

Universität
Basel

Universitätsbibliothek

Introduction to EndNote 21

Monika Wechsler

FS 2024



Agenda Full Course

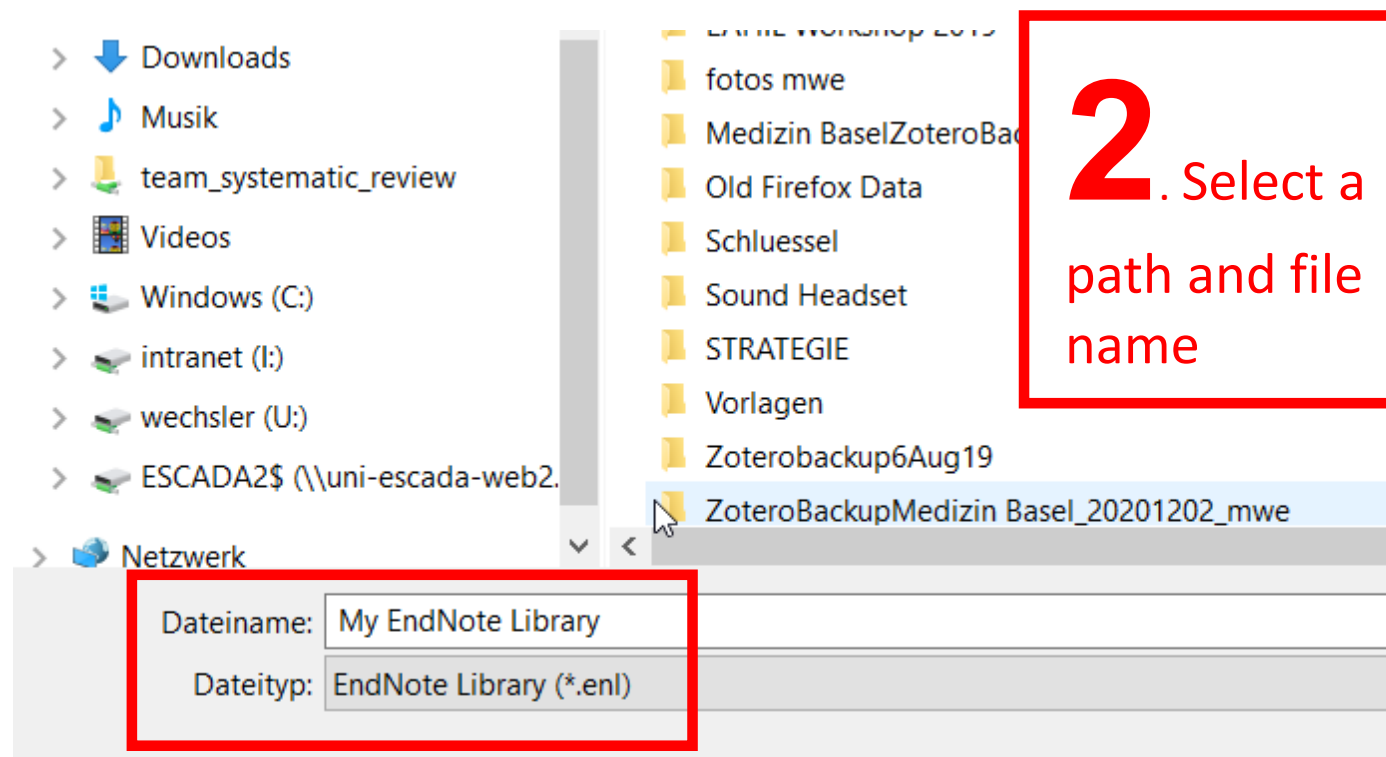
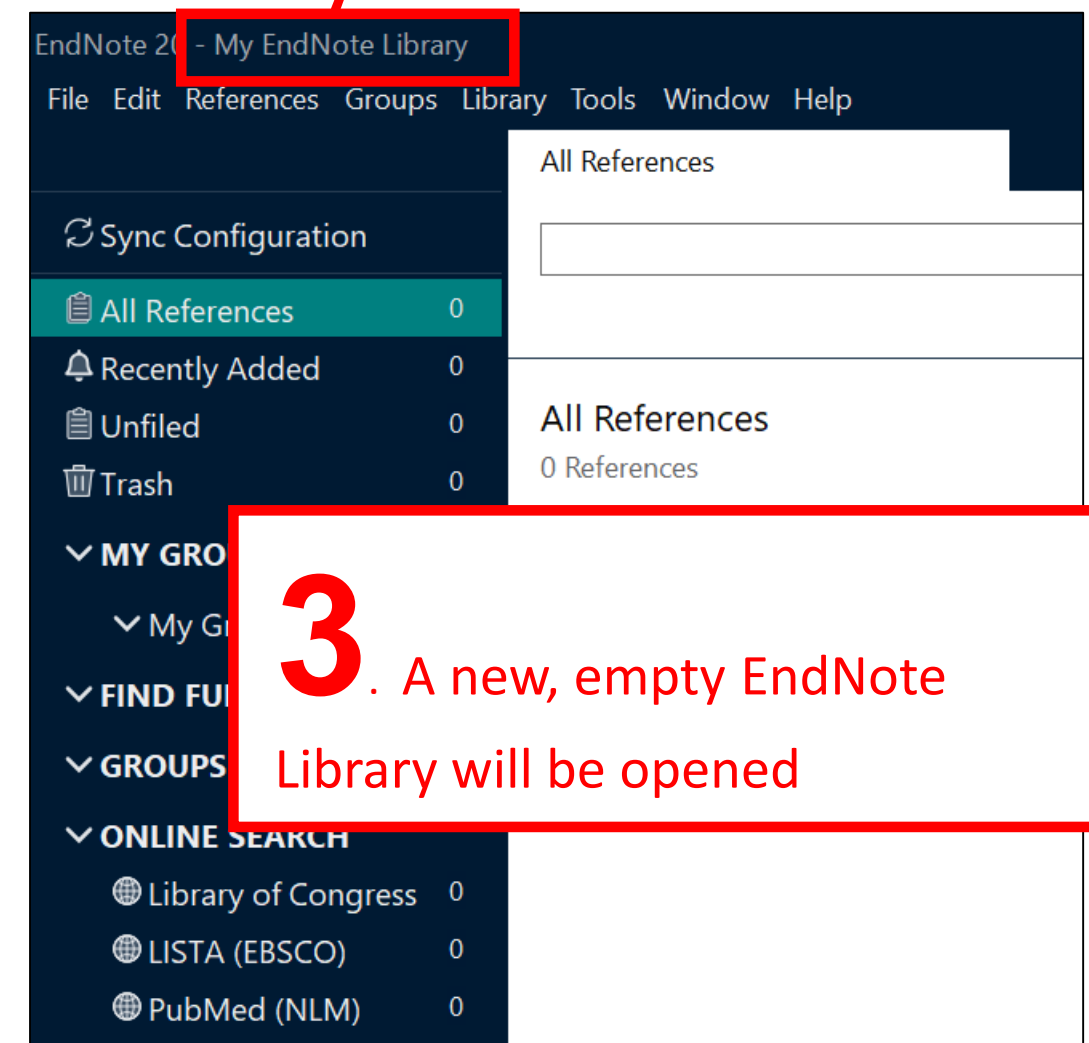
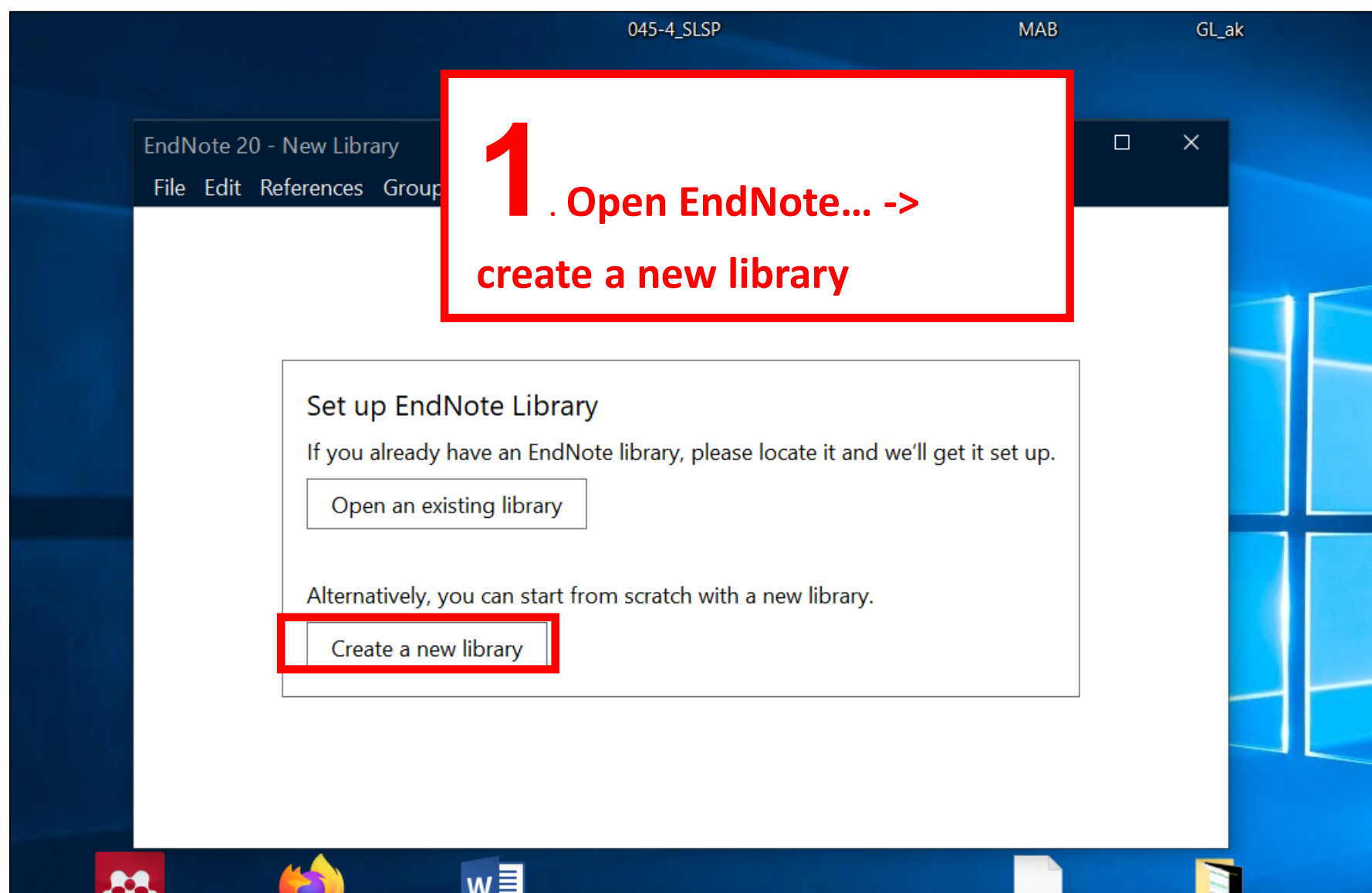
1. Getting started
 - Install EndNote; Create an EndNote-Library
2. Search and collect references
 - With PubMed (PC; Mac)
 - With library catalogue swisscovery Basel
 - With google scholar
 - With PubMed, within EndNote
 - Create a reference from a PDF stored on your computer
 - Create a reference manually
3. Insert references into a Word document (CWYW)
 - View in Word / View in EndNote / Citation Styles / Journal Term Lists
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....

