



THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES CENTER

**LIBRARY AND
INFORMATICS
CENTER**

Quickstart on EndNote

What is EndNote?

A software package that

- Enables creation of personal citation database(s) called libraries
- Provides a search engine for searching the libraries
- Creates an interface between Word which allows you
 - To add in EndNote citations in brief form as you write a paper
 - To select the style format required by your publisher or to create customized style formats
 - Format your bibliography automatically at the end of your paper

How do I create a database?

- By searching remote databases through EndNote and retrieving results directly into EndNote
- **Or** by searching remote databases independently, and directly exporting the file into EndNote
- **Or** by typing citations directly into EndNote

How do I search a remote database through EndNote?

Note: This search method is quite general; few refinements of your search can be made so this is less useful for subject searches than for author or journal searches. If you want more control over your search results, use the direct database search + import method, as described on page 2.

- In EndNote, choose the Tools pull down menu, Connect, select from database list.
- Run your search
- “Copy all references” to
 - New Library
 - Or Choose [an existing] Library

Notes: To connect to an OCLC database, enter 100-296-136 as an ID, and cast?rxam as the password. Main campus users should consult Zimmerman Library for instructions on accessing their OCLC databases.

How do I search other databases directly and import files into EndNote?

Note: This method allows you much greater control over your search.

- Log in to your database, perform your search and create results.

- Use the Save option for saving to a bibliographic management program, and save in text format.
1. After downloading, you must import your results into EndNote. In EndNote, under File, choose Open [and open an existing EndNote library] or choose New [and create a new EndNote library for these results].
 2. Next to Import Data, Click Choose File to browse to find the file you wish to import
 3. Now, under File: choose Import. Before importing, set these options:
 - Beside Import Option, click the arrow and highlight the database you were searching. (If the database does not appear in the pull-down list, click on Other Filters. Select the database you were using and click Choose.
 - The Duplicates options allows you to weed out citations which may be duplicates either in the current group of results or of already existing citations in a previously-created EndNote library.
 - Unless you are importing data in MARC format, leave the Text Translation box at “No translation.”
 4. When ready, click Import.

Can I also use this process to search FirstSearch (OCLC) databases?

Not all of the FirstSearch databases are included with the EndNote filters. When you export citations from FirstSearch, you have the option of ftping an EndNote filter for the database you are using. Put the filter in the Filters folder within the EndNote folder. Close EndNote and restart it to have the changes take effect. Then when you click on Export in FirstSearch, it will ask you to choose an EndNote library to open. Then you will be prompted to choose an import filter. This corresponds to the database you have been using. Select the database name, click Choose, and it will drop the references directly into EndNote.

Once I create my EndNote libraries, how do I search them?

In EndNote, with your library open, choose References: Search References. Make your desired choices from the options. While you can only search one library at a time, you can have more than one open, and do a search on each one. Retrieval can be copied into a new EndNote Library.

How do I remove duplicate citations (dups) from my EndNote libraries?

Open the library you wish to “de-dup.” Click References on the menu bar, click Find Duplicates (this highlights the dups), then click References again, and choose Delete References.

How do I use Word to create a paper, using my EndNote libraries?

1. Open the EndNote library (or libraries) you want to use.
2. Open Word. Begin writing your paper. When you’re ready to reference one of your EndNote citation, do this:

3. Open Tools: choose EndNote 9; then you will see a list of options for EndNote. [You may also activate the Endnote 9 toolbar and work that way] Select Find Citations. Search your EndNote library for the citation you wish to insert. Click on Insert. Repeat until paper is written.
4. Next you need to tell EndNote the format to use for your bibliography. Open Tools: choose EndNote 9, and select Format Bibliography. Under With Output Style: click on Browse and select the style or the journal to which you are submitting your paper.
5. If the journal title isn't displayed the way you desire (ie. Full journal name or abbreviated), do the following. Go into Endnote and click on Edit and then Output Styles. To check the setting of the journal title, make sure that the journal style you have chosen is highlighted and then click on the Edit button on the right next to Unmark. On the next screen, Click on Journal Names on the left of the screen. You should see "When Formatting Journal Names". Depending on your needs, select the appropriate item. Click on the "x" in the top left hand corner to close the window you are viewing. Click Yes on "Save Changes to the EndNote Style". Close the Style Manager box.
6. Last, in Word, under Tools, select Format Bibliography. Choose the format for the journal name you selected under Style Manager in step 4.

NOTE: EndNote is not perfect – you may need to modify your styles. It is always a good idea to double check the style requirements for the journal to which you are submitting to make sure that the EndNote style matches.