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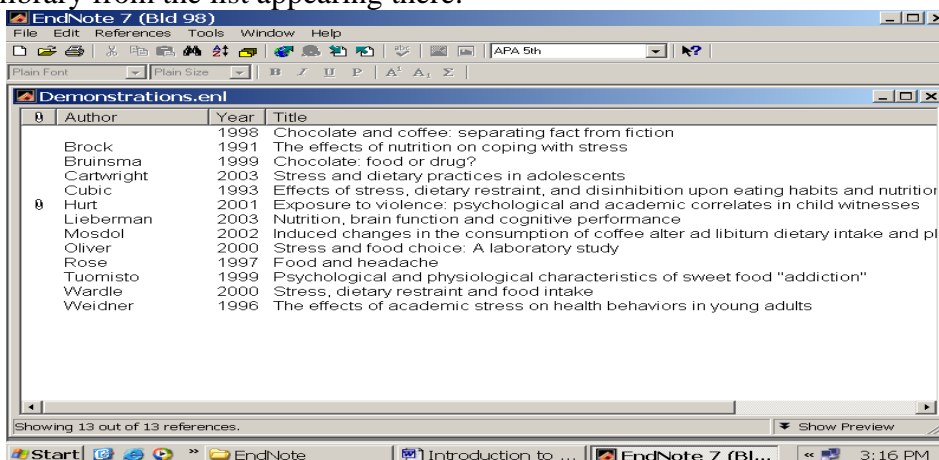
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Creating a New EndNote Library

- Open EndNote.
- A box with options will appear. Choose **Create a new EndNote library** and click **OK**.
- Name your library and pick a location on your computer to save the library.
- Click **Save**.

Opening an Existing Library

- Open EndNote.
- A box with options appears. Choose **Open an existing EndNote library**. Select a library from the drop-down menu and click **OK**.
- You may also go to the **File** menu and select **Open Library** or choose an existing library from the list appearing there.



Using Term Lists

To ensure that bibliographies will be formatted correctly, import a journal term list.

- Go to the **Tools** menu, **Open Terms Lists**, and then **Journals Term List**.
- A blank table will appear. Click the **Lists** tab, highlight **Journals**, and then click **Import List**.
- Choose the **Term List** folder from within the EndNote program files. Select the subject area for the type of references you will be working with (chemical, humanities, or medical).
- The table should now be filled with full journal titles and their official abbreviations.

Adding References to a Library

There are three ways to put references into your Endnote database:

- Auto Export, also called Direct Export (some UIC databases allow you to auto-export). **You will probably want to use this whenever possible – however, if it appears certain fields are not being exported this way – you may want to try a manual export for the database.**
- Save and Import from a text file (some UIC databases require you to save your reference to a file before you can import it into Endnote)
- Manual Entry - type in each element of a new reference

Searching Databases from within EndNote

- ★ The *EndNote search will not work with UIC's subscription databases.* [Only PubMed, a freely available resource, is accessible through EndNote: under the **Tools** menu, select **Connect**, and choose **PubMed(NLM)**.]
- ★ The EndNote search interface is very basic; it does not accommodate the advanced search, limits, full-text linkouts, and other features of databases. For this reason, *the UIC Libraries recommend that you search the database directly and then import your references into EndNote.*

