



Universität
Basel

Universitätsbibliothek

Introduction to EndNote 21

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FS 2024



Agenda Full Course

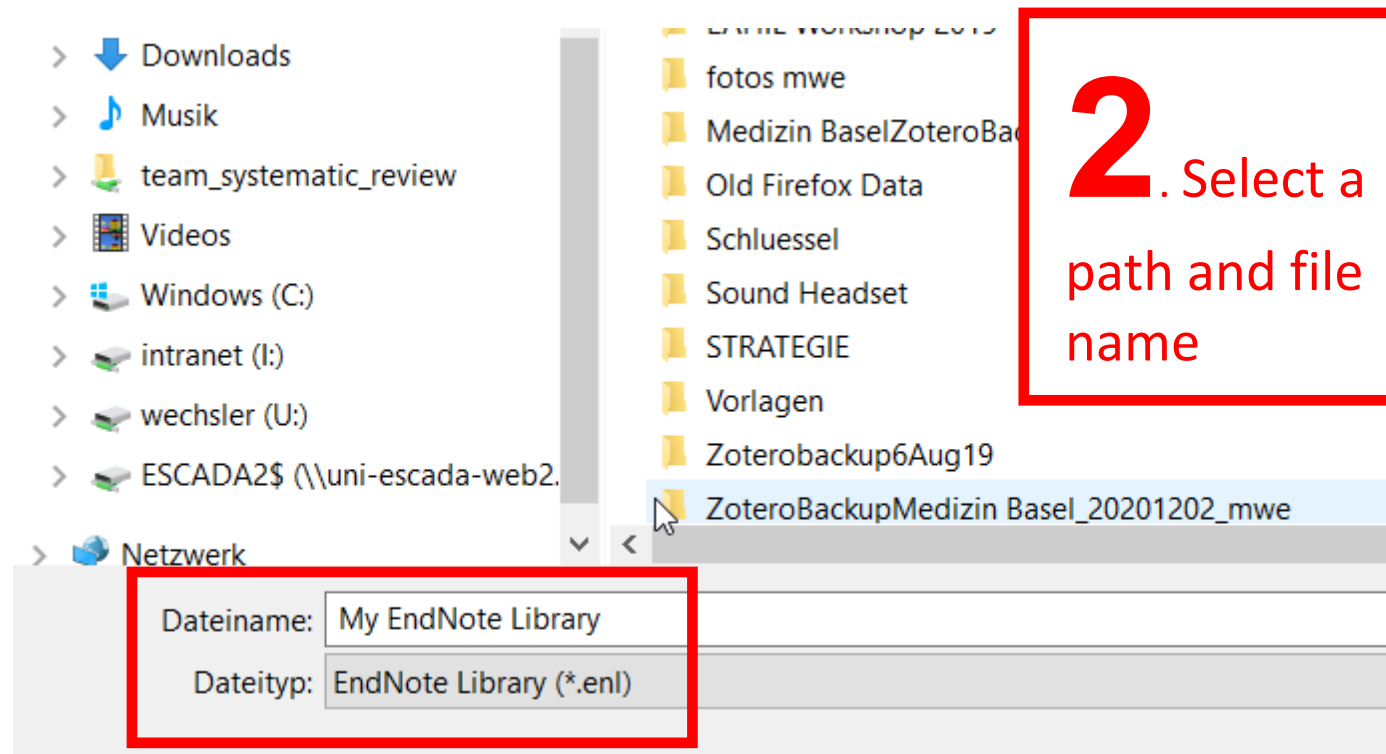
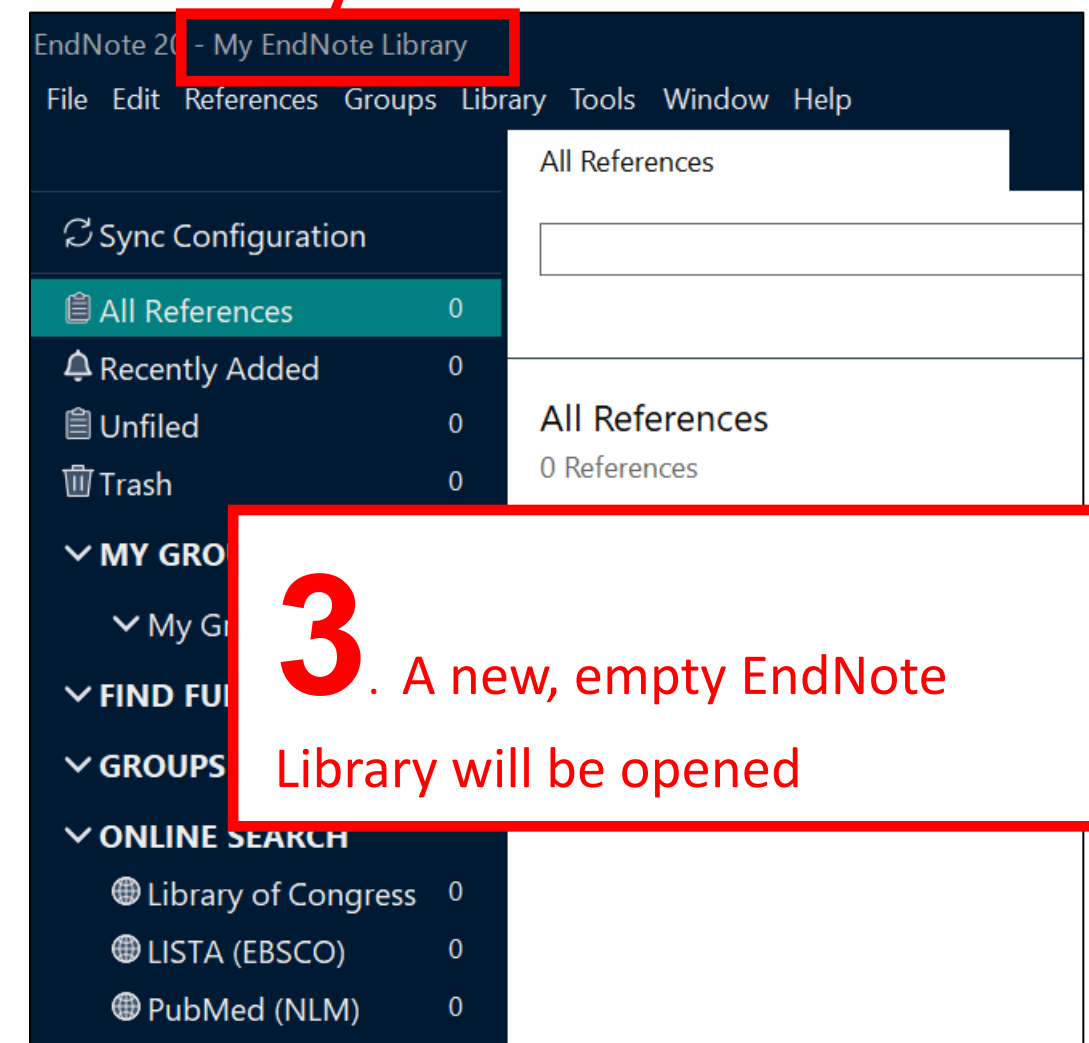
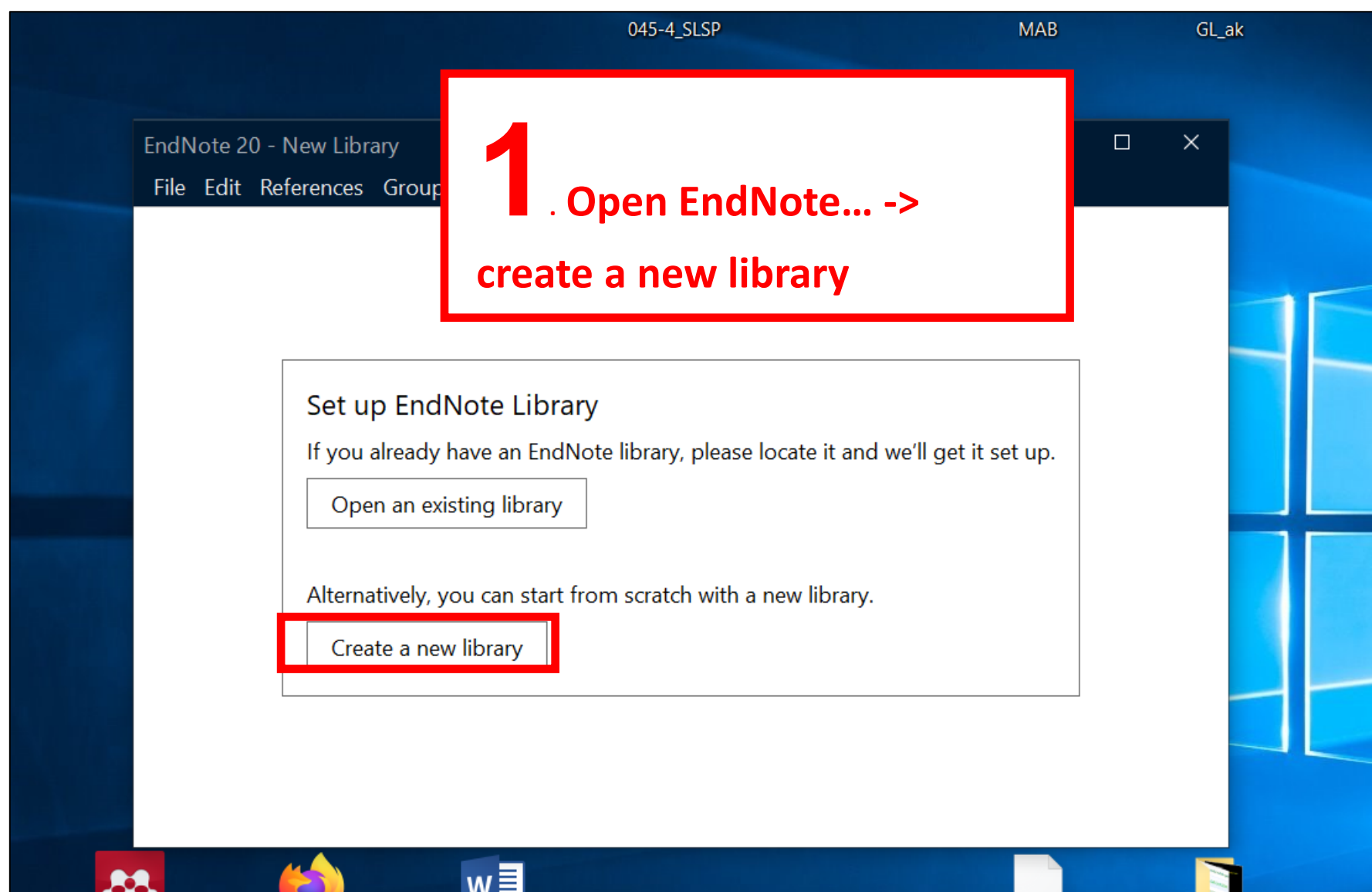
1. Getting started
 - Install EndNote; Create an EndNote-Library ; Term Lists
2. Search and collect references
 - With PubMed (PC; Mac)
 - With library catalogue swisscovery Basel
 - With google scholar
 - With PubMed, within EndNote
 - Create a reference from a PDF stored on your computer
 - Create 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 / Edit references / remove duplicates
 - Search for fulltext articles (PDFs); administer PDFs
5. Endnote web account
6. Library sharing incl. PDFs
7. FAQs

Using EndNote with Google Docs ; Bibliography list after each chapter; Combining multiple word documents; add references from a PDF/word to Endnote, tagging references....

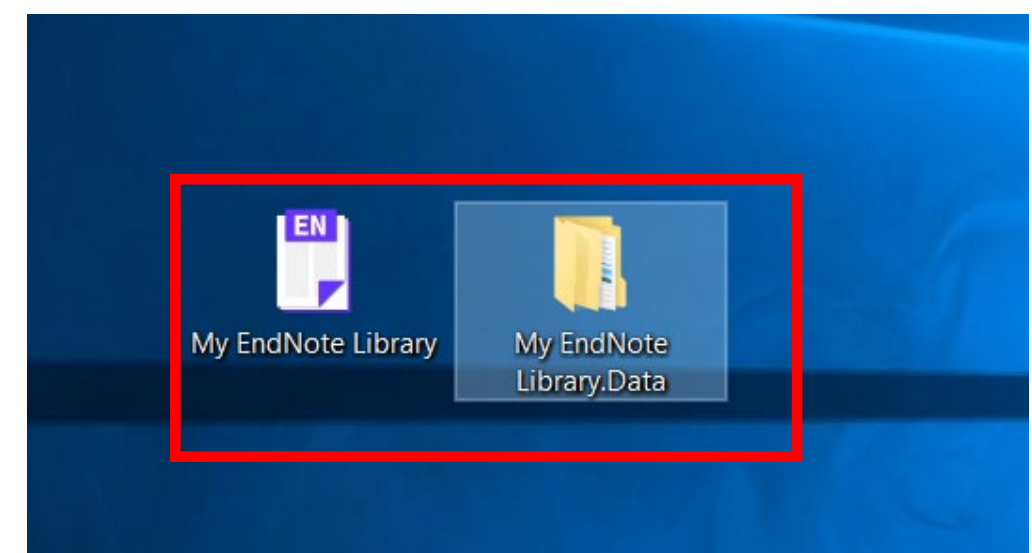
1. Getting started: Install EndNote (desktop version)

- **Campus license**
Students Uni Basel: via <https://asknet.unibas.ch>: 10.-/year;
Employees Uni Basel via IT-Department
- **Free trial version**
(30 days) <https://www.endnote.com/> -> LOGIN
- **System requirements**
Windows 10, macOS 10.14 or 10.15
MS Word, Apache OO, Libre Office, MS Word MacOS, Apple Pages
Firefox, IE, Safari, Chrome
Details: (<https://endnote.com/product-details/compatibility/>)

1. Getting started: Create a new EndNote Library



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



1. Getting started: opening EndNote with Mac (Endnote 20)

<https://communities.apple.com/de/thread/252595385>:

“As you have just purchased and installed EndNote 20 in your Mac computer (first time for this computer presumably), you would have to create an EndNote library first in order to be able to see and use the EndNote 20 program.

