

Introduction to EndNote X9

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Agenda Full Course

- Getting started
 - Install EndNote
 - Create an EndNote-Library
 - Term Lists
- 2. Search and collect references
 - With PubMed (PC; Mac)
 - Directly from a PDF (publisher's platform)
 - With library catalogue swissbib Basel Bern
 - With google scholar
 - With PubMed, within EndNote
 - Create a reference from a PDF stored on your computer
 - Create a reference manually
- 3. Insert references into a Word document (CWYW)
 - View in Word / View in EndNote
 - Citation Styles
- 4. Manage references in EndNote
 - Groups / Smartgroups
 - Edit references; remove duplicates
 - Search for fulltext articles (PDFs); administer PDFs
- 5. Web account and collaboration
 - Register for an EndNote web account; synchronize EndNote web account and EndNote desktop
 - Install plugins
- 6. Library sharing incl. PDFs

1. Getting started: Install EndNote (desktop version)

Campus license

Students Uni Basel: via https://asknet.unibas.ch: 10.-/year; Employees Uni Basel via IT-Department

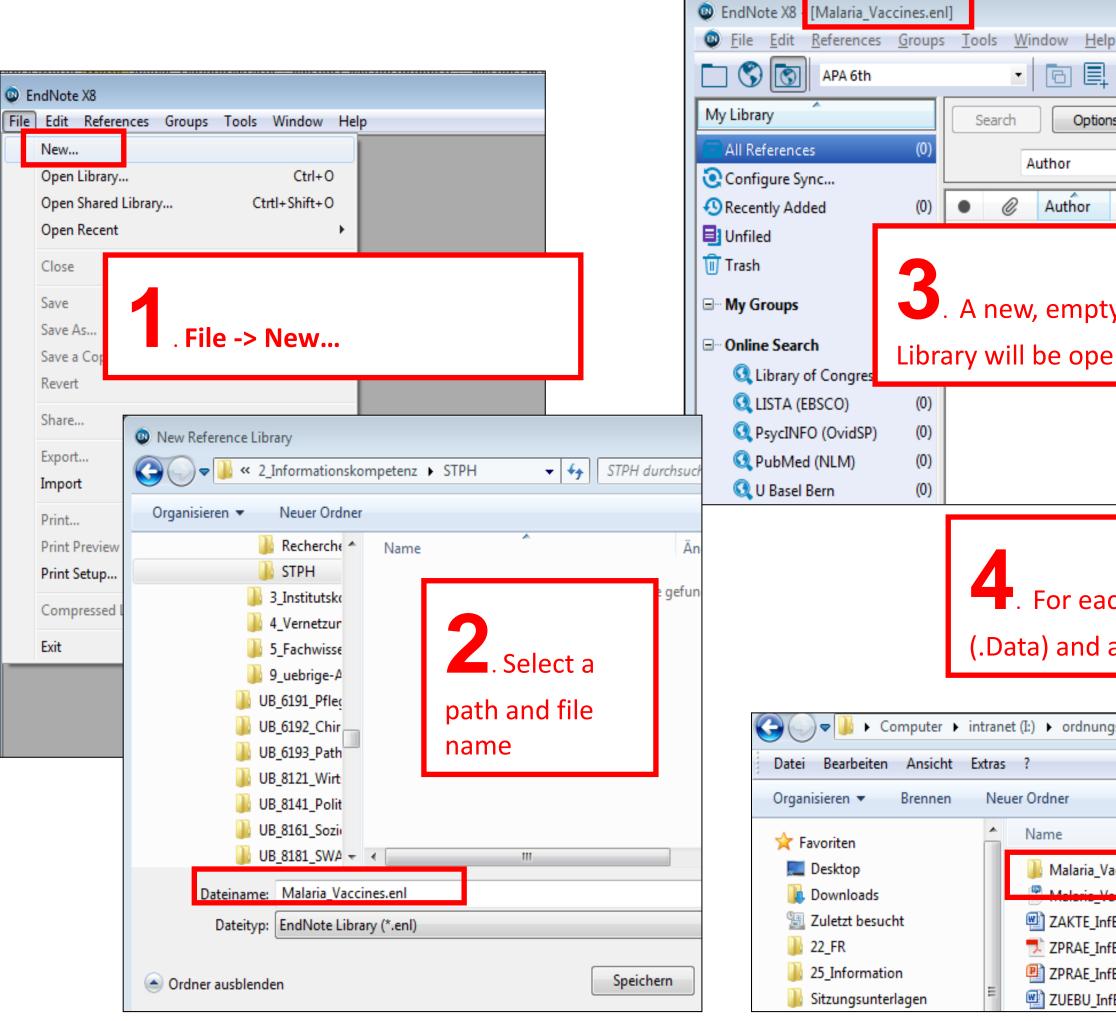
Free trial version

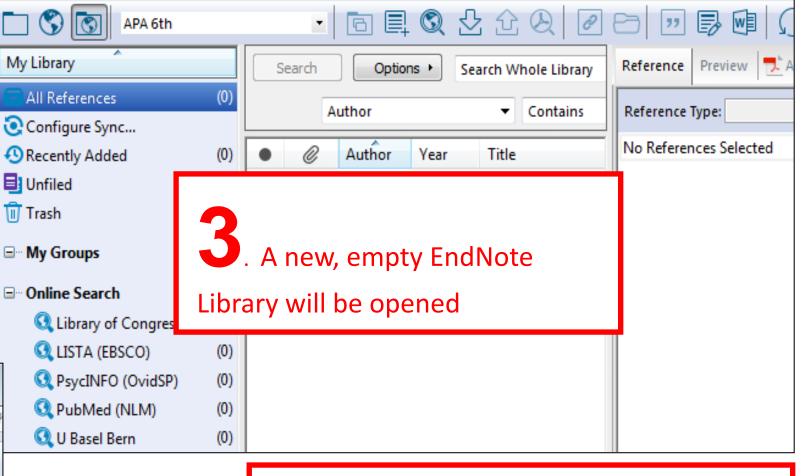
(30 days) <u>endnote.com</u> -> LOGIN

System requirements

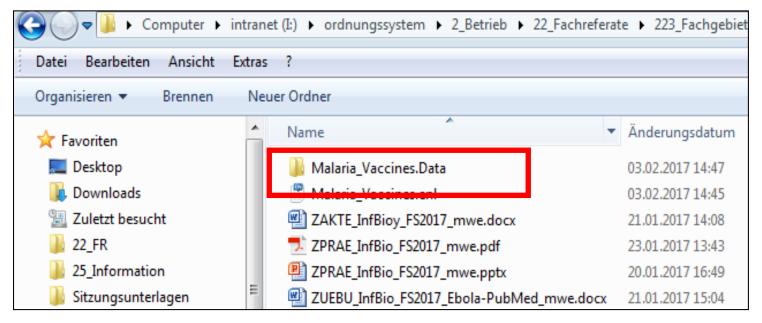
Windows, Mac; MS Word, Apache OO, MS Word Mac; Firefox, IE, Safari, Chrome. Details: (https://endnote.com/product-details/compatibility/)

1. Getting started: Create a new EndNote Library



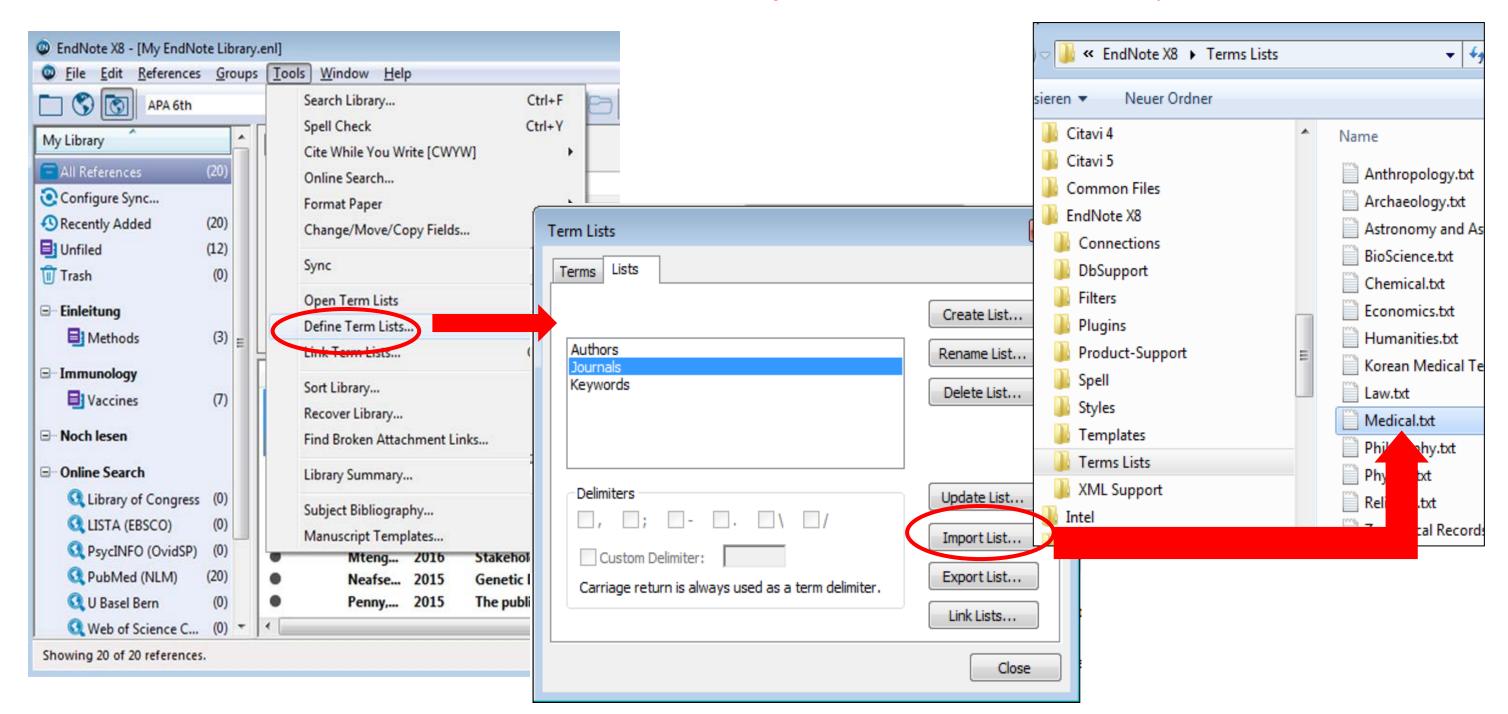


For each EndNote Library a folder (.Data) and a file (.enl) will be created.



