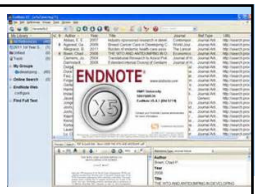

Introduction to EndNote

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King Saud University
College of Science
Biochemistry Department
Building 5
Room 279
Extension: 56811

EndNote ...Bibliographies Made Easy™

Aims and objective

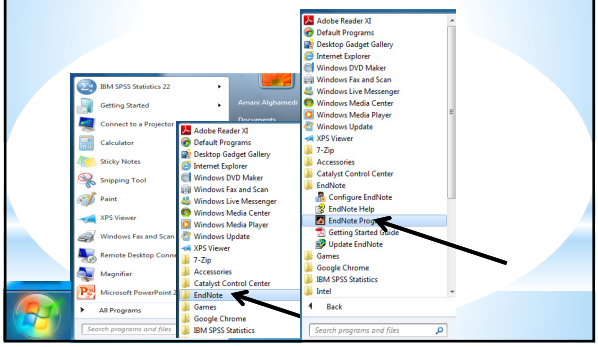
* To introduce methods of working with EndNote.
* To create a personal database of bibliographic.
* To use this to create citations and reference lists in Word documents.

*By the end of this session. Participant should be able to:

1. Create their own database.
2. Customise and search an EndNote database.
3. Insert citation in a Ward document.
4. Create a reference list linked to the citations in a variety of formats.
5. Understand how EndNote output styles can be chosen and modified.

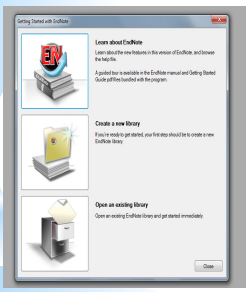
*Create a new EndNote library

From KSU computer:
open EndNote using STARE →All programs →EndNote → EndNote program

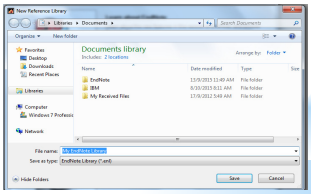


*Create a new EndNote library

*Now create a new EndNote library (database) by selecting the 'Create new EndNote library' option, or selecting File - New

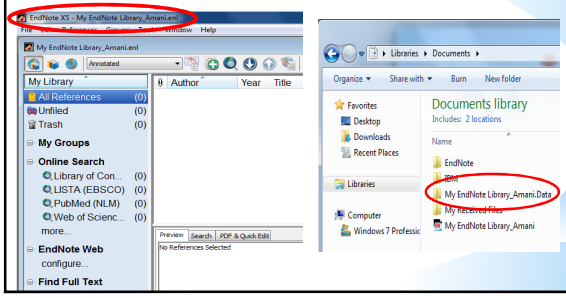


*Name and save your new database in your own account.



*EndNote library files

*When you create a new EndNote library the program create a file for the library itself with the extension **.enl**, plus a **folder** with the same name with the extension **.data**



EndNote library files

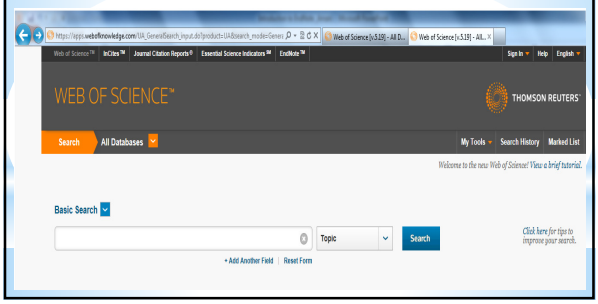
* In EndNote the data folder, as well as containing term lists and other important data, also by default is the home of all pdf files associated with your library's references.

*You can also save a copy of your library direct from the EndNote file menu, and you can also create a compressed copy of your library, plus all the data files to send to a colleague as a zipped file.