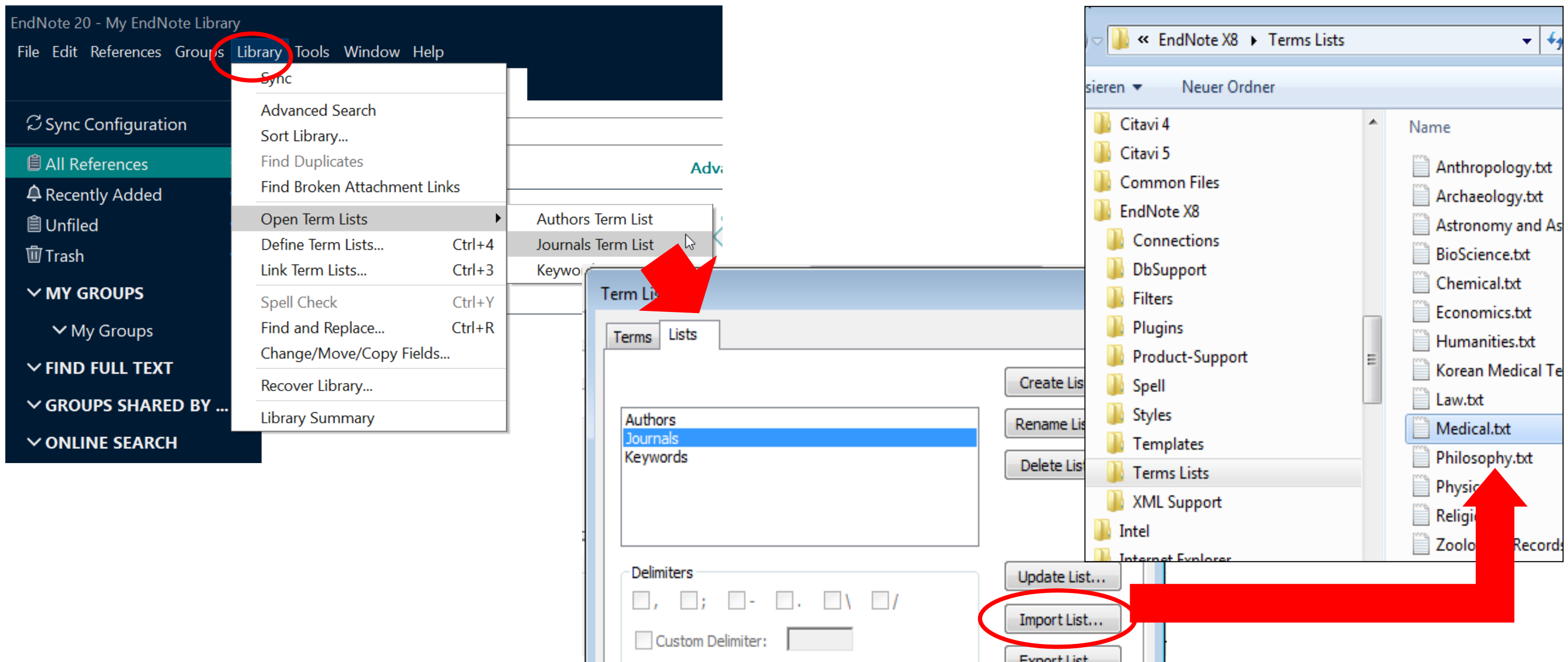
Please follow these steps:

1. Click on the EndNote 20 application icon in your dock/tray.
2. Click on the "File" menu at the top left of your screen. (You will notice it now says "EndNote 20").
3. After clicking "File" > Click "New" to create your EndNote library.
4. A window will be prompted for you to name your EndNote library and save it in a location. (You may save the library in the "Documents" folder or in your "Desktop") (It is recommended that the library is saved in your local drive).
5. After you have created and saved your library, the EndNote 20 program will be ready for you to use.”

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 *Library/Open 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 existing lists (that will be imported during process of reference importinge) must first be deleted

SAVE YOUR LIBRARY before you undertake the following steps!

Term Lists > Journals > Delete List

Afterwards: Create List > name it Journals and check the Box «Journal List» -> then import term lists as described above

2. Search and collect references: PubMed

NIH National Library of Medicine
National Center for Biotechnology Information

PubMed.gov

Advanced Create RSS

Save Email **Send to**

MY NCBI FILTERS

RESULTS BY YEAR

317 results

☒

Clipboard

My Bibliography

Collections

Citation manager

Cite

Share

Create a file for external citation

Selection: Selection (3)

Create file

4.

5.

All References 3

Imported References 3

Recently Added 3

Unfiled 3

Trash 0

MY GROUPS

My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

Advanced search

Imported References

3 References

Author	Title	Journal	Year
Adhicary, ...	Malaria in Infants	Ind Med Gaz	1944
Langmea...	Malaria in an Infant	Proc R Soc ...	1914
Lopatin, G...	On the sudden death of children in ...	Pediatrica	1945

You have chosen to open:

pubmed-30226337.nbib

which is: NBIB file

from: pubmed.ncbi.nlm.nih.gov

What should Firefox do with this file?

☒ Open with EndNote 21.2 (Bld 17387)

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

The imported references in EndNote

If the Endnote plugin is not automatically offered for opening when exporting results from a database in the browser, the settings in the browser should be changed.

Firefox -> Settings -> General -> Files and Applications:

What should Firefox do with other files?

- ☐ Save files
- ☒ Ask whether to open or save files

Edge -> Settings -> Downloads:

Ask me what to do with each download



Always ask me if I want to save a file or open it without saving

Safari: Preferences -> General -> Downloads

2. Search and collect references: Library catalogue (swisscovery Basel)

The screenshot shows a library catalogue record for the book "Ethics, medicine, and information technology : intelligent machines and the transformation of health care" by Kenneth W. Goodman. The record is available at the Basel - UB Medizin Freihandbereich (UBM Med W 26.5-7). The interface includes a sidebar with navigation links (Top, Senden an, Links, Ausleih- und Bes..., Details, Ähnliche Titel) and a main area with a "Senden an" section. This section contains icons for Permalink, E-Mail, Zitieren, Drucken, RIS (circled with a red circle and labeled "1."), BibTeX, EndNote, and Excel. Below these icons is a "Codierung" dropdown menu set to "UTF-8" (labeled "2.") and a "Download" button (indicated by a red arrow from label "2."). A Firefox dialog box is open, titled "Opening Primo_RIS_Export.ris", showing the file "Primo_RIS_Export.ris" (labeled "3.") which is a Text Document (293 bytes) from basel.swisscovery.org. The dialog asks "What should Firefox do with this file?" and has options: "Open with" (selected, set to EndNote 21.2 (Bld 17387)), "Save File", and a checkbox for "Do this automatically for files like this from now on." The dialog has "OK" and "Cancel" buttons.

BUCH
Ethics, medicine, and information technology : intelligent machines and the transformation of health care
Kenneth W. Goodman (Professor and Director, University of Miami Miller School of Medicine Institute for bioethics and Health Policy, Miami, FL, USA)
Cambridge UK : Cambridge University Press
2015
Verfügbar bei Basel - UB Medizin Freihandbereich (UBM Med W 26.5-7) >

Top
Senden an
Links
Ausleih- und Bes...
Details
Ähnliche Titel

Senden an

Permalink E-Mail Zitieren Drucken **1.** RIS BibTeX EndNote Excel

Codierung
UTF-8
2. Download

Links
Inhaltsverzeichnis >

Opening Primo_RIS_Export.ris

You have chosen to open:
Primo_RIS_Export.ris
which is: Text Document (293 bytes)
from: basel.swisscovery.org

What should Firefox do with this file?
☒ Open with EndNote 21.2 (Bld 17387)
☐ Save File
☐ Do this automatically for files like this from now on.

OK Cancel

2. Search and collect references: google scholar

→ ↻ 🏠 https://scholar.google.com/scholar?hl=de&as_sdt

ITS MIRO Trello Intranet SLSP FR Info

Google Scholar

Artikel Ungefähr 6'760'000 Ergebnisse (0.10 Sek.)

Beliebige Zeit
Seit 2022
Seit 2021
Seit 2018
Zeitraum wählen...

Nach Relevanz sortieren
Nach Datum sortieren

Beliebige Sprache
Seiten auf Deutsch

Model-based testing of reactive systems
M Broy, B Jonsson, JP Katoen, M Leucker... - Volume 3472 of ...
... , a book on **testing** is hardly ever a comprehensive overview
... In this volume, we focus on **testing** methods for reactive systems
☆ Speichern Zitieren Zitiert von: 547 Ähnliche Artikel

Dynamic testing.
EL Grigorenko, RJ Sternberg - Psychological bulletin, 1998 ...
... and to substitute **testing** that is dynamic
testing procedure underlies our use
☆ Speichern Zitieren Zitiert von: 12

Zitieren

MLA	Broy, Manfred, et al. "Model-based testing of reactive systems." <i>Volume 3472 of Springer LNCS</i> . 2005.
APA	Broy, M., Jonsson, B., Katoen, J. P., Leucker, M., & Pretschner, A. (2005). Model-based testing of reactive systems. In <i>Volume 3472 of Springer LNCS</i> .
ISO 690	BROY, Manfred, et al. Model-based testing of reactive systems. In: <i>Volume 3472 of Springer LNCS</i> . 2005.

BibTeX EndNote RefMan RefWorks

ic tes
Englan
tests in
rare but highly penetrant disorders such as Huntington's disease or multiple ...

2. Search and collect references: with PubMed within EndNote

File Edit References Groups Library Tools Window Help

PubMed (NLM)

Author (Smith, A.B.) Contains tanner

And Year Contains

And Title Contains malaria infants

Clear search Search options Search

Searching PubMed (NLM)
Retrieve results: 25 26

<input type="checkbox"/>	Author	Title	Journal
<input type="checkbox"/>	Otieno, L.;...	Safety and immunogenicity of the ...	Vaccine
<input type="checkbox"/>	Guerra M...	Safety profile of the RTS,S/AS01 ma...	Hum Vacci...
<input type="checkbox"/>	Jongo, S. ...	Safety and Differential Antibody an...	Am J Trop ...
<input type="checkbox"/>	Ajua, A.; L...	The effect of immunization schedul...	Malar J
<input type="checkbox"/>	Abdulla, S...	Randomized, controlled trial of the l...	Malar J