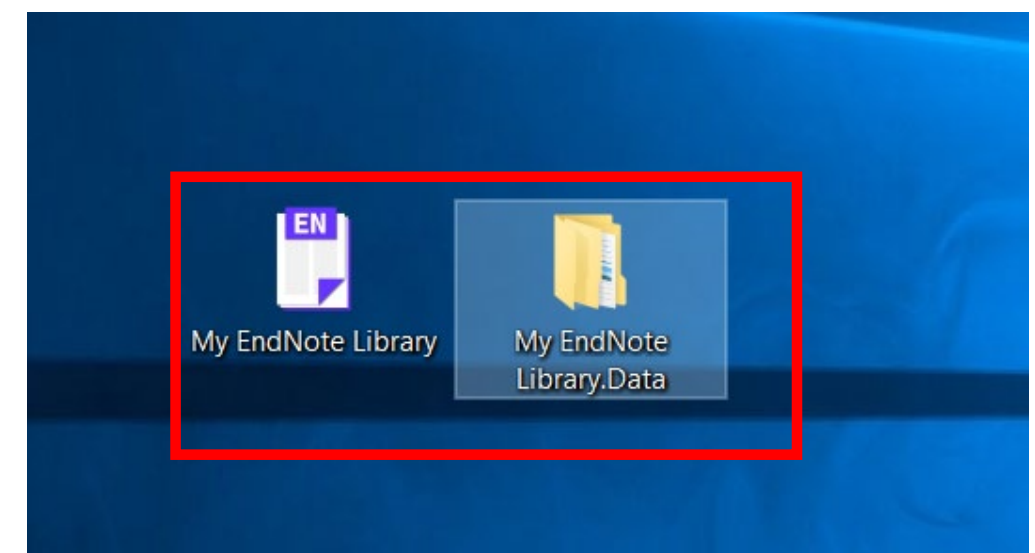
1. Getting started: Install EndNote (desktop version)

- **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.”

2. Search and collect references: PubMed

NIH

National Library of Medicine
National Center for Biotechnology Information

PubMed.gov

malaria tann

Advanced Create RSS

Save

Email

Send to

317 results

Clipboard

My Bibliography

Collections

Citation manager

Cite

Share

MY NCBI FILTERS

RESULTS BY YEAR

↶ ↷

↵

Selection: Selection (3)

Create file

4.

1.

✓

2.

3.

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

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

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 includes a book cover, title, author, publisher, and year. A sidebar on the left contains links like "Top", "Senden an", "Links", "Ausleih- und Bes...", "Details", and "Ähnliche Titel". A toolbar offers various actions: "Permalink", "E-Mail", "Zitieren", "Drucken", "RIS" (circled with a red circle and labeled "1."), "BibTeX", "EndNote", and "Excel". Below the toolbar, a "Download" button is highlighted with a red arrow and labeled "2.". A dropdown menu for "Codierung" is set to "UTF-8". An "Opening Primo_RIS_Export.ris" dialog box is open, showing the file name "Primo_RIS_Export.ris" (labeled "3."), its size (293 bytes), and the source (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 "OK" and "Cancel" buttons are at the bottom right.

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 **RIS** BibTeX EndNote Excel

Codierung
UTF-8

2. Download

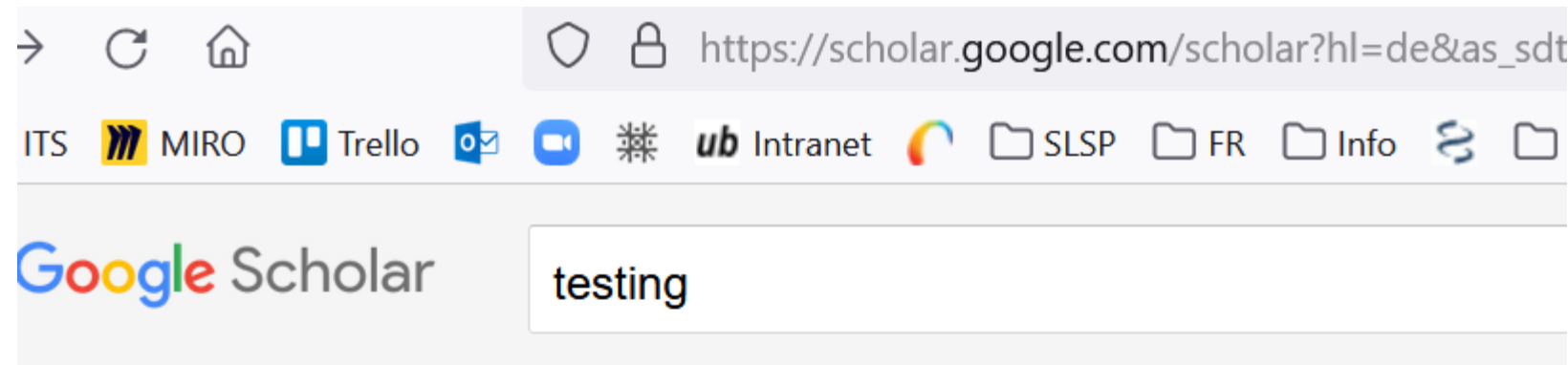
Opening Primo_RIS_Export.ris

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



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 o

... , a book on **testing** is hardly ever a comprehensive overvie

... In this volume, we focus on **testing** methods for reactive sy

☆ Speichern **Zitieren** Zitiert von: 547 Ähnliche Artikel

Dynamic **testing**.

EL Grigorenko, RJ Sternberg - Psychological bulletin, 1998 -

son, JP Katoen, M Leucker... - Volume 3472 of ..., 2005 - Springer

... and to substitute **testing** that is dy

testing procedure underlies our use

☆ Speichern **Zitieren** Zitiert v

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

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

	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

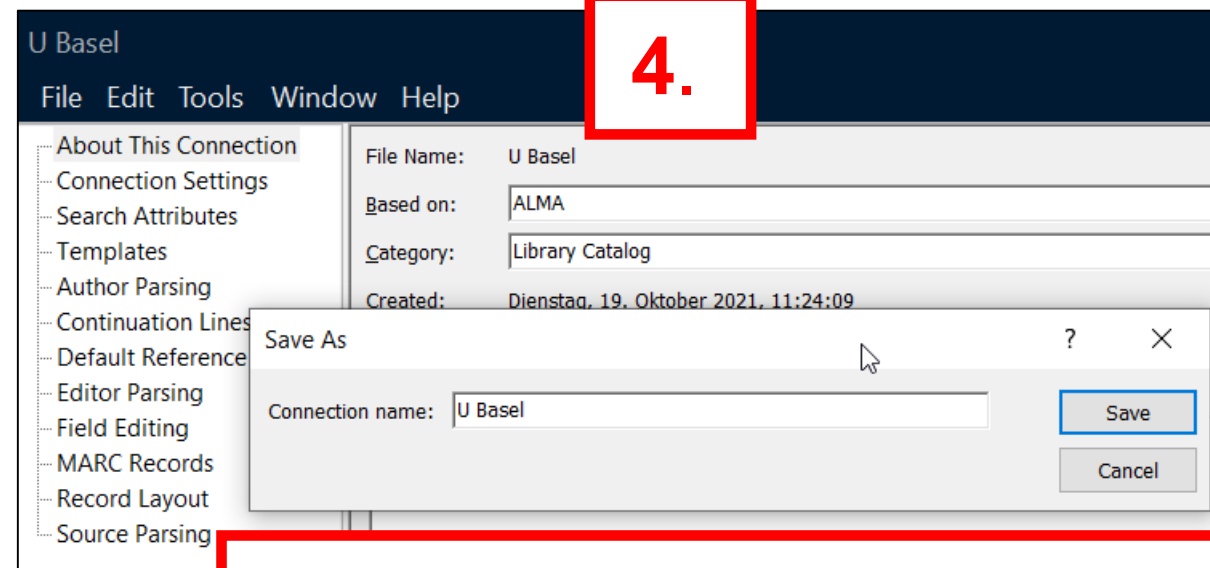
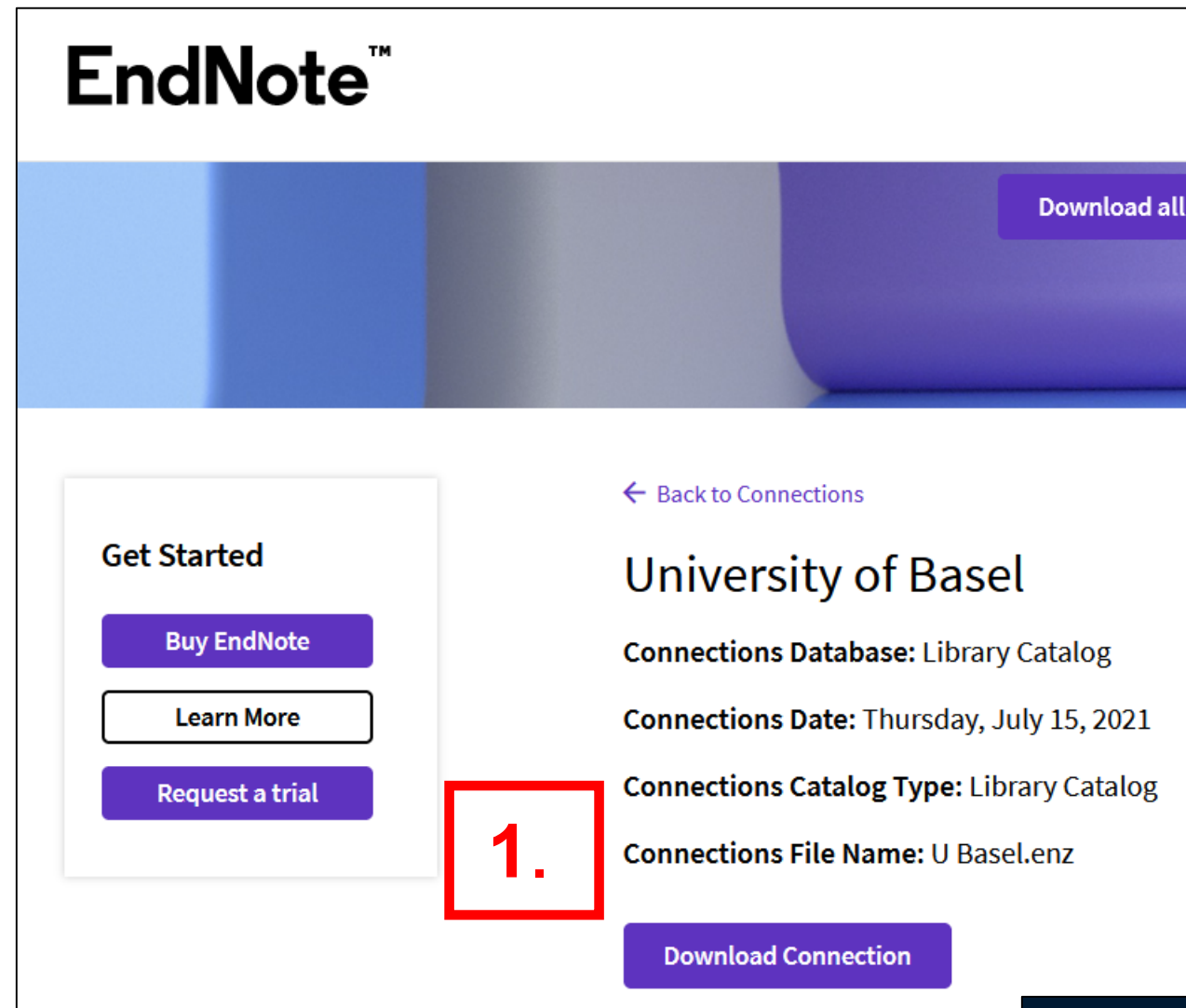
	Author	Title	Journal
<input checked="" type="checkbox"/>	Otieno, L.;...	Safety and immunogenicity of the ...	Vaccine
<input checked="" type="checkbox"/>	Guerra M...	Safety profile of the RTS,S/AS01 ma...	Hum Vacci...
<input checked="" type="checkbox"/>	Jongo, S. ...	Safety and Differential Antibody an...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