Manual Entry of Data into Libraries

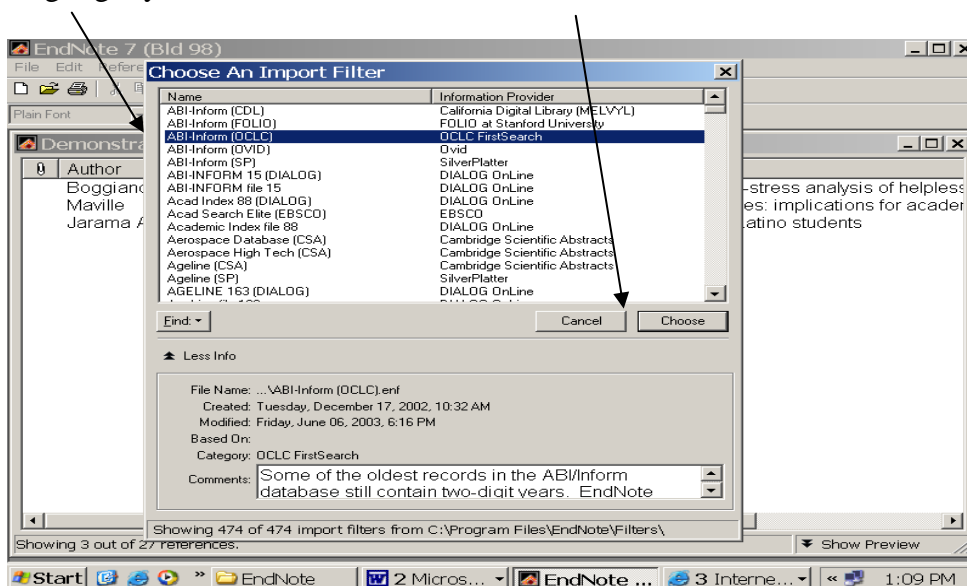
This is the most labor-intensive method to put references into EndNote, and is also the one most prone to error. Use this method as a last resort when you cannot find your references in a database, catalog, or index that will work with EndNote.

- In the **References** menu, select **New**
- Click on the **Reference Type** list and choose the desired type; Journal Article is the default.
- Enter data as needed:
 - Author names must be entered one per line
 - Use a period or space between initials and try to be consistent with other references in the EndNote library.
 - Use a question mark symbol [?] for unknown dates
- Go to the **File** menu and select **Save**, or close the record and it will automatically be saved.

Direct Exporting

- ★ EndNote must be open.
- ★ **IF** you have not yet used a particular database, EndNote will first prompt you to choose the appropriate **EndNote Filter** before your citations will be direct exported into your library.

- In the database filter list that appears, browse for the **Name** of the database and **Information Provider** that matches where you searched for your references. (e.g. ABI-Inform (OCLC) / OCLC FirstSearch)
- Highlight your selection and click on the **Choose** button.



Exporting Citations from CSA Illumina (Manual Import)

In CSA:

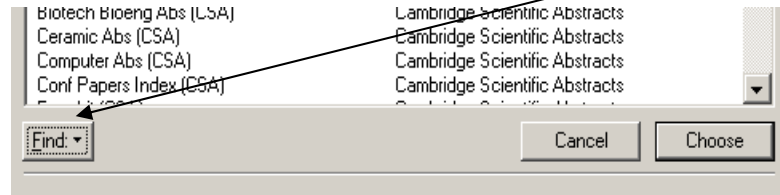
- Perform your search as usual in one of CSA's databases or indexes. Once you have selected the citations you wish to import, click on the "save/print/ email records". You will be taken to a new screen.
- Decide how you want view the record by selecting from the **Pull Down** menu in the **Show** box (e.g. citation, citation + abstract, full record, or custom).
- For Choose a Document Format – choose "text"
- Click on **Save** (to Pc, Mac, Unix).
- In the **Save In** box select the location/folder where you will save the file, and in the **File name** box enter a name for the file. (In Mozilla – you may get a box where you have the option to Open or Save prior to this – Click on **Save**).
- Click on **Save**.