2. Search fields
PubMed

3 Search results
PubMed

4 Select results for your
Endnote Library

1 Search within
PubMed

Searching PubMed (NLM)
Retrieve results: 25 26

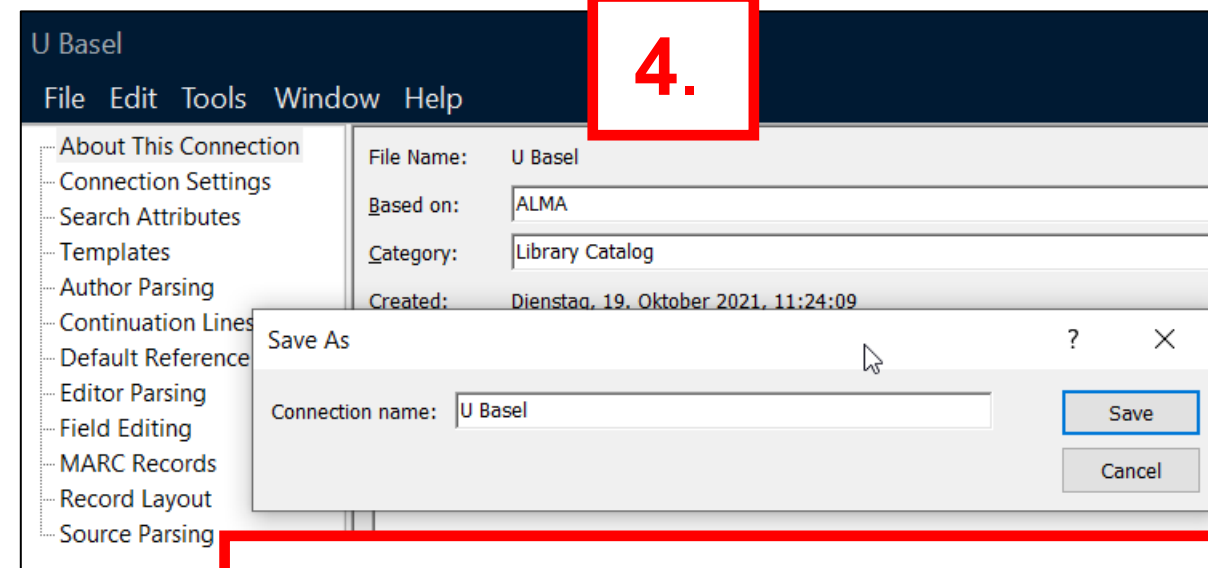
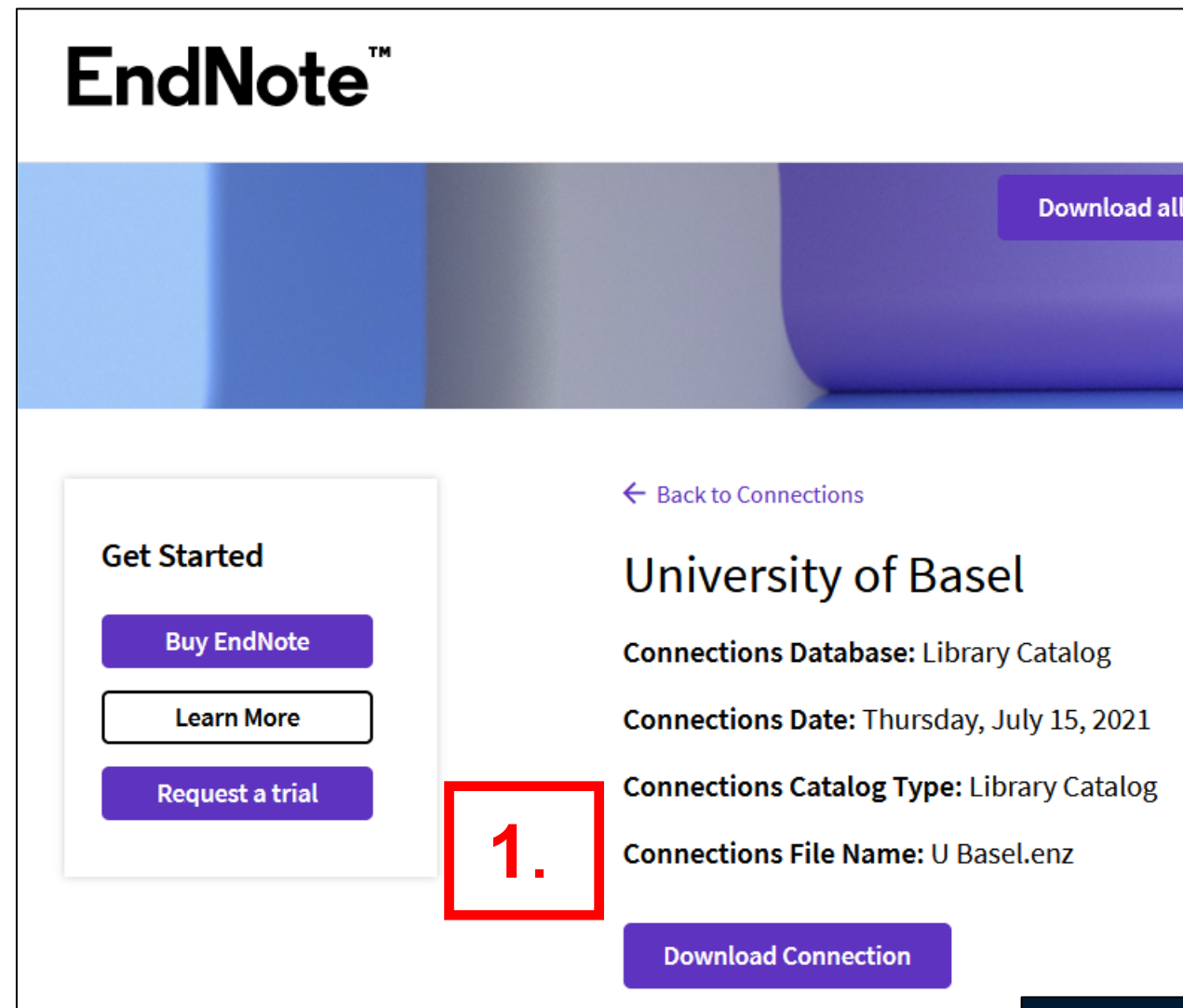
<input type="checkbox"/>	Author	Title	Journal
<input checked="" type="checkbox"/>	Otieno, L.;...	Safety and immunogenicity of the ...	Vaccine
<input checked="" type="checkbox"/>	Guerra M...	Safety profile of the RTS,S/AS01 ma...	Hum Vacci...
<input checked="" type="checkbox"/>	Jongo, S. ...	Safety and Differential Antibody an...	Am J Trop ...

Add the selected online records to your local library

2. Search and collect references: with library catalogue swisscovery within EndNote: Connection File swisscovery Basel

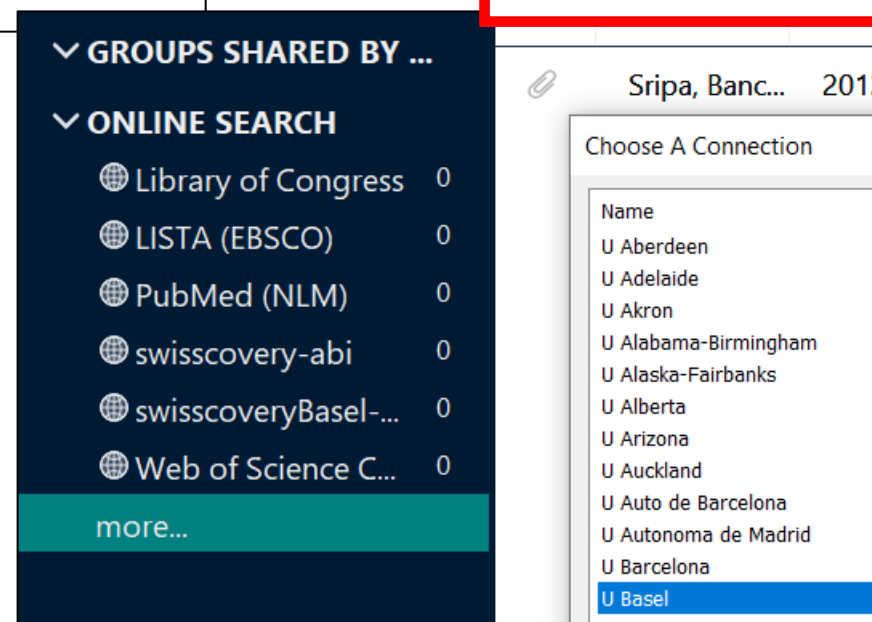
Download Endnote-Connection file for swisscovery Basel:

https://endnote.com/connections_download/university-of-basel/



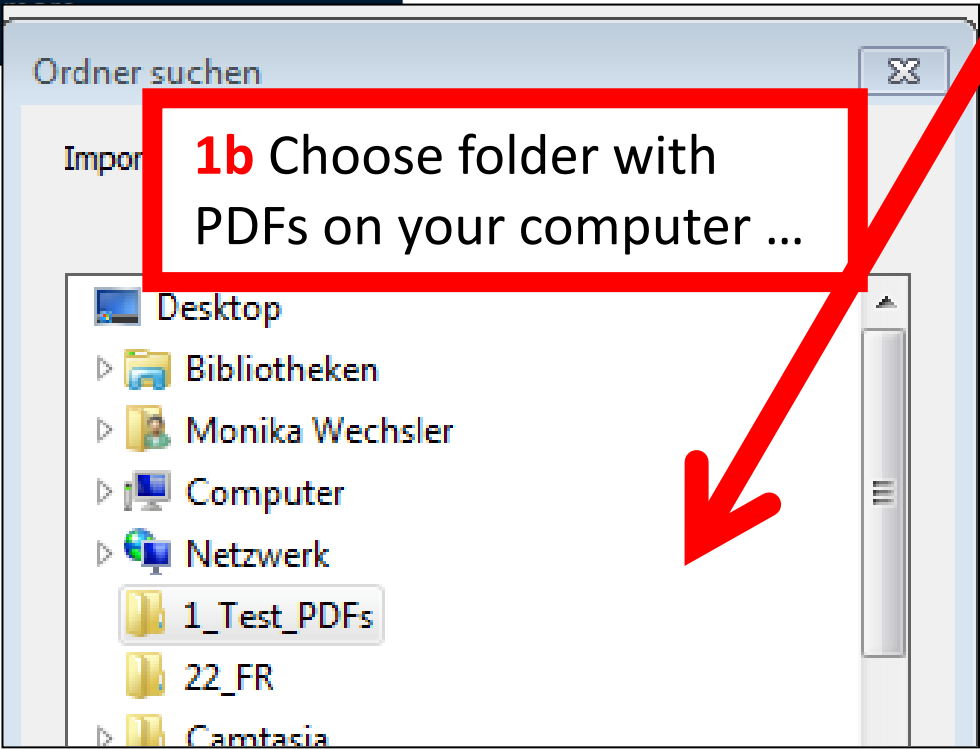
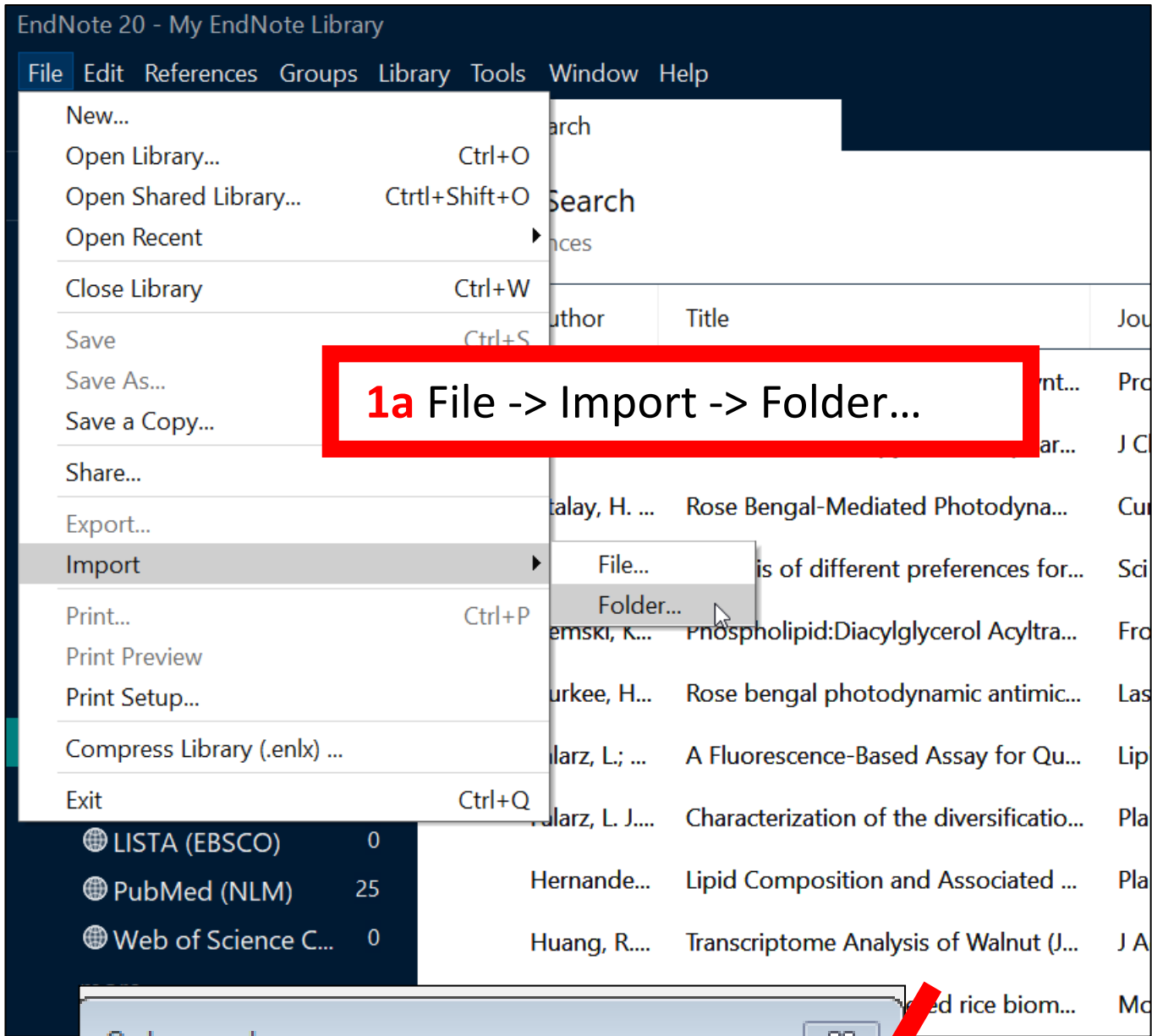
1. «Downolad Connection»
2. Save it on your desktop
3. Double click it on your desktop
4. Save it as...U Basel -> Save (and close the file)

5.



