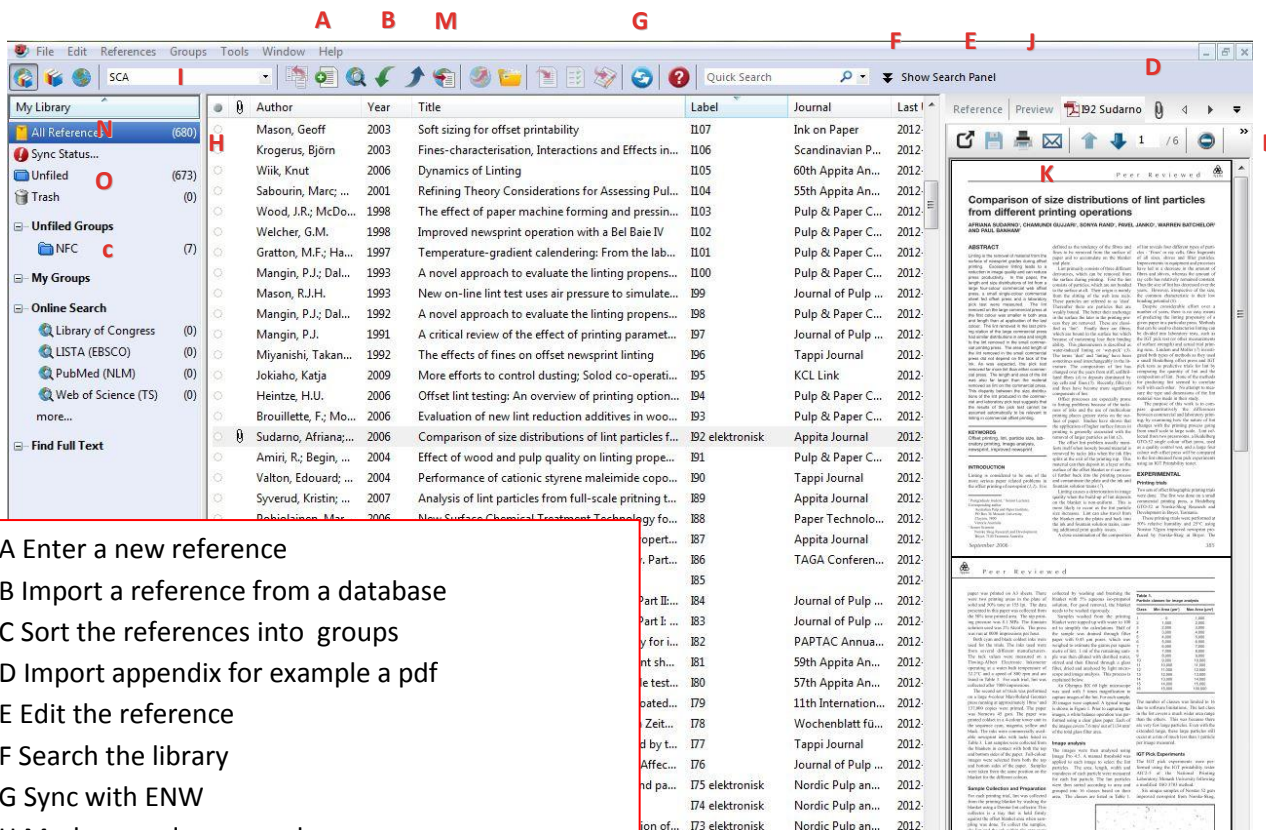


Endnote X6- a guide to selected parts of the program

Install Endnote

A license for EndNote and EndNote Web can be purchased at Helpdesk which also helps to install the program on your computer.

If you do not have a library, you can choose to create a new one. One way to do this is to choose File> New. Rename the library and save the file. Remember where on your computer you save it.