In EndNote:

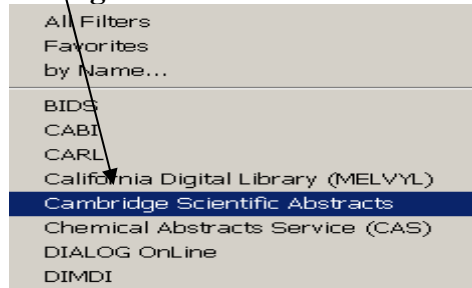
- In the **File** menu of your open library, go to **Import**.
- The **Import Data File** line should have the title of your named/saved file, so click onto the **Choose File...** tab to locate and select your file.
- If Import Option does not say [**name of your database**] (CSA) then click onto the **Pull Down Arrow** at the right and select from the list.
- If your **Import Option** does not appear in the list, then you must choose **Other Filters...**

Find and select your database [**name of your database**] (CSA):

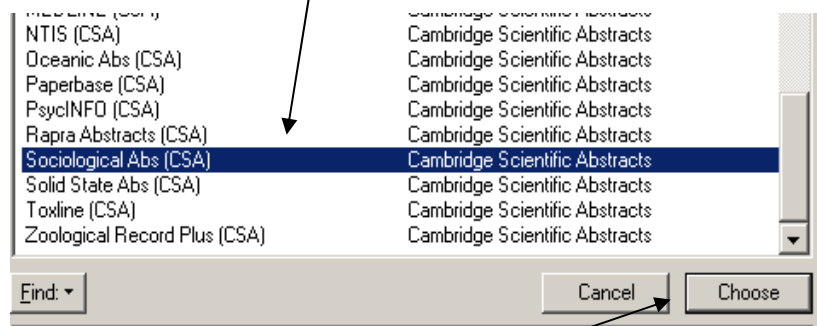
- As a shortcut, in the **Choose An Import Filter** box click on the **Find** button at the bottom left corner



- Scroll to select **Cambridge Science Abstracts**



- Find and select the name of your database in the list



- Click on the **Choose** button at the bottom of the box
- Now [name of your database] (CSA) should be in the **Import Option** line
- Click on the **Import** button at the bottom of the Import window
- The downloaded/saved references should now appear in your library

Importing Citations from EBSCOhost (Automatic Direct Export)

- Perform your search as usual in an EBSCOhost database.
- Select references for saving by clicking on the **Add** button (with the folder icon) to the right of each reference.
- To view your list of selected references, click on the **Folder** icon at the top right corner of your results list.
- Now click on the **Save to Disk** icon at the top of your folder results.
- Under the **Save Manager**, select the blue tab that says **Bibliographic Manager**.
- Choose the button that says **Direct Export to your bibliographic management software**.

- Click **Save**.
- Unless you are prompted to first choose an import filter, new references will now appear in your open library.

Exporting Citations from EMBASE (Automatic Direct Export)

In EMBASE:

- Perform your search as usual in EMBASE.
- Select references for saving by clicking on Checkbox next to the citation you want to export
- Now click on the **Export link** found above the list of citations.
- A box will appear with a pull-down menu. RIS Format (Reference Manager, Procite, & Endnote) is the default (and what you want)
- Click Export
- Another box will appear – Click Download.
- A Window will appear asking you what Endnote Library you want the citation in. Click on the Library and click Open
- The citations will appear in your Endnote Library database.

Importing Citations from FirstSearch (Automatic Direct Export)

- Perform your search as usual in a FirstSearch database.
- Select the desired references for saving.
- At the top or bottom of the results page click on the **Export** icon.
- Select the option for **Marked Records**.
- Select the option to **Export to EndNote**.
- Click on the **Export** button at the bottom of the box.
- The EndNote screen will now appear for you to **Open** a library.
- New references should appear in your library (or you may be prompted to first choose an import filter).

Exporting Citations from FirstSearch (OCLC) (Manual Import)

In FirstSearch:

- Perform your search as usual in a FirstSearch database.
- Select desired references for saving.
- At the top or bottom of the results page choose the **Export** icon.
- Select the option for **Marked Records**.
- Select the **Text File** option.
- Click on the **Export** button at the bottom.

In EndNote:

- In your open library, from the **File** menu go to **Import**.
- The **Import Data File** line should have the title of your named/saved file, so click on the **Choose File...** button to locate and select your file .
- If Import Option does not say **[name of your database] FirstSearch**, then use the **Pull Down Arrow** at the right to select from a list of databases.
- If your database is not in the list then you must choose **Other Filters...**
- Find and select **[name of your database] FirstSearch**.
- Click on the **Choose** button at the bottom of the window.
- **[name of your database] FirstSearch** appears in the **Import Option** line.
- Click on **Import**.
- The downloaded/saved references should now appear in your library.