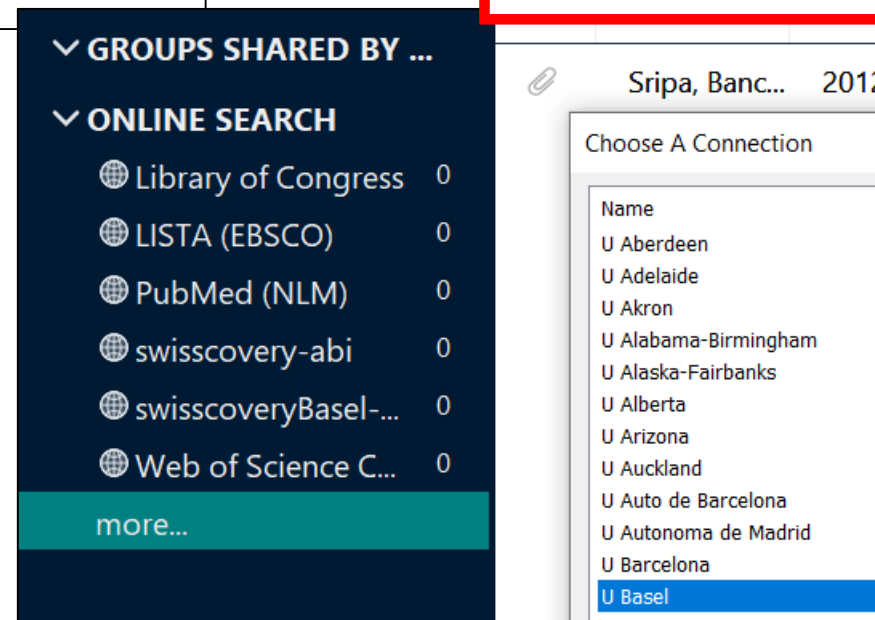
Download Endnote-Connection file for swisscovery Basel:

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



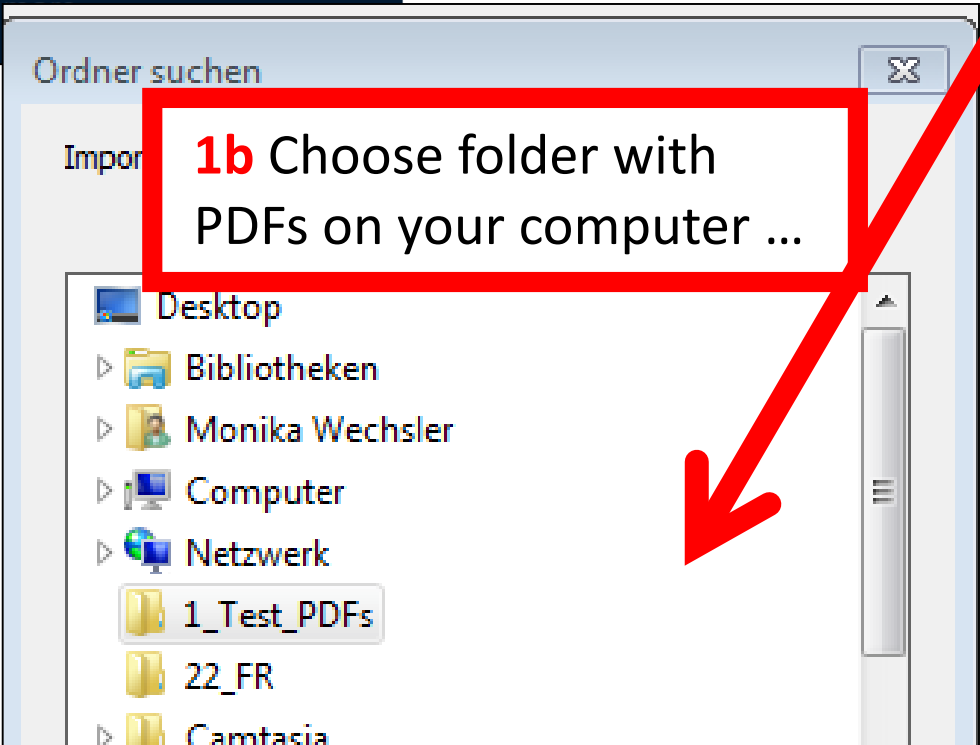
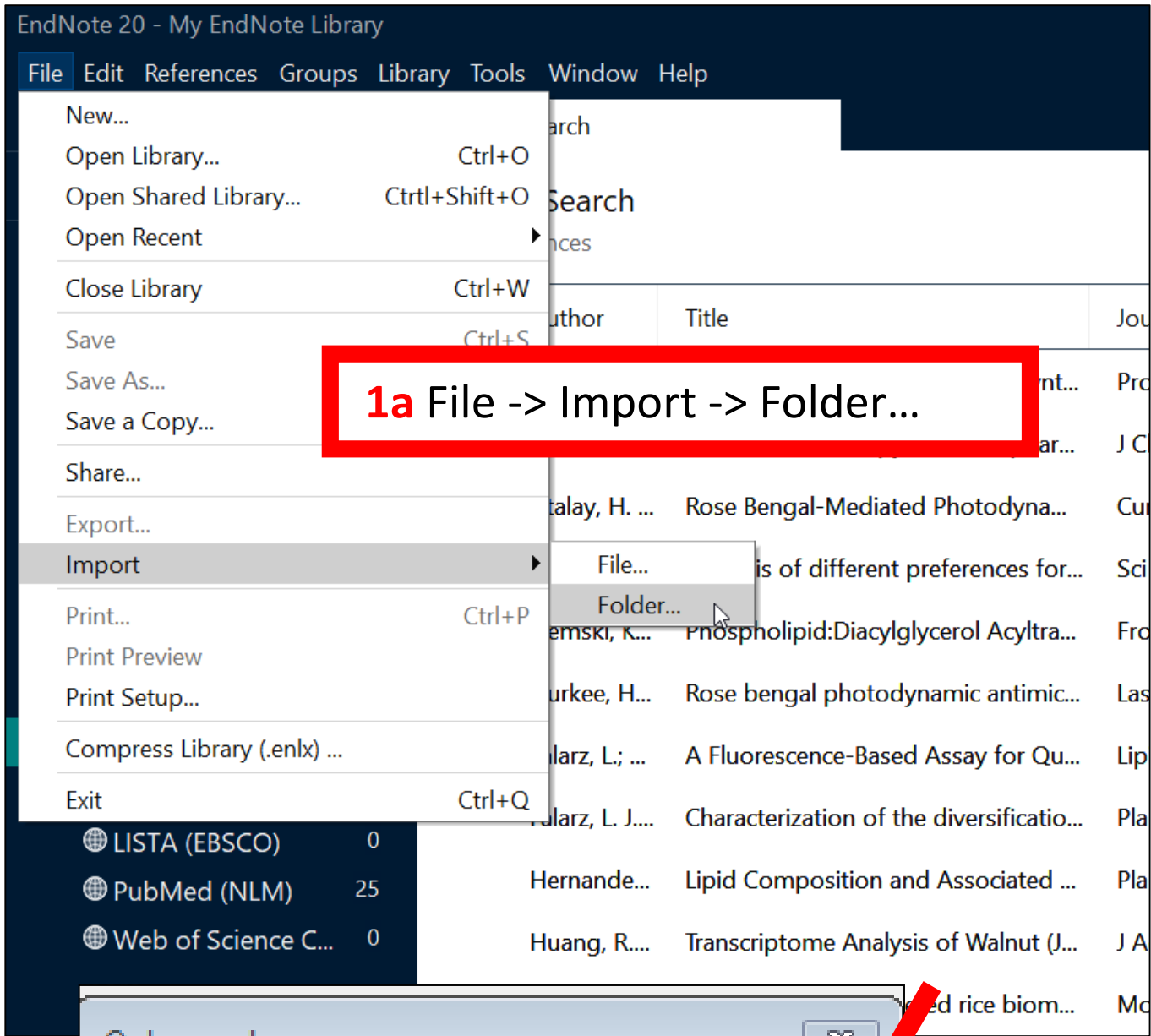
1. «Downolad Connection»
2. Save it on your desktop
3. Double click it on your desktop
4. Save it as...U Basel -> Save (and close the file)

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

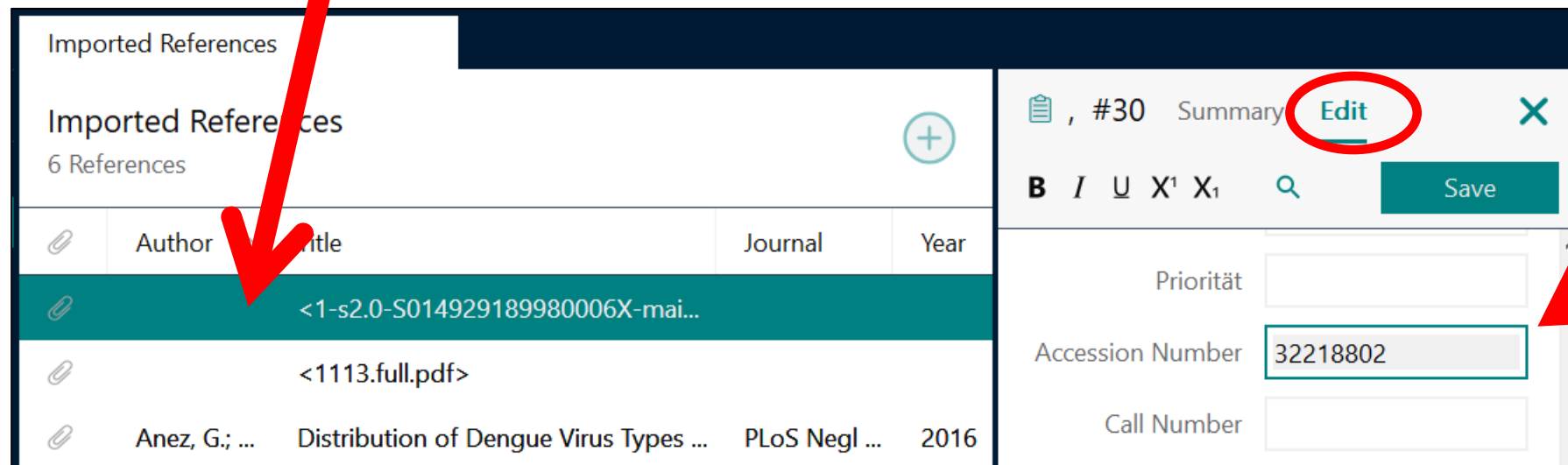
	Author	Title	Journal	Year
		<1-s2.0-S014929189980006X-mai...		
		<1113.full.pdf>		

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?