The screenshot shows the EndNote X6 interface with various parts labeled with letters A through O. A legend box on the left side of the page explains these labels:

- A** Enter a new reference
- B** Import a reference from a database
- C** Sort the references into groups
- D** Import appendix for example a pdf
- E** Edit the reference
- F** Search the library
- G** Sync with ENW
- H** Mark as read or unread
- I** Choose a style
- J** The preview of the selected style
- K** E-mail reference
- L** Make research notes in pdf
- M** Locate full-text automatically
- N** All references in the library
- O** Only your own uploads, unsorted references

Importing references from databases

Direct export

Many databases have direct export to EndNote and other reference management programs. How the exporting of references work may differ depending on your web browser setup regarding saving and opening RIS files. You can change this setup in your web browser preferences.


ACM Portal

1. Perform search
2. References are exported one at a time. Click on chosen reference title.
3. In the box “**Tools and Resources**” chose “**Export formats: EndNote**”
4. **Download** textfile
5. Open file with EndNote

ACS Publications

1. Perform search
2. Mark your chosen references and click **Download citations** above the results list **OR** click to open a chosen reference and then click **Download citation in the tools menu** to the right
3. Choose **RIS format** and if you want to export abstract and/or references to EndNote under include
4. Open with EndNote

EBSCO (Academic Search Elite, Amed, Business Source Premier, Cinahl, Communication Abstracts, Econlit, ERIC, Historical Abstracts, Gender Studies Database, Sport Discus)

1. Perform a search and chose references by clicking **Add to folder**
2. Open folder
3. Mark the references you want to export and **click the export-icon** 
4. Chose ”**Direct Export in RIS Format**”, then **save**
5. Open with EndNote.

Emerald

1. Perform search, choose **View all references** or choose from the tabs **Journals, Books etc**
2. Mark the references you wish to export, **click GO**
3. Go to **Marked list** in the left menu, mark chosen references again
4. Click **Export options** above result list and choose **Endnote**
5. Open with EndNote – OK

Google Scholar

1. Go to **Scholar-preferences** in upper right corner
2. Where it says **Bibliography Manager** chose **Show links to import citations into EndNote**
3. Save preferences
4. Perform search - in the result list you will now see a link Import to EndNote
5. Open file with EndNote

IEEE

1. Perform search, mark the references you want to export
2. Click **Download citations** above the result list
3. Chose format ” **EndNote, ProCite, RefMan**” and click download
4. Open with EndNote



Ingenta

1. Perform search, mark chosen references and click **Update marked list**
2. Go to **Marked list** on the right hand side to display your chosen references
3. Under **Tools**, click **Export options - Endnote**
4. Open with Endnote

Inspec

1. Perform search, mark the references you want to export
2. Click **Download** above the result list
3. Chose **"RIS, EndNote, Procite, Reference Manager"** and click download
4. Open with EndNote

JStor

1. Perform search, mark the references you want to export
2. Click **"Export"** above results list
3. Choose **RIS file (EndNote, ProCite, Reference Manager)**
4. Open with EndNote - OK

Libris

1. Perform search, mark the references you want to export
2. At the bottom of the result list, click **Cite** ("Skapa referenser" in Swedish)
3. Chose **RIS** format i in the drop down menu and Save as file
4. Open with EndNote

MLA

1. Perform search, mark chosen references
2. Go to **Marked items** in the top menu
3. Click **Citation tools**
4. Mark **Export to Endnote** – Click Export
5. Open with Endnote

Proquest (Biological Sciences, Linguistics and Language Behavior Abstracts, Physical Education Index, Pilots Database, PsycInfo, Social Services Abstracts, Sociological Abstracts, WorldWide Political Science Abstracts m.fl.)