1. Getting started: Term Lists

EndNote defines term lists of authors and journal titles as soon as references are imported. If different sources (e.g. PubMed and Web of Science) are used the term lists may be inconsistent. Therefore it is recommended to use standardized term lists -> Menu *Tools/Define Term Lists/Journals/Lists/Import List...*



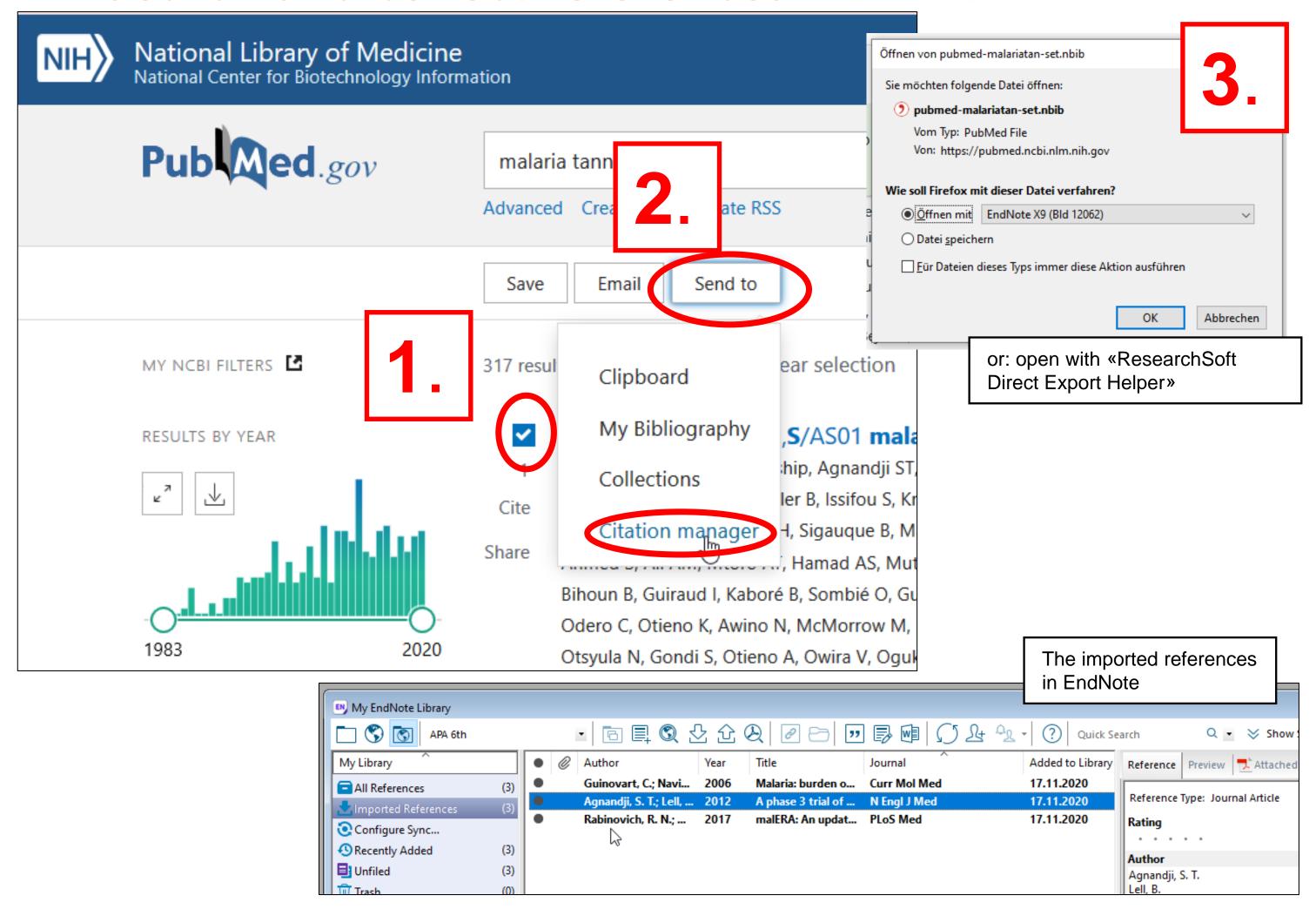
Term lists have to be imported into every new library before importing new references

If you do it later the lists already imported must first be deleted:

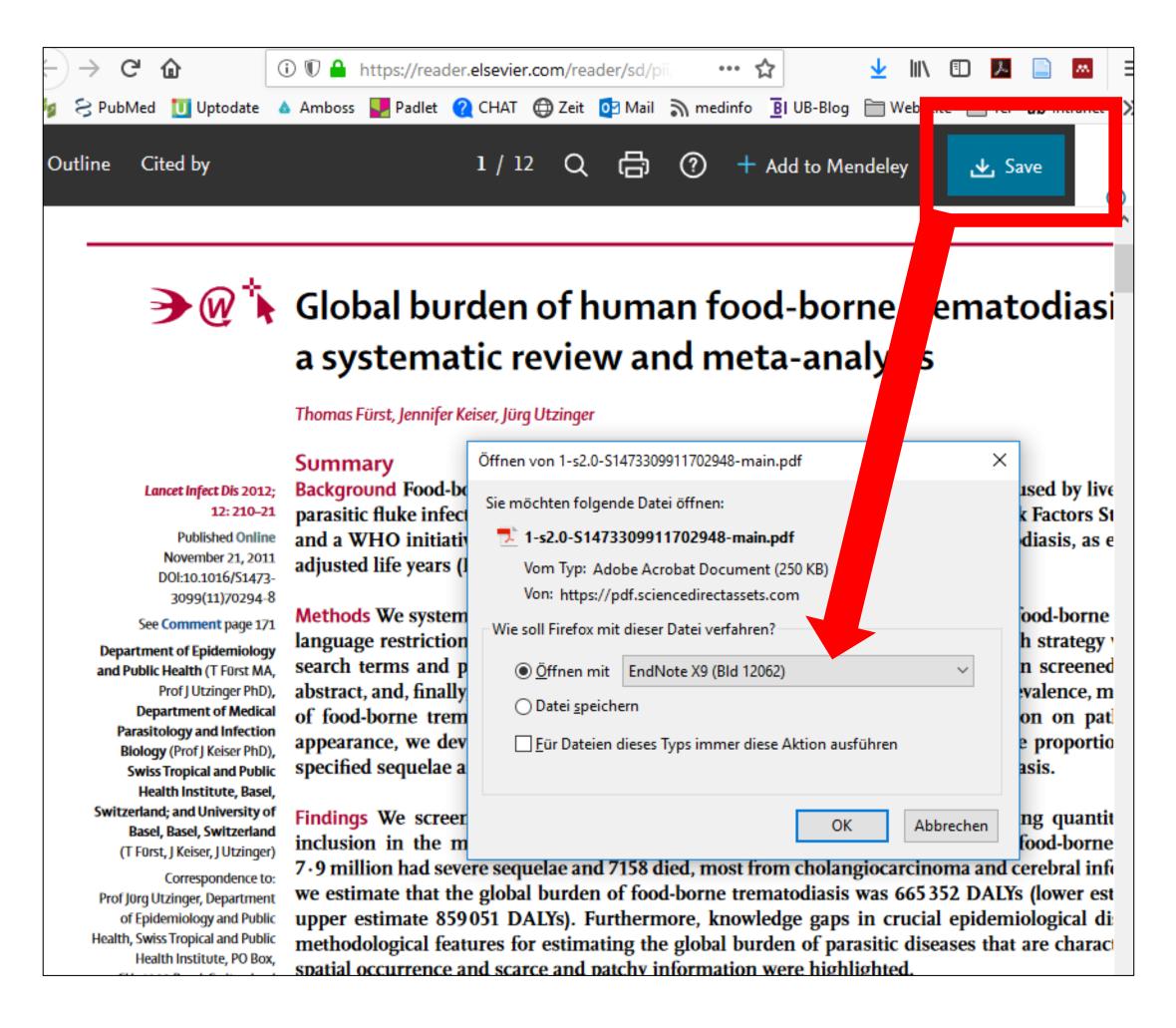
Term Lists > Journals > Delete List

Afterwards: Create List > Import term lists as described above

2. Search and collect references: PubMed



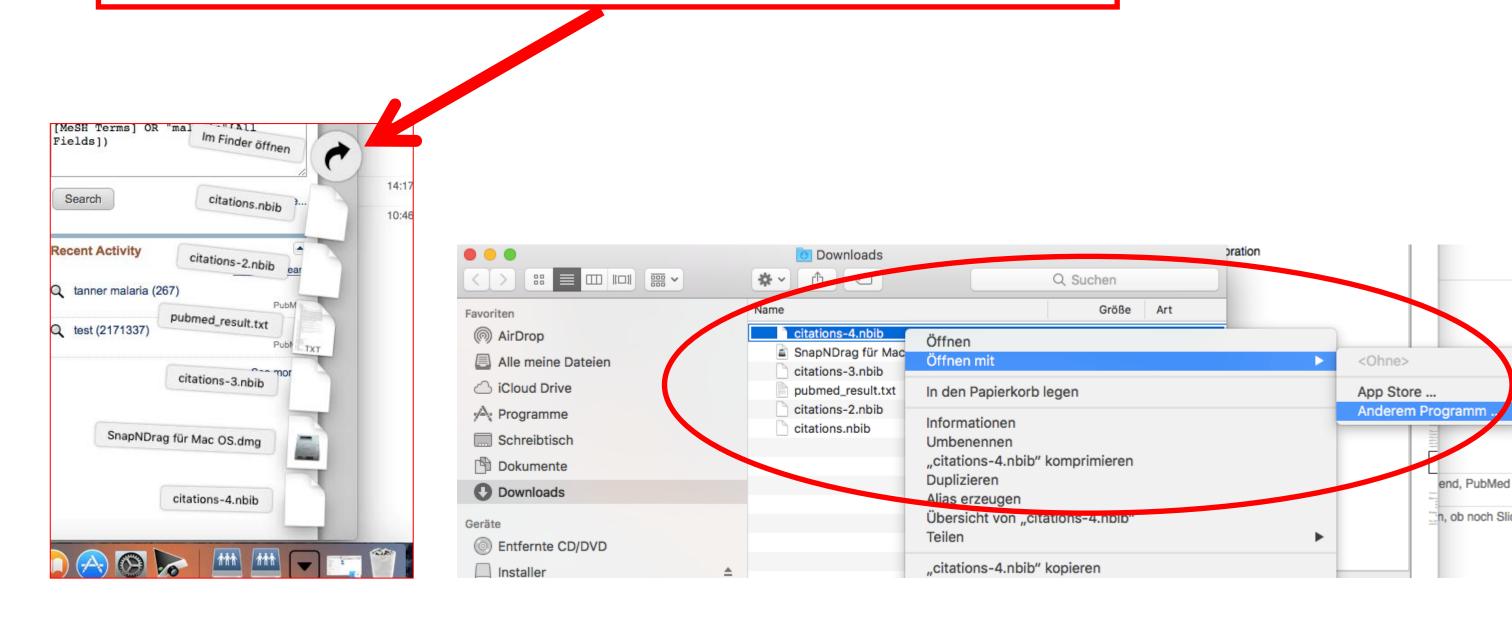
2. Search and collect references: Download PDF directly into EndNote (depending on publisher's platform)



2. Search and collect references: PubMed, with MAC

Mac:

- Firefox: as described on previous slide
- Safari: 1.) Save data as a file 2) Open file -> open with ... EndNote



2. Search and collect references: Library catalogue



Books & more

Articles & more

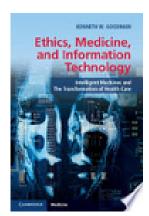
/ Search / Ethics, medicine, and informat... / Locations & request

Results:



1 of 2'385





Ethics, medicine, and information technology

intelligent machines and the transformation of health care

Authors / Contributors: Kenneth W. Goodman

Place, publisher, year: Cambridge: Cambridge University Press, 2015

Physical Description: viii, 187 Seiten

Format: Book

Online Access: <u>Inhaltsverzeichnis</u>

Export to EndNote/Citavi
Export to EndNoteWeb
Export to BibTeX

Export to RefWorks

Export to MARCXML

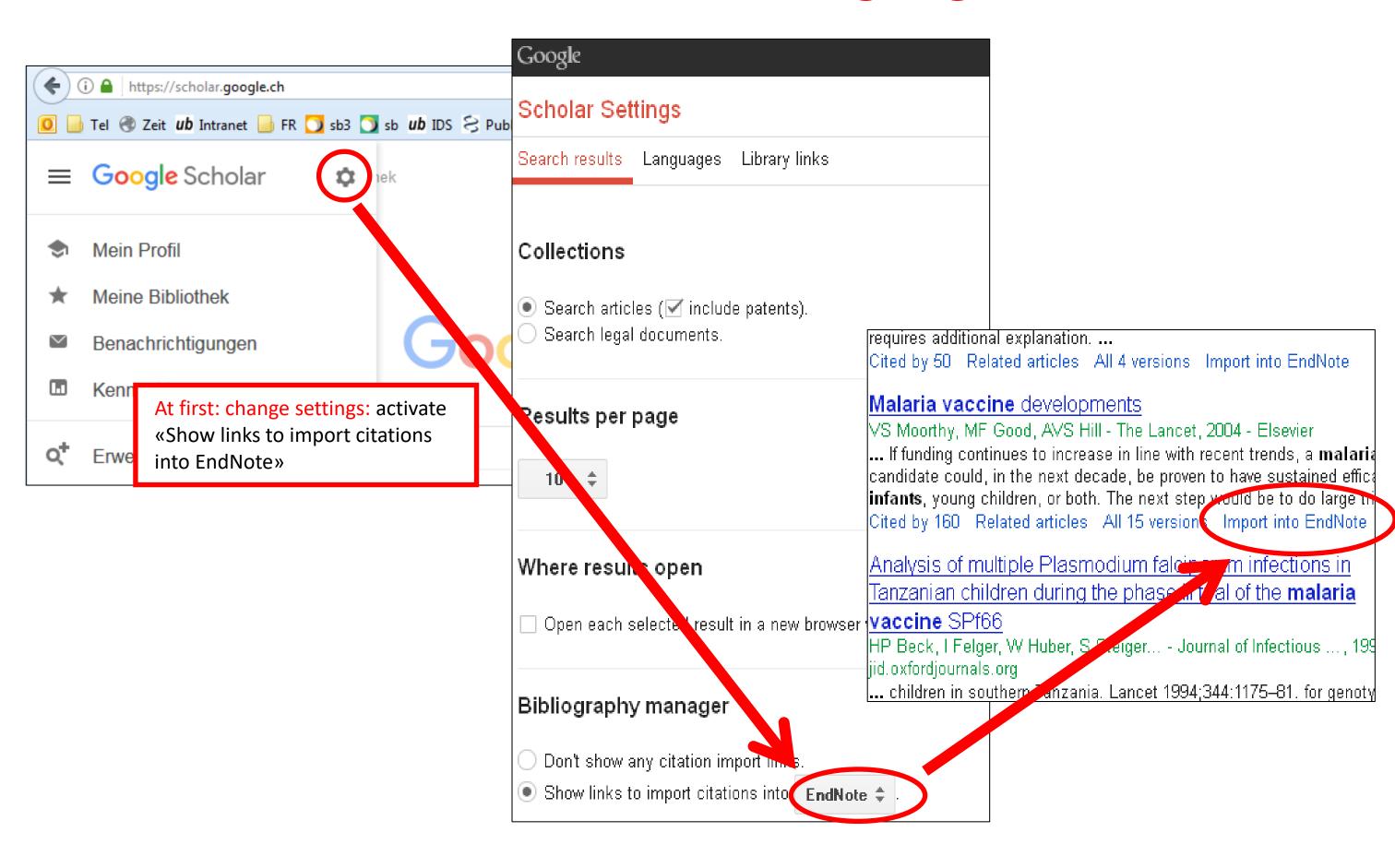
Locations & request

Description

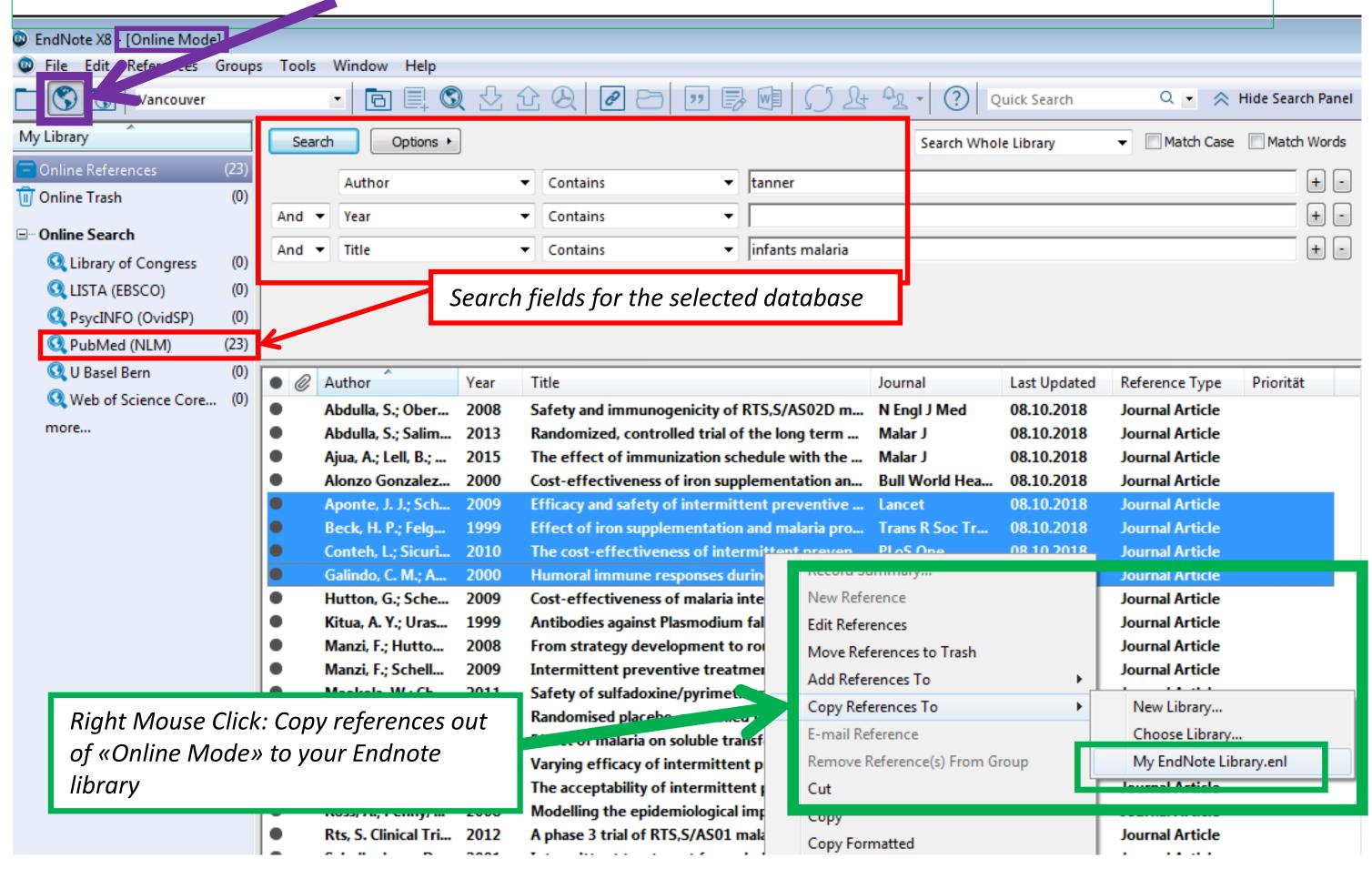
Similar Items

Fields

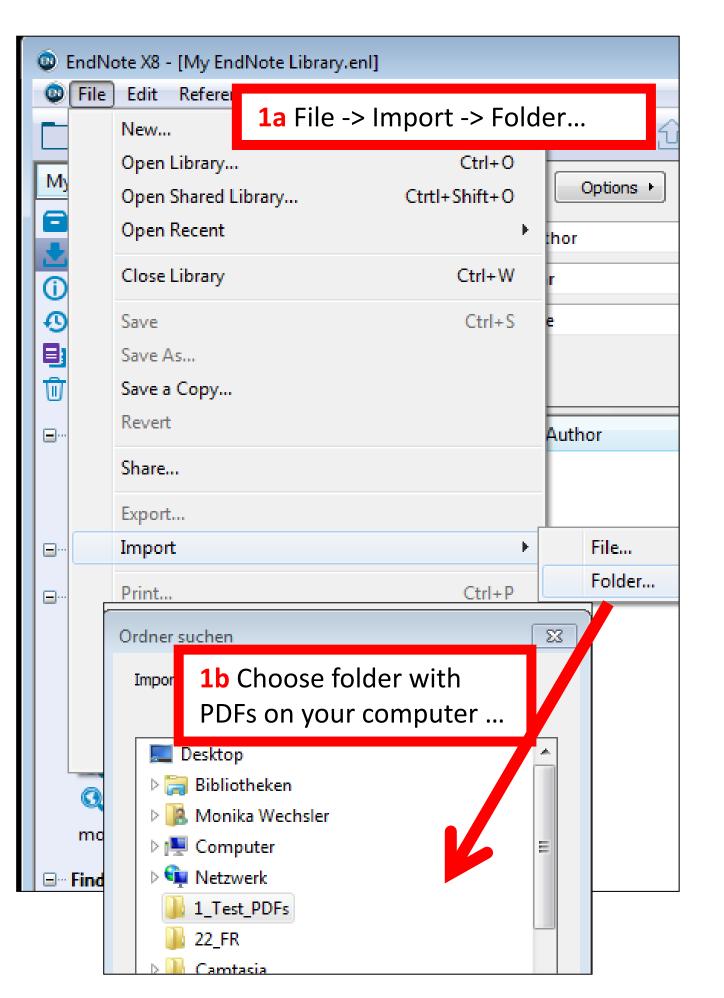
2. Search and collect references: google scholar