Direct export from an online source

Direct export from web of science

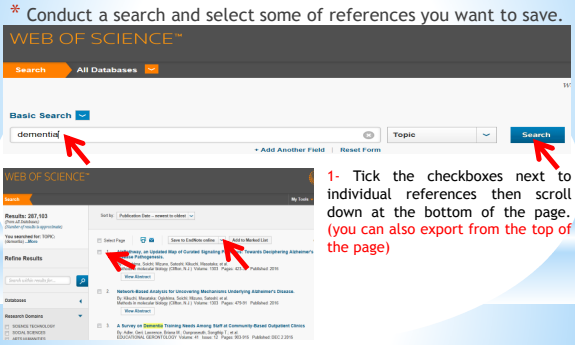
*https://apps.webofknowledge.com/UA_GeneralSearch_input.do?product=UA&search_mode=GeneralSearch&SID=R2PeDkytIJzQzKzzFfK&preferencesSaved



Direct export from an online source

Direct export from web of science

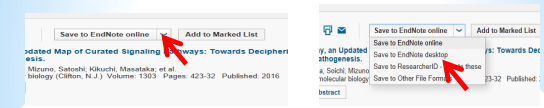
* Conduct a search and select some of references you want to save.



1- Tick the checkboxes next to individual references then scroll down at the bottom of the page. (you can also export from the top of the page)

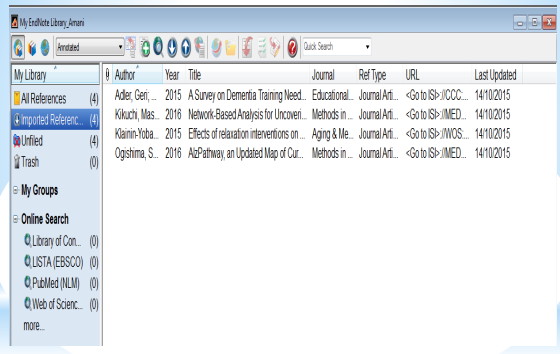
Direct export from an online source

Direct export from web of science



2- Choose save to EndNote desktop

2- Choose how much information you want for each record: either Author, Title, Source (source means the name of the Journal or other publication) with or without abstract.

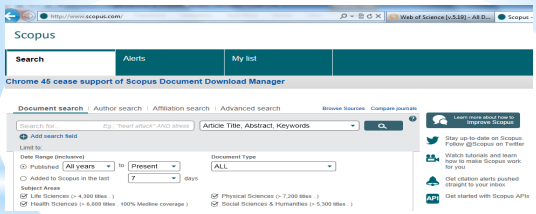


* Direct export from an online source

Direct export from Scopus

1- Go to the Scopus database page.

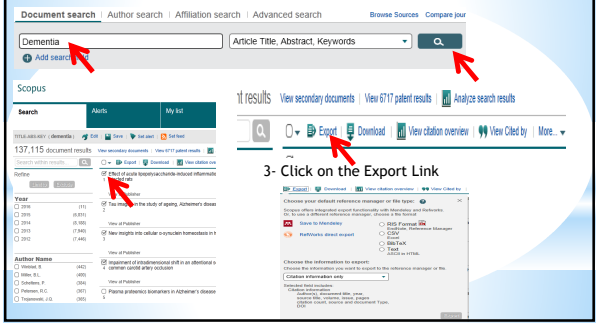
http://www.scopus.com/



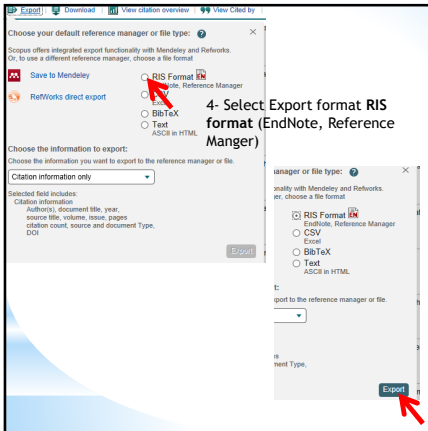
* Direct export from an online source

Direct export from Scopus

2- Conduct a search and select the references you want to save by ticking the checkboxes or selecting all or page

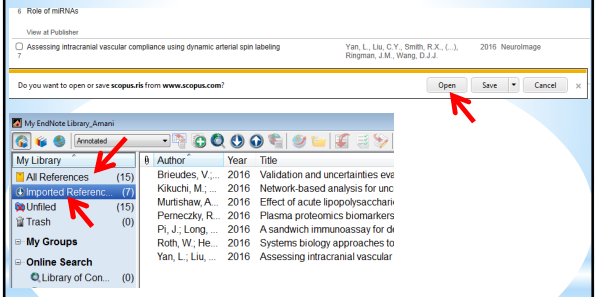


3- Click on the Export Link



4- Select Export format **RIS format** (EndNote, Reference Manger)

5- If using Internet Explorer, choose Open, and the records will appear in your EndNote library.