Importing Citations from Google Scholar (Automatic Direct Export)

In Google Scholar:

- First you need to turn on the feature that will allow you to export directly into Endnote
- Next to the Search button in Google Scholar, click on the link called "Scholar Preferences"
- Go down to Bibliographic Manager and click the dial button before "show links to import citations into" and from the pull-down menu, select "Endnote"
- Click on "Save Preferences"
- Perform your search as usual in Google Scholar
- For each individual citation you want exported into Endnote, click on "Import into Endnote" found beneath each individual search result
- In Endnote, select the Library you want the references in and they should automatically be imported.

Importing Citations from ISI Web of Knowledge (Web of Science / Current Contents / Biological Abstracts) (Automatic Direct Export)

- Search Web of Science as usual.
- Select references on each page of your results. Click **Submit Marks** on each page before moving on to the next group of references.
- When finished selecting all references click on **Marked List** at top of page.
- Select the fields to include in your reference (keywords, abstract, etc.).
- In Step 2, click on the **Export to Reference Software** tab.
- The EndNote screen will now appear for you to **Open or select** a library
- References will appear in your library, unless prompted to choose a filter.

Exporting Citations from ISI Web of Knowledge (Manual Import)

In ISI:

- Perform your search as usual in one of the Web of Knowledge databases.
- Mark the references you want and click on the **Submit** (or **Update List**) button for each page.
- Go to the **Marked List** (or **My List**) and select which fields to include in the saved references.
- Click on the **Save to File** button.
- In the window that opens, select the location/folder where you will save the file and name your file, and then click on **Save**

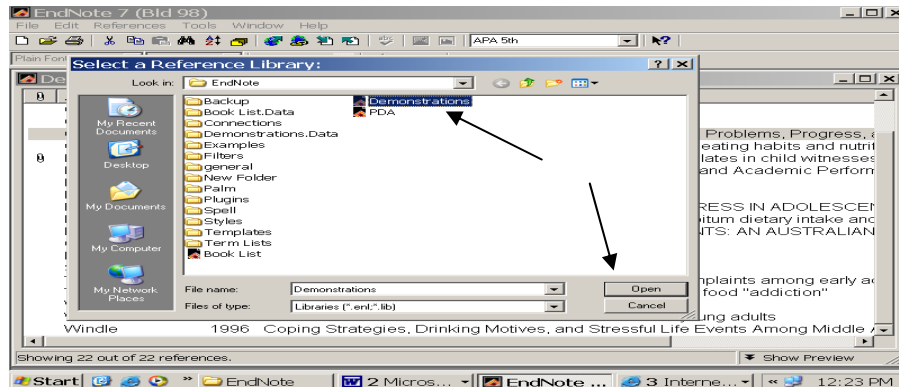
In EndNote:

- From within your open library, go to the **File** menu, and choose **Import**.
- Click on the **Choose File...** button to locate and select your file.
- If the **Import Option** line does not say [**name of your database**] (**ISI**), then click onto the **Pull Down Arrow** at the right and select from the list.
- If your **Import Option** is not in the list, then choose **Other Filters...**
- Find and select [**name of your database**] (**ISI**) and click on **Choose**.
- Now [**name of your database**] (**ISI**) should appear in the **Import Option** line
- Click on the **Import** tab at the bottom of the window.
- The downloaded/saved references should now appear in your library.