1. Perform search, mark the references you want to export
2. Go to **Export/save**
3. Mark **Export to ProCite, EndNote or Reference Manager**
4. Click **Continue**
5. Open with EndNote

PubMed

1. Perform search, mark selected references
2. Click Send to, choose **Citation manager**
3. **Open file with EndNote**

ScienceDirect

1. Perform search, mark the references you want to export
2. Click **Export citations** above the result list
3. Chose **Content format** and **Export format - RIS**
4. Click **Export**
5. Open with EndNote

SciFinder

1. Perform search
2. Mark the references you want to export, click **Export** above the results list **OR** click to open a chosen reference, then click Export
3. Choose **Citation export format (*.ris)**
4. Click **Export**
5. open with EndNote

Scopus

1. Perform search, mark the references you want to export
2. Click **"Export"** above the result list
3. In the box **"Export Format"** chose **RIS format**
4. Chose format for **"Output"**, e.g. **Abstract format**
5. **Export**
6. Open with EndNote

SwePub

1. Perform search, mark the references you want to export
2. Go to **Cite** at the bottom of the result list
3. Choose **.RIS format** in the drop down menu, then **Save as file**
4. Open with EndNote - OK

Web of Science

1. Perform search, mark the references you want to export
2. Click **"Save to EndNote, Refman, ProCite"**
3. The export to EndNote is instant, if not click Export

Importing with import filter

In some databases the export to Endnote is done in two steps, you have to choose the correct import filter for the references to be imported correctly to EndNote. How this is done differs depending on your web browser setup regarding saving and opening files. If it is possible to choose Open file with EndNote instead of Save file you can do step 2 of the EndNote import directly. You will then be automatically redirected to EndNote where you will be prompted to choose import filter. Below we describe step 1 and 2 separately.

Step 1 – searching and saving references

Cochrane (import filter Cochrane)

1. Perform search, mark selected references
2. Go to **Export Selected Citations** below the result list (or choose **Export All Results**)
3. Choose **Export Type "Abstract and citation"** and **File Type, e.g PC**
4. **Export Citations**
5. **Save file** which will be named cit-abs-plain-xxxxxx.txt **OR open file with EndNote**

DiVA (import filter Endnote Import)

1. Perform search, mark selected references
2. **Create reference** at the bottom of the result list
3. Choose **EndNote format**, click the **Save icon**
4. Go to the **File menu**, choose **Save page as... text-file**
5. For step 2 see below

MathSciNet (import filter EndNote Import)

1. Perform search, mark selected references
2. Go to **Batch download**, choose **Citations EndNote** and click **Retrieve Marked**
3. Go to the **File menu**, choose **Save page as... text-file**
4. For step 2 see below

Step 2 – Importing references to your EndNote library



1. Open your EndNote library
2. Klick the import icon or go to the **File menu** → **Import**
3. **Click Choose file**, find and choose your file in the file manager
4. In the **Import Option** field choose correct import filter, go to Other filters if you cannot find the correct one in the list
5. Choose **Discard duplicates**
6. Click **Import**. The references are added to your library and to the temporary group **Imported references**

Writing a reference manually



Add new reference.

Select the type of publication formula that you need to fill in. Type and enter the information you want included in the reference. Different fields will be "activated" depending on the reference type.

Consider:

Each author should begin on a new line!

Written in inverted: Surname, First name Second name

Alexander, George Carl

Lee, S.Y.D.

Smith, Alfred, Jr.

de Gaulle, Charles

If the author is a firm or agency, you write a comma after the last word in order to keep the words together.

SCA R & D Centre,

Endnote manages the layout of the reference list. All you need to do is to spell correctly, fill in the information correctly and choose a style i.e. APA.

In Research Notes, you can write your own notes.

Convert PDF into a reference



From the File menu, select Import > File or Folder to open the Import File window.

Click the Choose button to locate and open the file you want to import from your hard drive.

Locate your PDF file and click Open.

Select PDF as the Import Option.

Note that such does not work on scanned articles that do not contain a DOI (Digital Object Identifier).

DOI is a system of identification of electronic items.

Sort your library

Display fields

You choose which columns to display in the library. Edit> Preferences> display Fields.

Search library

The library has a search box. For example you can search for articles using your own keywords or choose to search in the full-text of the PDF files or your own research notes.

Groups

The idea is that you should have one group that contains all the references (Show all).