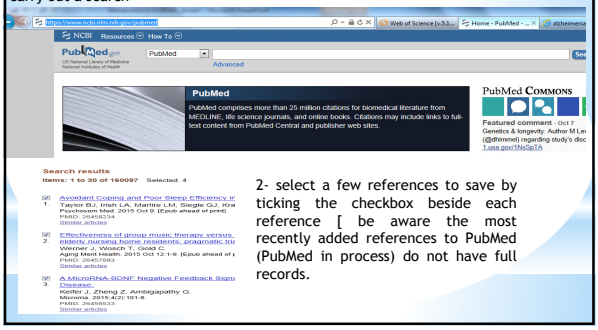


5- If using Firefox, Open with the ReasearchSoft Direct Export Helper and the records will appear in your EndNote library

* Importing references from an online source

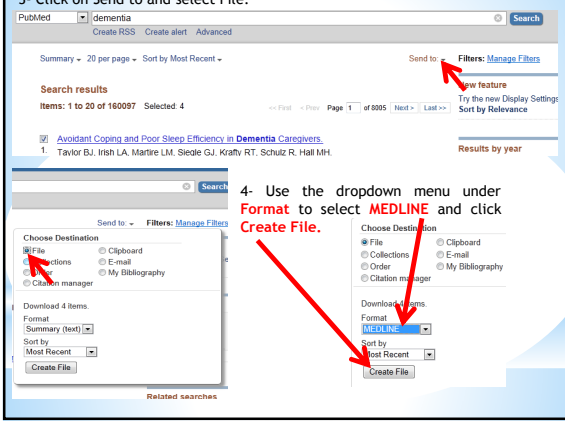
Eg Import record from PubMed

1- Go to the PubMed database at https://www.ncbi.nlm.nih.gov/pubmed and carry out a search



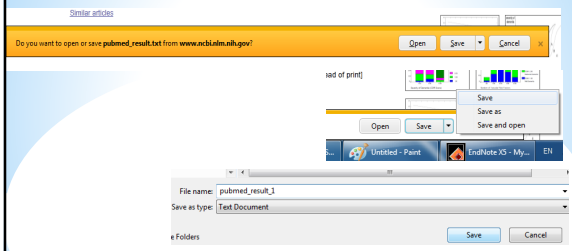
2- select a few references to save by ticking the checkbox beside each reference [be aware the most recently added references to PubMed (PubMed in process) do not have full records.

3- Click on Send to and select File.



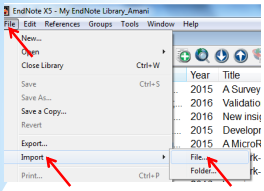
4- Use the dropdown menu under **Format** to select **MEDLINE** and click **Create File.**

5- Save the file (it should have a .txt extension), noting the folder you are saving it to.

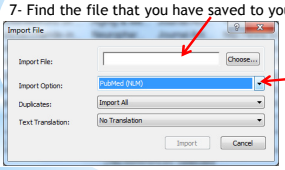


Import your references into your EndNote library as outlined below.

6- Select File - Import - File



7- Find the file that you have saved to your computer



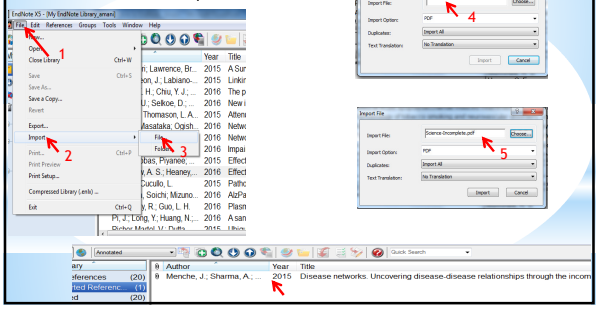
8- Select the correct Import Option (filter) from the drop down menu. The first time you do this for PubMed you will need to choose **'Other filters'** and then Scroll down to locate the PubMed filter.