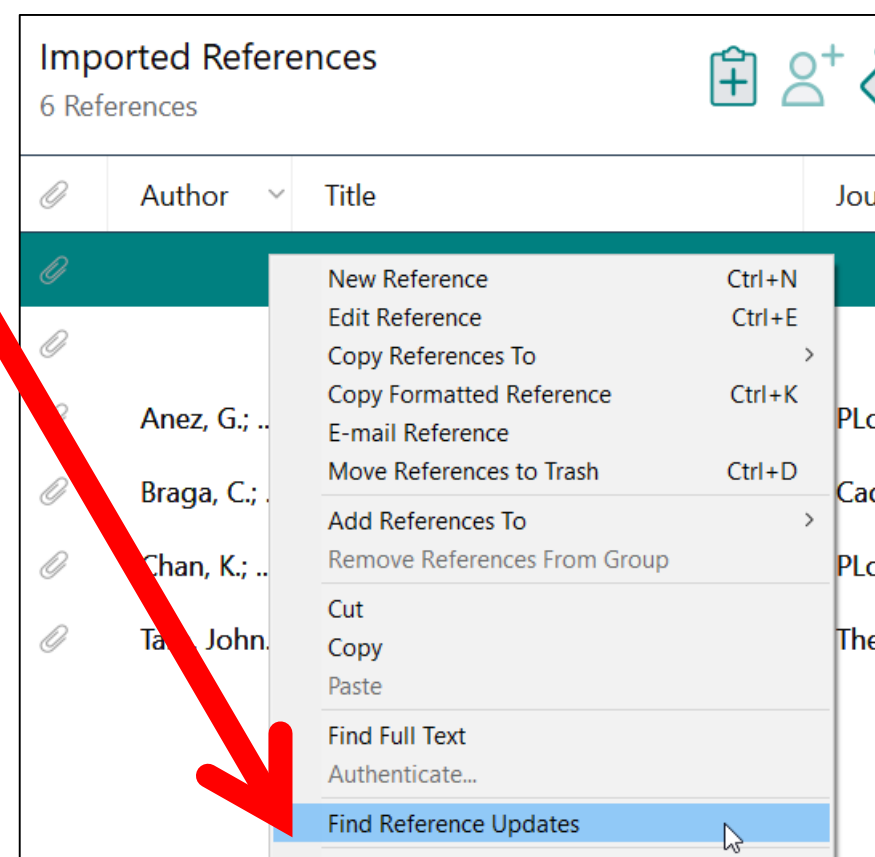


2. If the document has an ID, fill it out in the following field:

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

then save the reference

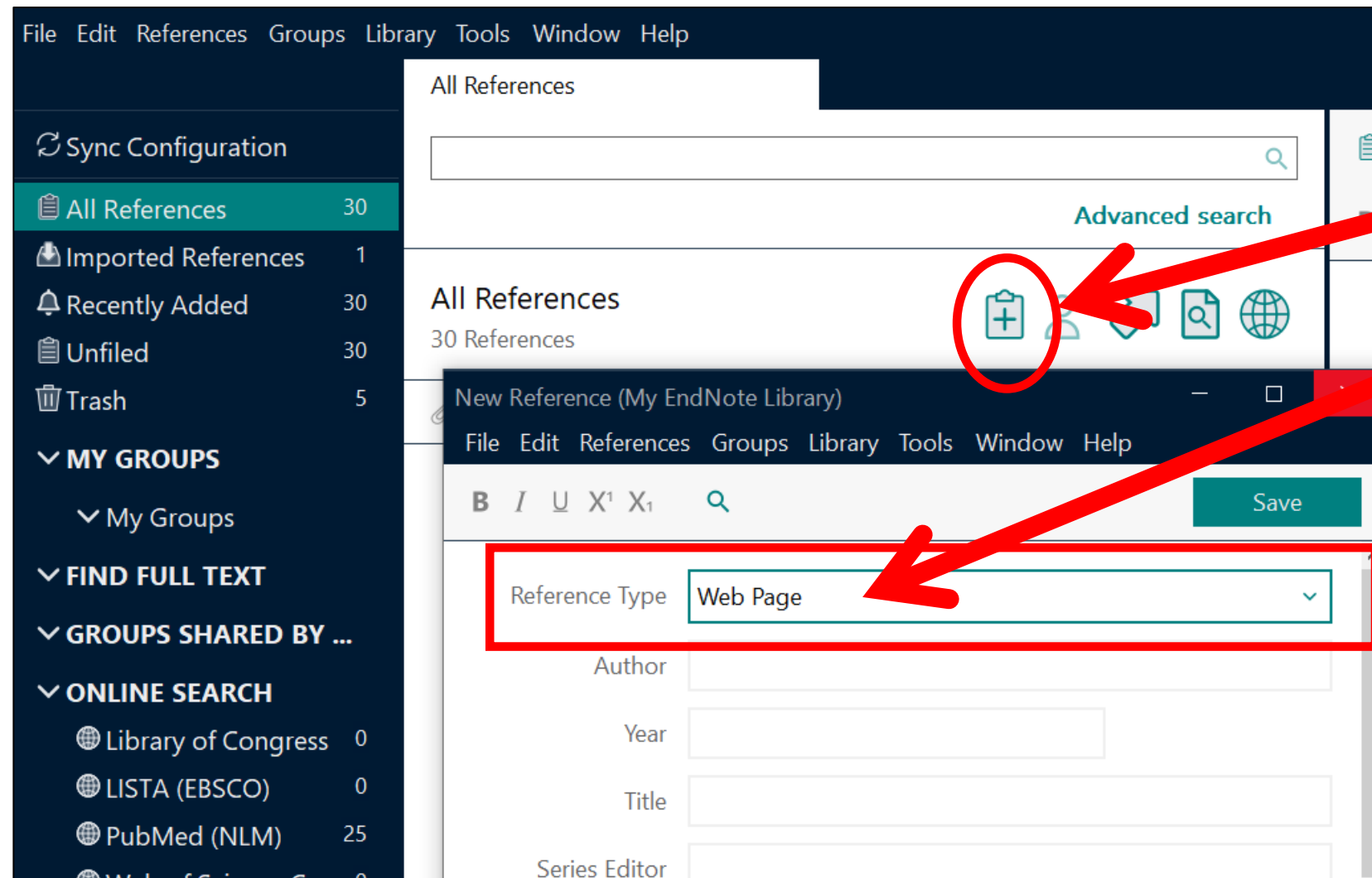
3. Mark the record, right mouse klick: Find Reference Updates



If not possible:

- either delete the record, download the reference from google scholar/PubMed... & attach the PDF from your computer by hand
- Of 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:

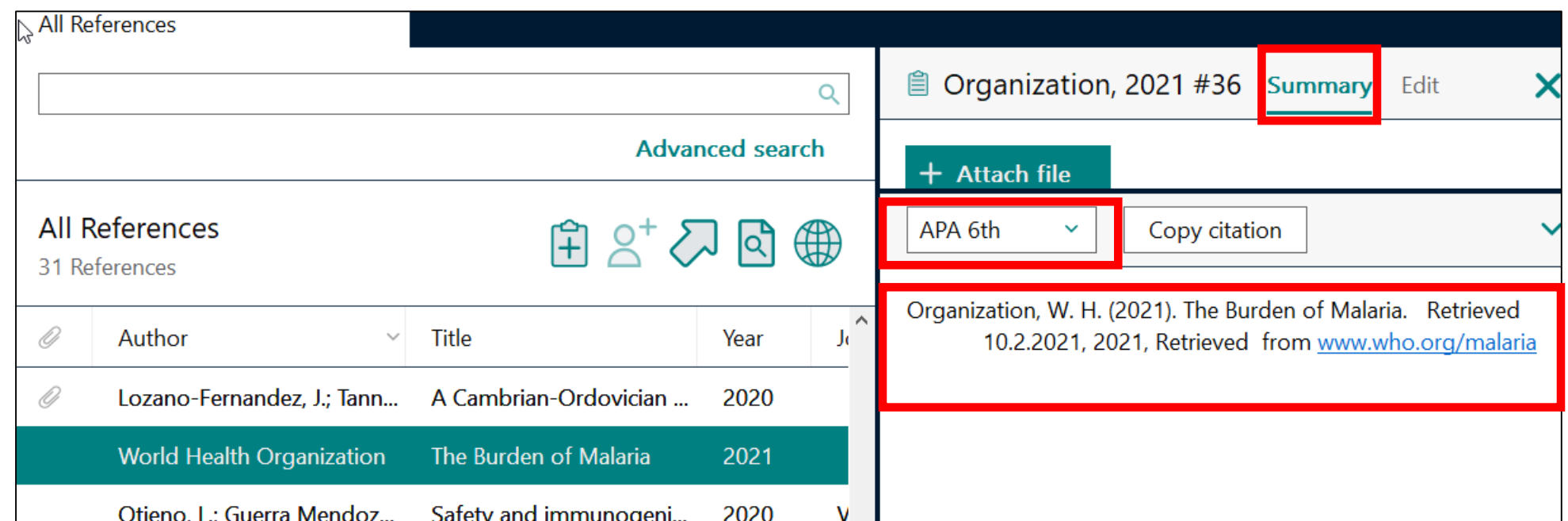
Persons:

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*

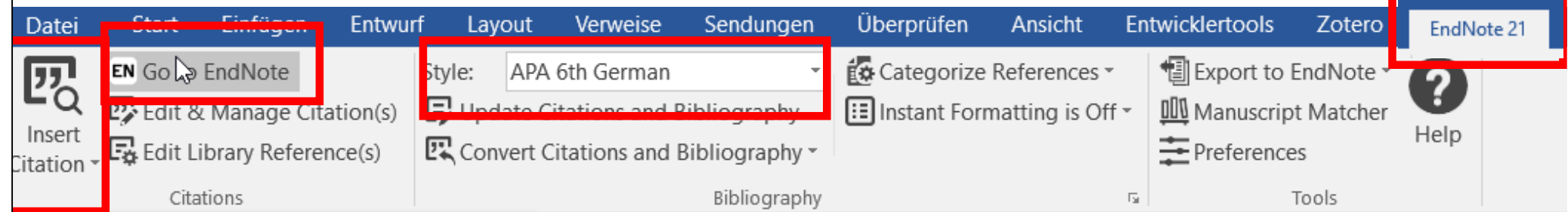
Insert Citation: search with a keyword within your Endnote Library and click on «insert»