5. Next time when you open Endnote, the file «U Basel» will be available

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



2a

	Author	Title	Journal	Year
	Tam, John...	Research agenda for mass gatherin...	The Lancet ...	2012
	Chan, K.; ...	A Rapid and Low-Cost PCR Thermal...	PLoS One	2016

2b

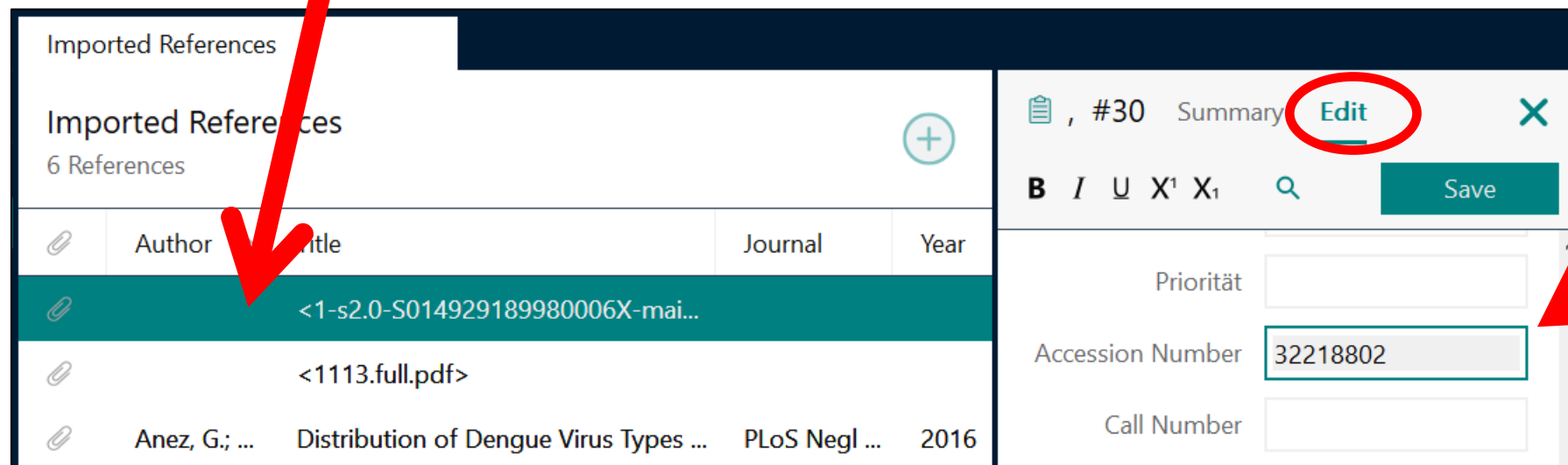
	Author	Title	Journal	Year
		<1-s2.0-S014929189980006X-mai...		
		<1113.full.pdf>		

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

1. What to do if metadata of your imported PDF is missing?

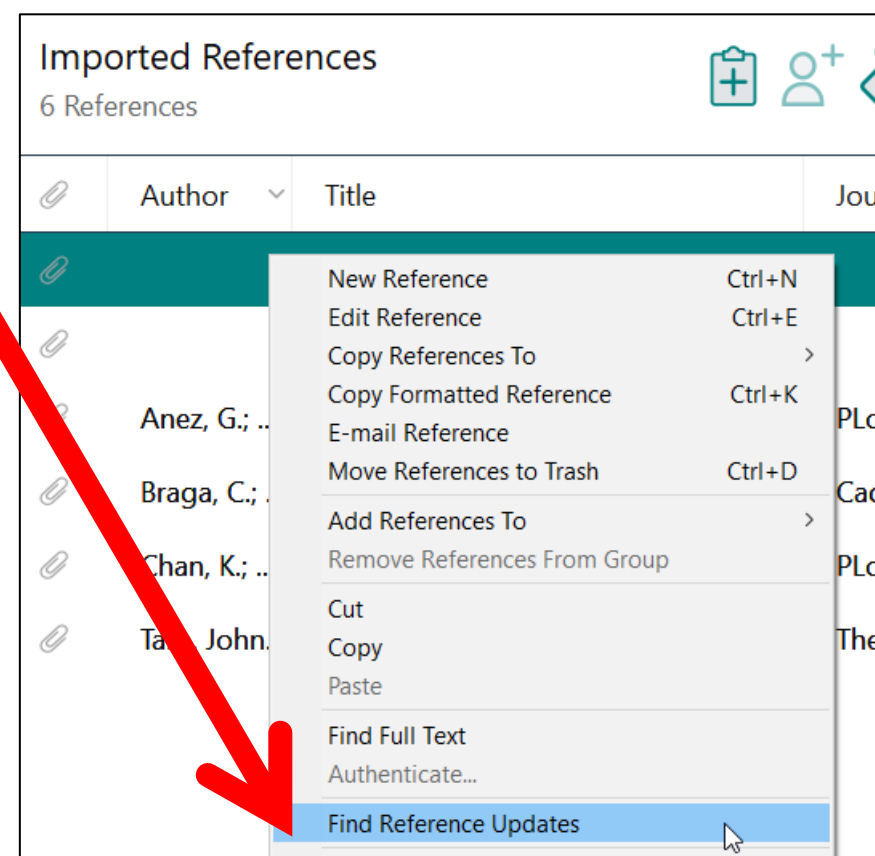


2. If the document has an ID, fill it out in the following field:

- Accession Number: PubMed ID
- PMCID: PubMed Central ID
- DOI
- ISBN...

then save the reference

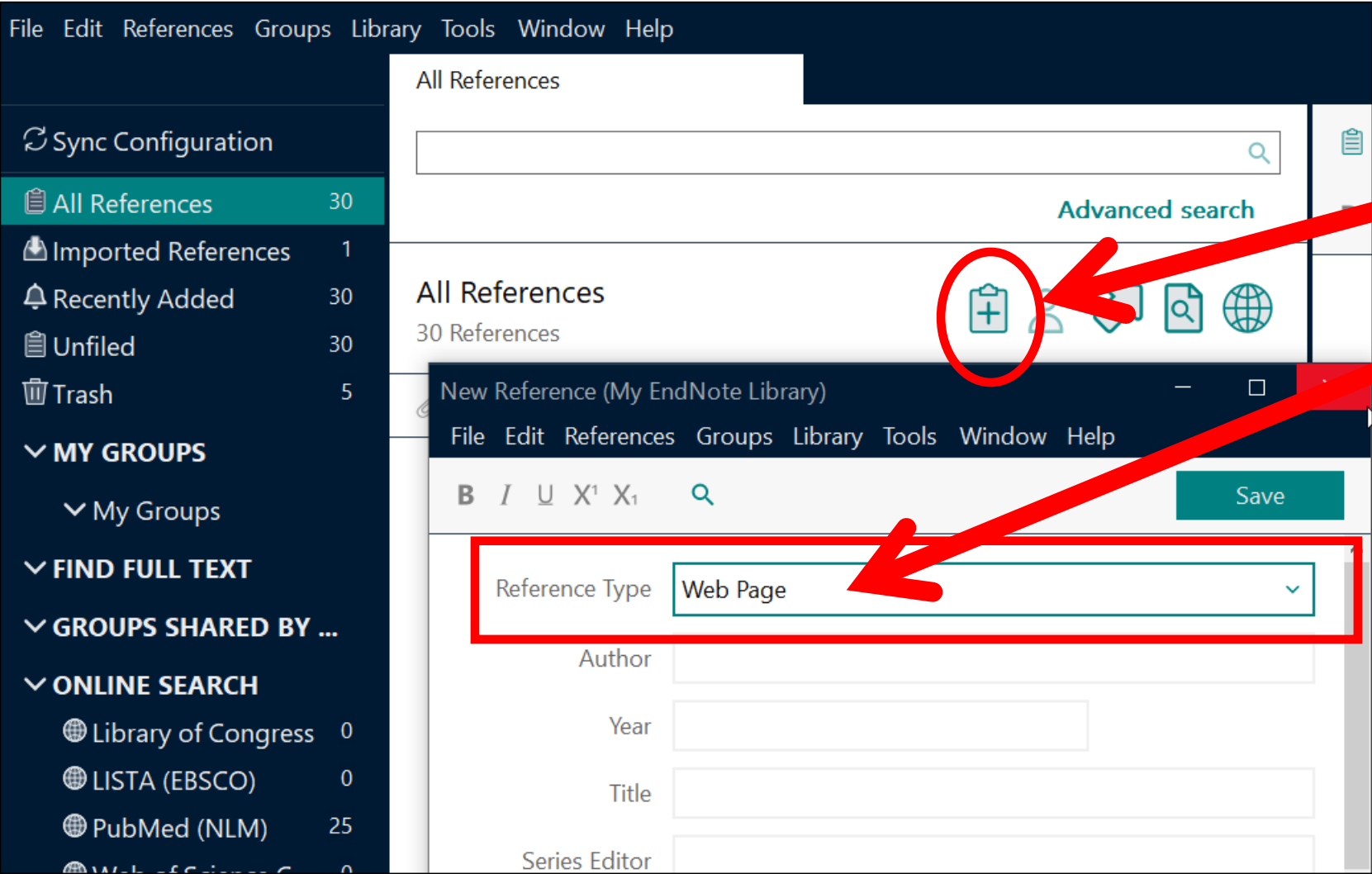
3. Mark the record, right mouse click: Find Reference Updates



If not possible:

- either delete the record, download the reference from google scholar/PubMed... & attach the PDF from your computer by hand
- Or fill out the missing metadata by hand

2. Search and collect references: Create a reference manually



Create a new reference manually

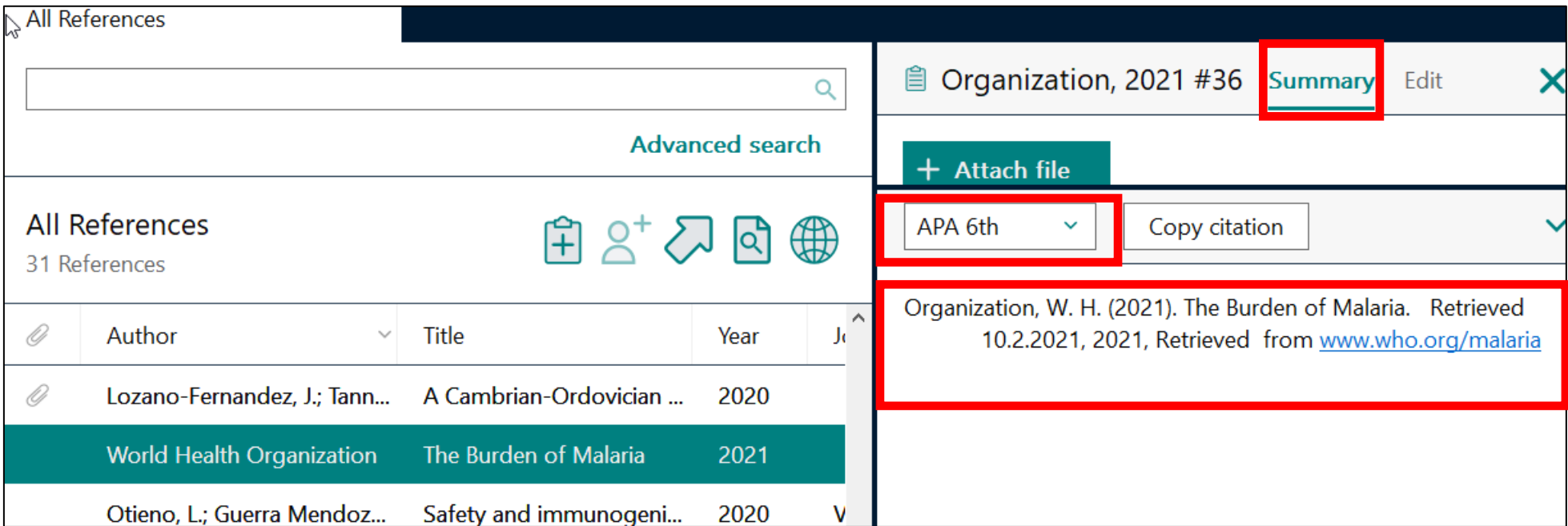
Choose correct reference type

Cataloguing Authors:


Persons:
Family name, first name *or*
Family, V.