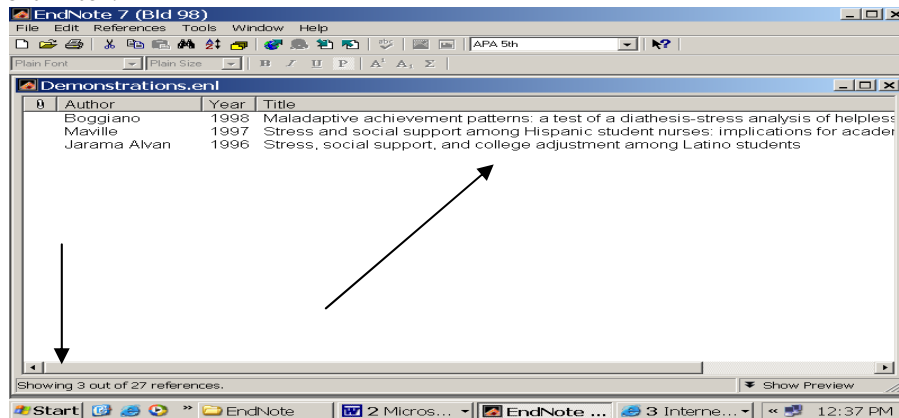
Importing Citations from Ovid Databases (Automatic Direct Export)

- Perform your search as usual in one of the Ovid databases.
- Select references for saving.
- Go to the **Citation Manager** at the bottom of the page.
- Under the **Fields** heading choose **Complete Reference**.
- Under the **Citation Format** heading choose **Direct Export**.
- Under the **Action** heading click on **Save**.

- On the following page select **Direct Export Citations** and click on **Continue**.
- The EndNote screen will appear. **Open** a library for your references.



- References should now appear in that library, unless you must first choose an import filter.



Exporting Citations from OVID (Manual Import)

In Ovid:

- Perform your search as usual in an OVID database.
- Select references for downloading and go to OVID's **Citation Manager** at the bottom of the results.
- Under **Citations** choose **Selected Citations**.
- Under **Fields** choose **Complete Reference**.
- Under **Citation Format** choose **Reprint/Medlars**.
- Click on the **Save** button.
- In the **Save In** box select the location/folder where you will save the file.
- In the **File name** box type the name of the file and then click on **Save**.

In EndNote:

- In the **File** menu of your open library, go to **Import**
- The **Import Data File** line must have your file's name, so click on the **Choose File...** button to locate and select your saved file.
- If the **Import Option** does not say **[name of your database] OVID** then click on the **Pull Down Arrow** at the right and select from the list.
- If your Import Option is not listed then you must choose **Other Filters...**
- Find and select **[name of your database] OVID** (Tip: click on **Find**, and select **Ovid** from the drop-down menu to display only Ovid databases).
- Click on the **Choose** button at the bottom of the window.
- Now **[name of your database] OVID** should be in the **Import Option** line.
- Click on **Import** at the bottom of the Import window.
- The downloaded/saved references should now appear in your library.

Importing Citations from Proquest Databases (Automatic Direct Export)

In Proquest:

- Search the Proquest Database as usual.
- Once you have selected the desired citations, click on **My Research** (green tab at top of webpage).
- Click **Export Citations** and next click **Export directly to ProCite, EndNote or Reference Manager**.

Note: An Auto Export might not work well so you may want to do a manual import.

Exporting Citations from ProQuest (Manual Import)

In Proquest:

- Search the ProQuest Database as usual.
- Once you have selected the desired citations, click on **My Research** (green tab at top of webpage).
- Click **Export Citations** and next click **Download in a format compatible with Export directly to ProCite, EndNote or Reference Manager**.
- In the Web Browser go to File and Select "Save As." For File Form select "Text File" and click Save.

In EndNote:

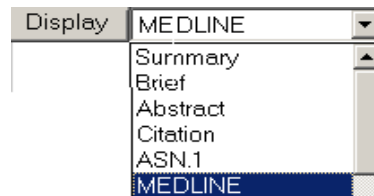
- In the **File** menu of your open library, go to **Import**
- The **Import Data File** line must have your file's name, so click on the **Choose File...** button to locate and select your saved file.
- If the **Import Option** does not say **[name of your database] ProQuest** then click on the **Pull Down Arrow** at the right and select from the list.
- If your Import Option is not listed then you must choose **Other Filters...**

- Find and select **[name of your database] ProQuest**
- Click on the **Choose** button at the bottom of the window.
- Click on **Import** at the bottom of the Import window.
- The downloaded/saved references should now appear in your library.