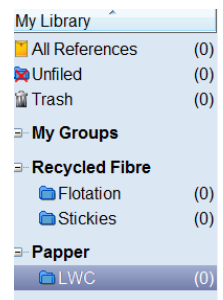
There may be references that you share with others via ENW in this group.

The group Unfiled contains only your references. You can create groups named by you that you can copy references into to sort them. One reference can exist in several groups.

Just make a right-click. Groups> create group (subdivisions) or Create group sets (main line). Subgroups can move between the main headlines by dragging them into place.

Keywords

If you write your own keywords they form a thesaurus list. You must give each keyword a new line or separate with semicolon in the keyword field.




File attachments - can be done in several ways

You can save up to 45 files in a reference eg pdf, word, ppt, jpeg.

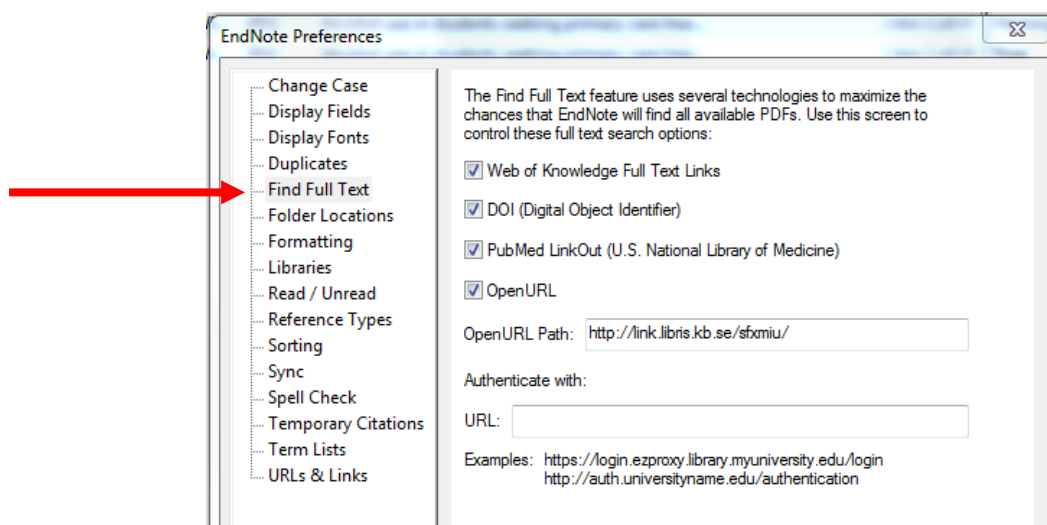
- First save your document on your hard drive. Mark references in the library. Click on the icon to import PDF in the Reading Panel.

- Drag your PDF directly to the File attachments field.

- Select (or open) the reference to import the pdf. Use Find full text  to start the search for full text documents for the selected EndNote references. EndNote begins searching for and downloading

full text for the selected references. Full text downloading happens in the background, which may affect the performance of other operations. References appear in groups under a Find Full Text group set.

Enter the librarys OpenUrl (<http://link.libris.kb.se/sfxmiu/>), a link to subscriptions, to make the find full text process work better.

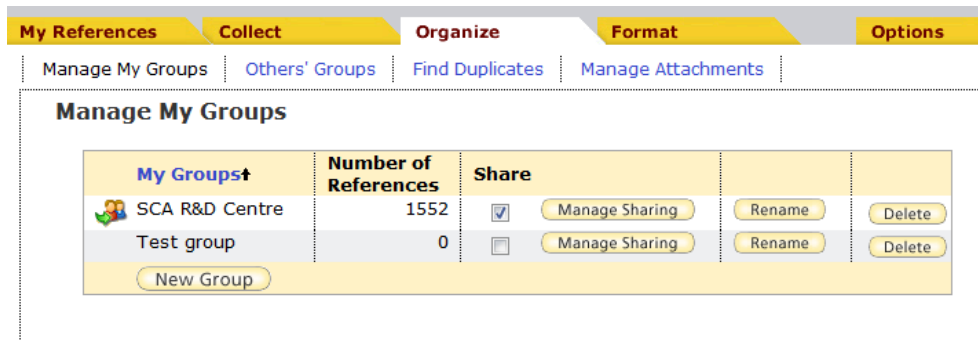


Share references with your colleagues

- Sharing references via ENW
- Send references with an email
- Send the entire library as an email attachment

Share references from EndNote Web

Create a ENW account. Under Help, click Endnote Web. You are sent to the login page for ENW. Click on sign up and enter your email address. Read the instructions for your password carefully.