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

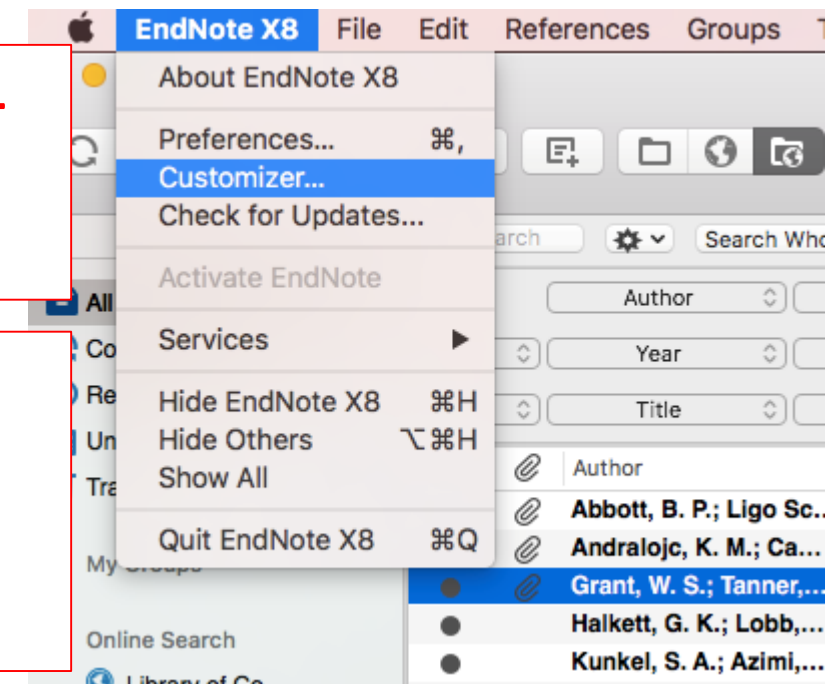


Lorem ipsum dolor sit amet (Agnandji et al., 2010), consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua (Mwangoka et al., 2013). Ut enim ad minim veniam (Utzinger & Tanner, 2013), quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident (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: Doi10.1056/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

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 shows the Microsoft Word interface with the EndNote X8 ribbon active. The ribbon includes tabs for Citations, Bibliography, and Tools. The 'Edit & Manage Citation(s)' button in the Citations tab is circled in red, with a red arrow pointing to the 'Tools' dropdown menu in the Bibliography tab, which is also circled in red. The 'Tools' menu is open, showing options: 'Update Citations and Bibliography', 'Configure Bibliography' (circled in red), and 'Export Traveling Library'.

The 'EndNote X8 Edit & Manage Citations' dialog box is open, displaying a table with the following data:

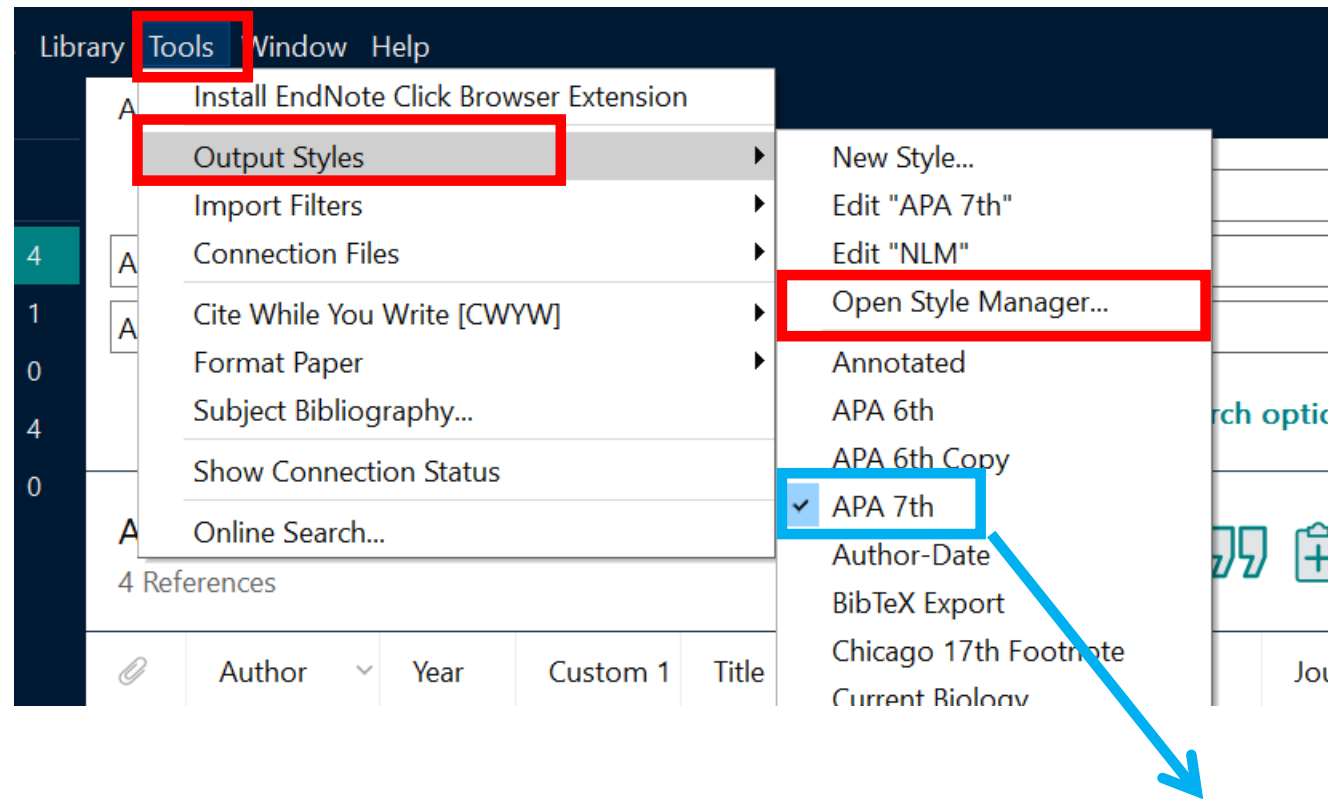
Citation	Count	Library
(Romore et al., 2016)		
↑ ↓ Romore, 2016 #8	1	My EndNote Library

The 'EndNote X8 Configure Bibliography' dialog box is also open, showing the 'Format Bibliography' tab. The settings are as follows:

- Font: Calibri, Size: 11
- Bibliography title: (empty field)
- Start with bibliography number: 1
- First line indent: 0.000 cm, Line spacing: Single
- Hanging indent: 1.270 cm, Space after: None

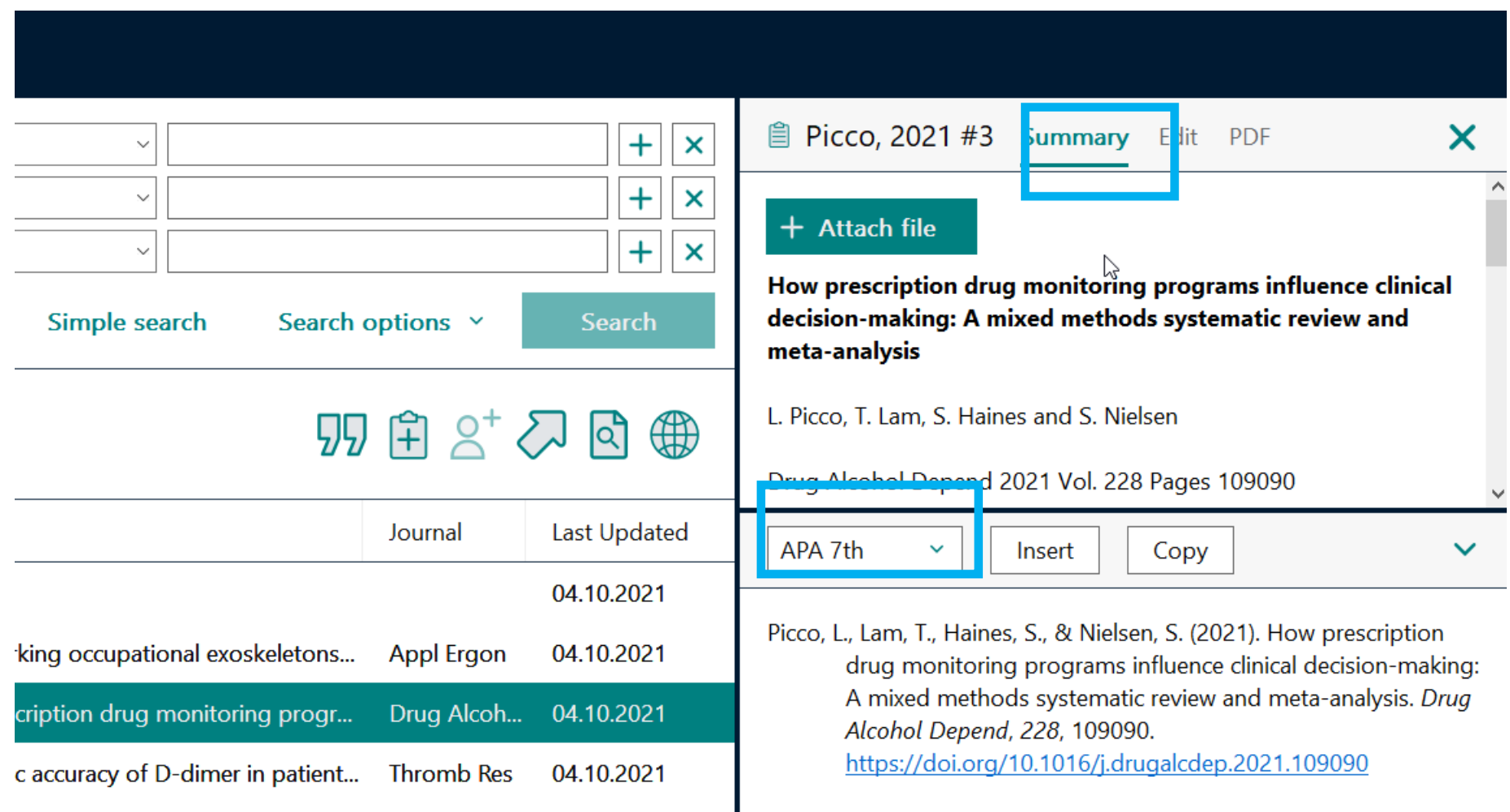
The 'OK' button is highlighted in blue.