Exporting Citations from PubMed/MEDLINE (Manual Import)

In PubMed:

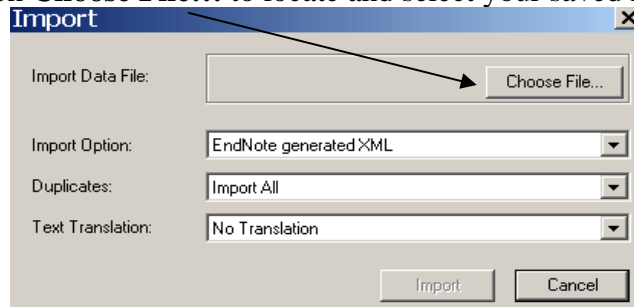
- Perform your PubMed search as usual.
- Select references for downloading.
- Next to the **Display** box, select **MEDLINE** from the pull-down menu.



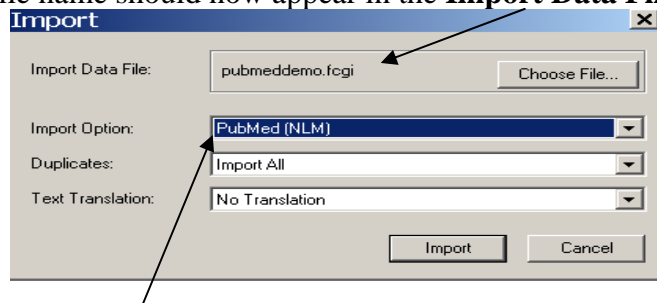
- Next to the **Send to** box select **File**.
- Now click on **Send to**.
- A **Save As** window appears; select the drive/folder for saving, name the results in the **File Name** box, and click **Save** to download your citations.

In EndNote:

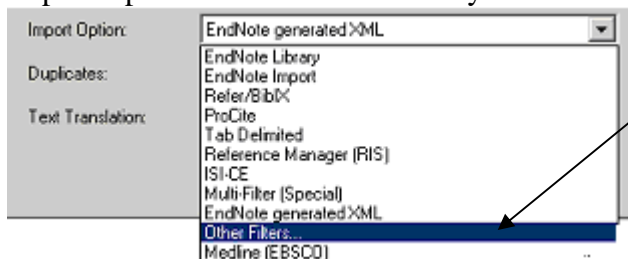
- From the **File** menu, **Open** your library.
- Next, select **Import** from the **File** menu.
- Click on **Choose File...** to locate and select your saved file



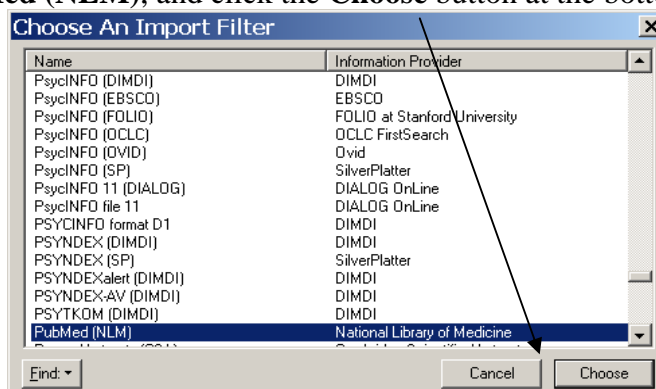
- Your file name should now appear in the **Import Data File** line:



- If the **Import Option** line does not say PubMed (NLM) then click on the **Pull Down Arrow** at the right and select the appropriate option.
- If your Import Option is not in the list then you must choose **Other Filters...**



- The **Choose An Import Filter** panel will open. Scroll to find your database.
- Select **PubMed (NLM)**, and click the **Choose** button at the bottom of the box.



