

---

INTRODUCTION TO

# ENDNOTE 21

---

# CONTENTS

About EndNote .....	4
Obtaining and Installing EndNote.....	4
Guides .....	4
Creating a New Library.....	5
Making a Backup Copy of a Library.....	5
Library Window Layout .....	6
EndNote Preferences.....	7
Find Full Text Preferences .....	7
Duplicates Preferences .....	7
Journal List.....	8
Exporting References from PubMed to EndNote.....	9
Exporting one reference from PubMed.....	9
Exporting one or multiple references from PubMed.....	10
Importing a File of References from PubMed .....	11
Exporting References from Web of Science to EndNote.....	13
Searching PubMed from within EndNote.....	14
Searching Other Online Databases from within EndNote .....	15
Manually Entering References.....	16
Importing PDF Files to Create New References .....	18
Searching an EndNote Library.....	19
Simple Search .....	19
Advanced Search.....	19
Managing and Organizing References .....	20
Sorting References .....	20
Finding Duplicate References .....	20
Editing References .....	21
Updating References .....	21
Deleting References .....	21
Custom Groups .....	22
Smart Groups .....	22
Group Sets.....	22
Using Tags .....	23
Printing References.....	23

Creating an Independent Bibliography .....	24
Exporting References .....	24
Finding Full Text for a Reference .....	25
OpenURL Link .....	25
Using EndNote While Writing in Word.....	26
Inserting Citations .....	27
Generating a Bibliography .....	28
Selecting a Different Output Style .....	28
Adding Styles to the Output Styles List.....	29
Editing Citations .....	30
Deleting Citations .....	30
Editing a Reference.....	31
Unformatting Citations .....	31
Removing Field Codes.....	32

# ABOUT ENDNOTE

EndNote is a reference management program. You can use EndNote to create your own personal reference library. You can then insert citations in a Word document and generate a bibliography in the citation style you require.

## OBTAINING AND INSTALLING ENDNOTE

NTNU has a site licence for EndNote, which permits staff and students of the university to use the program both at work and at home.

Use NTNU's portal for downloadable software (<http://studntnu.sharepoint.com/sites/software>) to get access to the program if you have a privately owned machine. If the machine is managed by NTNU you can install the program from the Software Center. Contact *Orakeltjenesten* (Orakel Support Services) if you have any enquiries.

Employees at St. Olavs Hospital and Central Norway Regional Health Authority will need to contact HEMIT.

## GUIDES

- NTNU University Library offers an extensive EndNote guide <https://ntnu-no.libguides.com/EndNote-guide>
- The EndNote YouTube channel contains several guides <http://youtube.com/endnotetraining>

## CREATING A NEW LIBRARY

From EndNote's **File** menu, choose **New**.

Select the location where you would like to save your library. Enter a name for the library and click [Save].

Do not store the library in a cloud service like OneDrive, Dropbox or iCloud. This might lead to library corruption.

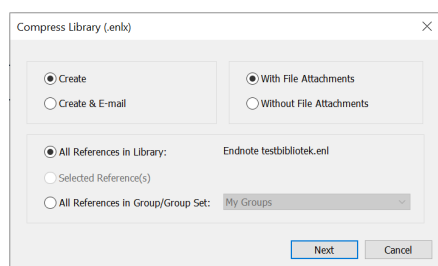
Note that the library is made up of both an .ENL file and a corresponding .DATA folder.

It is recommended that you maintain one library only.

## MAKING A BACKUP COPY OF A LIBRARY

Open the library in EndNote.

From the **File** menu, select **Compress Library (.enlx)**.



Make sure that the options With File Attachments and All References in Library are selected.

**Windows:** Click [Next].

**Mac:** Click [OK].

Choose the location where you would like to save your backup copy. Enter a name and click [Save]. The backup copy includes both the .ENL file as well as the corresponding .DATA folder.

# LIBRARY WINDOW LAYOUT

The Library window includes several work areas, such as the Groups panel and the Reference List panel.

The screenshot shows the EndNote 21 Library window with the following components and callouts:

- Default groups and groups that you create:** Points to the left sidebar containing 'All References', 'Recently Added', 'Unfiled', 'Trash', 'MY GROUPS', 'MY TAGS', 'FIND FULL TEXT', 'GROUPS SHARED BY O...', and 'ONLINE SEARCH'.
- Simple and advanced search:** Points to the search bar at the top of the 'All References' panel.
- Detailed overview of a selected reference:** Points to the right panel showing the 'Summary' tab for the selected reference 'Cho, 2019 #12'.
- List of references in your EndNote library:** Points to the 'All References' list in the center panel.
- Preview of a reference formatted with a specific output style:** Points to the 'Vancouver' output style dropdown in the right panel.

**All References List:**

Author	Year	Title	Journal	Last Up
Çakici, N.; van ...	2019	An update on the efficacy of anti-inflammatory...	Psychol Med	17.08.20
Cho, M.; Lee, T. ...	2019	Adjunctive use of anti-inflammatory drugs for ...	Aust N Z J Psychiatry	17.08.20
Dao, J.; Saran, ...	2023	A Systematic Review on the Potential of Aspiri...	Brain Sci	17.08.20
Fitton, R.; Swee...	2022	Anti-inflammatory medications for the treatm...	Brain Behav Immun Health	17.08.20
Fond, G.; Lanço...	2020	The Role of Inflammation in the Treatment of ...	Front Psychiatry	17.08.20
Keller, W. R.; K...	2013	A review of anti-inflammatory agents for sym...	J Psychopharmacol	17.08.20
Laan, W.; Grob...	2010	Adjuvant aspirin therapy reduces symptoms of...	J Clin Psychiatry	17.08.20
Müller, N.	2019	COX-2 Inhibitors, Aspirin, and Other Potential ...	Front Psychiatry	17.08.20
Nitta, M.; Kishi...	2013	Adjunctive use of nonsteroidal anti-inflamat...	Schizophr Bull	17.08.20
Schmidt, L.; Ph...	2019	Acetylsalicylic acid (aspirin) for schizophrenia	Cochrane Database Syst Rev	17.08.20
Sommer, I. E.; v...	2014	Efficacy of anti-inflammatory agents to impro...	Schizophr Bull	17.08.20
Weiser, M.; Za...	2021	Adjunctive Aspirin vs Placebo in Patients With ...	Schizophr Bull	17.08.20

**Selected Reference Preview (Vancouver style):**

1. Cho M, Lee TY, Kwak YB, Yoon YB, Kim M, Kwon JS. Adjunctive use of anti-inflammatory drugs for schizophrenia: A meta-analytic investigation of randomized controlled trials. *Aust N Z J Psychiatry*. 2019;53(8):742-59.