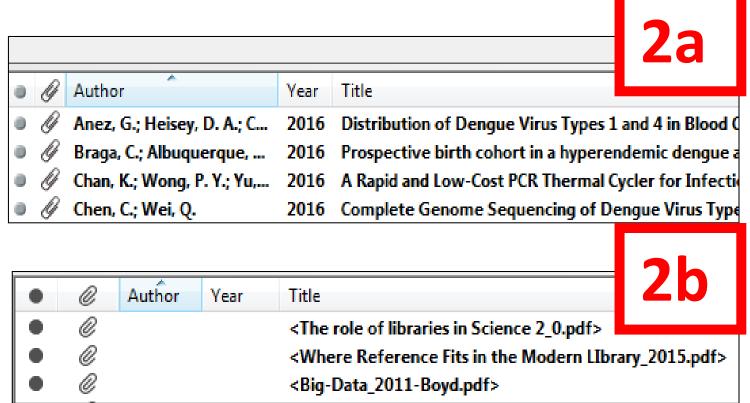


2. Search and collect references: with PubMed within EndNote (Online Mode)



2. Search and collect references: Create a reference from a PDF

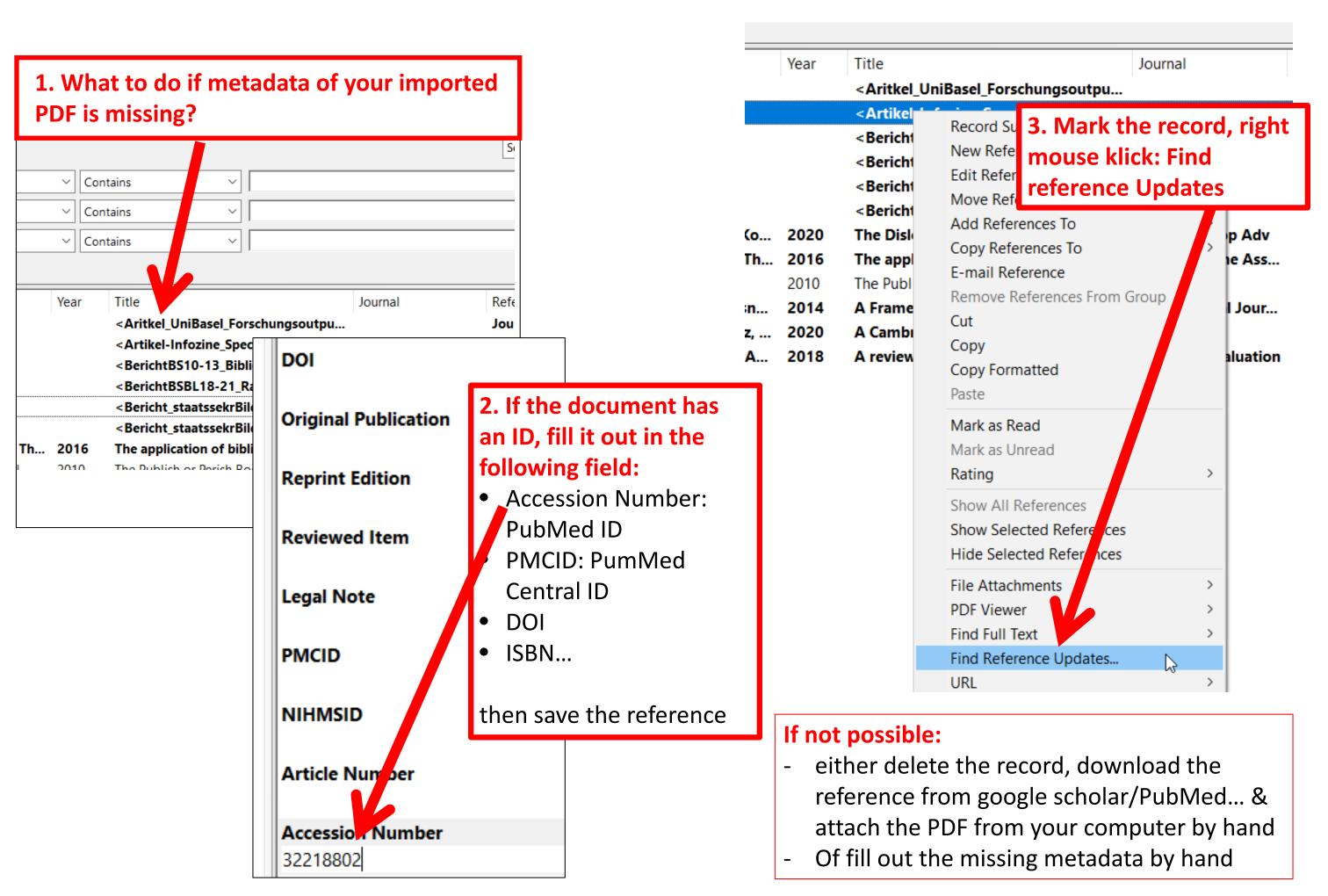




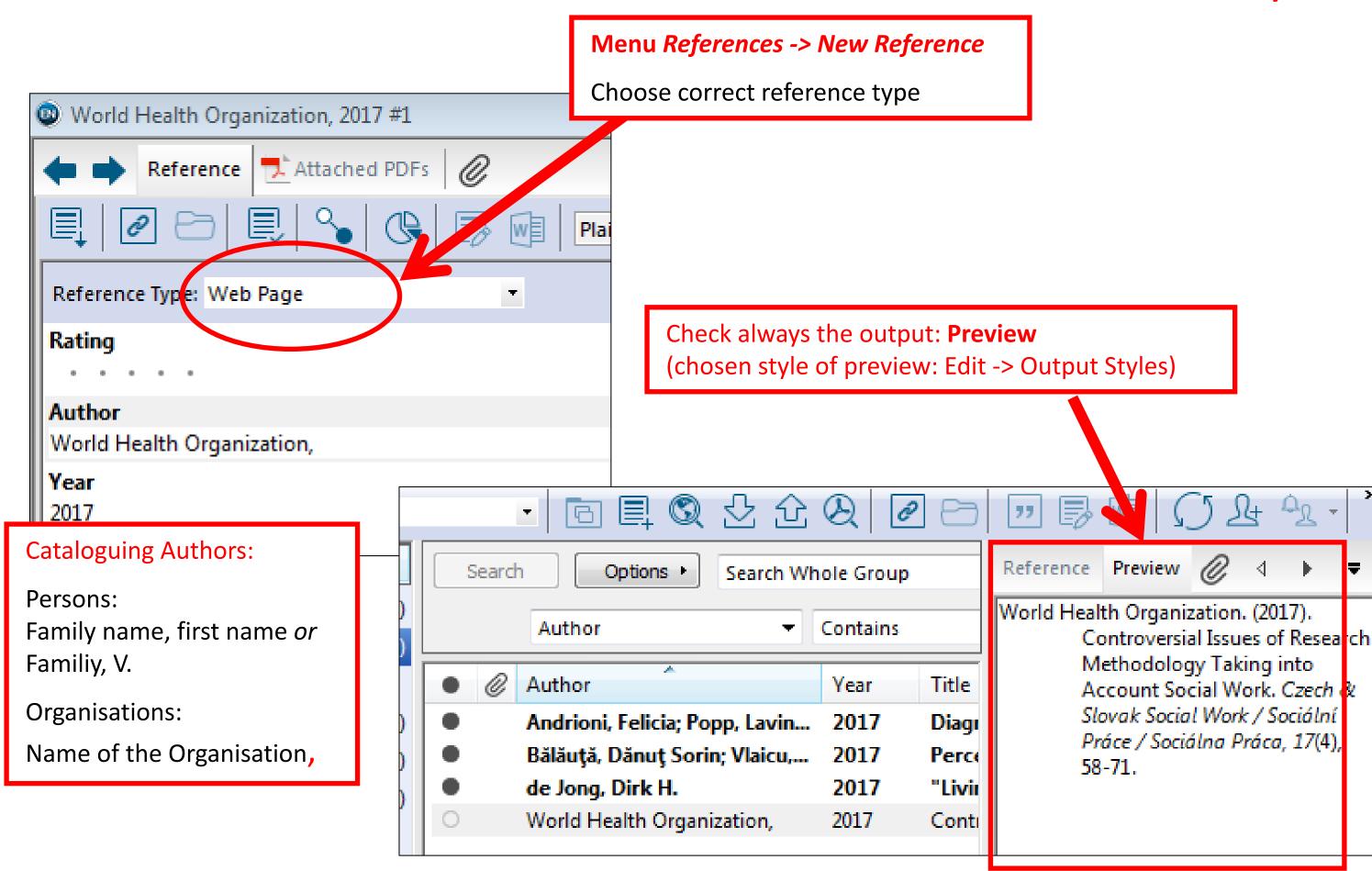
2a Metadata of the article will be completed automatically in EndNote

2b No metadata available: see next slide

2. Search and collect references: Create a reference from a PDF



2. Search and collect references: Create a reference manually



3. Insert references into a Word document: View in Word

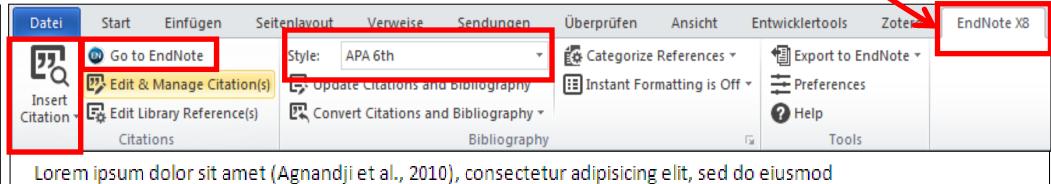
Insert Citation or Go to EndNote: Insert a citation out of EndNote

Style: Define format of in-text citation and of reference within the bibliography. Suitable for medicine: Vancouver, APA6th

Edit & Manage Citation: Edit text within in-text citation (e.g. insert page numbers; omit author etc.).

Convert Citations: Convert to unformatted Citations: remove codes temporarily (e.g. for loading faster);
Convert to plain text: remove codes irretrievably.
Warning: Save document previously!

EndNote toolbar of MS Word

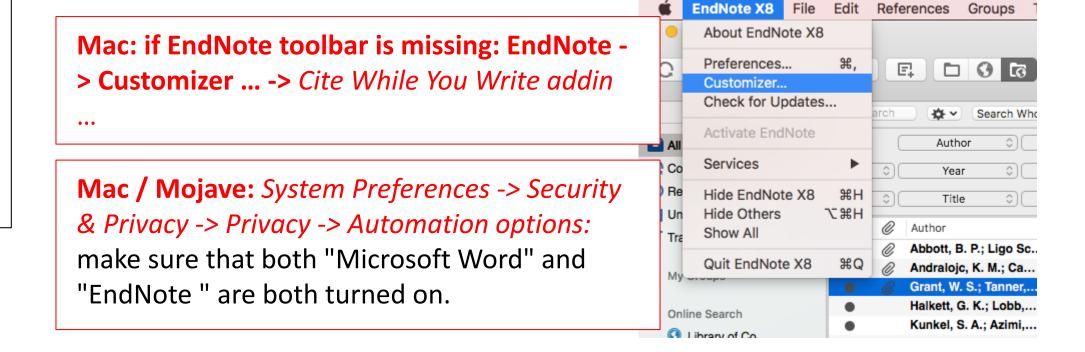


Lorem ipsum dolor sit amet (Agnandji et al., 2010), consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua (Mwangoka et al., 2013). Ut enim ad minim veniam (Utzinger & Tanner, 2013), quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non provident (Abdulla et al., 2008), sunt in culpa qui officia deserunt mollit anim id est laborum.