9- Click on the Import button. The imported reference will appear in your library

* Importing single PDF in EndNote

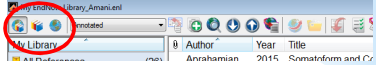
1-From the File menu, choose Import ---> File

2- Browse and select the required PDF and click OK

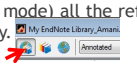


*Direct searching

When searching databases it's important to understand the 3 modes available in EndNote.



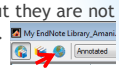
If you search external databases in the default mode. (integrated library and online search mode) all the references you find will be imported into your library.



You can choose not to import them if you see that the search returns large numbers, but you can't see record until you import them.

*Direct searching

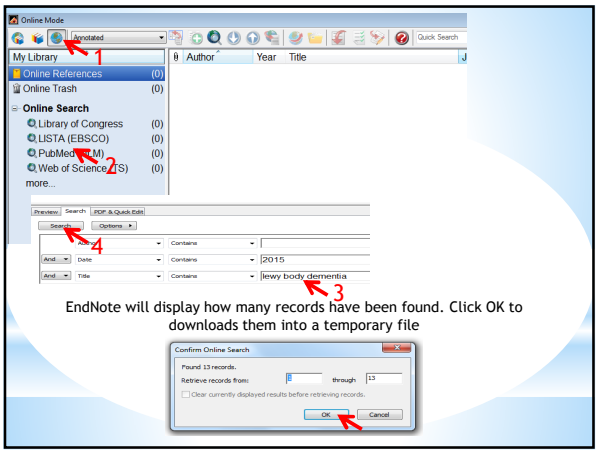
*If instead you choose the online search mode, you see the retrieved records in an EndNote window, but they are not part of your EndNote library until you import them.



*Normally we would advise using the online search mode, but if your search is precise enough. Hopefully returning only the specific you were searching for, it could be slightly quicker to use the integrated mode.

*Direct searching

1. First, select the Online Search Mode icon at the top of the screen. This ensures that all the refences you find during this search will be downloaded into a temporary file. Rather than straight into all References (important if your search finds lots of articles).
2. Next, click on the Connect icon.
3. Select the PubMed connection file from the list provided and click on choose.
4. Type in your search, changing the search fields where necessary and click on Search.
5. EndNote will display how many records have been found. Click OK to downloads them into a temporary file.
6. You will find the references downloaded into PubMed group, and displayed in the central pane. You can now shift through these references and decide which ones to keep.

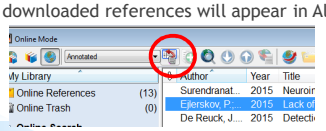


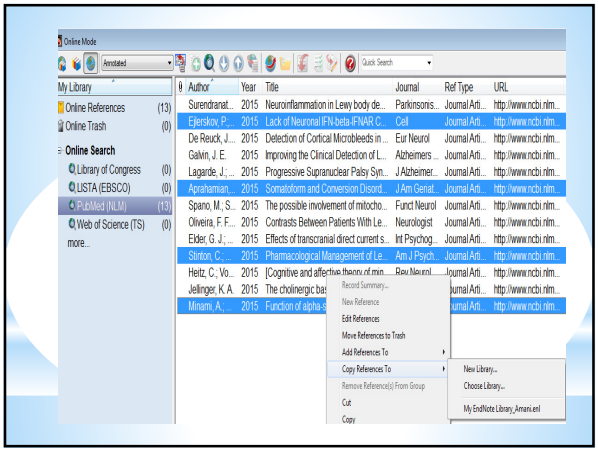
EndNote will display how many records have been found. Click OK to downloads them into a temporary file

*Direct searching

To move your references across to your main library:

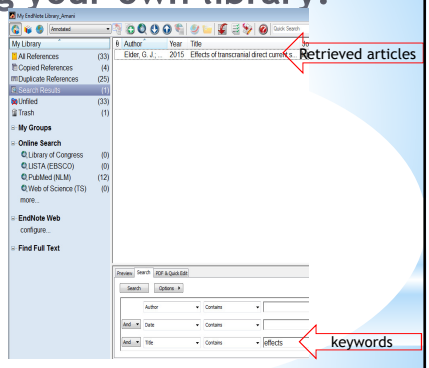
1. Highlight the reference(s) to copy across.
2. Click on the icon Copy to local library at the top of the screen
3. Click on the Icon integrated library and online search mode in the top left corner of the screen. Your temporary file will be discarded.
4. Your downloaded references will appear in All Reference.