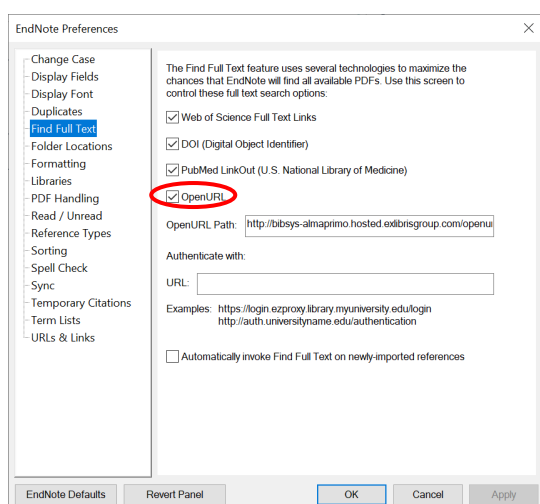
## ENDNOTE PREFERENCES

**Windows:** From the **Edit** menu, choose **Preferences** to access EndNote preferences.

**Mac:** From the **EndNote 21** menu, choose **Preferences** (or Settings) to access EndNote preferences.

## FIND FULL TEXT PREFERENCES

Select the **Find Full Text** panel.



Select the OpenURL, Web of Science, DOI and PubMed check boxes.

To search NTNU University Library, enter the following OpenURL path:

[http://bibsyst-almaprmo.hosted.exlibrisgroup.com/openurl/NTNU\\_UB/NTNU\\_UB\\_services\\_page](http://bibsyst-almaprmo.hosted.exlibrisgroup.com/openurl/NTNU_UB/NTNU_UB_services_page)

**Windows:** Click [OK].

**Mac:** Click [Save] and close the window.

## DUPLICATES PREFERENCES

Select the **Duplicates** panel.

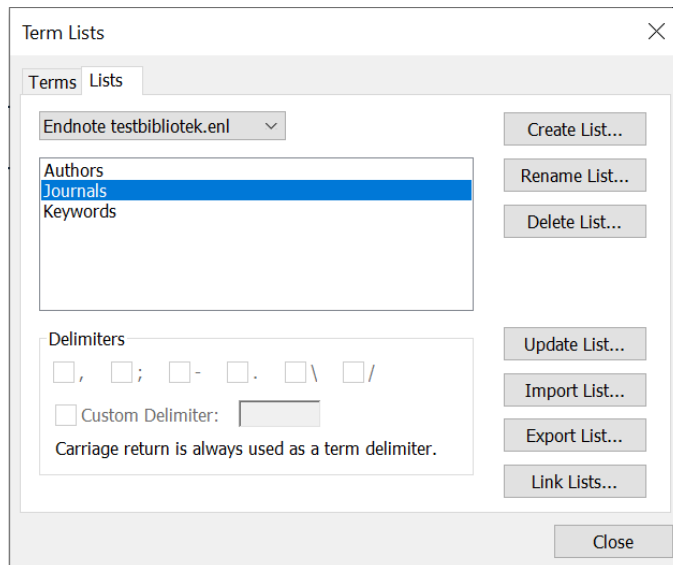
Select the DOI check box if you want to include the DOI field in duplicate detection.

# JOURNAL LIST

EndNote provides several lists of journal names and abbreviations that can be imported for use with your EndNote library.

Open the library in EndNote.

From the **Library** menu, choose **Define Term Lists**.



Click on the **Lists** tab and highlight **Journals**.

Click [Import List].

Select the file **Medical** in the journal lists folder to import the list for medicine.

**Mac:** Navigate to the journal lists folder, select the file Medical. The journal lists folder is named Terms. By default, the location is Applications\EndNote 21\Terms

Select the Terms tab to see the list of full journal names and their matching abbreviations.

Do not import more than one journal list. Import the list before entering references.



# EXPORTING REFERENCES FROM PUBMED TO ENDNOTE

In EndNote you may use the direct export feature to import references from PubMed directly into EndNote. See next page for instructions on how to export multiple references.

## EXPORTING ONE REFERENCE FROM PUBMED

Make sure that your EndNote library is open.

The screenshot shows the PubMed.gov website interface. At the top, the NIH logo and 'National Library of Medicine' text are visible. The search bar contains 'migraine acupuncture'. Below the search bar, there are links for 'Advanced', 'Create alert', and 'Create RSS'. A row of buttons includes 'Save', 'Email', and 'Send to'. On the right, it says 'Sorted by: Best match'. Below this, a 'MY NCBI FILTERS' link is present. The main section shows '579 results'. On the left, there is a 'RESULTS BY YEAR' section with a bar chart showing publication frequency from 1965 to 2021. The first result is 'Acupuncture for migraine prevention.' by Da Silva AN. The 'Cite' link next to the result is circled in red. Below the title, the text reads: '1 Da Silva AN. Headache. 2015 Mar;55(3):470-3. doi: 10.1111/head.12525. Epub 2015 Feb 16. PMID: 25683754 Review. RESULTS: This manuscript reviews large and well-designed trials of **acupuncture** for **migr** and also the effectiveness of **acupuncture** when tried against proven **migraine** preventat medications. CONCLUSION: **Acupuncture** seems to be at ...'.

Perform a PubMed search.

Click [Cite] to the left of the reference that you want to export to EndNote.

The screenshot shows a 'CITE' dialog box. It contains the citation text: 'Da Silva AN. Acupuncture for migraine prevention. Headache. 2015;55(3):470-473. doi:10.1111/head.12525'. At the bottom, there are three buttons: 'Copy', 'Download .nbib', and 'Format: AMA'. The 'Download .nbib' button is circled in red.

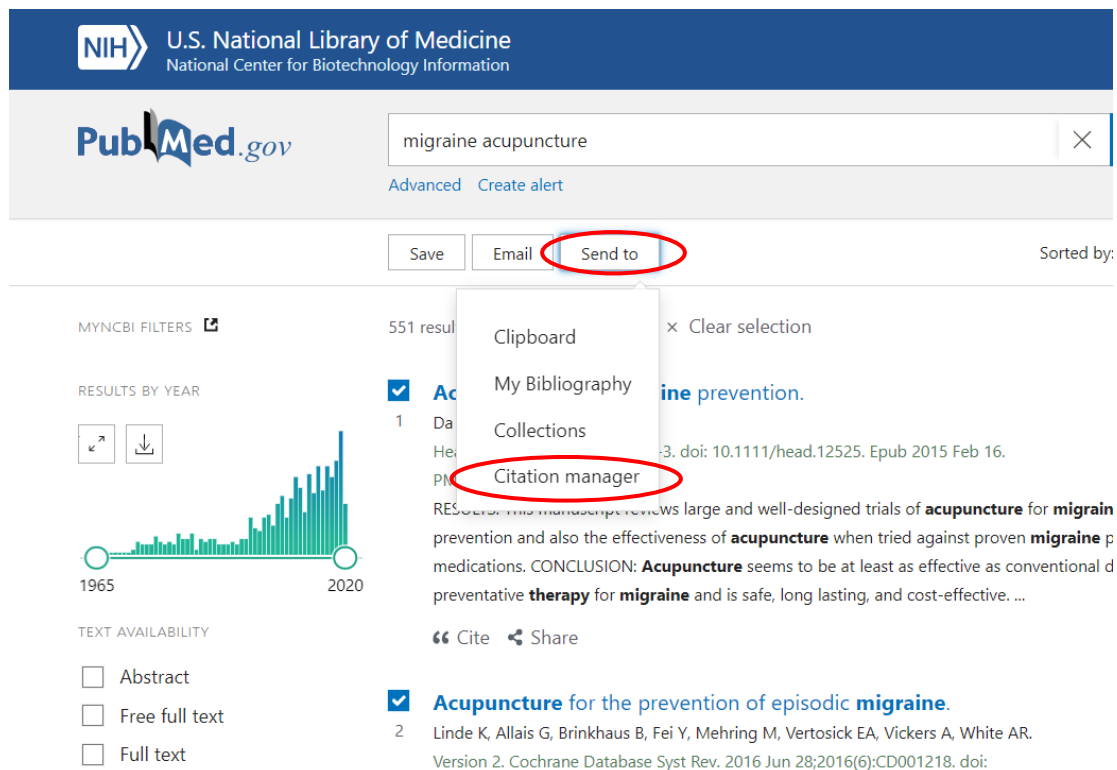
Choose [Download...].

