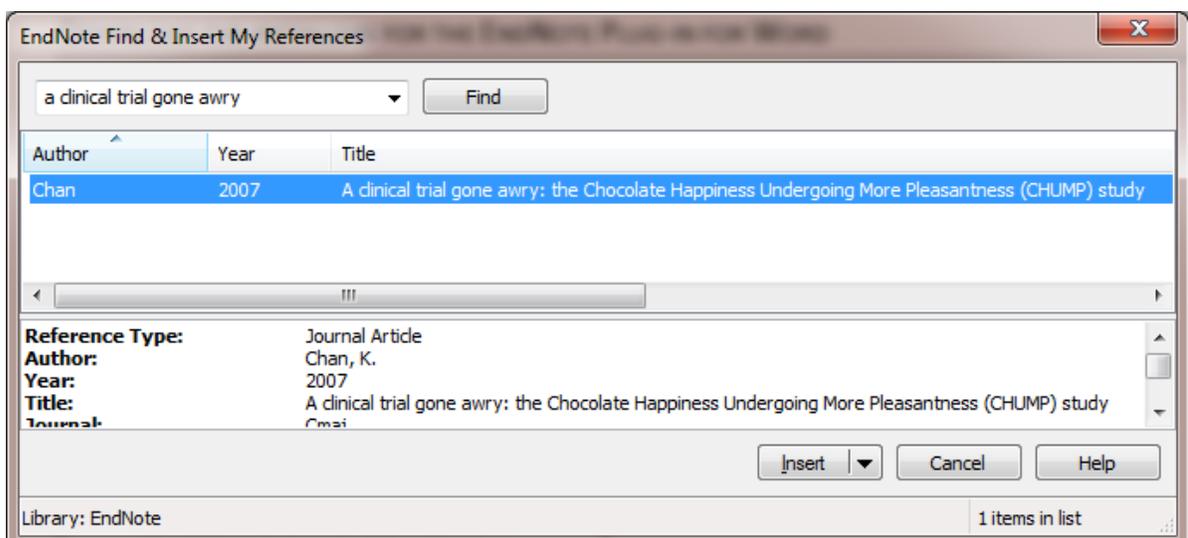
Enter your email address and the Web of Knowledge password that you created when you registered.



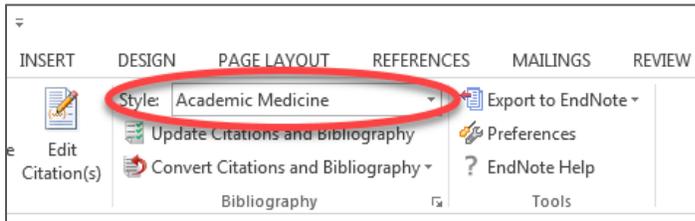
TO INSERT A CITATION TO YOUR PAPER



1. 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.



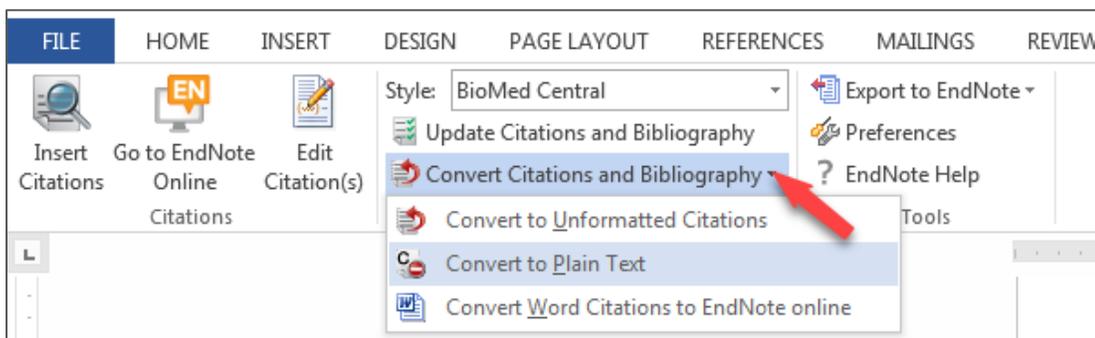
CHOOSE THE CITATION STYLE FOR YOUR PAPER:



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