My Groups†	Number of References	Share
SCA R&D Centre	1552	<input checked="" type="checkbox"/> Manage Sharing Rename Delete
Test group	0	<input type="checkbox"/> Manage Sharing Rename Delete

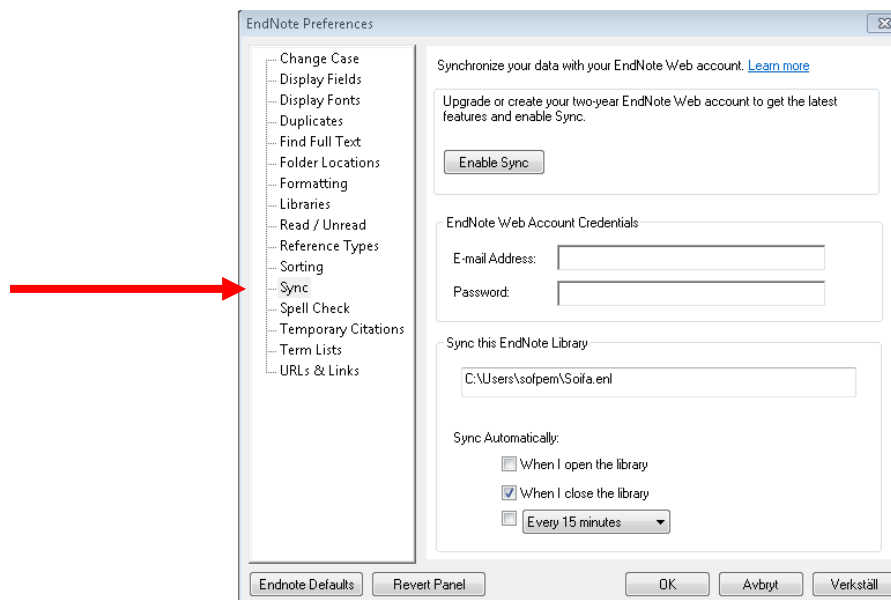
[New Group](#)

You can create groups that other ENW users can read or read and modify by filling in their email address. Similarly, others give you access to their groups that will appear in your library. Fill in your password in EN to sync references between the Web and the computer. Edit > Preferences > sync



sync button (in Endnote X5 – Tools > Endnote Web)

You also have to update X6 to version X6.0.1. Help > Endnote program updates.



NOTE that Endnote X6 syncs all references back and forth between EN and ENW. Except for the references found in other's groups. These you must pass on to your own group of ENW before they sync to your computer. If you don't want your colleagues references end up in your groups that they have access to, you can give them read access.

Send references with an email

IN EN X6, you can send the references with the attachment in an email. Mark selected reference and click on References> Email reference.

When you receive a reference through email you have to import it from a database into your EN library or if you can download the pdf and convert it to a reference in your library.

Send the entire library as an email attachment

Click File > Compressed library. You can compress and send via email or just save a compressed library on your hard drive.