Select the option [Open], if possible. If the reference automatically is saved to a file on the desktop open the saved file.

Peruse the imported data to make sure it imported as expected.

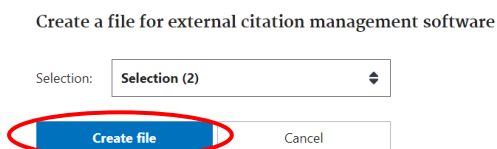
## EXPORTING ONE OR MULTIPLE REFERENCES FROM PUBMED

Make sure that your EndNote library is open.



Perform a PubMed search and select the reference(s) that you want to export to EndNote.

From the Send to menu, choose **Citation manager**.



Choose [Create file].

Select the option [Open], if possible. If the references automatically are saved to a file on the desktop open the saved file.

Peruse the imported data to make sure it imported as expected.

## IMPORTING A FILE OF REFERENCES FROM PUBMED

You may save PubMed references to a file and then import the file of references into EndNote. Note that direct export (see page 11-12) is an easier way to get data into EndNote because it involves no intermediate steps.

NIH U.S. National Library of Medicine  
National Center for Biotechnology Information

PubMed.gov

migraine acupuncture

Advanced Create alert

Save Email Send to

Sorted by:

Save citations to file

Selection: Selection (2)

Format: PubMed

Create file Cancel

MYNCBI FILTERS

551 results 2 items selected Clear selection

RESULTS BY YEAR

Acupuncture for migraine prevention.

1 Da Silva AN.  
Headache. 2015 Mar;55(3):470-3. doi: 10.1111/head.12525. Epub 2015 Feb 16.  
PMID: 25683754 Review.  
RESULTS: This manuscript reviews large and well-designed trials of **acupuncture** for **migraine** prevention and also the effectiveness of **acupuncture** when tried against proven **migraine** p medications. CONCLUSION: **Acupuncture** seems to be at least as effective as conventional d

### Step 1:

Perform a PubMed search and select the reference(s) that you want to import into EndNote.

Choose [Save].

Select **PubMed** from the Format menu.

Click [Create File] and save the file.

### Step 2:

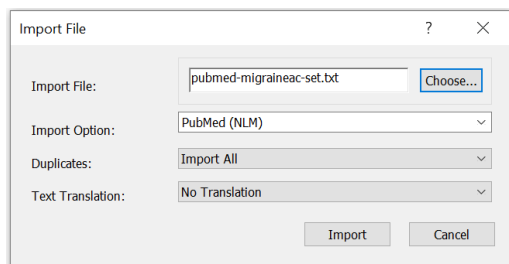
Go to EndNote and make sure that your library is open.

**Windows:** From the **File** menu, choose **Import > File**.

Click [Choose] to locate and open the file you want to import.

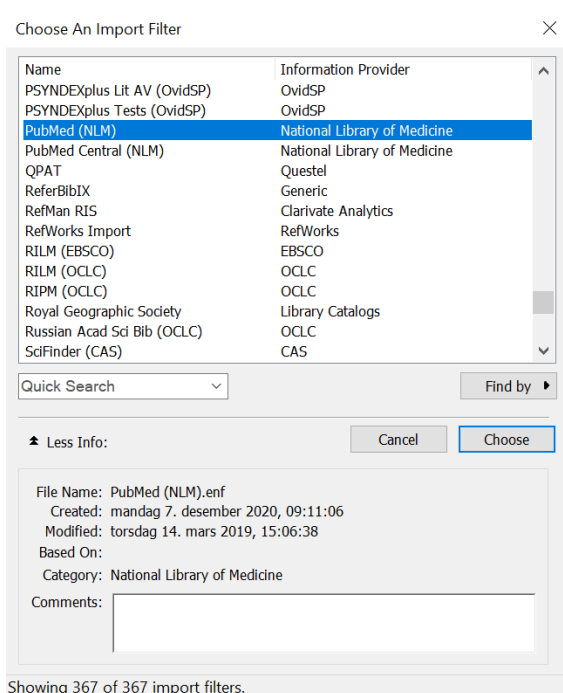
**Mac:** From the **File** menu, choose **Import**.

Locate the file you want to import. Click [Options].



Select the **PubMed (NLM)** filter from the Import Option list.

If you do not find the PubMed (NLM) filter in the Import Option list, choose **Other Filters** to see a list of available import filters.



Highlight the **PubMed (NLM)** filter and click [Choose].

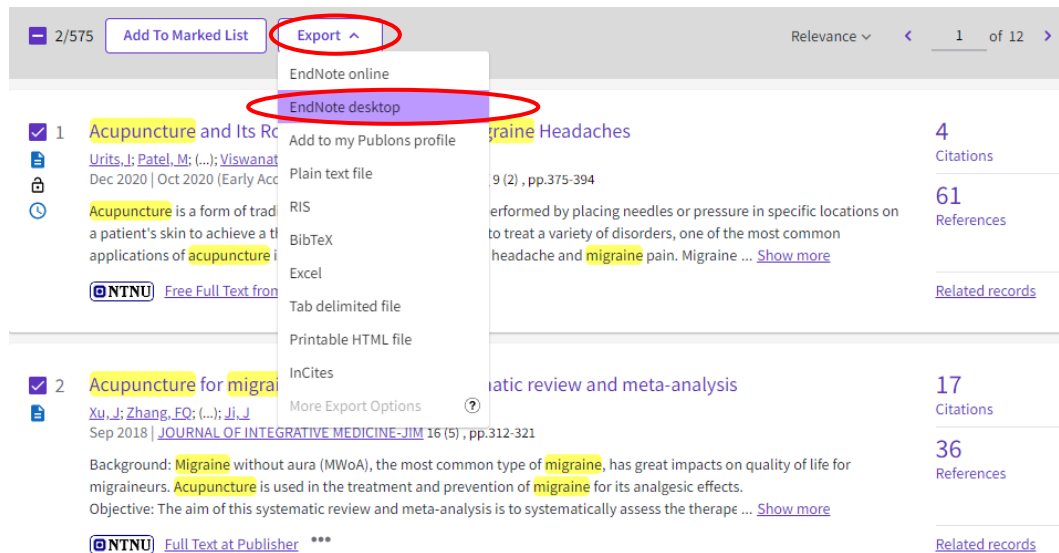
Select what EndNote will do with duplicates (import all references, discard duplicates or put duplicates in a separate duplicate library).