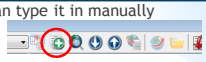
Searching your own library:

To search your own library, use the search pane at the foot of the screen. As with the online search, type in some keywords into different fields to try and find the article you're looking for.

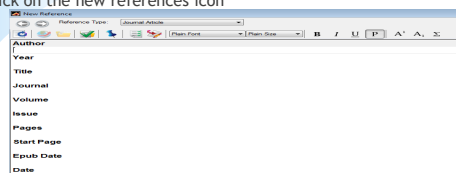


*Manual input

If an article is not in your library, you can type it in manually



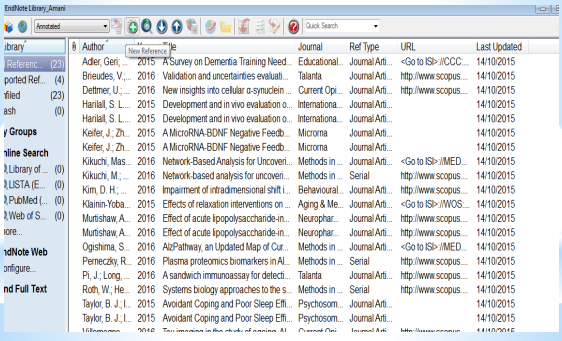
Click on the new references icon



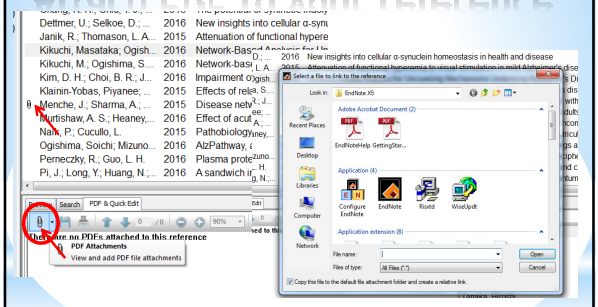
Type in the details in the appropriate fields

Click on the X to close the window - the reference will be saved automatically.

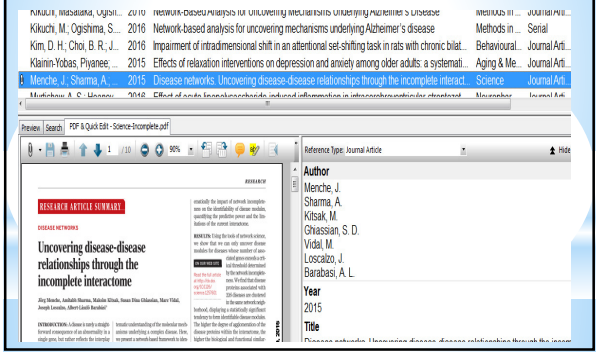
At any time you can sort your reference by author, year, title by clicking on the heading at the top of each column.



*Attach PDF to your reference

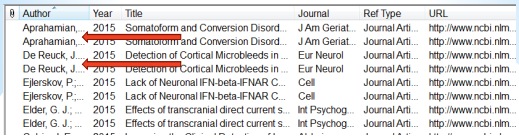


*Attach PDF to your reference

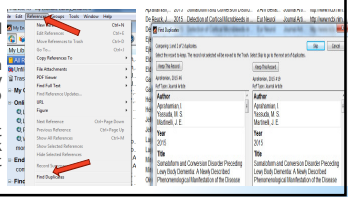


*Dealing with duplicated

After doing similar searches in different databases you may have duplicated references.



1. Go to References -Find duplicates
2. EndNote will compare each duplicated reference side by side and prompt you to delete one of them
3. If you aren't sure you want to delete a reference, click skip to move on to the next duplicated reference.