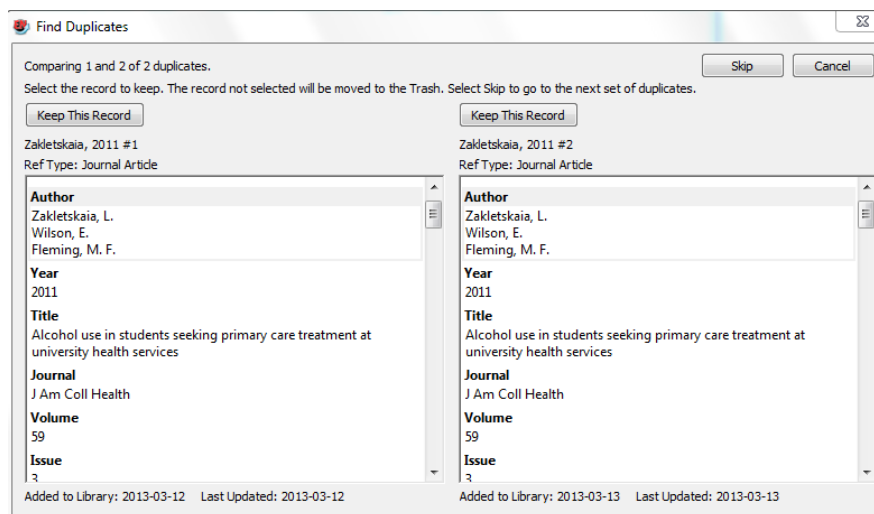
Find duplicates

Find duplicates in your library.

When you check for duplicates EN compares the following fields:

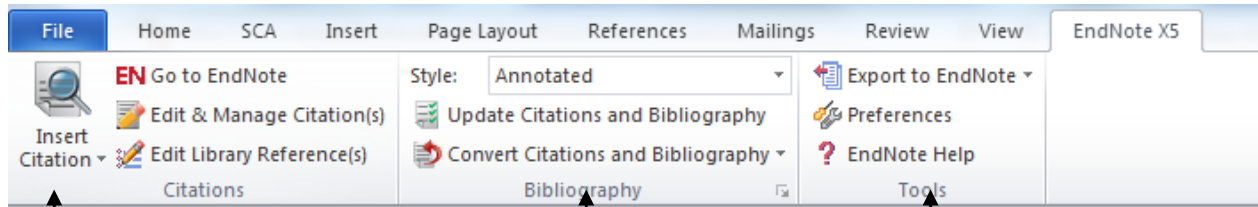
Author, Year, Title, and Reference Type.

Choose Find Duplicates in the Reference menu. The duplicates are shown side by side. One can easily transfer information from one reference to another, select, copy and then paste.



Endnote in Word

When you install EN in Word you get a new tab in the program called endnote.



Place the cursor in the text where you want the reference. At the end of the document there is a reference list created (you can also create for each chapter).
By Edit & manage citations you can delete or add new references, add pages etc.

Choose style. The list includes the most common major reference styles such as Vancouver, Chicago, and APA. In the style catalog (select another style), you will find styles for different magazines.

When you add a reference, you may need to update the in text citation to appear correctly.

Convert citations and bibliography to Plain Text. All your links to EN disappear but the references remain. It can not be undone! Save a copy of your paper.

You can choose to work from ENW but then you have to install a plug-in from your ENW account to the Word program.
You change connection to ENW under Preferences > application.

In the En library you use the panel Preview to get a quick look. Here you can see how the reference will look like in the style you have chosen. The rule is that the style control how your list will look like. You change spelling in the library not in the reference list.

If you want to remove a reference from the list, you must remove all in text citations first.

Create a bibliography / reading list without accompanying text documents

There may be times when you want to create a bibliography of your references unless you have an associated text documents.

- Print Preview
- Copy Formatted

Print Preview

The easiest way is to open the library. File > print preview, print. Remember that the style controls the appearance of the bibliography.

Copy formatted

1. Mark the records you want in bibliography.
2. Choose a style
3. Edit > copy formatted
4. Open a word document and paste

Support

www.Endnote.com

www.Alfasoft.se (retail dealer in Sweden)

Support from Mid Sweden University library:

endnote@miun.se

Contact at the library:

torun.sundstrom@miun.se (Sundsvall)

sofia.pemer@miun.se (Sundsvall)

oskar.hammargren@miun.se (Östersund)

anders.danielsson@miun.se (Östersund)

jonas.degerfalt@miun.se (Härnösand)