Click [Import].

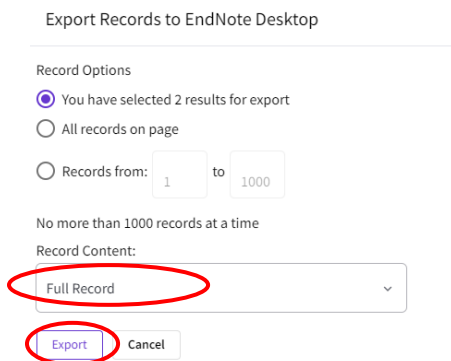
Peruse the imported data to make sure it imported as expected.

# EXPORTING REFERENCES FROM WEB OF SCIENCE TO ENDNOTE

Make sure that your EndNote library is open.



Perform a Web of Science search. Select the reference(s) that you want to export to EndNote. From the Export menu, choose **EndNote desktop**.



Select the data to include.  
Click [Export].

Select the option [Open], if possible. If the reference(s) automatically are saved to a file on the desktop open the saved file.

Peruse the imported data to make sure it imported as expected. Run duplicate detection.

# SEARCHING PUBMED FROM WITHIN ENDNOTE

This search interface is intended for basic searches, not advanced searches.

In the Groups panel under Online Search, select **PubMed (NLM)** to establish a connection with the PubMed database. (If PubMed (NLM) does not appear under Online Search in the Groups panel, follow the instructions on page 17).

PubMed (NLM)

Author (Smith, A.B.) Contains keller + x

And Author (Smith, A.B.) Contains kelly + x

And Title Contains schizophrenia + x

X Clear search Search options Search

Choose a field to search and enter a search term.

You can combine search lines with the Boolean operators And, Or, and Not.

Click [Search] to begin the search.

EndNote 21 - EndNote Library.enl

File Edit References Groups Tags Library Tools Window Help

Sync Configuration

PubMed (NLM) +

Author (Smith, A.B.) Contains keller + x

And Author (Smith, A.B.) Contains kelly + x

And Title Contains schizophrenia + x

X Clear search Search options Search

Searching PubMed (NLM)

Retrieve results: 7

	Author	Year	Title	Journal	Last
<input type="checkbox"/>	Trubetskoy, V.; ...	2022	Mapping genomic loci implicates genes and sy...	Nature	18.0
<input type="checkbox"/>	Marshall, C. R.; ...	2017	Contribution of copy number variants to schizo...	Nat Genet	18.0
<input type="checkbox"/>	Kelly, D. L.; Sull...	2015	Adjunctive Minocycline in Clozapine-Treated S...	J Clin Psychopharmacol	18.0
<input type="checkbox"/>	Buchanan, R. W...	2015	Rasagiline in the Treatment of the Persistent N...	Schizophr Bull	18.0
<input type="checkbox"/>	Kelly, D. L.; We...	2013	Treating symptomatic hyperprolactinemia in w...	BMC Psychiatry	18.0
<input checked="" type="checkbox"/>	Keller, W. R.; K...	2013	A review of anti-inflammatory agents for symp...	J Psychopharmacol	18.0
<input type="checkbox"/>	Buchanan, R. W...	2010	The 2009 schizophrenia PORT psychopharmac...	Schizophr Bull	18.0

Keller, 2013 #6 Summary Edit PDF

+ Attach file

A review of anti-inflammatory agents for symptoms of schizophrenia

W. R. Keller, L. M. Kum, H. J. Wehring, M. M. Koola, R. W. Buchanan and D. L. Kelly


J Psychopharmacol 2013 Vol. 27 Issue 4 Pages 337-42

Accession Number: 23151612 PMCID: PMC3641824 DOI: 10.1177/0269881112467089

Vancouver Insert Copy

1. Keller WR, Kum LM, Wehring HJ, Koola MM, Buchanan RW, Kelly DL. A review of anti-inflammatory agents for symptoms of schizophrenia. J Psychopharmacol. 2013;27(4):337-42.

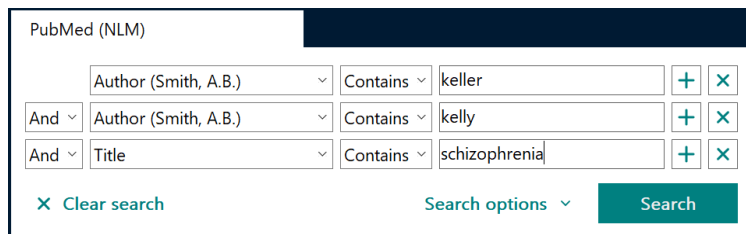
Note that the search results are displayed in the library, but the references are not automatically saved to the library.

Highlight the reference(s) you want to keep. Choose the  button to copy the highlighted reference(s) to the library.

## SEARCHING OTHER ONLINE DATABASES FROM WITHIN ENDNOTE

From the **Tools** menu, choose **Online Search** to see a list of online databases that can be searched from within EndNote.

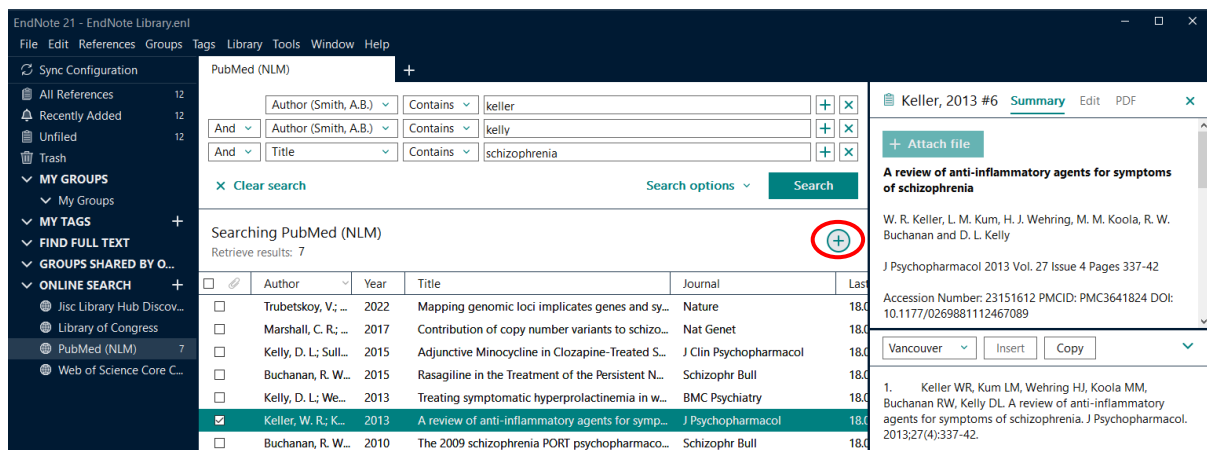
Select a database from the list to establish a connection with the database. Click [Choose].