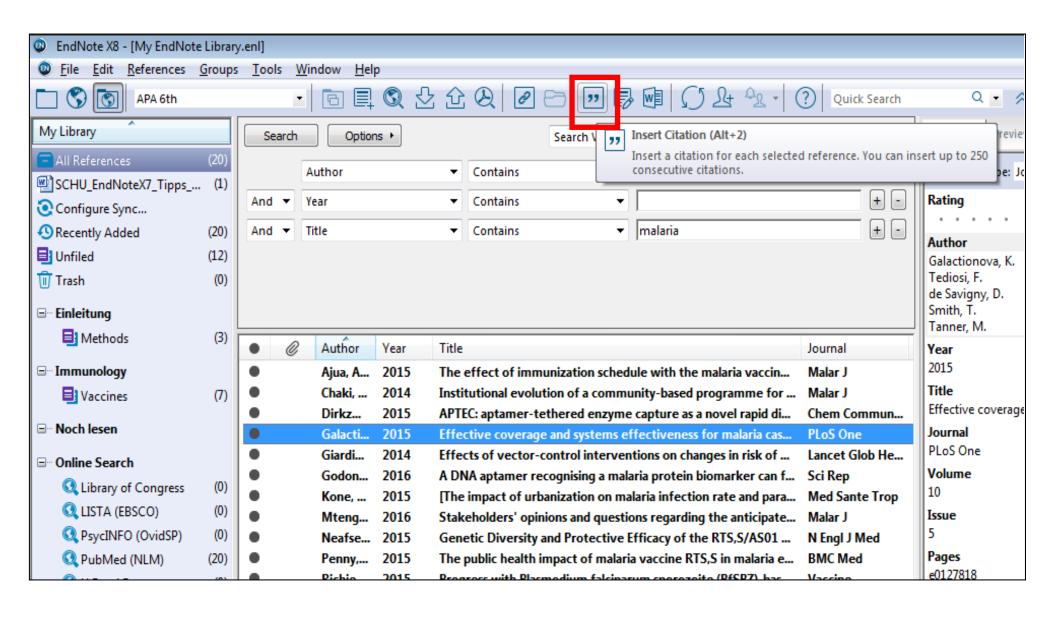
Abdulla, S., Oberholzer, R., Juma, O., Kubhoja, S., Machera, F., Membi, C., . . . Tanner, M. (2008).

Safety and Immunogenicity of RTS,S/AS02D Malaria Vaccine in Infants. *New England Journal of Medicine, 359*(24), 2533-2544. doi: Doi 10.1056/Nejmoa0807773

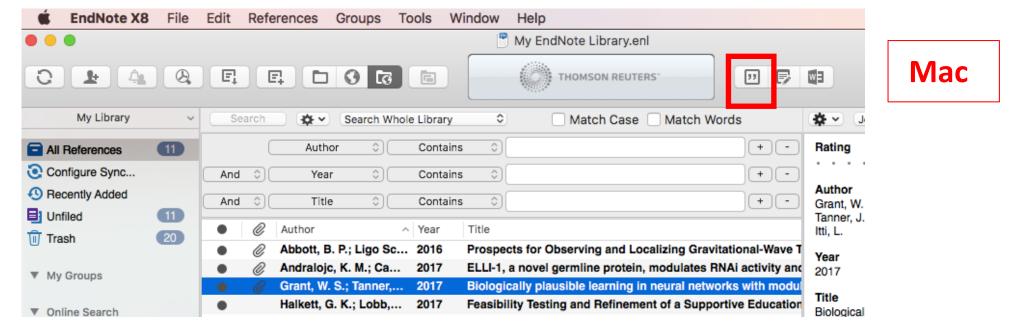
Agnandji, S. T., Asante, K. P., Lyimo, J., Vekemans, J., Soulanoudjingar, S. S., Owusu, R., . . . Abdulla, S. (2010). Evaluation of the Safety and Immunogenicity of the RTS.S/AS01(E) Malaria



3. Insert references into a Word document: View in EndNote

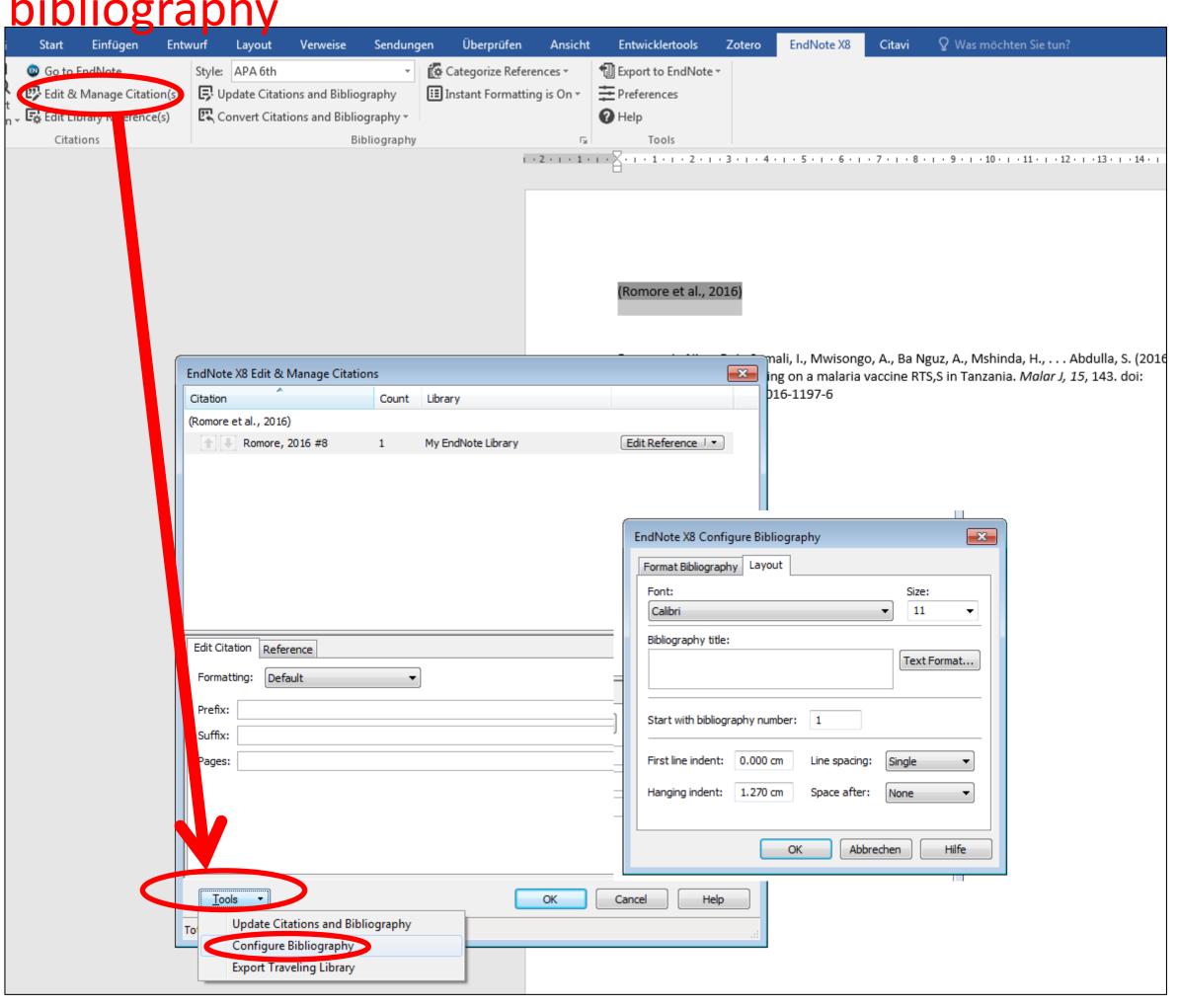


Several references can be chosen at the same time

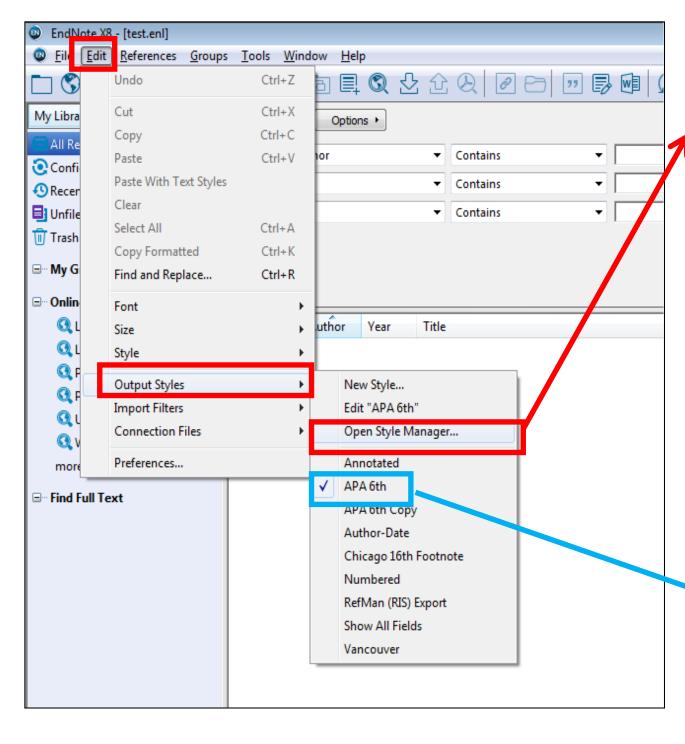


3. Insert references into a Word document: format the

bibliography



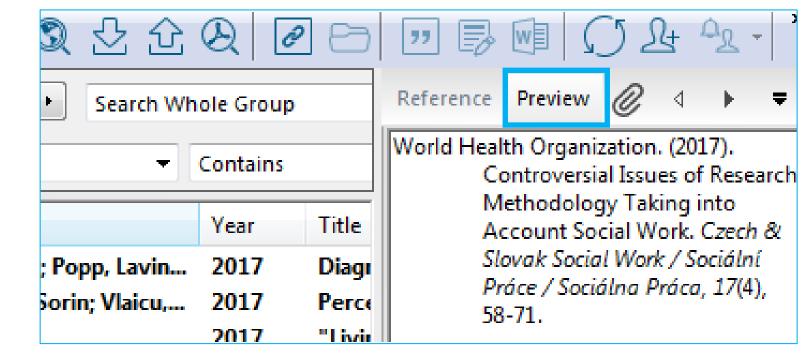
3. Insert references into a Word document: further citation styles, edit styles