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



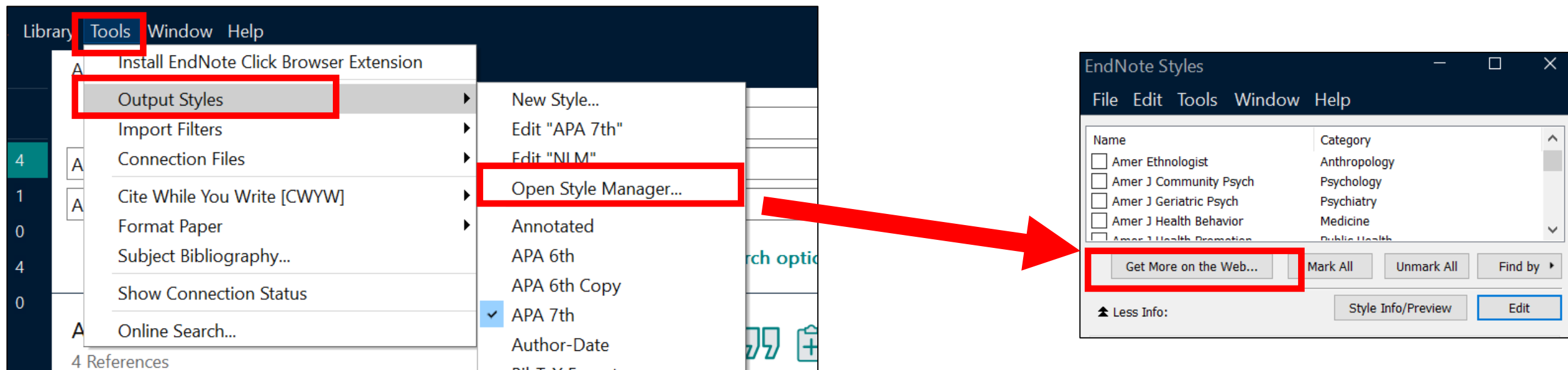
EndNote -> Tools -> Output Styles -> **Open Style Manager...**:

- 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)

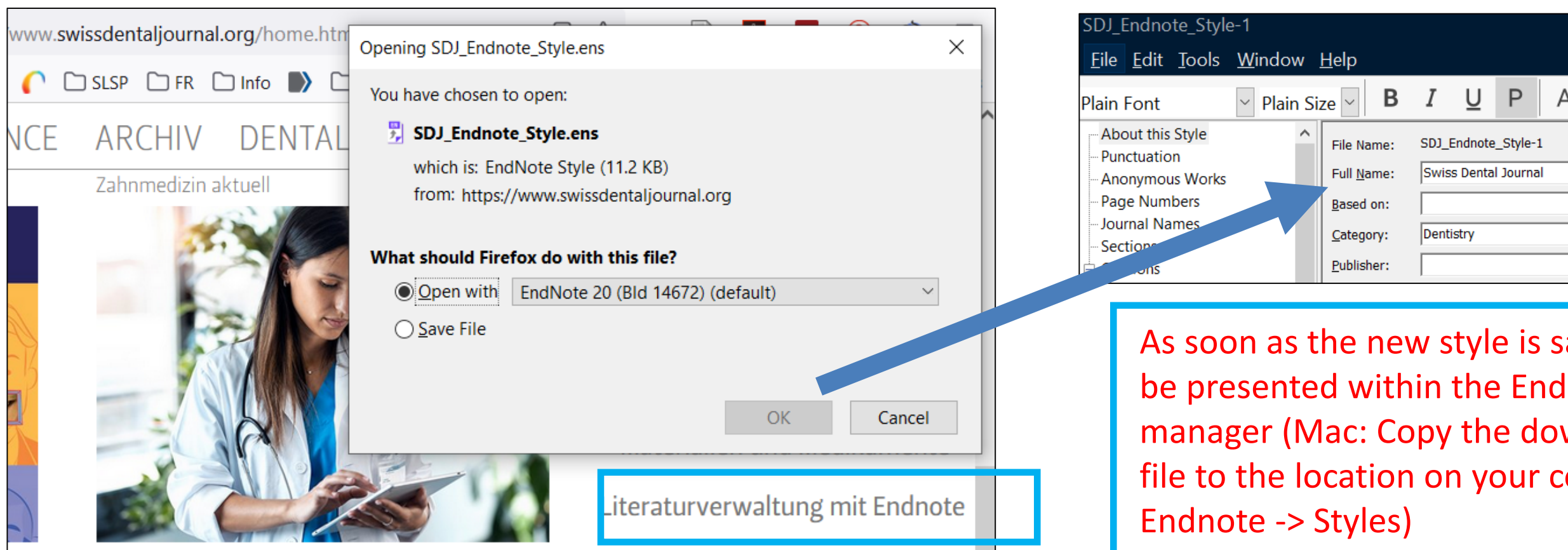


3. Insert references into a Word document: Import a missing style

A: Import a style from the Endnote platform



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

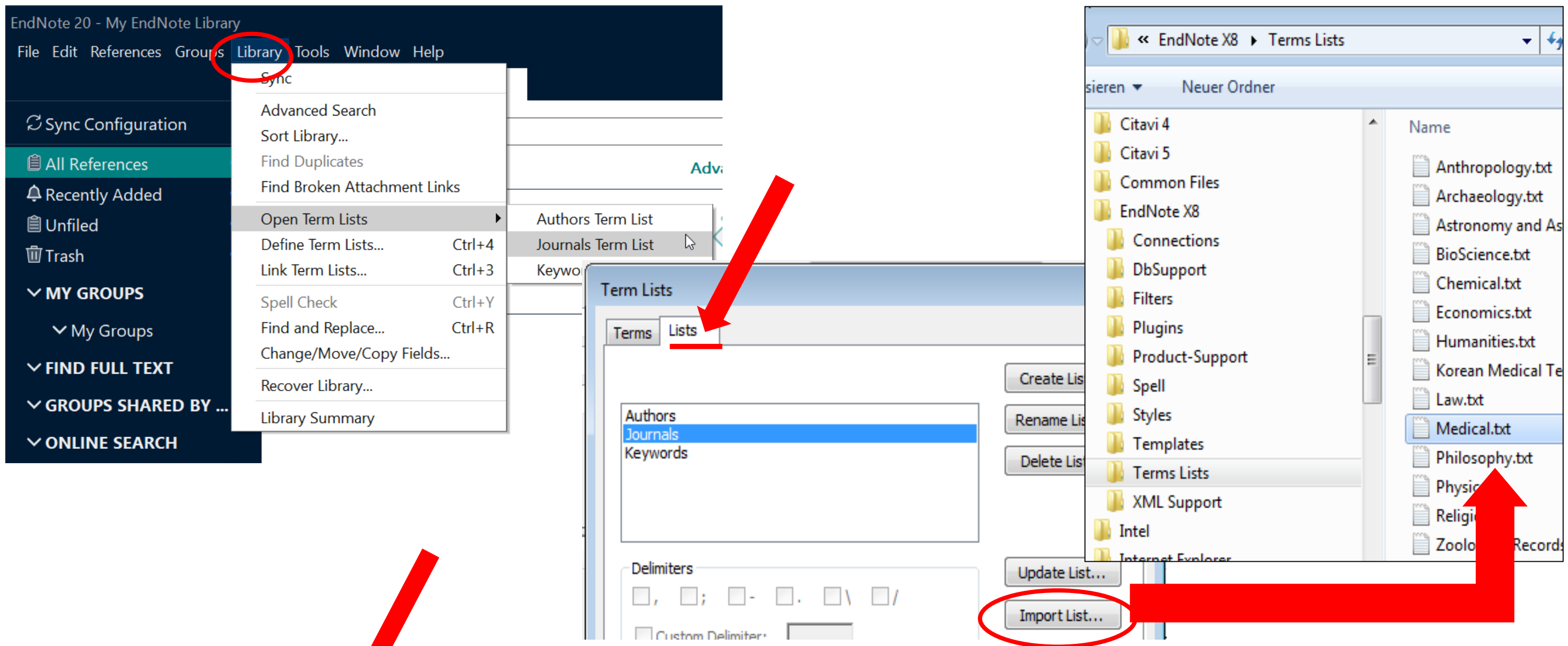


As soon as the new style is saved it will be presented within the Endnote style manager (Mac: Copy the downloaded file to the location on your computer for Endnote -> Styles)

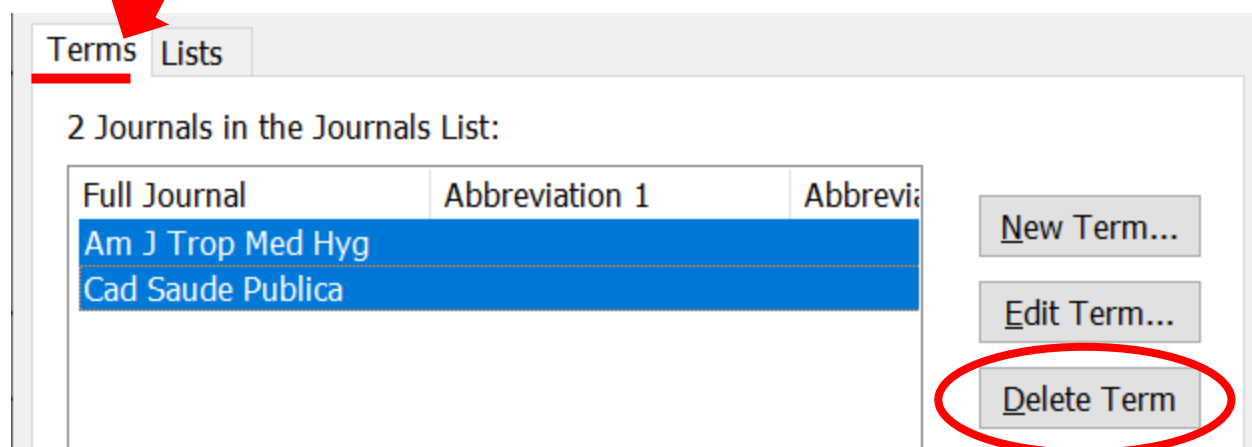
3. Insert references into a Word document: term lists

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 journal term lists -> Menu *Library/Open Term Lists/Journals/Lists/Import List...*



Already imported terms should be deleted before importing the standardized term list:



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 ...