Organisations:
Name of the Organisation,

Check always the output:
Summary



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

Go to Endnote: mark wished reference in EndNote, click in Endnote  (or command ALT+2) - > reference will be inserted into Word; alternatively choose *Insert Citation*

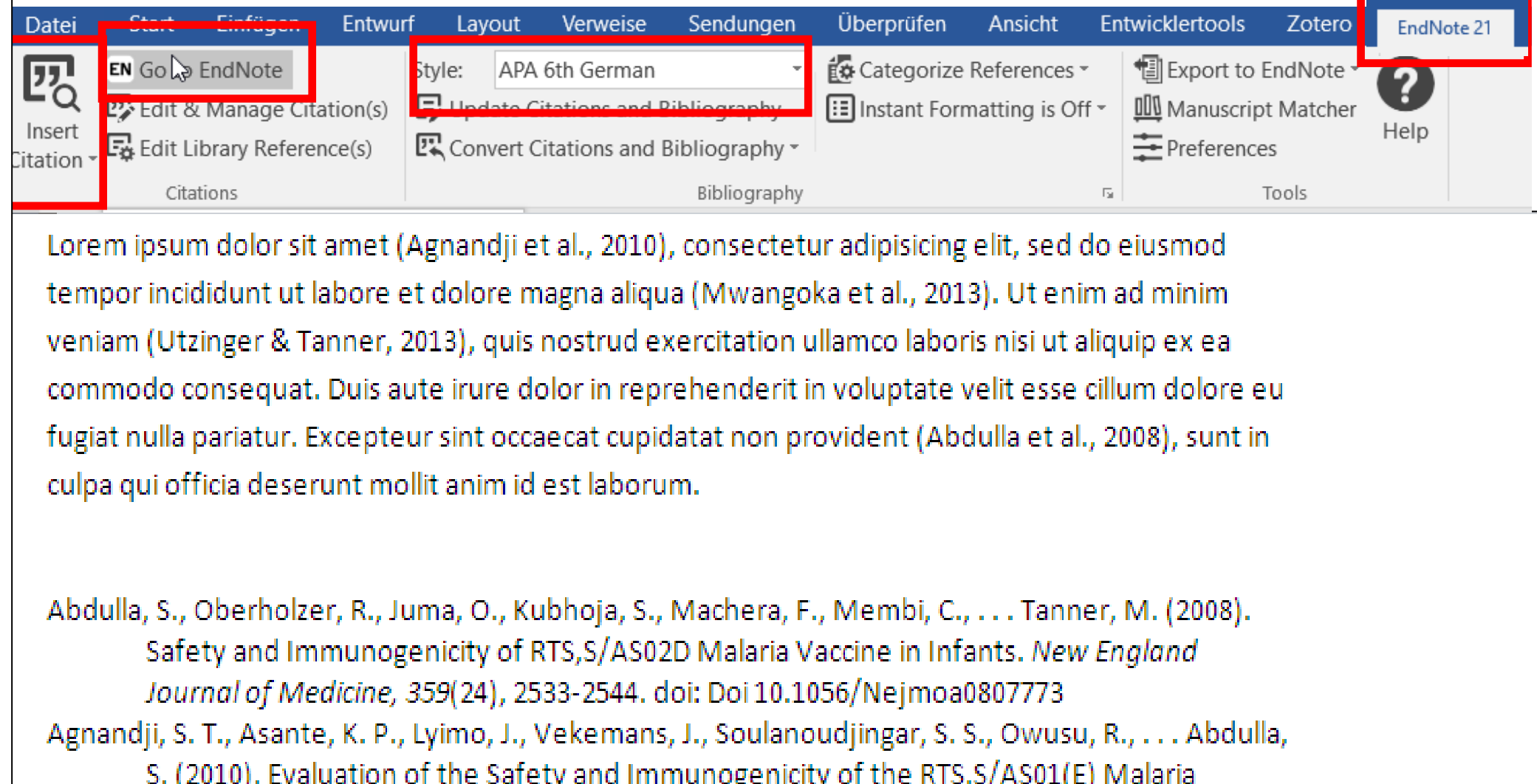
Insert Citation: search with a keyword within your Endnote Library and click on «insert»

Style: Define format of in-text citation and of reference within the bibliography. Suitable for medicine: Vancouver, APA7th

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

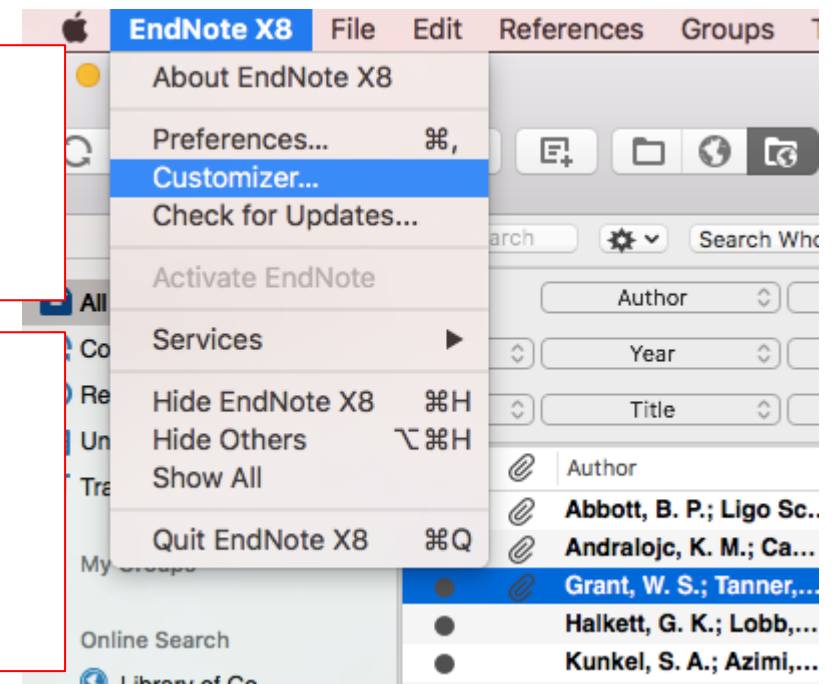
Convert Citations: *Convert to unformatted Citations:* remove codes temporarily (e.g. for loading faster);
Convert to plain text: remove codes irretrievably.
Warning: Save document previously!

EndNote toolbar of MS Word



Mac: if EndNote toolbar is missing: EndNote - > Customizer ... -> Cite While You Write addin ...

Mac / Mojave: System Preferences -> Security & Privacy -> Privacy -> Automation options: make sure that both "Microsoft Word" and "EndNote " are both turned on.



3. Insert references into a Word document: format the bibliography

The screenshot displays the EndNote X8 software interface. The top ribbon includes tabs for Start, Einfügen, Entwurf, Layout, Verweise, Sendungen, Überprüfen, Ansicht, Entwicklertools, Zotero, EndNote X8, Citavi, and Was möchten Sie tun?. The 'Verweise' (References) tab is active, showing options like 'Go to EndNote', 'Edit & Manage Citation(s)', 'Update Citations and Bibliography', 'Convert Citations and Bibliography', 'Categorize References', 'Instant Formatting is On', 'Export to EndNote', 'Preferences', and 'Help'. A red circle highlights the 'Edit & Manage Citation(s)' button, with a red arrow pointing to the 'Tools' button in the 'Edit Citation' dialog box. The 'Edit Citation' dialog box shows a table with one citation: (Romore et al., 2016). The 'Tools' button is circled in red, and a red arrow points to the 'Configure Bibliography' option in the dropdown menu. The 'Configure Bibliography' dialog box is open, showing the 'Format Bibliography' tab with settings for Font (Calibri), Size (11), Bibliography title, Start with bibliography number (1), First line indent (0.000 cm), Line spacing (Single), Hanging indent (1.270 cm), and Space after (None). The 'Edit Citation' dialog box also shows the 'Reference' tab with fields for Prefix, Suffix, and Pages.

EndNote X8 Edit & Manage Citations

Citation	Count	Library
(Romore et al., 2016)		
↑ ↓ Romore, 2016 #8	1	My EndNote Library

EndNote X8 Configure Bibliography

Format Bibliography | Layout

Font: Calibri | Size: 11

Bibliography title: [] Text Format...

Start with bibliography number: 1

First line indent: 0.000 cm | Line spacing: Single

Hanging indent: 1.270 cm | Space after: None

OK | Abbrechen | Hilfe

Edit Citation | Reference

Formatting: Default

Prefix: []

Suffix: []

Pages: []