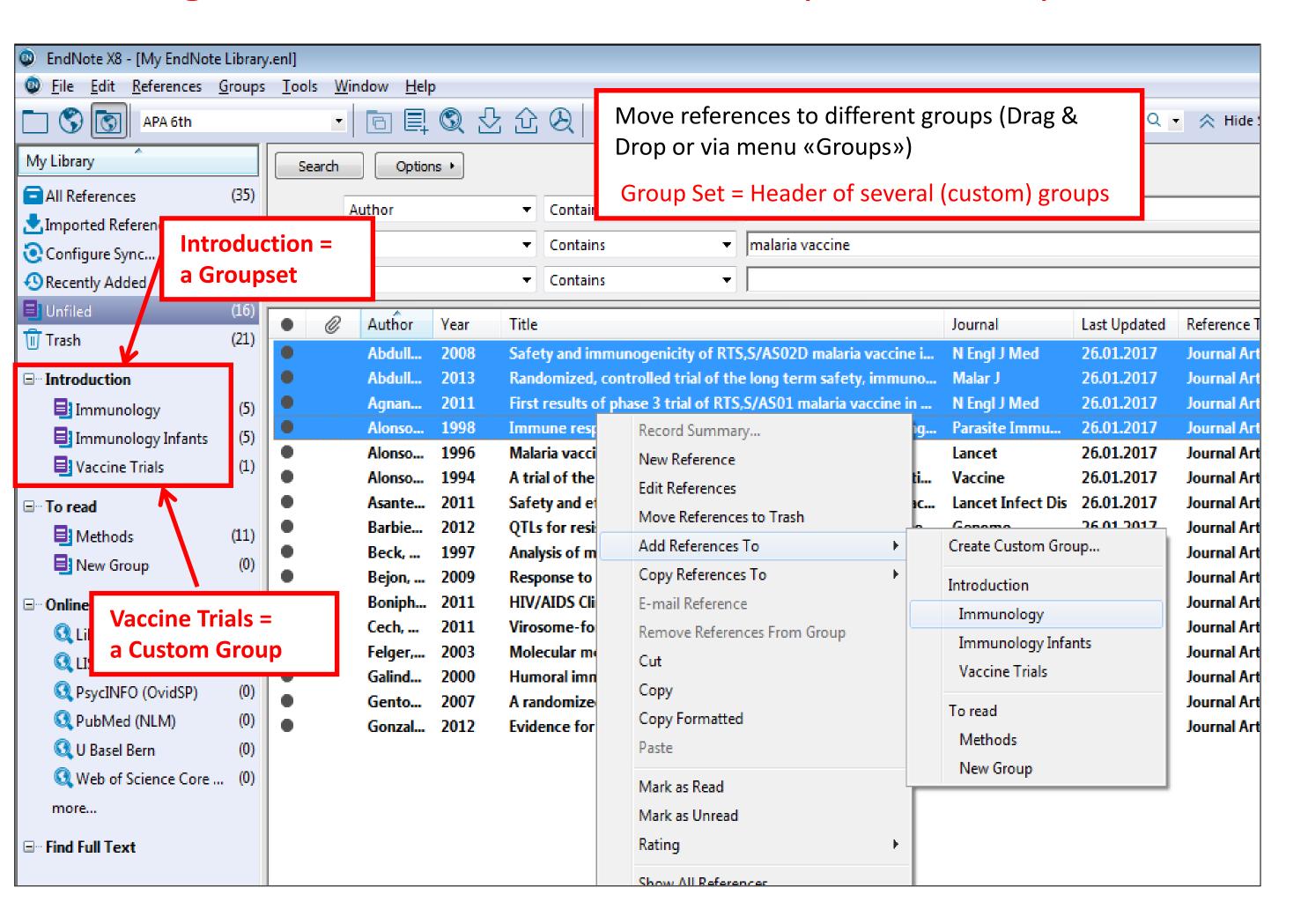
EndNote -> Edit -> Output Styles -> Open Style Manager...:

- Define styles to be presented in Word
- Download missing styles («Get more on the Web»: > 6000)
- Edit a style («Edit») (see help -> modifying style templates)

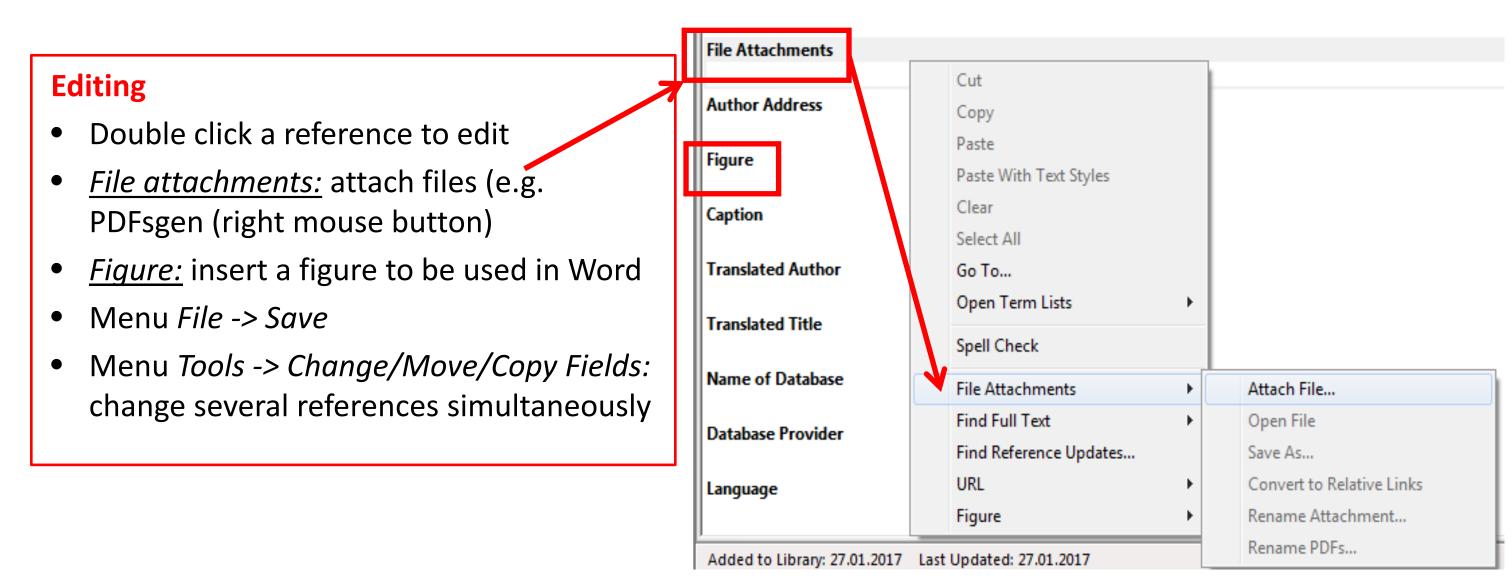
The chosen style defines the preview within EndNote



4. Manage references in EndNote: Groups and Groupsets



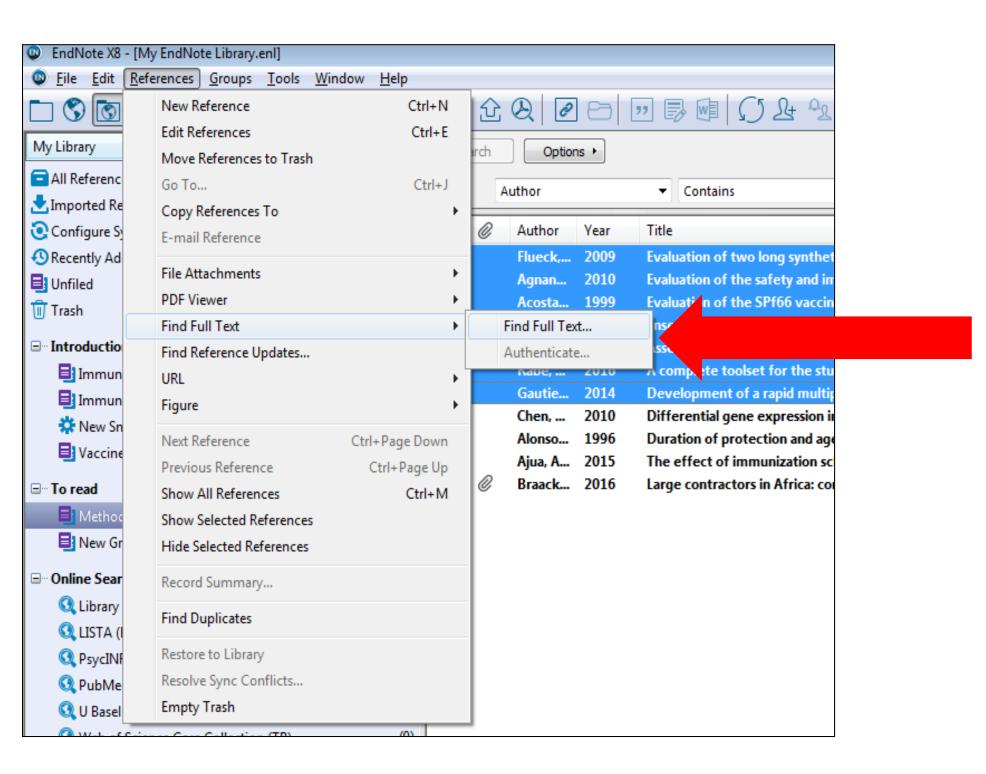
4. Manage references in EndNote: edit references; remove duplicates



Duplicates

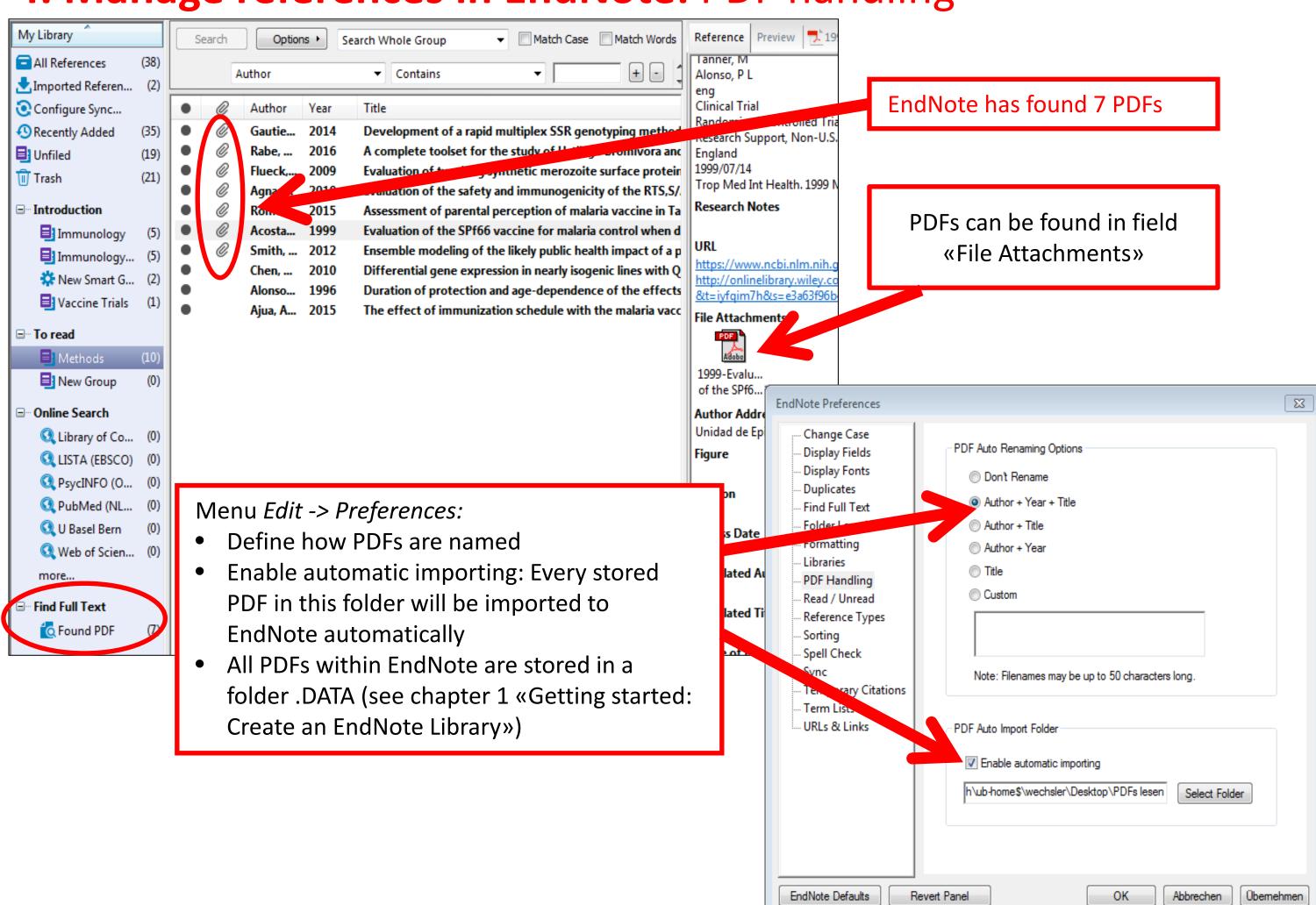
- Menu References -> Find Duplicates: Duplicates will be shown and can be deleted individually
- Menu *Edit -> Preferences -> Duplicates:* define parameters of duplicates