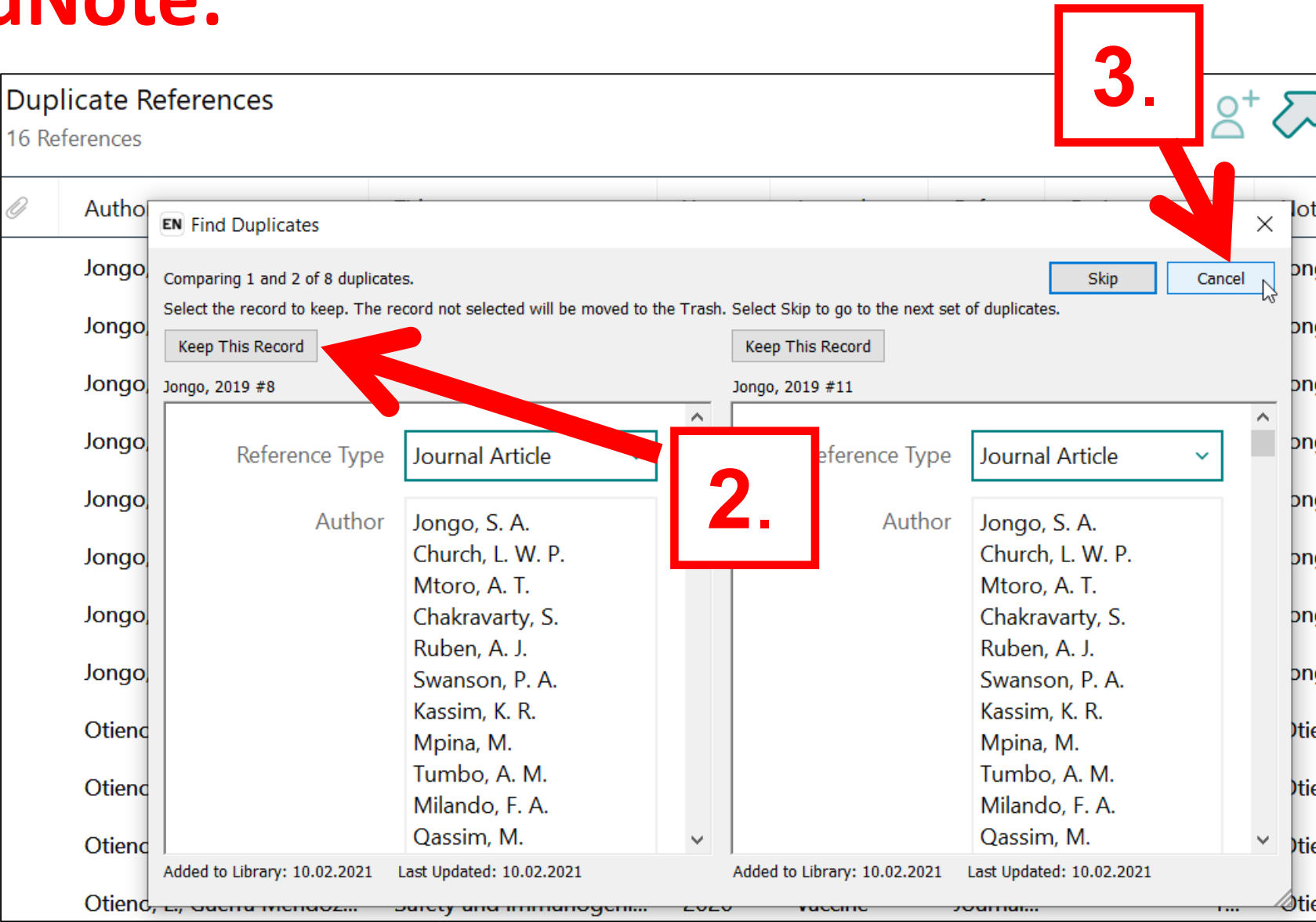
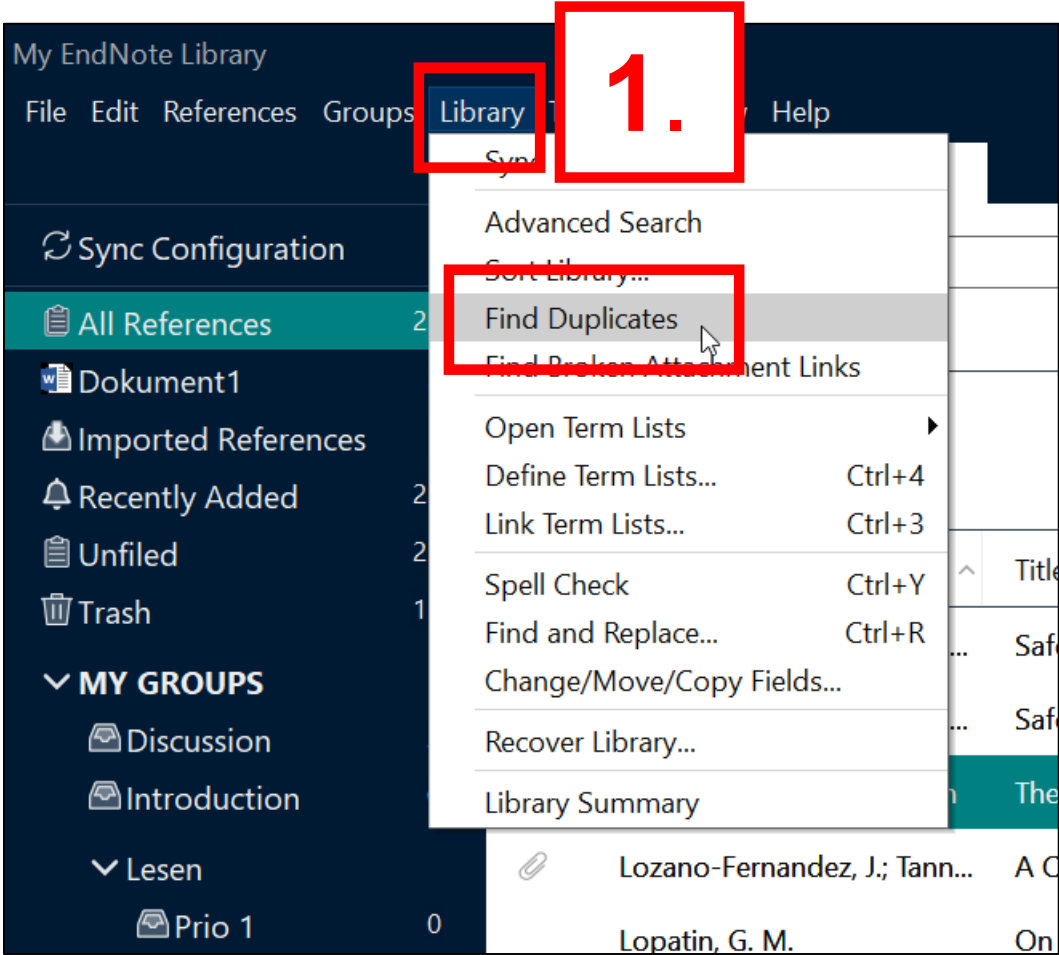
Move references to different groups (Drag & Drop or via menu «Groups»)

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. The fourth and fifth references are not highlighted. The table columns are 'Author', 'Title', 'Year', and 'Journal'. The first three references are by 'Jongo, S. A.; Church, L. W. ...' and the last two are by 'Otieno, L.; Guerra Mendoz...'. The table is labeled with a red '4.' in a red box.

	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

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

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

The screenshot displays the EndNote application window. At the top, the menu bar includes 'Groups', 'Library', 'Tools', 'Window', and 'Help'. Below this, the 'All References' section features a search interface with three criteria: 'Author' (set to 'tanner'), 'Year', and 'Title', each with a 'Contains' operator and a search button. A 'Simple search' button and a 'Search options' dropdown are also present. Below the search section, a toolbar contains icons for various actions, including a magnifying glass over a document icon, which is circled in red. A tooltip for this icon reads 'Search the Web for full text documents for the selected references'. Below the toolbar, a table lists 11 references. The first four rows are visible, showing authors like 'Beavis, A.; ...', 'Bhadury, ...', 'Burel, J. G.;...', and 'Campbell, ...', all from the year 2021. A red arrow points from the circled icon to the 'Search the Web' tooltip.

All References

Author Contains tanner

And Year Contains

And Title Contains

Simple search Search options Search

All References

11 References

Search the Web for full text documents for the selected references

	Author	Year	Custom 1	Title	Journal	Last Upd
	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?

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, a table titled 'All References' lists 12 references. The first three rows are visible:

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

On the right, a 'File Attachments' window is open, showing a list of found PDFs. A red box highlights the text 'EndNote has found 2 PDFs'. Below this, a file named 'Jongo-2...' is listed with a dropdown arrow. A '+ Attach file' button is visible.

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»)

The screenshot shows the 'EndNote Preferences' dialog box. The 'PDF Handling' section is selected in the left sidebar. The 'PDF Auto Renaming Options' section on the right has the following settings:

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

Below these options is a text box for a custom naming pattern and a note: 'Note: Filenames may be up to 50 characters long.' The 'PDF Auto Import Folder' section has the 'Enable automatic importing' checkbox checked. The folder path is 'h:\ub-home\$\wechsler\Desktop\PDFs lesen', with a 'Select Folder' button next to it. At the bottom are buttons for 'EndNote Defaults', 'Revert Panel', 'OK', 'Abbrechen', and '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 titled 'My EndNote Library'. The left sidebar contains a list of reference groups: 'All References' (13), 'Dokument1' (1), 'Duplicate References' (5), 'Imported References' (1), 'Recently Added' (13), 'Unfiled' (11), 'Trash' (24), and 'MY GROUPS' (Discussion: 2, Introduction: 0, Lesen: 0, Prio 1: 0). The main pane displays the 'All References' list with 13 references. A red arrow points from a PDF file named 'artikel_vonHandan...' on the desktop to the 'All References' list, illustrating the manual attachment process.

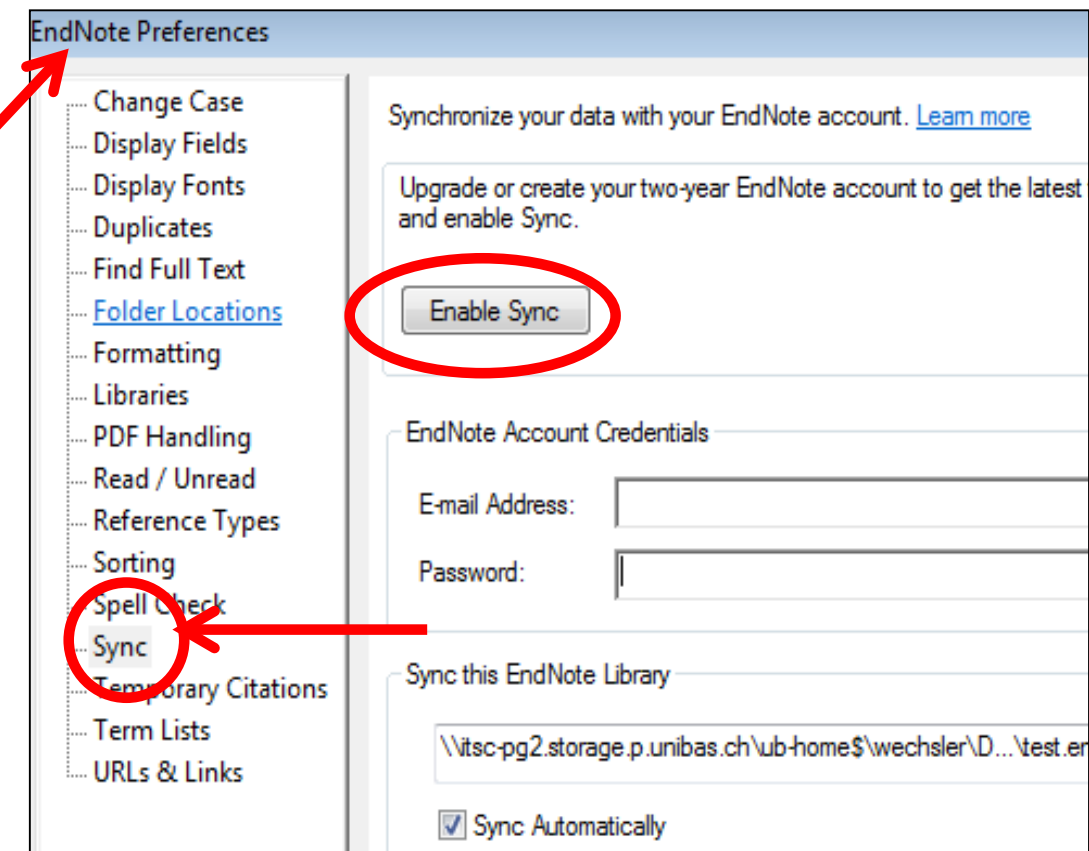
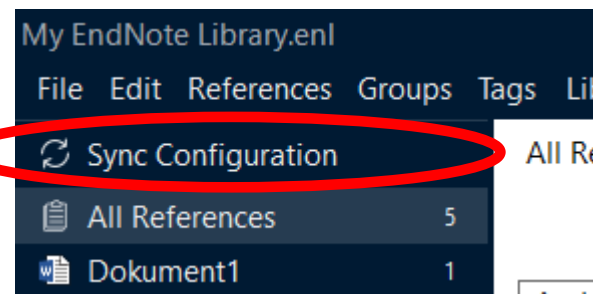
	Author	Title	Year	Journal
	Adhicary, B. M.	Malaria in Infants	1944	Ind M
	Goodman, Kenneth W.	Ethics, medicine, and	2015	
	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...
	Jongo, S. A.; Church, L. W. ...	Safety and Differential A...	2019	Am J Trop ...
	Jongo, S. A.; Church,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