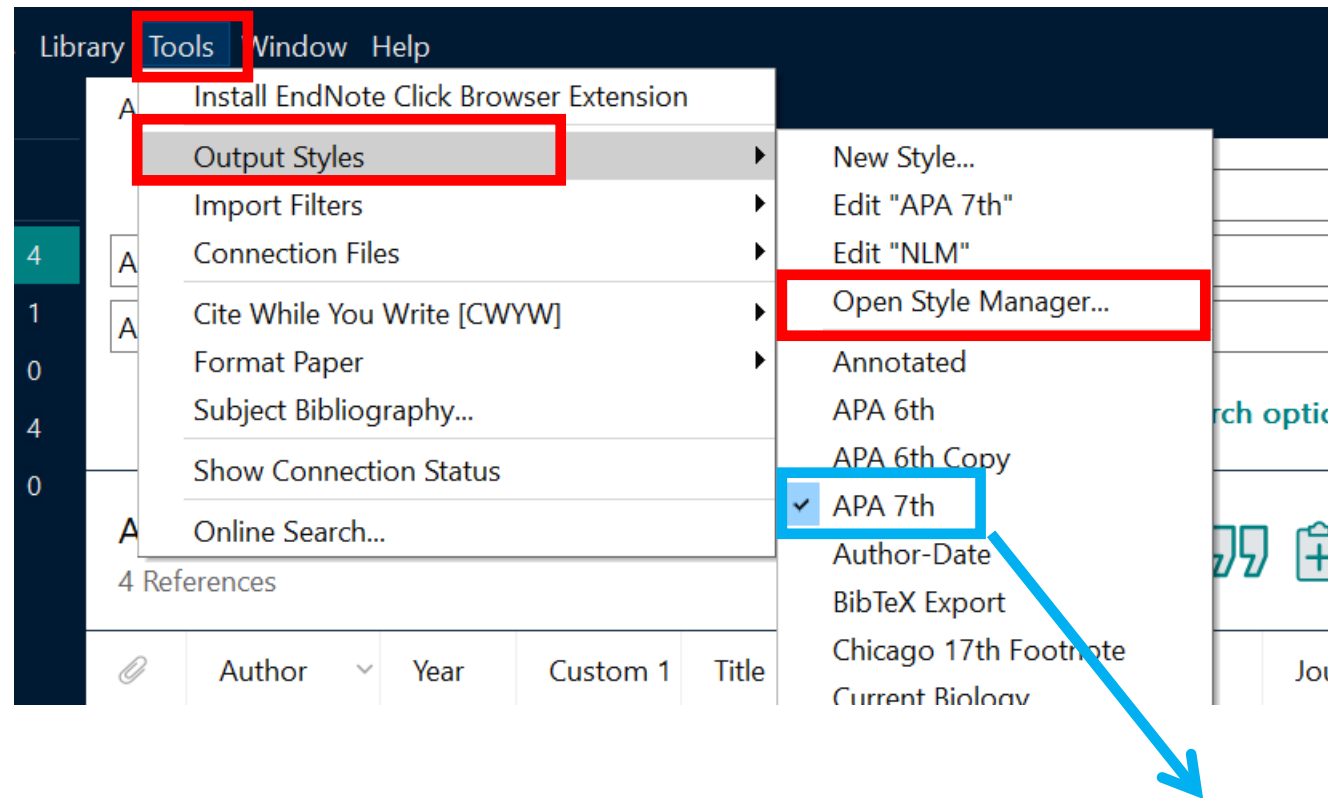
Tools

Update Citations and Bibliography

Configure Bibliography

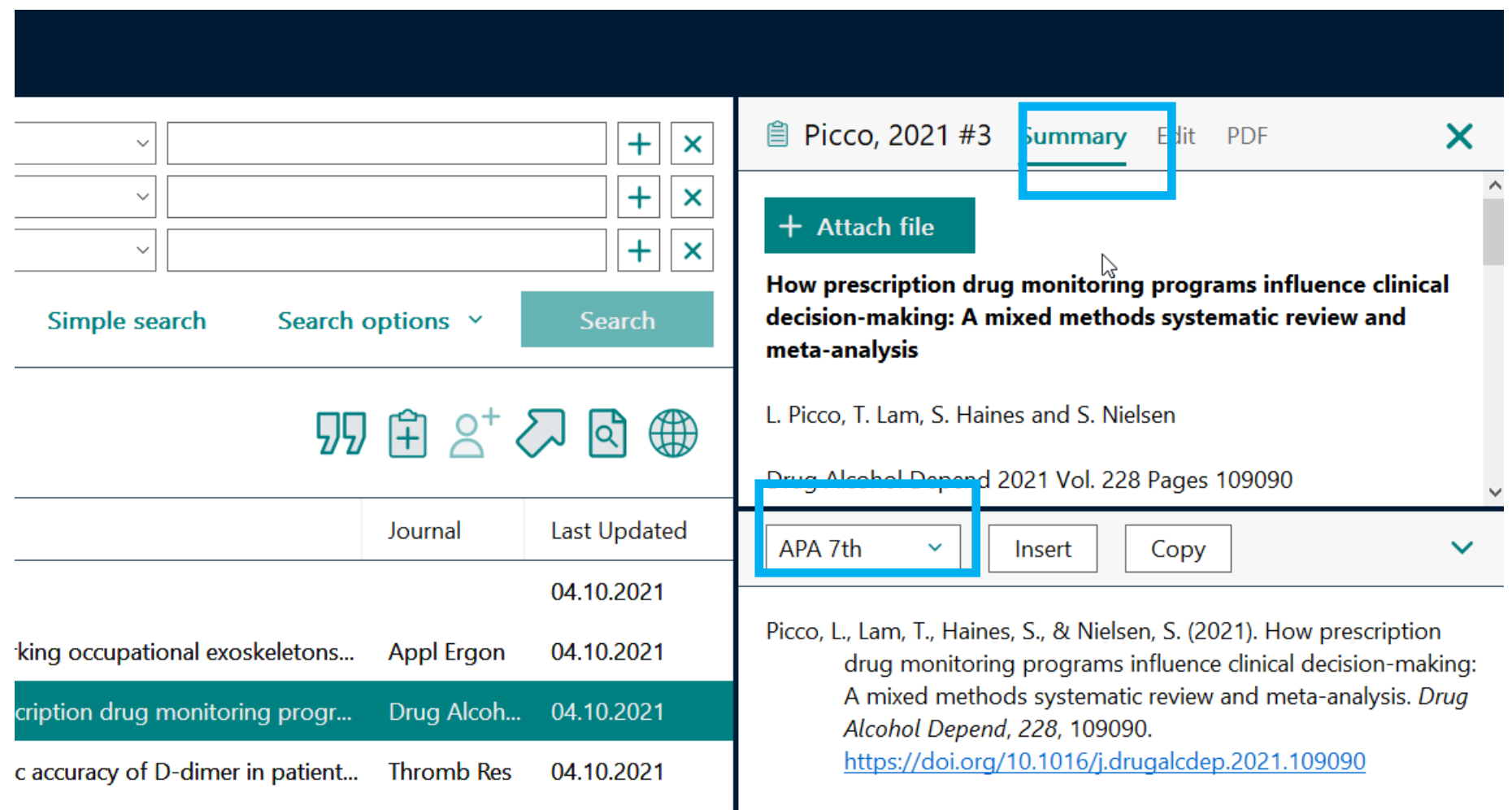
Export Traveling Library

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



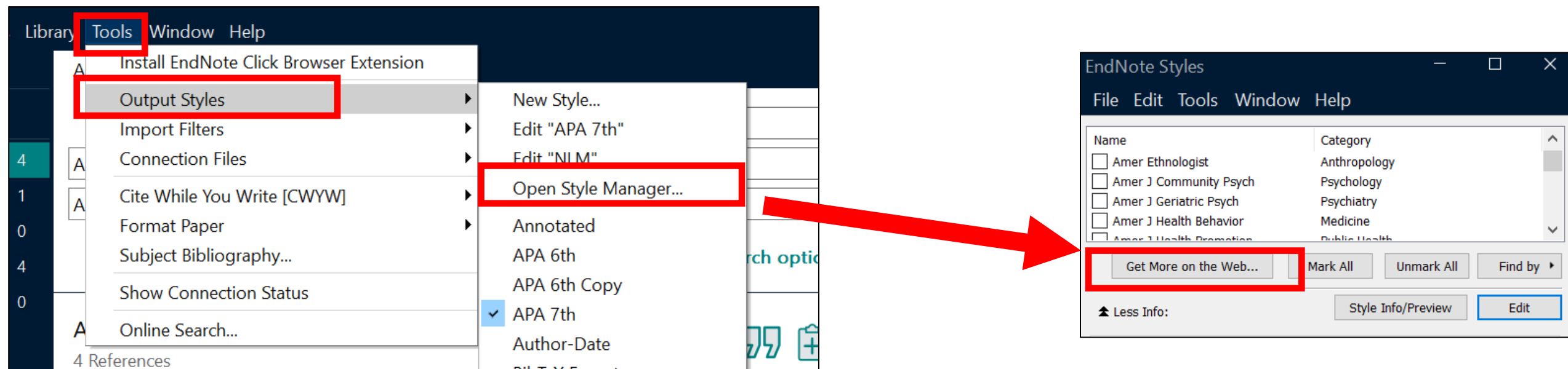
EndNote -> Tools -> Output Styles -> **Open Style Manager...**:

- 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)

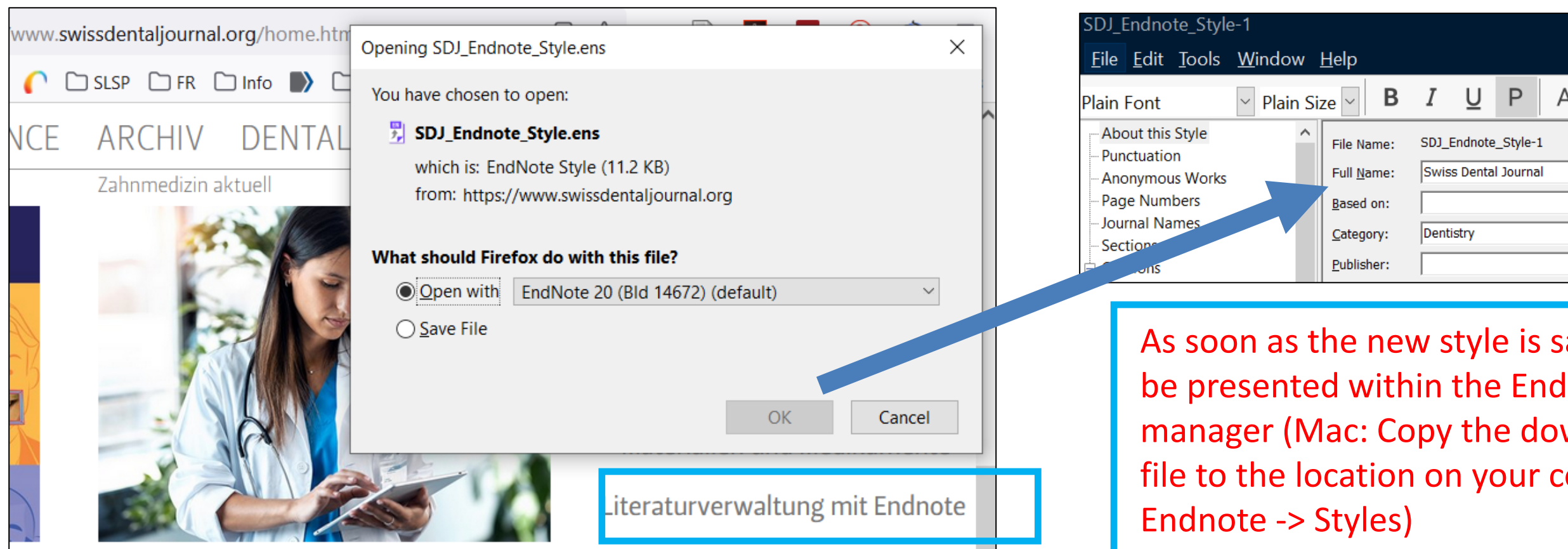


3. Insert references into a Word document: Import a missing style

A: Import a style from the Endnote platform



B: Import a style from the publishers platform: e.g Swiss Dental Journal



As soon as the new style is saved it will be presented within the Endnote style manager (Mac: Copy the downloaded file to the location on your computer for Endnote -> Styles)

4. Manage references in EndNote: Groups and Groupsets

My EndNote Library

File Edit References Groups Library Tools Window Help

Sync Configuration

All References 11

Dokument1 1

Recently Added 8

Unfiled

Trash

MY GROUPS

Chapters

Introduction 4

Methodology 1

Noch lesen

1. Prio 1

2. Prio 3

All References

Author

And Year Contains

And Title Contains

Simple search Search options

11 References

	Author	Year	Custom 1	Title	Journal
	Beavis, A.; ...	2021		Treatment of vulvar and vaginal dysplasia...	Int J Gynec...
	Bhadury, ...	2021		Detection of Volatiles from Raw Beef Mea...	Foods
	Burel, J. G.;...	2021		Distinct blood transcriptomic signature o...	Tuberculosi...
	Campbell, ...	2021		Photoinduced Covalent Irreversible Inacti...	ACS Chem ...

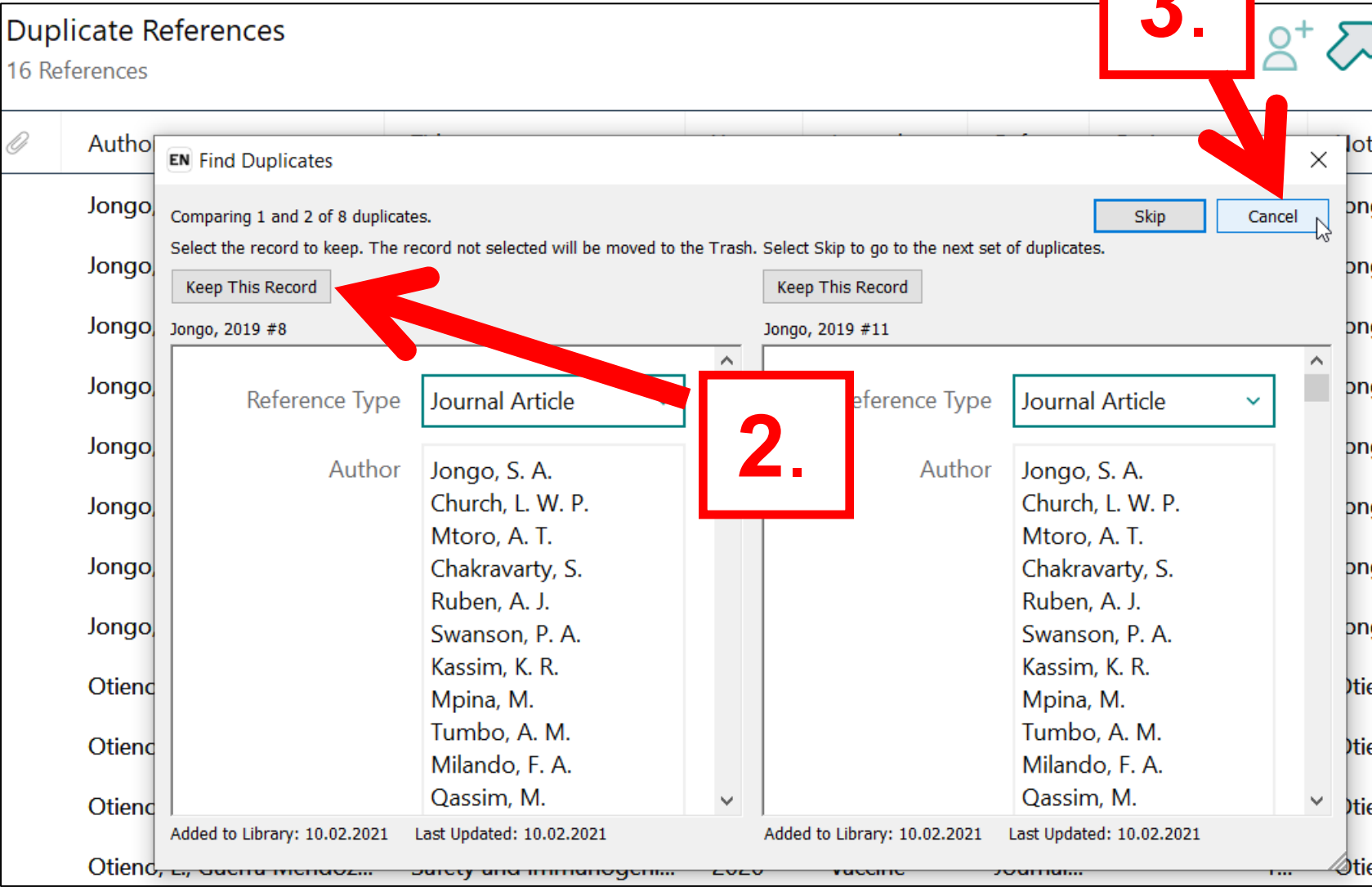
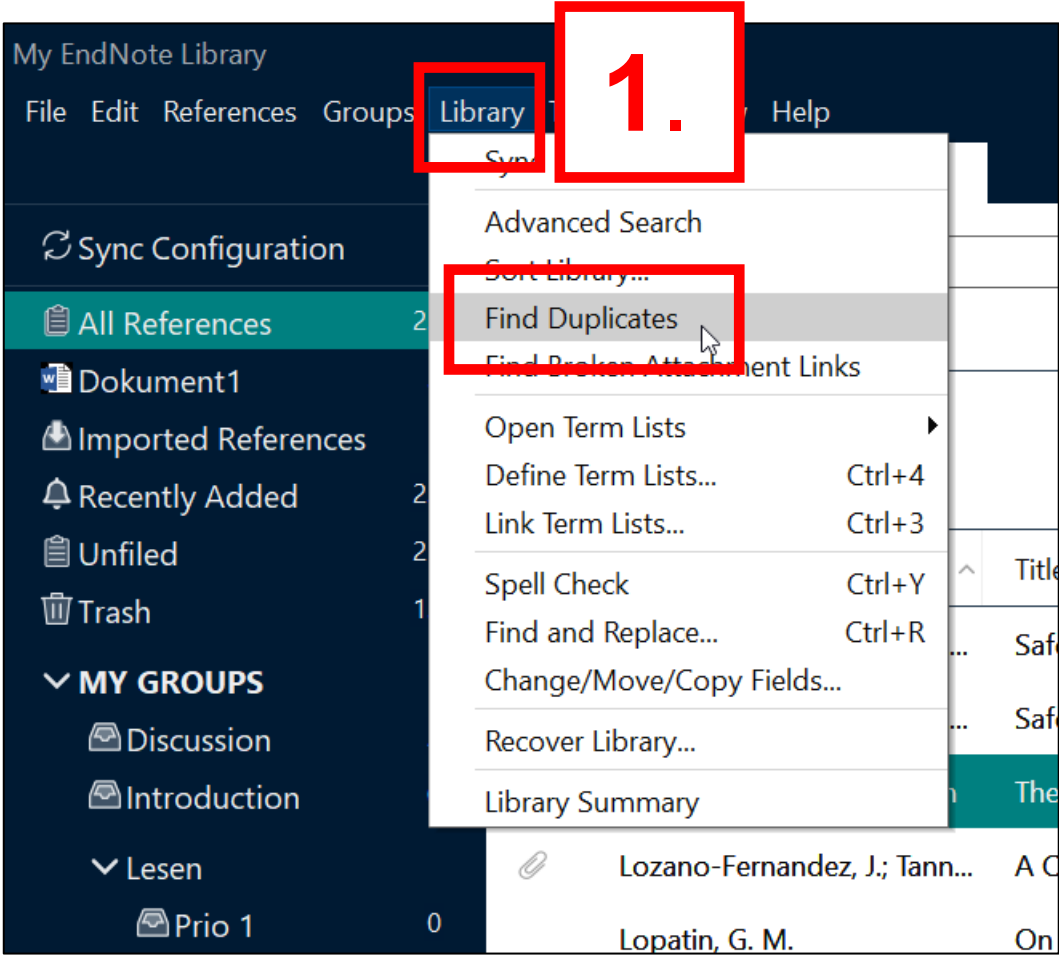
Move references to different groups (Drag & Drop or via menu «Groups»)

Group Set = Header of several groups

Introduction = a Group

Noch lesen = a Groupset

4. Manage references in EndNote: find and remove duplicates



- 1- Menu *Library* -> *Find Duplicates*
- 2- Duplicates will be shown and can be deleted individually
- 3- If you cancel this process...
- 4. ...all duplicates will be highlighted and can be moved to different groups/to the trash

A screenshot of the 'Duplicate References' table in EndNote. The table has 5 references. The first three references are highlighted in green, indicating they are duplicates. A red '4.' is in the top right corner of the table.