- PubMed (NLM) should now appear in the Import Option line.
- Click on the **Import** button at the bottom of the window.
- The downloaded/saved references should now appear in your library.

Importing Citations from ScienceDirect (Automatic Direct Export)

- Search ScienceDirect as usual.
- Select references and click on the **Export Citation** tab at the top of results list
- Select to export either **Citations** or **Citations + Abstracts**.
- Select RIS format (for Reference Manager, ProCite, EndNote)
- Click on the **Export** button at the bottom.
- References should appear in your EndNote library. (You may first need to choose an import filter).

Exporting Citations from SciFinder Scholar (Manual Import)

In SciFinder Scholar:

- Search SciFinder Scholar as usual.
- Select your references for downloading.

- Click on the **Save As** button at the top of the search screen.
- Select the location/folder where you will save the file.
- Name the file you wish to save.
- In the **Save As** box, select **Tagged Format**.
- Click on **Save** to complete the download.

In EndNote:

- In the **File** menu of your open library, go to **Import**.
- In the window that opens, click on the **Choose File...** button to locate and select your saved file.
- Your file name should now appear in the **Import Data File** line.
- The **Import Option** line must contain the name of the database from which you obtained your results.
- If Import Option does not say **SciFinder (CAS)** then click on the **Pull Down Arrow** at the right and select the appropriate Import Option.
- If your **Import Option** does not appear in the list, choose **Other Filters...**
- Find and select your database, in this case **SciFinder (CAS)**.
- Click on the **Choose** button at the bottom of the box.
- Now **SciFinder (CAS)** should be in the **Import Option** line.
- Click onto the **Import** button at the bottom of the window.
- The downloaded/saved references should now appear in your library

Exporting Citations from Beilstein

- **Exporting References from Beilstein**, from the UIC Science Library
<http://www.uic.edu/depts/lib/science/resources/beilstein/endnote.shtml>

Inserting Citations & Bibliographies into your Document

Adding Images and Files to Your References

- Save images, pictures, and objects (Excel, PowerPoint) to your computer or disk.
- Open the desired reference in your EndNote library by double-clicking on it.
- Go to the **References** menu and select **Insert Picture... (or Insert Object)**.
- The picture should now appear in the image field of your reference.
- Type in a description of the image in the **Caption** field of the reference.

Editing References

- Double-click on the reference that requires editing.

- Make changes in the appropriate field(s), as necessary.
- To save changes: go to the **File** menu and select **Save**.

Searching for References

- In the **References** menu, choose **Search References**.
- Enter terms in the search boxes and click on **Search**.
- References that meet the search criteria should appear in a list in your library window.
- To view the entire library again, go to the **References** menu, and **Show All**.

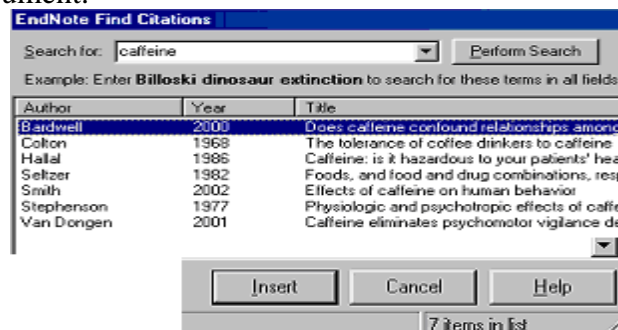
Creating a Reference List

- Go to the **Edit** menu and select the style you want to use from the **Output Styles** submenu. If your style is not listed here, select **Open Style Manager** and choose from the full list of styles.
- Highlight the references you would like to use from your EndNote Library.
- Now go to the **Edit** menu, and select **Copy Formatted**.
- Open a document in your application of choice and use the **Paste** function to insert your reference list.
- Selected references should appear as a formatted list in your document.