Choose a field to search and enter a search term.


You can combine search lines with the Boolean operators And, Or, and Not.

Click [Search] to begin the search.



<input type="checkbox"/>	Author	Year	Title	Journal	Last
<input type="checkbox"/>	Trubetskoy, V.; ...	2022	Mapping genomic loci implicates genes and sy...	Nature	18.0
<input type="checkbox"/>	Marshall, C. R.; ...	2017	Contribution of copy number variants to schizo...	Nat Genet	18.0
<input type="checkbox"/>	Kelly, D. L.; Sull...	2015	Adjunctive Minocycline in Clozapine-Treated S...	J Clin Psychopharmacol	18.0
<input type="checkbox"/>	Buchanan, R. W...	2015	Rasagiline in the Treatment of the Persistent N...	Schizophr Bull	18.0
<input type="checkbox"/>	Kelly, D. L.; We...	2013	Treating symptomatic hyperprolactinemia in w...	BMC Psychiatry	18.0
<input checked="" type="checkbox"/>	Keller, W. R.; K...	2013	A review of anti-inflammatory agents for symp...	J Psychopharmacol	18.0
<input type="checkbox"/>	Buchanan, R. W...	2010	The 2009 schizophrenia PORT psychopharmac...	Schizophr Bull	18.0

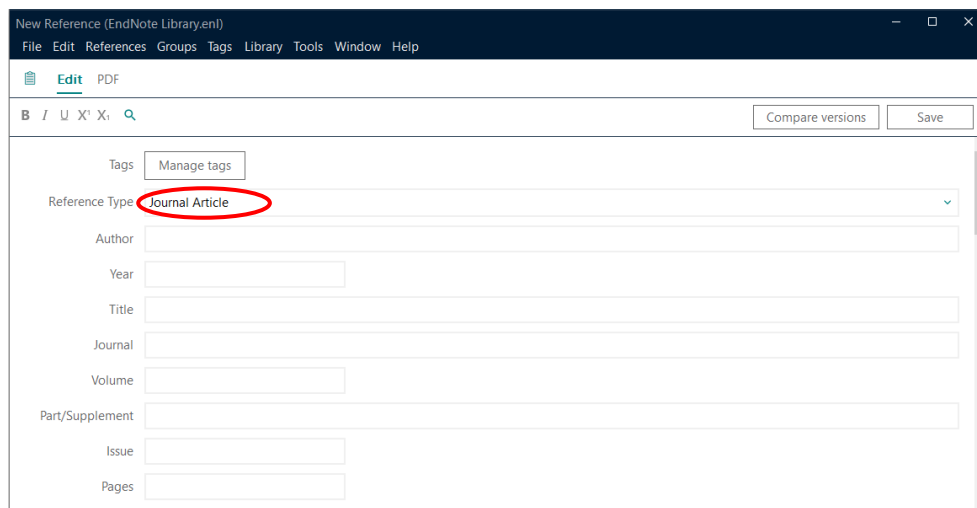
Note that the search results are displayed in the library, but the references are not automatically saved to the library.

Highlight the reference(s) you want to keep. Choose the  button to copy the highlighted reference(s) to the library.

Once you have searched an online database, it appears under **Online Search** in the Groups panel. Click on the database you wish to search under Online Search, and EndNote connects to the online database.

# MANUALLY ENTERING REFERENCES

From the **References** menu, choose **New Reference** or click on the  button to add a new reference to an open library.



Choose a reference type from the **Reference Type** drop-down list.

Tips for choosing the right reference type:

Journal Article	journal article
Book	books written by one or more authors
Edited Book	books edited by one or more editors
Book Section	part of edited or non-edited books (for example, a chapter)
Web Page	material from a Web page

Enter the bibliographic data into the fields in the reference. Press the TAB key to move to the next field.

Information about a few selected fields:


Author	Enter author names with the last name followed by a comma and the first name. Always enter author names one name per line. Examples:  Smith, Mary Elizabeth Smith, J. R.
--------	---



When entering corporate authors, put a comma after the name.  
Examples:

University of California,  
University of California,, Irvine

To accept an author name that EndNote has suggested, press the ENTER or the TAB key.

Journal	Full journal name
Alternate Journal	Abbreviated journal name
File Attachments	Use the File Attachments field to link a PDF file to the reference. Choose the  button, or from <b>References</b> menu, choose <b>File Attachments &gt; Attach File</b> and select a file to link to the reference.

Special bibliographic formatting and punctuation should not be included when you enter reference data into EndNote (for example, enter titles without a period or any other punctuation at the end).

Click [Save] to save the data.

Click the close button to close the reference or choose **Close Reference** from the **File** menu.

*NTNU Academic Writing* (<https://i.ntnu.no/academic-writing/using-and-citing-sources>) gives advice on entering bibliographic data into EndNote if you use a common style such as APA.

# IMPORTING PDF FILES TO CREATE NEW REFERENCES

EndNote is able to import a PDF file and automatically create a new reference for it in your library. The PDF file will be attached to the reference.

Note that the PDF file must be publisher-created and contain a DOI (Digital Object Identifier) to import.

Make sure that your library is open.

**Windows:** From the **File** menu, choose **Import > File**.

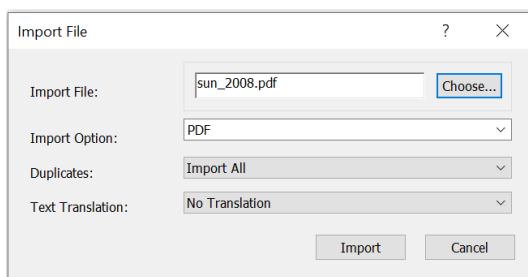
Click [Choose] to locate and open the PDF file you want to import.

Set the Import Option to **PDF**.

**Mac:** From the **File** menu, choose **Import**.

Locate the PDF file you want to import.

Click [Options]. Set the Import Option to **PDF File or Folder**.



Select what EndNote will do with duplicates (import all references, discard duplicates or put duplicates in a separate duplicate library).

Click [Import].

Peruse the imported data to make sure it imported as expected.

You can also import an entire folder of PDF files at once.

**Windows:** Select **File > Import > Folder** during the import.

**Mac:** Select **File > Import** during the import.

# SEARCHING AN ENDNOTE LIBRARY

Click on the **All References** group to search the entire library.

## SIMPLE SEARCH

Type a search term into the search text box and press the ENTER key to search your library and attached PDF files.

## ADVANCED SEARCH

Click **Advanced search** below the search text box or from the **Library** menu, choose **Advanced search**.

All References

	Author	Contains	endres	+	x
And	Title	Contains	migraine	+	x
And	Title	Contains		+	x

[Simple search](#) [Search options](#) [Search](#)

Choose a field to search and enter a search term.