	Author	Title	Year	Journal
1	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...
5	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...
12	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...
10	Otieno, L.; Guerra Mendoz...	Safety and immunogeni...	2020	Vaccine
24	Otieno, L.; Guerra Mendoz...	Safety and immunogeni...	2020	Vaccine

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

The screenshot shows the EndNote software interface. At the top, there is a menu bar with 'Groups', 'Library', 'Tools', 'Window', and 'Help'. Below the menu bar, there is a search bar with a '+' icon. The search criteria are set to 'Author' 'Contains' 'tanner'. Below this, there are two more search criteria: 'And' 'Year' 'Contains' and 'And' 'Title' 'Contains'. To the right of these criteria are buttons for '+', 'x', and a 'Search' button. Below the search bar, there is a section titled 'All References' with '11 References' listed. To the right of this section, there is a toolbar with icons for 'Search the Web for full text documents for the selected references' (a magnifying glass over a document icon), 'Add' (a plus icon), 'Remove' (a minus icon), and 'Refresh' (a circular arrow icon). A red circle highlights the 'Search the Web for full text documents for the selected references' icon. Below the toolbar, there is a table of references with columns: 'Author', 'Year', 'Custom 1', 'Title', 'Journal', and 'Last Updated'. The table contains four rows of references.

Author	Year	Custom 1	Title	Journal	Last Updated
Beavis, A.; ...	2021		Treatment of vulvar and vaginal dysplasia...	Int J Gynec...	8.10.20
Bhadury, ...	2021		Detection of Volatiles from Raw Beef Mea		
Burel, J. G.;...	2021		Distinct blood transcriptomic signature o		
Campbell, ...	2021		Photoinduced Covalent Irreversible Inacti		

Let EndNote search for PDFs of your imported references, automatically:
Highlight references ->
«Search the Web for full text documents for the selected references»

Field Open URL PATH:

https://basel.swisscovery.org/view/uresolver/41SLSP_UBS/openurl?

The image shows the 'EndNote Preferences' dialog box. The 'Find Full Text' option in the left sidebar is circled in red. The main panel is titled 'The Find Full Text feature uses several technologies to maximize the chances that EndNote will find all available PDFs. Use this screen to control these full text search options:'. It contains four checked checkboxes: 'Web of Science Full Text Links', 'DOI (Digital Object Identifier)', 'PubMed LinkOut (U.S. National Library of Medicine)', and 'OpenURL'. Below these, the 'OpenURL Path:' field is highlighted with a red box and contains the URL 'https://basel.swisscovery.org/view/uresolver/41SLSP_UBS/openurl?'. There is also an 'Authenticate with:' section with a 'URL:' label and an empty text box. Below that, two example URLs are provided: 'https://login.ezproxy.library.myuniversity.edu/login' and 'http://auth.universityname.edu/authentication'. At the bottom, there is an unchecked checkbox labeled 'Automatically invoke Find Full Text on newly-imported references'. The dialog box has a title bar with 'EndNote Preferences' and a close button. At the bottom, there are buttons for 'EndNote Defaults', 'Revert Panel', 'OK', 'Abbrechen', and 'Übernehmen'.

EndNote Preferences

Change Case
Display Fields
Display Font
Duplicates
Find Full Text
Folder Locations
Formatting
Libraries
PDF Handling
Read / Unread
Reference Types
Sorting
Spell Check
Sync
Temporary Citations
Term Lists
URLs & Links

The Find Full Text feature uses several technologies to maximize the chances that EndNote will find all available PDFs. Use this screen to control these full text search options:

☒ Web of Science Full Text Links
☒ DOI (Digital Object Identifier)
☒ PubMed LinkOut (U.S. National Library of Medicine)
☒ OpenURL

OpenURL Path:

Authenticate with:

URL:

Examples: <https://login.ezproxy.library.myuniversity.edu/login>
<http://auth.universityname.edu/authentication>

☐ Automatically invoke Find Full Text on newly-imported references

EndNote Defaults Revert Panel OK Abbrechen Übernehmen

4. Manage references in EndNote: PDF handling

The screenshot shows the EndNote interface. On the left, the 'All References' list contains 12 references. Two references are highlighted with red circles and a red arrow pointing to them from a red box on the right. The red box contains the text 'EndNote has found 2 PDFs'. Another red arrow points from the same box to the 'Attach file' button in the 'File Attachments' panel on the right.

Author	Year	Journal	Reference
Adjuik, B. M.	1944	Ind Med Gaz	Jou
Goodman, Kenneth W.	2015	Ethics, medicine, and inf...	Boc
Jongo, S. A.; Church, L. W. ...	2019	Am J Trop ...	Jou

File Attachments

Jongo-2... ▾

+ Attach file

The downloaded PDFs can be found in field «File Attachments» (and are stored on your computer in the . DATA folder)

- Menu *Edit -> Preferences:*

- Define how PDFs are named
- Enable automatic importing: Every stored PDF in this folder will be imported to EndNote automatically
- All PDFs within EndNote are stored in a folder .DATA (see chapter 1 «Getting started: Create an EndNote Library»)

EndNote Preferences

- Change Case
- Display Fields
- Display Fonts
- Duplicates
- Find Full Text
- Folder Locations
- Formatting
- Libraries
- PDF Handling
- Read/Unread
- Reference Types
- Sorting
- Spell Check
- Sync
- Temporary Citations
- Term Lists
- URLs & Links

PDF Auto Renaming Options

☐ Don't Rename
☒ Author + Year + Title
☐ Author + Title
☐ Author + Year
☐ Title
☐ Custom

Note: Filenames may be up to 50 characters long.

PDF Auto Import Folder

☒ Enable automatic importing

h:\ub-home\$\wechsler\Desktop\PDFs lesen Select Folder

EndNote Defaults Revert Panel OK Abbrechen Übernehmen

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

1.

PDFs not found by EndNote must be searched for individually -> download them to your computer

2.

Drag & Drop the PDF to the corresponding reference.
PDF on desktop may be deleted. All PDFs within EndNote are stored in the .DATA folder.

The screenshot shows the EndNote application window with the 'All References' list. The list contains 13 references. A red arrow points from a PDF file named 'artikel_vonHandan...' on the desktop to the reference list. The PDF file is circled in red.

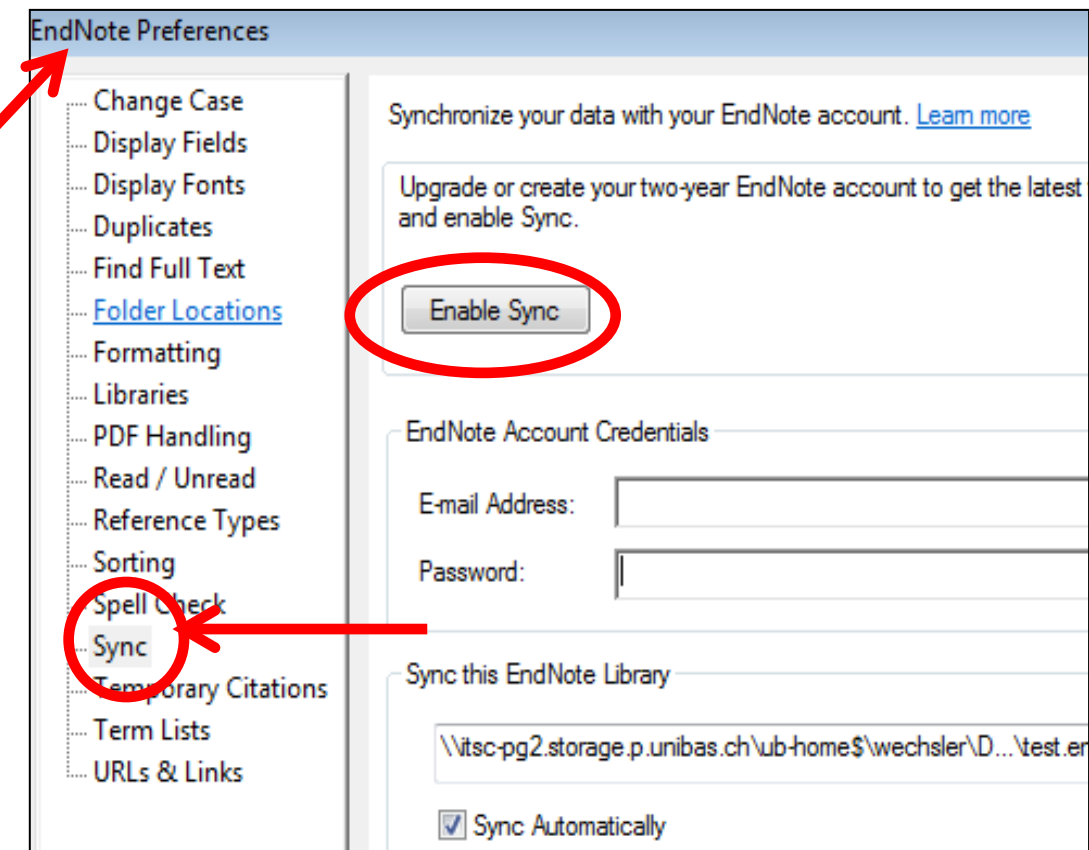
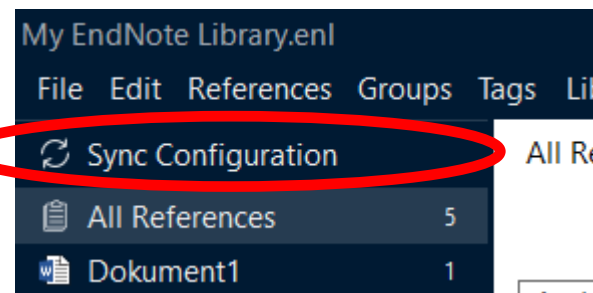
	Author	Title	Year	Journal
	Adhicary, B. M.	Malaria in Infants	1944	Ind M
	Goodman, Kenneth W.	Ethics, medicine, and	2015	
	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...
	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...
	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...

5. Endnote Web account: register & synchronize

- With Endnote Web 21 you can access your library including PDFs via the cloud. Switch between online, desktop and iPad applications.
- The web account of EndNote Web 21 is free of charge if you have purchased Endnote desktop.