4. Manage references in EndNote: search fulltexts/PDFs automatically

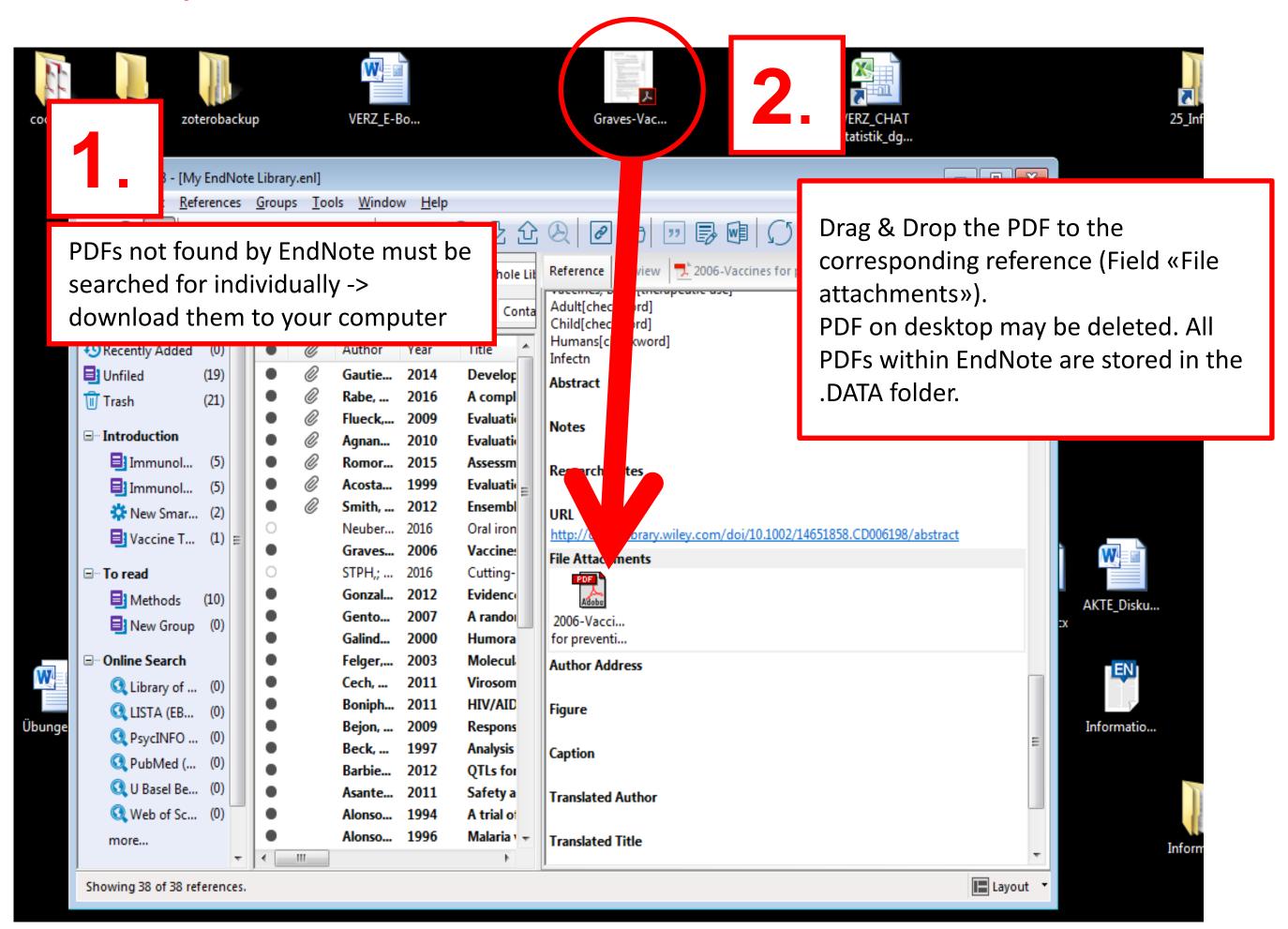


Let EndNote search for PDFs of your imported references, automatically: Highlight references -> right mouse button (or Menu References) -> Find Full Text

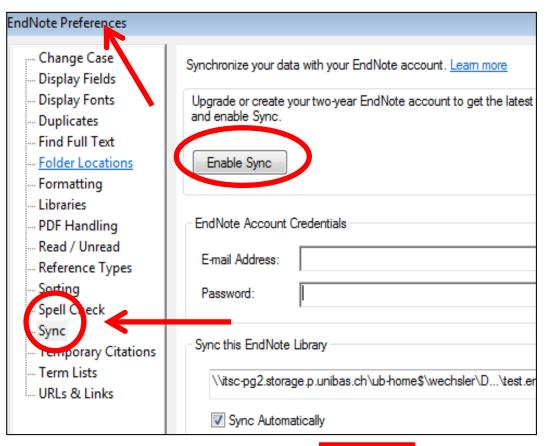
4. Manage references in EndNote: PDF handling



4. Manage references in EndNote: attach fulltexts / PDFs manually



5. Web account and collaboration: register and synchronize



in All My References

My References

[Unfiled] (12) Quick List (0)

Methods (3) Vaccines (7)

Groups Shared by Others

Trash (0)

All My References (20)

Search

Show 10 per page ▼

Author •

Ajua, A.

Chaki, P. P.

All Page Add to group

- The web account of EndNote (= «EndNote Basic») is free of charge, even without purchasing EndNote desktop. Register: endnote.com -> Login
- Recommended: if EndNote desktop has been purchased, do not register on endote.com but within EndNote desktop:
 Menu Edit -> Preferences -> Sync... -> Enable Sync ->

My References Collect Organize Format Match

Web account

Web account

Quick Search

Search for

Wy References Collect Organize Format Match

Match

Match

Match

Match

Match

Match

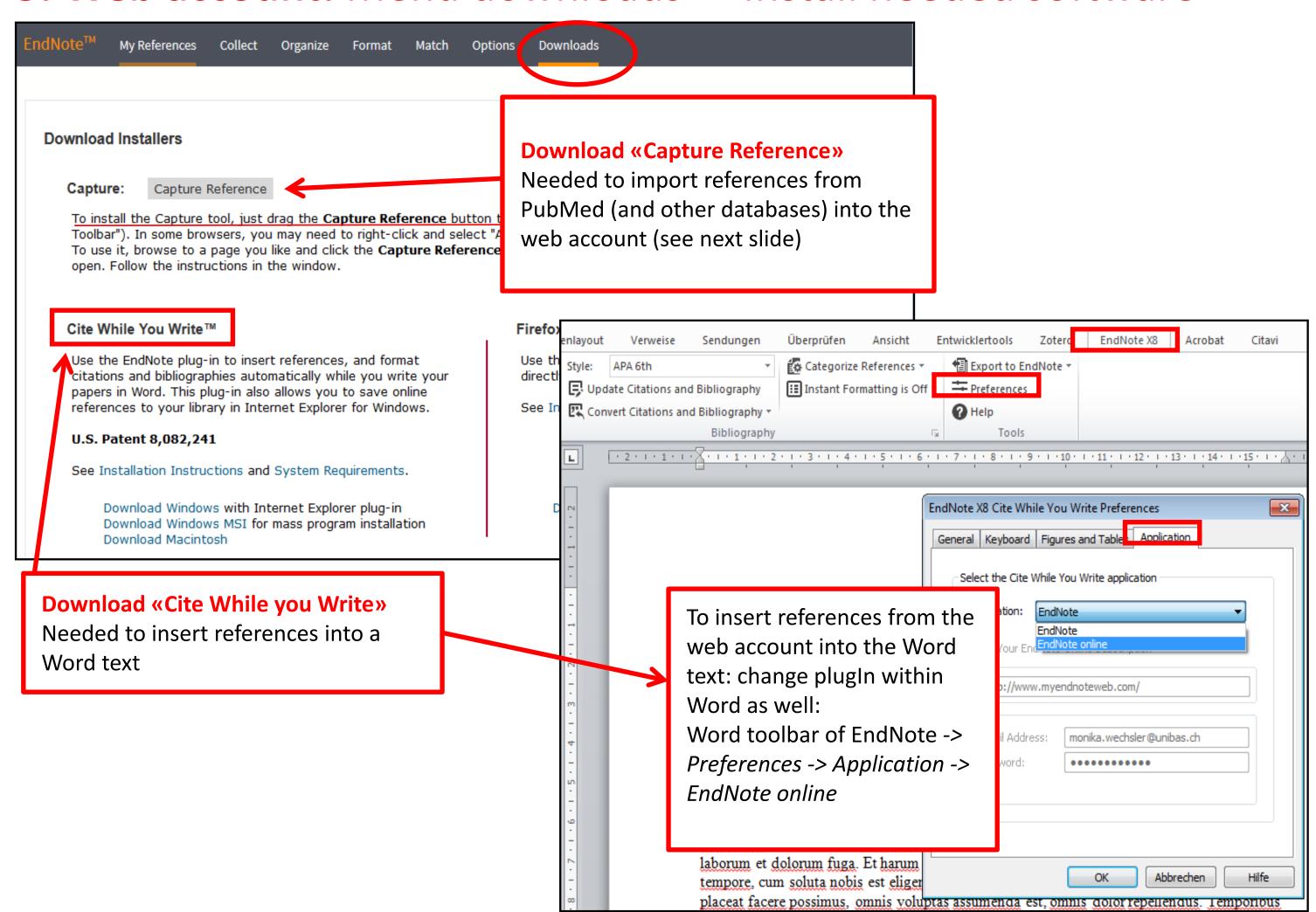
Web account (import references; add references to a Word text a.o.)