You can combine search lines with the Boolean operators And, Or, and Not.

Click [Search] to begin the search.

# MANAGING AND ORGANIZING REFERENCES

## SORTING REFERENCES

All References  
12 References



	Author	Year	Title	Journal	Last Upd
	Laan, W.; Grob...	2010	Adjuvant aspirin therapy reduces symptoms o...	J Clin Psychiatry	17.08.20
	Keller, W. R.; K...	2013	A review of anti-inflammatory agents for sym...	J Psychopharmacol	17.08.20
	Nitta, M.; Kishi...	2013	Adjunctive use of nonsteroidal anti-inflamma...	Schizophr Bull	17.08.20
	Sommer, I. E.; V...	2014	Efficacy of anti-inflammatory agents to impro...	Schizophr Bull	17.08.20
	Çakici, N.; van ...	2019	An update on the efficacy of anti-inflammato...	Psychol Med	17.08.20

References can be sorted by clicking on a column heading.

## FINDING DUPLICATE REFERENCES

Click on the **All References** group.

From the **Library** menu, choose **Find Duplicates**.

EN Find Duplicates

Comparing 1 and 2 of 2

Select the record to keep. The record not selected will be moved to the Trash. Select Skip to go to the next set of duplicates.

Keller, 2013 #7	Keller, 2013 #13
<div>Tags <input type="button" value="Manage tags"/></div> <div>Reference Type <input type="text" value="Journal Article"/></div> <div>Author <input type="text" value="Keller, W. R.&lt;br/&gt;Kum, L. M.&lt;br/&gt;Wehring, H. J.&lt;br/&gt;Koola, M. M.&lt;br/&gt;Buchanan, R. W.&lt;br/&gt;Kelly, D. L."/></div> <div>Year <input type="text" value="2013"/></div> <div>Title <input type="text" value="A review of anti-inflammatory agents for symptoms of schizophrenia"/></div> <div>Secondary Author <input type="text"/></div> <div>Journal <input type="text" value="J Psychopharmacol"/></div> <div>Place Published <input type="text"/></div> <div>Publisher <input type="text"/></div> <div>Volume <input type="text" value="27"/></div> <div>Added to Library: 17.08.2023 Last Updated: 17.08.2023</div>	<div>Tags <input type="button" value="Manage tags"/></div> <div>Reference Type <input type="text" value="Journal Article"/></div> <div>Author <input type="text" value="Keller, W. R.&lt;br/&gt;Kum, L. M.&lt;br/&gt;Wehring, H. J.&lt;br/&gt;Koola, M. M.&lt;br/&gt;Buchanan, R. W.&lt;br/&gt;Kelly, D. L."/></div> <div>Year <input type="text" value="2013"/></div> <div>Title <input type="text" value="A review of anti-inflammatory agents for symptoms of schizophrenia"/></div> <div>Secondary Author <input type="text"/></div> <div>Journal <input type="text" value="J Psychopharmacol"/></div> <div>Place Published <input type="text"/></div> <div>Publisher <input type="text"/></div> <div>Volume <input type="text" value="27"/></div> <div>Added to Library: 17.08.2023 Last Updated: 17.08.2023</div>

Click [Keep This Record] to save that particular reference.

## EDITING REFERENCES

Highlight the reference. Click [Edit] in the panel to the right or from the **References** menu, choose **Edit Reference**.

The screenshot shows the EndNote software interface. On the left, a list of references is displayed with columns for Author, Year, Title, Journal, and Last Updated. The reference by Keller, W. R. (2013) is highlighted. On the right, the 'Edit Reference' panel is open, showing the same reference details and a 'Save' button. The 'Edit' button in the top right corner of the panel is circled in red.

Author	Year	Title	Journal	Last Updated
Laan, W.; Grob...	2010	Adjuvant aspirin therapy reduces symptoms o...	J Clin Psychiatry	17.08.20
Keller, W. R.; K...	2013	A review of anti-inflammatory agents for sym...	J Psychopharmacol	17.08.20
Nitta, M.; Kishi...	2013	Adjunctive use of nonsteroidal anti-inflamma...	Schizophr Bull	17.08.20
Sommer, I. E.; v...	2014	Efficacy of anti-inflammatory agents to impro...	Schizophr Bull	17.08.20
Çakici, N.; van ...	2019	An update on the efficacy of anti-inflammato...	Psychol Med	17.08.20
Cho, M.; Lee, T. ...	2019	Adjunctive use of anti-inflammatory drugs for...	Aust N Z J Psychiatry	17.08.20

Edit the reference data. Click [Save] to save the changes.

## UPDATING REFERENCES

EndNote can update references by retrieving information from databases such as PubMed and Web of Science.

Highlight the reference(s). From the **References** menu, select **Find Reference Updates**.

Click [Update All Fields] or [Update Empty Fields] or click [Edit Reference] to manually update the reference and click [Save and Continue] to save the changes.

## DELETING REFERENCES

Highlight the reference(s) you want to delete.

From the **References** menu, choose **Move References to Trash**.

The references are not completely deleted until you choose Empty Trash.

Note: Do not delete references that have been used in a paper that you might want to reformat later.

## CUSTOM GROUPS

Custom Groups are manually created by the user to help organize the library.

From the **Groups** menu, choose **Create Group** to create a custom group. Give the group a name.

Select the references you want to add to the group. From the **Groups** menu, choose **Add References To** and then select a group, or drag and drop the selected references onto the group in the Groups panel.

To delete a group, highlight the group. From the **Groups** menu, select **Delete Group**. The references that were in the group are still part of the library.

To remove references from a group, highlight the references. From the **Groups** menu, select **Remove References from Group**. The references will still be in your library.

## SMART GROUPS

Smart groups are built with search strategies and are dynamically updated as you add references to and edit references in the library.

From the **Groups** menu, select **Create Smart Group**. Enter a name for the group.

Choose a field to search and enter a search term.

You can combine search lines with the Boolean operators And, Or, and Not.

Click [Create] to create the smart group.

## GROUP SETS

You can create group sets to organize custom and smart groups.

From the **Groups** menu, choose **Create Group Set**. Enter a name for the group set. You can drag groups to the group set, or you can create new groups under the group set heading.

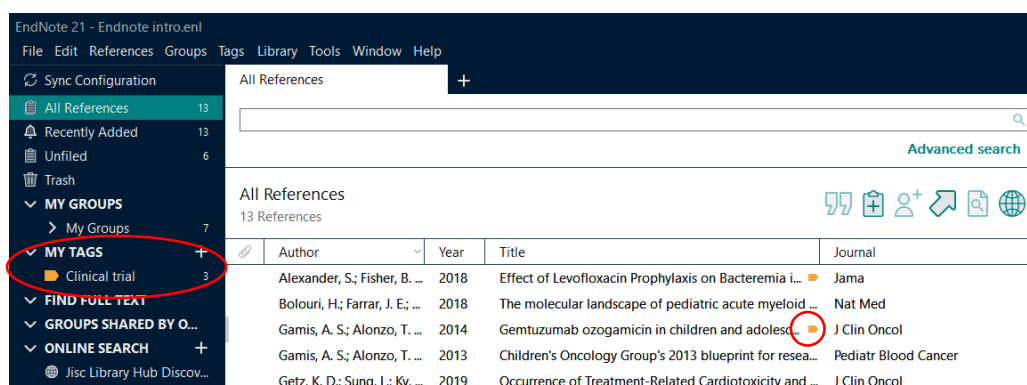
## USING TAGS

You can organize references in the library using tags.