- Register for the webaccount **within EndNote desktop**:
Edit -> Preferences -> Sync... -> Enable Sync -> Sign up

- *Synchronize your library in Endnote Desktop*

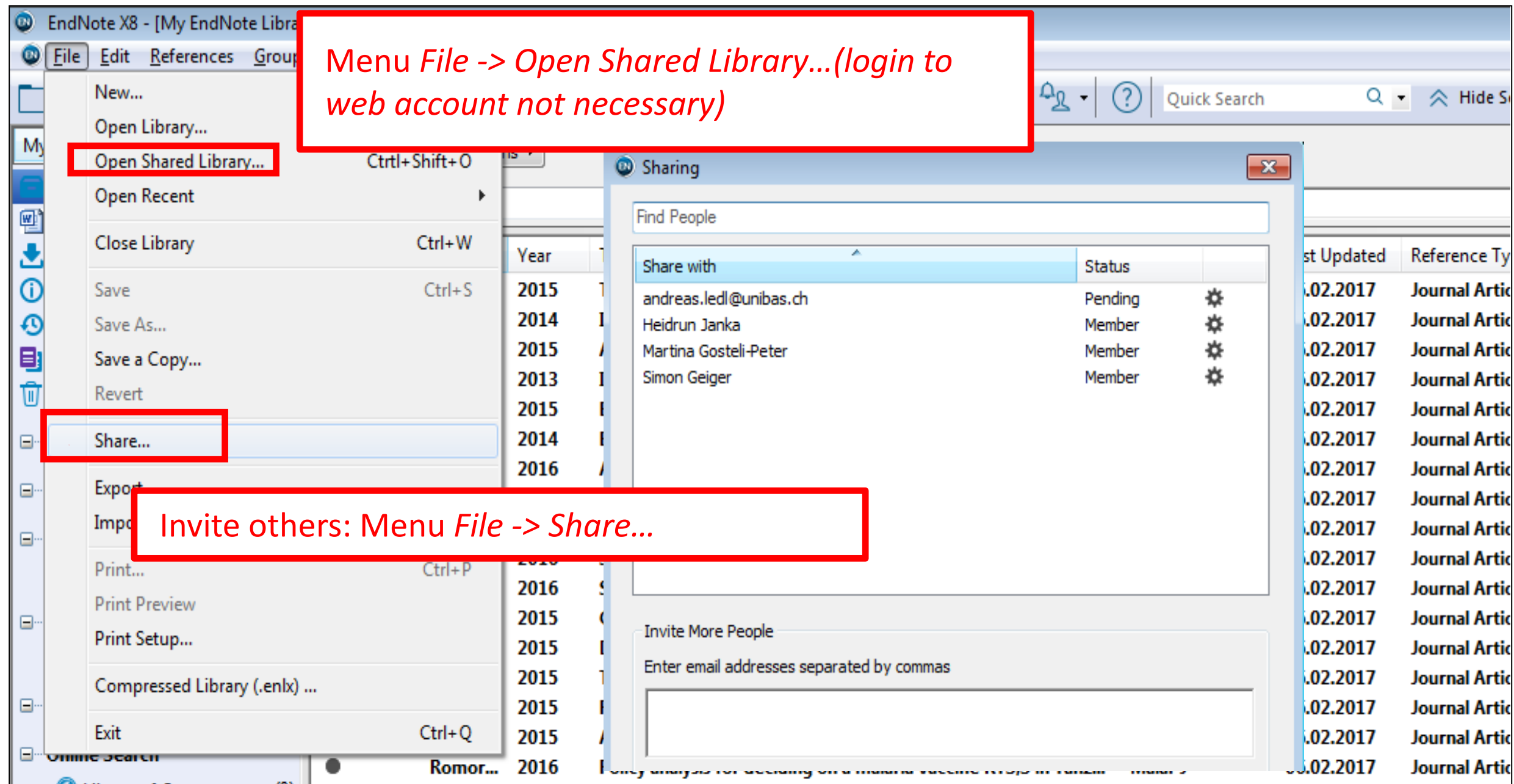


- Login for Endnote Web 21 on <https://endnote.com/login/>

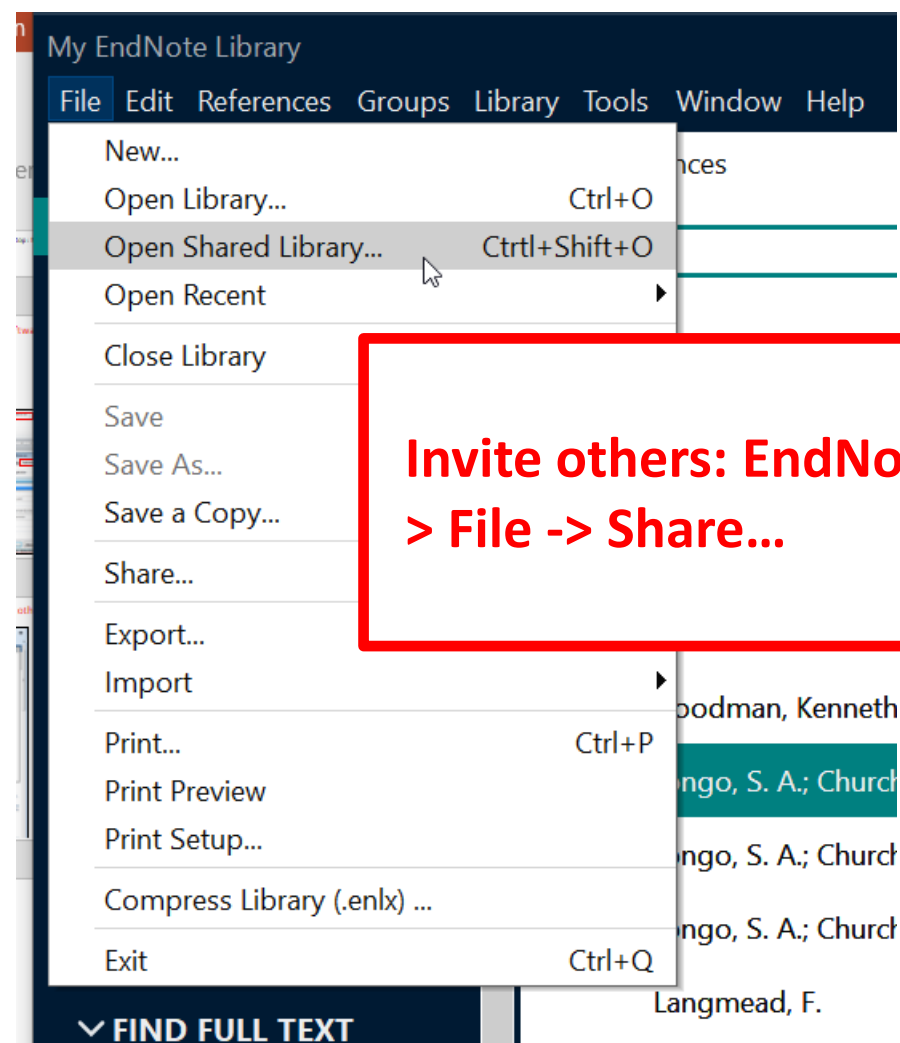
Important note:

If you have an online library synced that is different to the one you want to sync now, both libraries will be merged: there is one web account only and therefore one online library only): **Only one Library can be synced with EndNote online at any one time.**

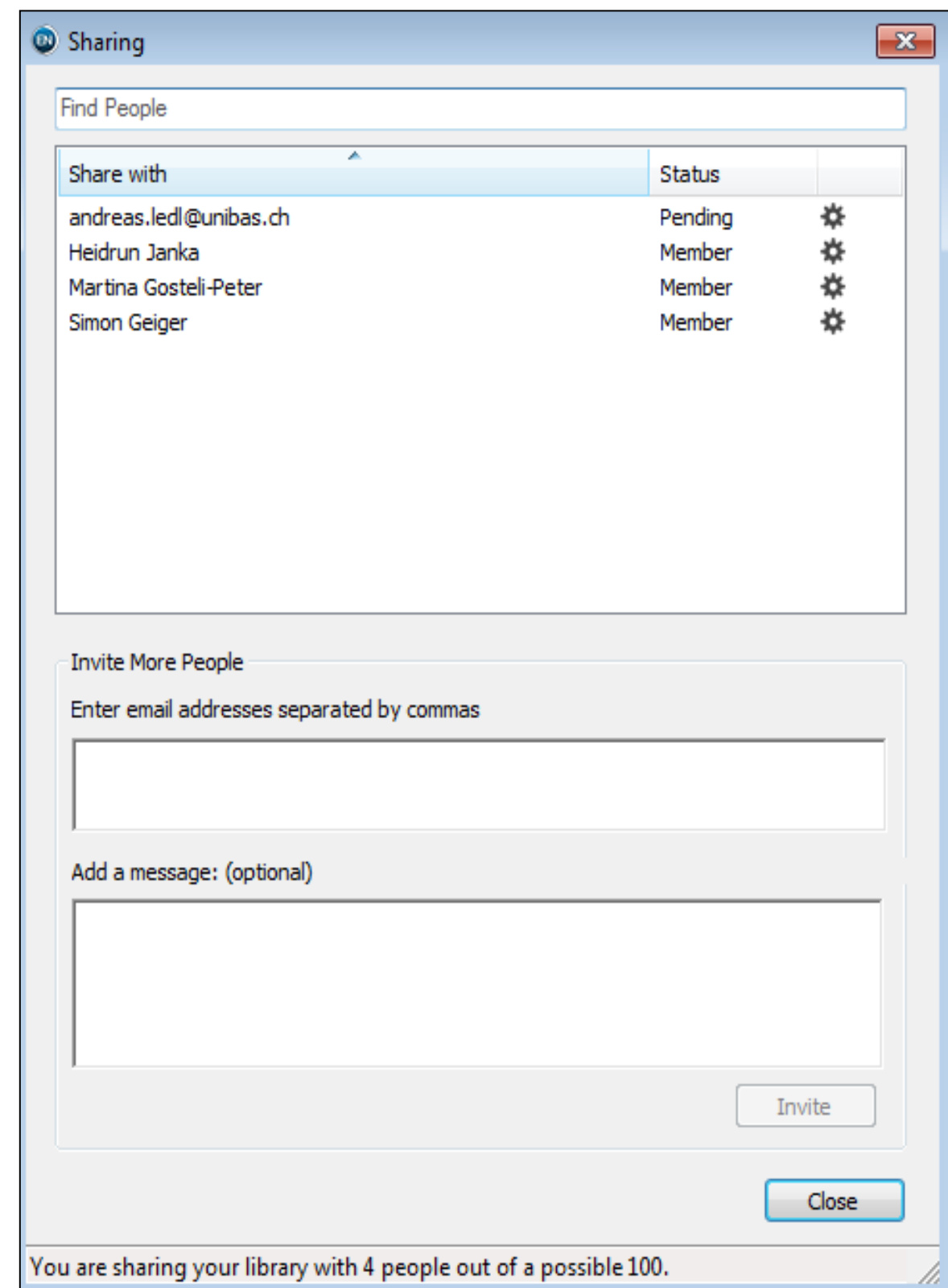
6. Sharing Libraries



- Version X7.2 and higher
- Share references with others 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.
- You can share groups instead of the whole library by right mouse clicking on a group and selecting Share Group.



**Invite others: EndNote Desktop -
> File -> Share...**



7. FAQs

Using EndNote 21 with Google Docs and with Word Online

- EndNote Cite While You Write add-on now has a native integration with Google Docs as well Word Online and is a tool for collaboration with research colleagues. It allows to pool own references with collaborators' references.
- Word Online: https://support.clarivate.com/Endnote/s/article/EndNote-Word-Online-CWYW?language=en_US
- Google Docs: https://support.clarivate.com/Endnote/s/article/Google-Docs-CWYW?language=en_US

Using EndNote with Google Docs (Endnote 20 and before)

- There is no EndNote Cite While You Write tool available for Google Docs for earlier Endnote versions. However, it is still possible to use earlier EndNote Versions with Google Docs by inserting unformatted citations, saving it as an RTF file and then formatting the document using EndNote.
- See LibGuide with screenshots of James Cook University Australia: <https://libguides.jcu.edu.au/endnote/google-docs>

Insert a bibliography list after each chapter

- From the EndNote Library: Modify the style in the style menu -> Choose Sections-> Check “Create a bibliography for each section” -> save the new style
- On the Word document: Insert section break to each chapter and apply the modified style
- See LibGuide Univ. Tennessee: <https://libguides.uthsc.edu/endnote/cwyw/separate-bibs>

7. FAQs

Combining multiple word documents

- If you want to produce one single Word document with one reference list at the end. Before merging documents, all the references from each Word document must be exported into one EndNote Library. You can use in Word the [export traveling library](#) option to do this.
- See LibGuide Univ. Tennessee: <https://libguides.uthsc.edu/endnote/cwyw/combine-worddocs>

Add references to Endnote from a PDF/word to Endnote without Endnote codes

- Upload the copied reference list to <https://citation-finder.vercel.app/> -> Choose RIS -> Search for matches -> check all references -> save the file and import it to Endnote
- See instruction in Tennessee LibGuide: <https://libguides.uthsc.edu/c.php?g=320620&p=7700501>

See lot's of Tips & Tricks at Tennessee University Health Sciences Center:
<https://libguides.uthsc.edu/endnote> and on supports site of Endnote:
https://support.clarivate.com/s/?language=en_US

7. FAQs

Add references from a PDF/word to Endnote with existing Endnote codes

- you can use the Export Travel Library command in word as long as the references originally came from either an EndNote desktop or an EndNote Web library, the field codes are still present, and you are using Microsoft Word with EndNote.
- **Note:** You may have problems if you are using a version of EndNote older than the version used by those sending you documents. EndNote field codes have changed over time, and an older version of EndNote may not recognize newer field codes.

Taggin your references

- You can add tags to references and customise the colour and name of the tags.
- See Details: <https://library-guides.ucl.ac.uk/endnote/tagging-references>

See lot's of Tips & Tricks:

- Tennessee University Health Sciences Center: <https://libguides.uthsc.edu/endnote>
- UCL Library Services: <https://library-guides.ucl.ac.uk/endnote/tagging-references>
- supports site of Endnote: https://support.clarivate.com/s/?language=en_US



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