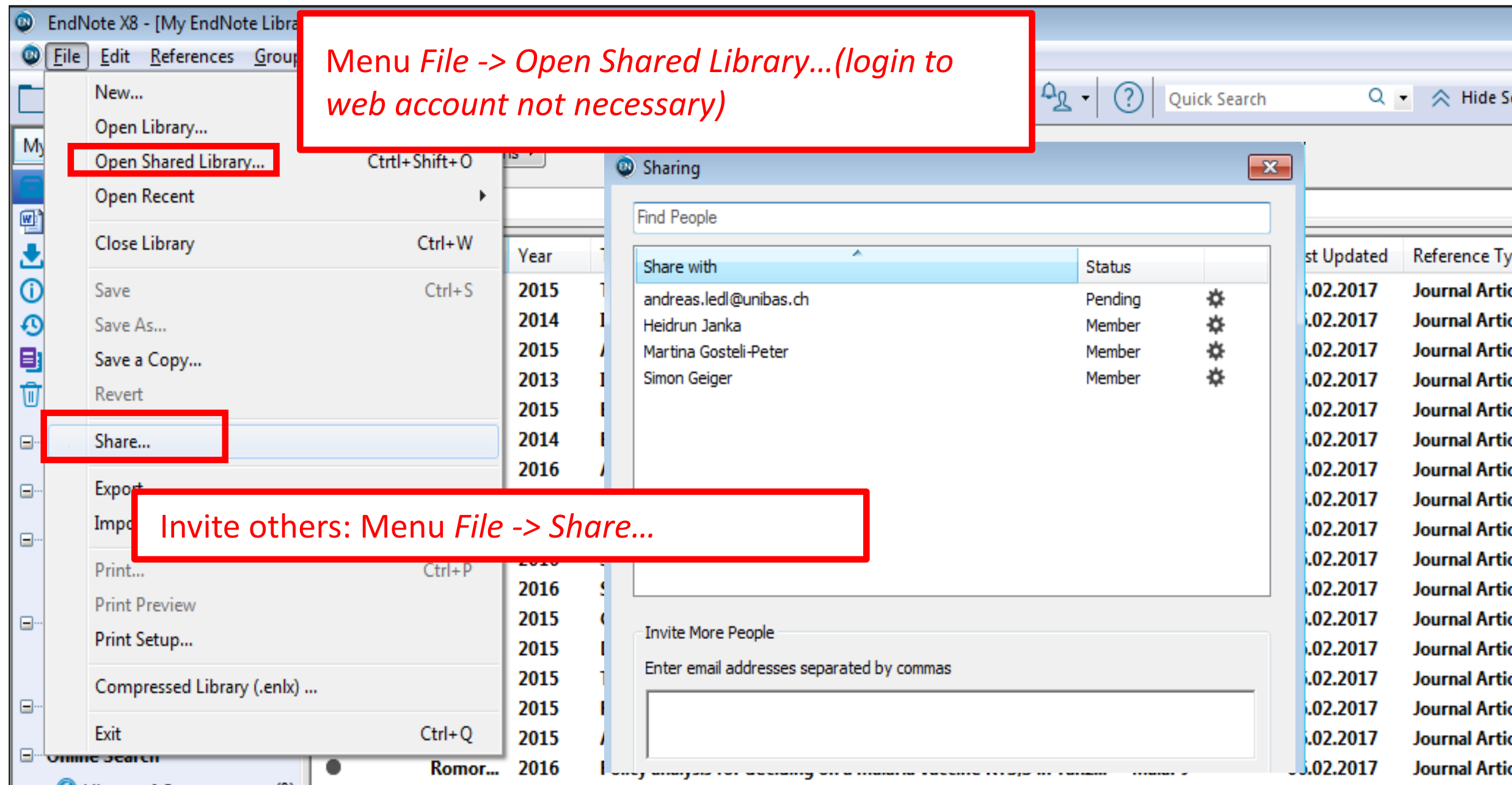


- Login for Endnote Web 21 on <https://endnote.com/login/>

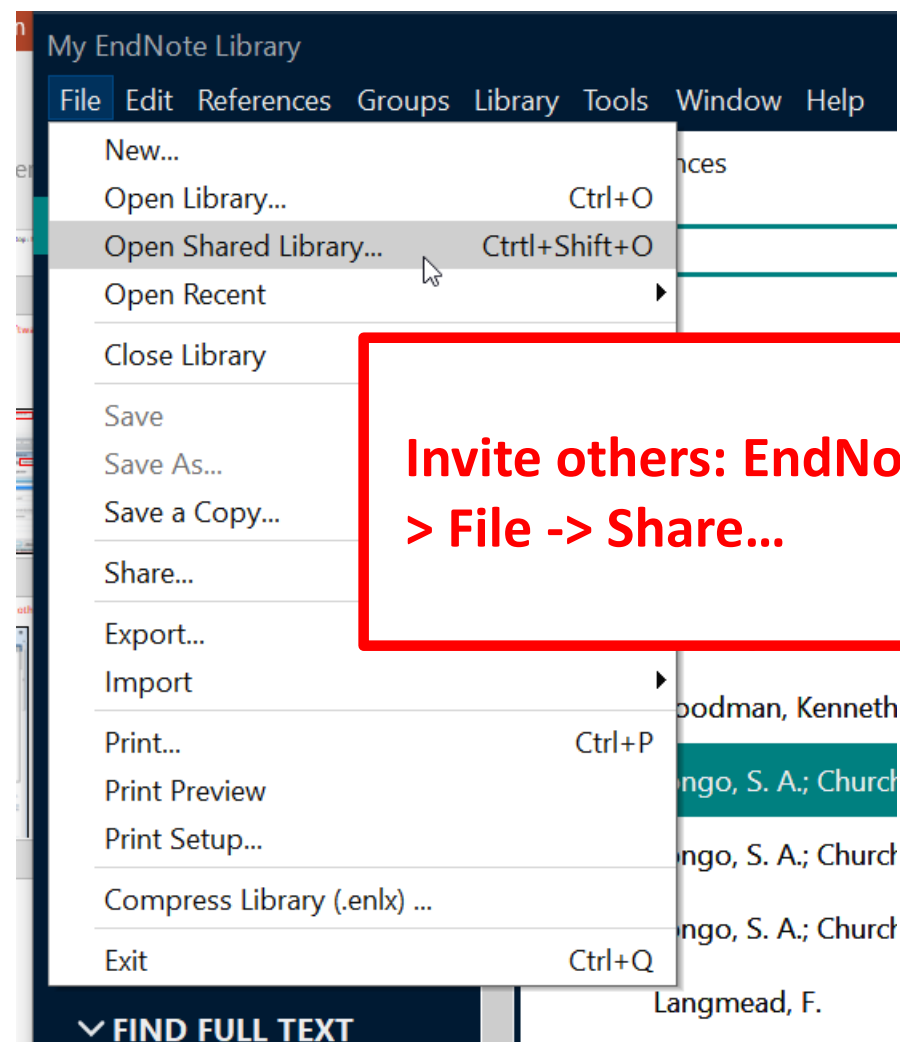
Important note:

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.**

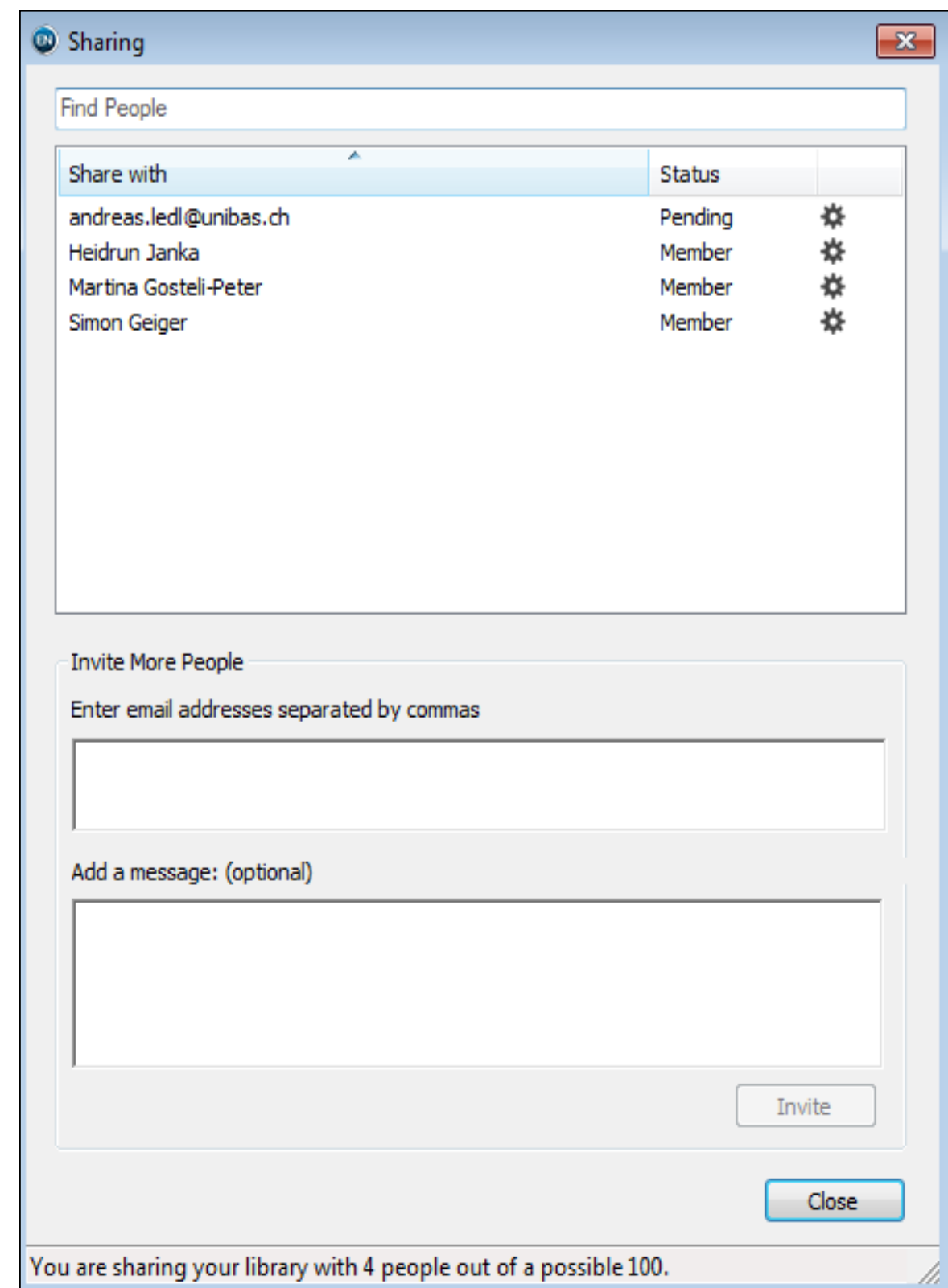
6. Sharing Libraries



- 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



Contact & Support

Monika Wechsler, MSc. Biol.
Medical Information Specialist
monika.wechsler@unibas.ch

UNIVERSITÄT BASEL

UB Medizin

Spiegelgasse 5

<https://ub.unibas.ch/de/ub-medizin/>