From the **Tags** menu, choose **Create Tag** to create a new tag. Give the tag a name, select a colour, and click [Create Tag].

To add a tag to a reference, select the reference in the Reference List panel, and drag and drop the reference onto the tag in the Groups panel to the left. To manage tags for a reference, go to the panel displaying the reference to the right.

A tag attached to a reference will be displayed at the end of the title in the Reference List panel.



## PRINTING REFERENCES

If you do not want to print all showing references, highlight the desired references.

Choose a style from the drop-down list of output styles.

From the **File** menu, select **Print** to print a list of references.

## CREATING AN INDEPENDENT BIBLIOGRAPHY

An independent bibliography is generated independently of a paper. (See pages 26-32 for instructions on how to generate a bibliography based on citations found in a paper).

### EXPORTING REFERENCES

Open the library in EndNote.

If you do not want to export all showing references, highlight the desired references.

From the **File** menu, choose **Export** or click on the  button.

Select the type of file to be exported (Text File, Rich Text Format, HTML or XML).

From the Output style list at the bottom of the dialogue, choose a style.

If you do not find an appropriate style, choose **Select Another Style** to see a list of available output styles. Highlight a style and click [Choose].

To export all of the references in the library, click on the **All References** group.



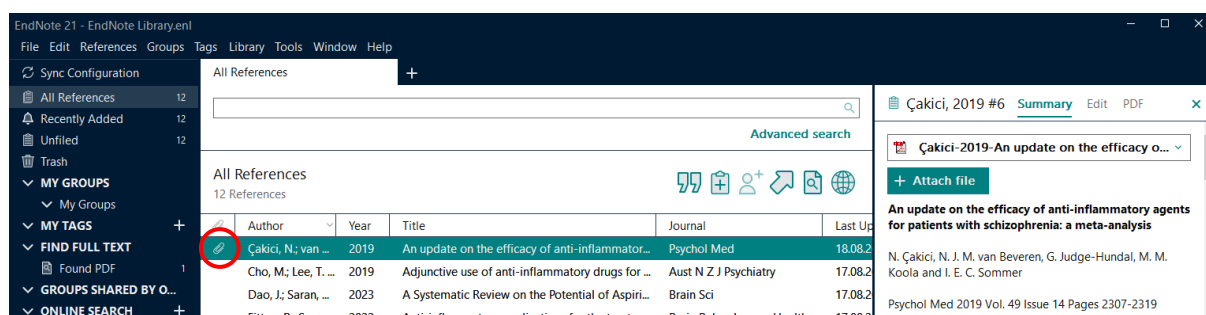
## FINDING FULL TEXT FOR A REFERENCE

EndNote can attempt to locate full text files for the references. Once found, EndNote downloads and attaches the files to the references.

Make sure that your computer is connected to the network at NTNU.

Highlight the reference(s) to which you want to add full text.

From the **References** menu, select **Find Full Text > Find Full Text** or click on the  button.



When a full text file is downloaded and attached to a reference, a paper clip icon appears.

## OPENURL LINK

The OpenURL Link command displays the full text if available. Note that EndNote only locates the full text. The full text file is not downloaded.

Make sure that OpenURL is enabled (see page 7), and that your computer is connected to the network at NTNU.

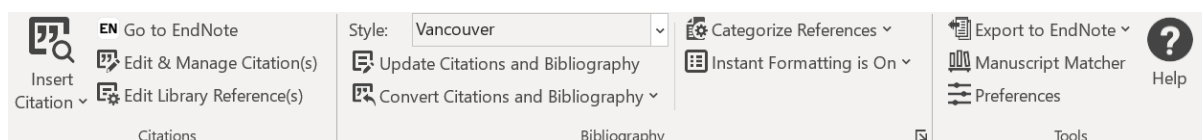
Highlight the reference.

From the **References** menu, choose **URL > OpenURL Link**.

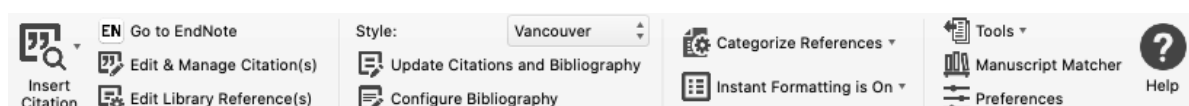
## USING ENDNOTE WHILE WRITING IN WORD

EndNote's Cite While You Write feature inserts EndNote commands into Word to give you direct access to your references while writing a paper with Word.

**Windows:** Cite While You Write commands are displayed on an EndNote tab on the ribbon (Word 2010, 2013, 2016, 2019 or 2021).



**Mac:** Cite While You Write commands are displayed on an EndNote tab on the ribbon (Word 2016, 2019 or 2021).




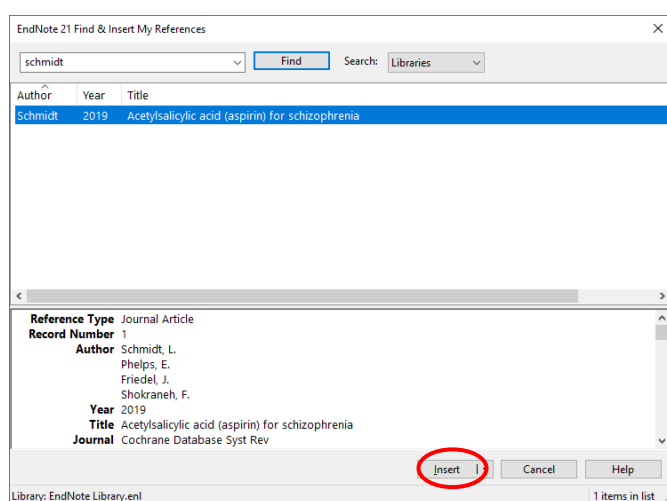
Open the EndNote library and open the Word document.

## INSERTING CITATIONS

### Method 1:

Position the cursor in the text where you would like to put the citation.

Select the  button on the EndNote tab in Word.



**Windows:** Enter a search term and click [Find].

**Mac:** Enter a search term and press the ENTER key.

Highlight the appropriate reference.

Click [Insert] or select an option from the drop-down list.

### Method 2:

Position the cursor at the location where you would like the citation.