The web account allows sharing references (not PDFs)

Sign up

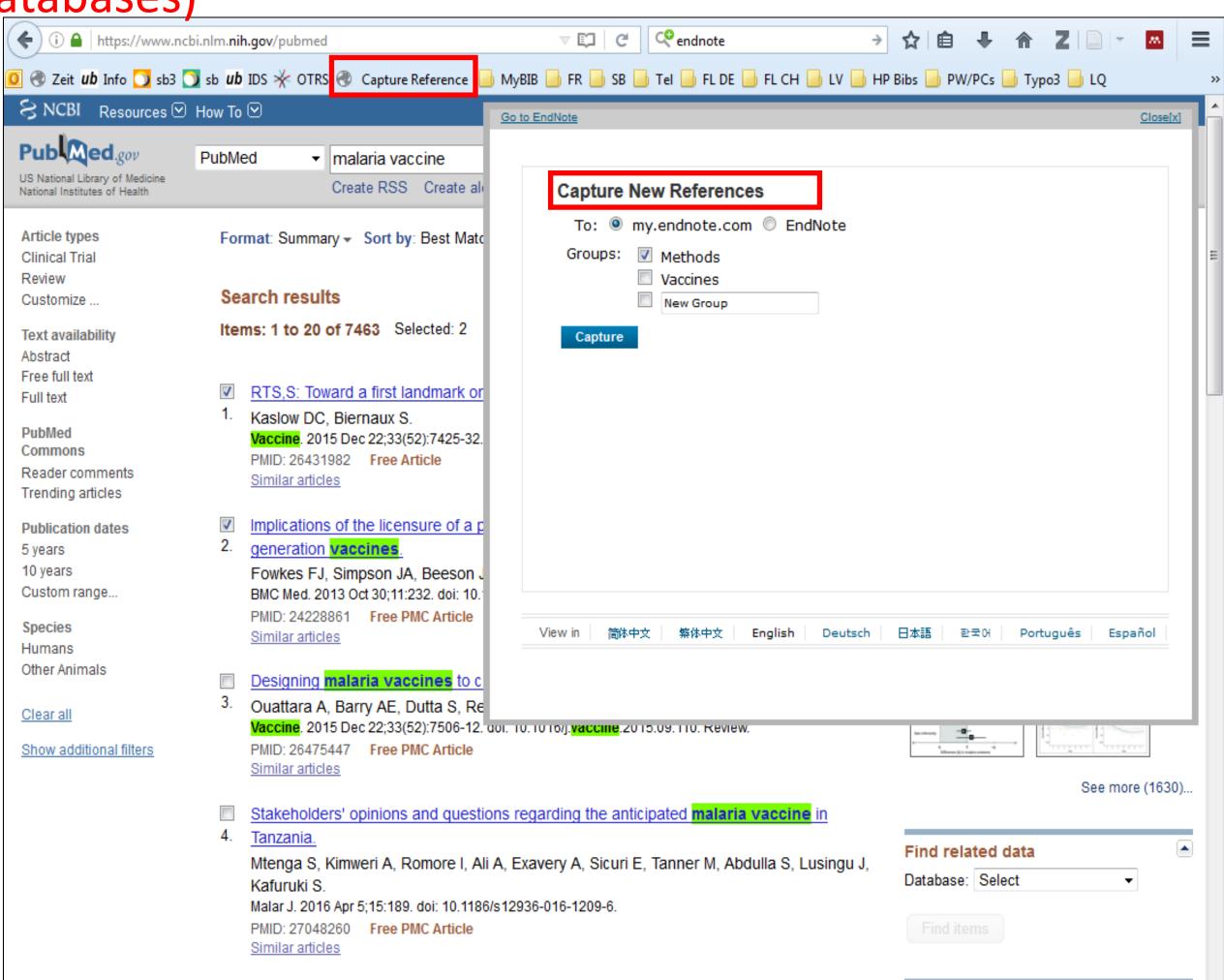
- The web account allows sharing references (not PDFs) among each other
- -> Organize).
- Synchronize references via EndNote desktop: Menu Tools
 -> Sync or via the icon

5. Web account: Menu downloads -> Install needed software

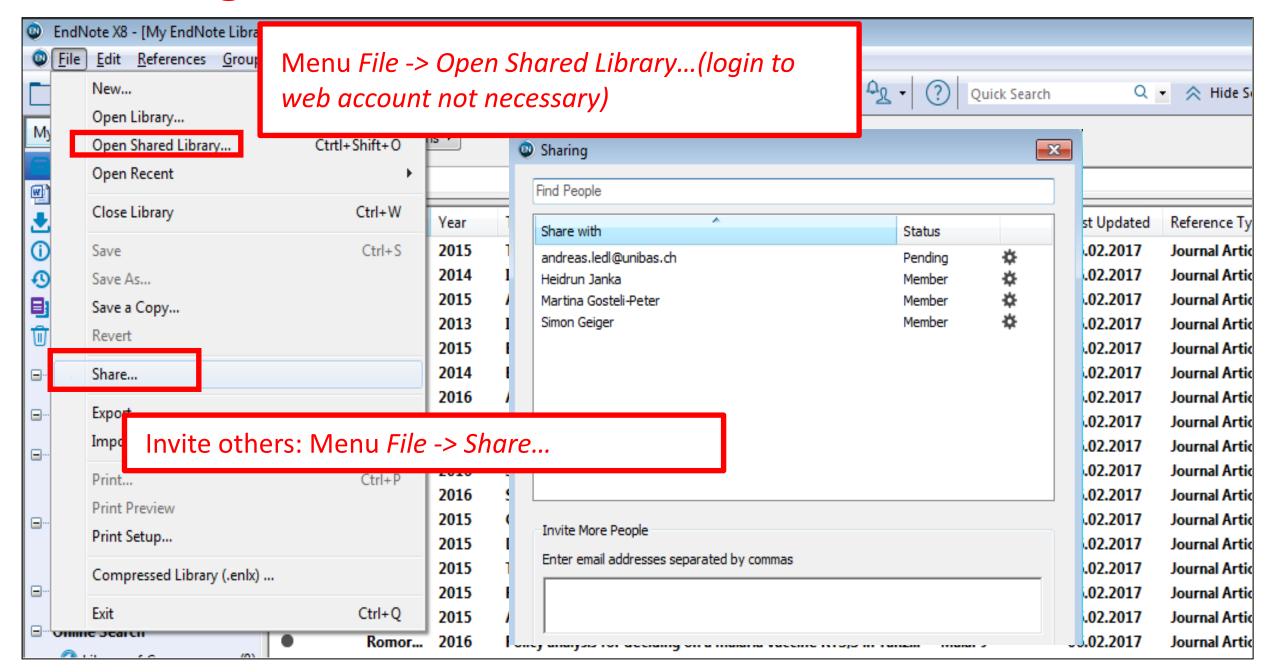


5. Web account: Import references from PubMed (and other

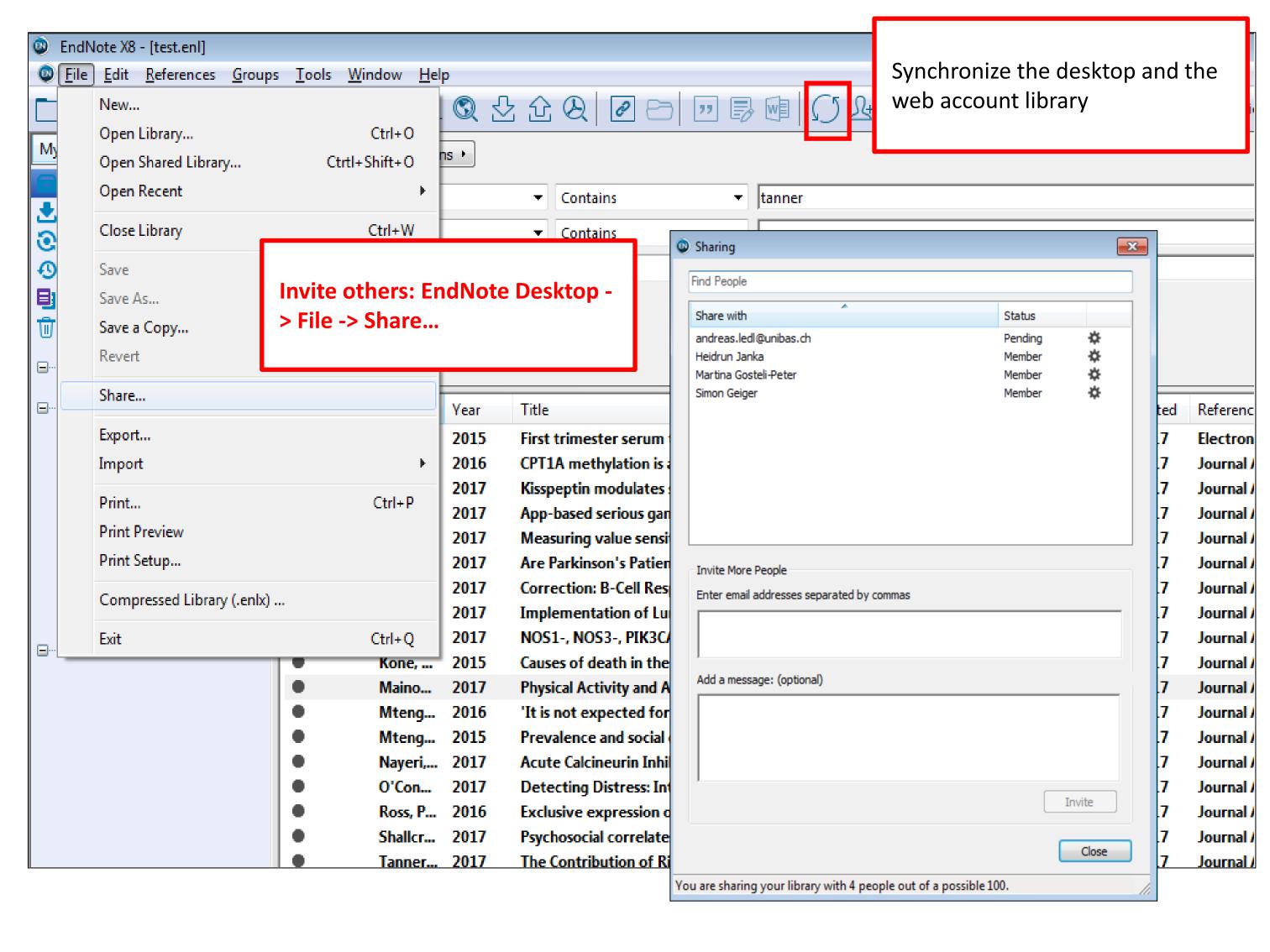
databases)

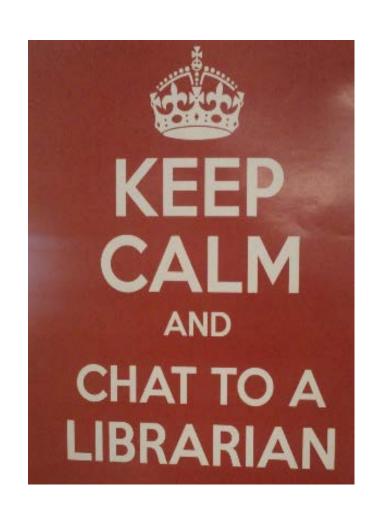


6. Sharing Libraries



- Version X7.2 and higher
- Share references incl. PDFs; PDFs may be annotated
- 100 persons per library
- Unlimited storage
- Only 1 library may be shared with others!
- All participants have same rights (add, edit, delete references, annotate PDFs ...)
- Web account is a condition to share but is not necessary to open.





Contact & Suport

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