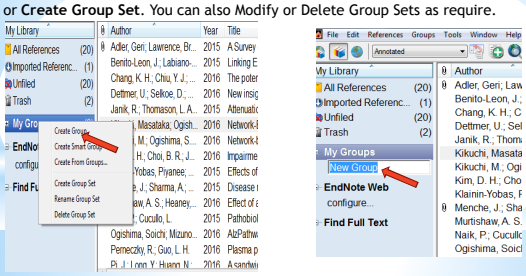
*Grouping your references

It is possible to arrange the references in your library by group. You may create up to 50 custom groups. References for these custom groups are selected from the master, all references group where all references in your library will always be displayed.

1. The master **ALL References** group will be displayed at the top.
2. Temporary groups created by EndNote will appear directly underneath as you work but these will disappear when you shut EndNote
3. My groups (permanent custom groups created by you) will appear below these temporary groups.

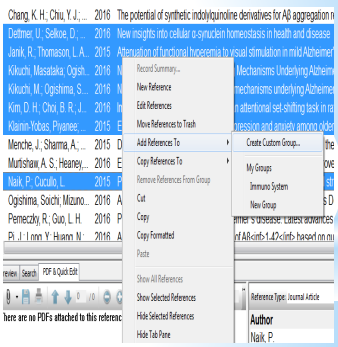
*Creating your own groups or group sets

To create your own groups, **right** click on **MY Groups** and select either **Create Group** or **Create Group Set**. You can also Modify or Delete Group Sets as require.



*Including references in a group

1. Go to **ALL References**, and **highlight the reference(s) you want to include in your group.**
2. Drag and drop the reference(s) into the relevant group in the left hand pane.
3. Alternatively, you can right click on the reference(s) and select the option 'Add References To'



*Editing references in custom groups.

Edit a reference as you would normally but remember:

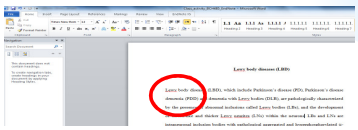
1. Edit a reference when it is in All References will push through and change the reference in the Custom group or groups in which it is included.

2. Edit a reference in the Custom group EndNote will compare each duplicated reference side by side and prompt you to delete one of them.

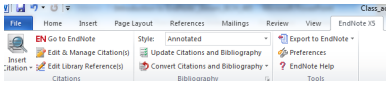
.

*Cite while you write

1. Go to the Word document and place your cursor anywhere you want to add your reference.



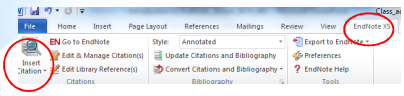
2. Click the EndNote icon on the toolbar in Word 2007/2010



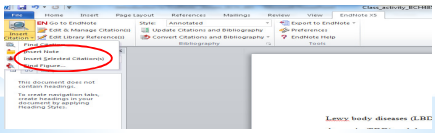
3. Go to your EndNote library, find the reference(s) and highlighted (if you want to select another reference you can use Ctrl-click.

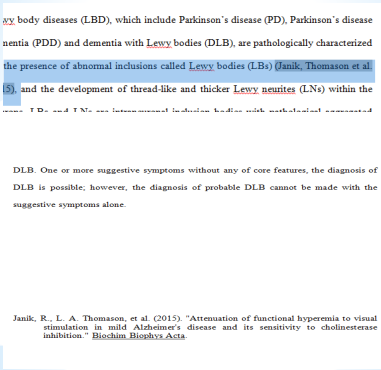
*Cite while you write

4. Go back to the Word document, EndNote toolbar and click (Insert Citation).



5. Click Insert Selected Citation(s), and your citations will automatically drop into your text where you placed the cursor.





vy body diseases (LBD), which include Parkinson's disease (PD), Parkinson's disease nentia (PDD) and dementia with Lewy bodies (DLB), are pathologically characterized the presence of abnormal inclusions called Lewy bodies (LBs) (Janik, Thomason et al. 85), and the development of thread-like and thicker Lewy neurites (LNs) within the

DLB. One or more suggestive symptoms without any of core features, the diagnosis of DLB is possible; however, the diagnosis of probable DLB cannot be made with the suggestive symptoms alone.

Janik, R., L. A. Thomason, et al. (2015). "Attenuation of functional hyperemia to visual stimulation in mild Alzheimer's disease and its sensitivity to cholinesterase inhibition." Biochim Biophys Acta.

Before you leave!!!

1. Delete the EndNote file you saved

2. Switch off your PC

THANK YOU !
Questions:
Email me: aalghamedi@ksu.edu.sa