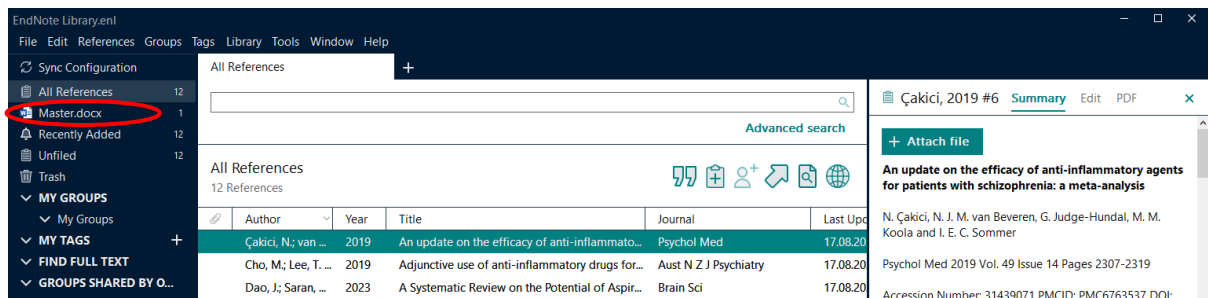
Highlight the desired reference(s) in your EndNote library.

**Windows:** Select the  button and then click **Insert Selected Citation(s)** on the EndNote tab in Word.

Shortcut in EndNote: Click on the  button.

**Mac:** Select the  button and then click **Insert Selected Citation(s)** on the EndNote tab in Word.

Shortcut in EndNote: Click on the  button.



Note that EndNote creates an auto-group for the Word document currently open. The auto-group contains all the references cited in the document.

## GENERATING A BIBLIOGRAPHY


By default, your citations and bibliography are automatically formatted as you work.

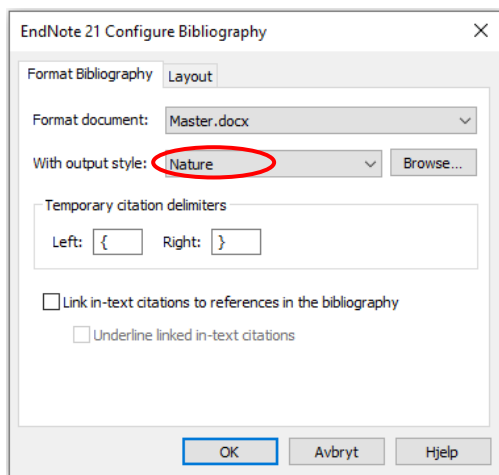
If your citations are not automatically formatted, and a bibliography is not updated each time you insert a citation, do the following:

Select the  **Update Citations and Bibliography** button on the EndNote tab in Word.

## SELECTING A DIFFERENT OUTPUT STYLE

**Windows:** Select an output style from the style menu on the EndNote tab in Word or choose the  **Bibliography** button (corner arrow).

**Mac:** Select an output style from the style menu on the EndNote tab in Word or choose the  **Configure Bibliography** button.



Select the **Format Bibliography** tab.

Use the With output style option to choose a different style. Click [OK].

If you do not find an appropriate style, click [Browse] to display a list of available output styles. Highlight a style and click [OK].

## ADDING STYLES TO THE OUTPUT STYLES LIST

More than 6000 styles are available, although a typical EndNote installation includes only the most popular styles. You can select additional styles as needed from the EndNote Website.

From EndNote's **Help** menu, choose **EndNote Output Styles**.

Perform a search to locate the desired style.

Style or Journal Name	Citation Style	Discipline	Date	
Lupus	Superscripted Number	Medicine	2012-04-11	<a href="#">Download</a>


Click [Download] and then click [Open]. If the file automatically is saved open the saved file.

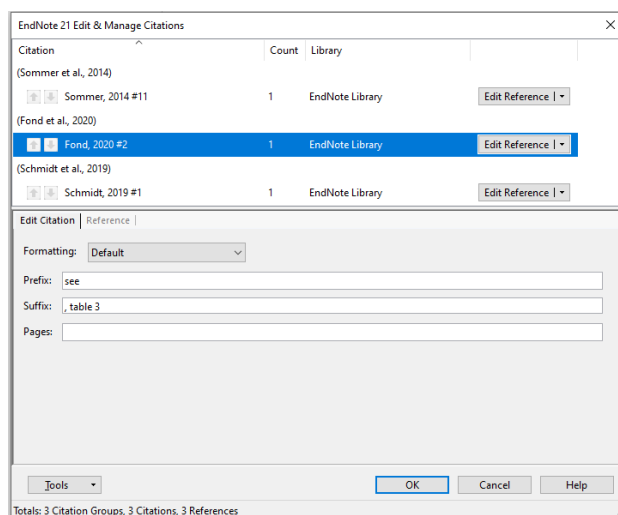
From EndNote's **File** menu, choose **Save As**.

Enter a file name and click [Save].

## EDITING CITATIONS

Click on the citation you wish to change.

Select the  **Edit & Manage Citation(s)** button on the EndNote tab in Word.




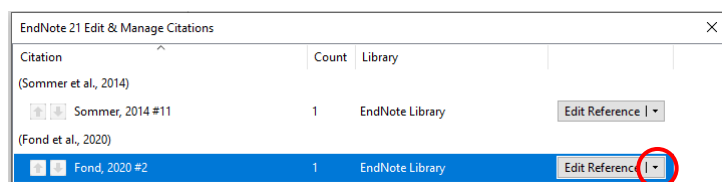
Make sure the appropriate citation from the list is highlighted and make the change(s), for example, omit the author name from the citation (formatting drop-down list) or add text before/after the citation.

Click [OK].

## DELETING CITATIONS

Click on the citation you wish to delete.

Select the  **Edit & Manage Citation(s)** button on the EndNote tab in Word.




Make sure the citation you want to delete is highlighted. Choose the **Remove Citation** option from the drop-down list at the right.

Click [OK].

## EDITING A REFERENCE

If you want to edit a reference (for example, need to correct the title), edit the reference in the EndNote library.

Highlight the citation in Word.


Select the  **Edit Library Reference(s)** button on the EndNote tab in Word.


Make the changes in EndNote and click [Save].

Return to Word.

Choose the  **Update Citations and Bibliography** button on the EndNote tab in Word.

## UNFORMATTING CITATIONS

**Windows:** Choose the  **Convert Citations and Bibliography** button and then click **Convert to Unformatted Citations** on the EndNote tab in Word.

**Mac:** Choose the  **Tools** button and then click **Convert to Unformatted Citations** on the EndNote tab in Word.

To format the citations and generate a bibliography:

Select the  **Update Citations and Bibliography** button on the EndNote tab in Word.

Note that in order to format the paper again the corresponding EndNote library must be open.

## REMOVING FIELD CODES

EndNote places Cite While You Write field codes in the Word document. You may need to remove the field codes in order to share your document with a publisher.

**Windows:** Choose the  **Convert Citations and Bibliography** button and then click **Convert to Plain Text** on the EndNote tab in Word.

**Mac:** Choose the  **Tools** button and then click **Convert to Plain Text** on the EndNote tab in Word.

Save a copy of the document without field codes.

Make sure that you keep the original document, which retains field codes, as you can not reformat a document without field codes.