Cite While You Write

[Microsoft Word 97, 2000, XP, or 2003 (PC); and Microsoft Word X (Mac OSX)]

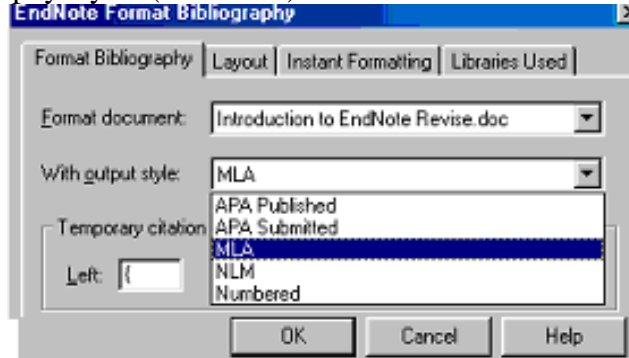
- Make sure that EndNote is running and open to the appropriate library.
- Open your document in Word.
- Position your cursor where the citation needs to be inserted.
- Go to the **Tools** menu and select **EndNote**, and then select **Find Citations (s)**.
- Type your search terms into the dialog box and click on **Perform Search**.
- Highlight the desired reference(s) and click **Insert** to insert a placeholder citation within the document.



Formatting Your Bibliography

- Make sure that EndNote is running and open to the appropriate library.
- From your open document in **Word**, go to the **Tools** menu, select **EndNote**, and then **Format Bibliography**.

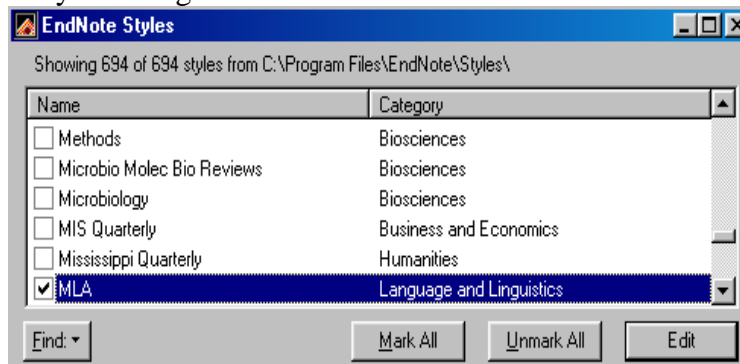
- Choose the style that you want to use from your list of options, OR change your list of bibliography styles (see below).



- When you format the bibliography, the placeholders within the text of the paper will be replaced by the proper citations, and a bibliography will appear at the end of the document.

Changing Bibliography Styles

- In **EndNote**, go to the **Edit** menu, select **Output Styles**, then select **Open Style Manager** to choose from multiple bibliography styles.
- Select as many styles as you like by checking the box next to the style name. You may add or remove styles at any time.
- Close the Style Manager box.



Displaying the Abstract in your Formatted Bibliography

- In **EndNote**, go to **Edit**, then **Output Styles**, and **Open style manager . . .**
- Highlight the style you want to use (e.g. APA) and click on **Edit**
- In the menu on the left-hand side of the panel that opens, select **Layout** (under the heading **Bibliography**).
- Under **End each reference with**, click on the **Insert Field** button
- Select **End of paragraph** from the drop-down list, and then select **Abstract**. These will appear in the field below.

- When you have finished, close the window, and when prompted save your changes.
- ★ The style you have edited will now always include the abstract.
- ★ To use this style without abstract, repeat this process and delete rather than insert the field.

EndNote Resources

- **EndNote Web site**
<http://www.endnote.com/>
- **Endnote Technical Support**
<http://www.endnote.com/support/ensupport.asp>
- **EndNote Tip Sheets for Versions 3, 4, 5, 6, and 7**
<http://www.endnote.com/support/entips.asp>
- **Import Filters (for databases)**
<http://www.endnote.com/support/enfilters.asp?>

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SDG 10.04.09