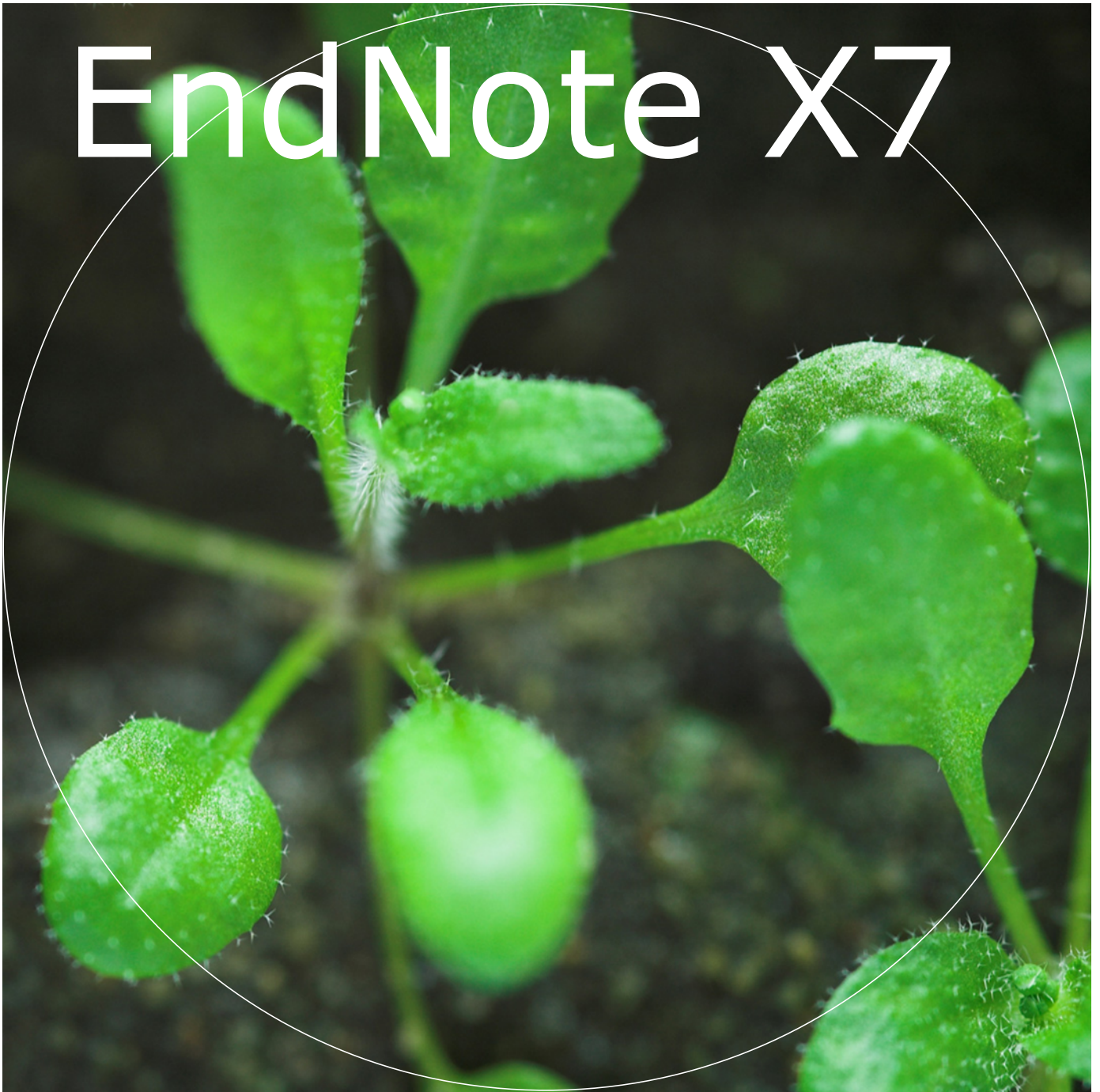


EndNote X7



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WAGENINGEN **UR**
For quality of life

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1 Introduction

This is a brief manual for the Windows version of EndNote. It is intended to help new users of EndNote at Wageningen UR to get started with the programme and addresses situations specific for Wageningen UR. Some basic skills in using Windows and MS Word are assumed.

In this brief manual not all possibilities of EndNote are dealt with. The original manual made by the producer (in PDF) is well written and very detailed. It is available in the EndNote programme directory (*EndNote Help*). The producer of EndNote also provides a Getting Started Guide, which can be found at <http://endnote.com/training/mats/enuserguide/eng/endnote7/enguide-full.pdf>

This manual is used as course material for the course Working with Endnote. During the course you will learn:

- How to use EndNote to store details of references
- How to add references to an EndNote library
- How to use EndNote to search online database
- How to manage data in EndNote
- How to manage full articles in EndNote
- How to use EndNote to automatically insert references in your texts and create reference lists

1.1 What is EndNote?

EndNote is a reference database. It specializes in storing, managing, and searching for bibliographic references, figures and tables in your private reference library. EndNote is also a reference list maker. It builds lists of cited works automatically in any format or journal style within the word processing programme MS Word or OpenOffice.org Writer. For other Word processors, please check the options in the EndNote manual by Thomson Reuters, which can be found via Help in the EndNote programme.

1.2 Basic concepts

• library

In EndNote you work with libraries, also called Reference Library Files. They are the database files where your references are stored. EndNote libraries have the extension .enl. You can make as many libraries as you wish. From version 8 and onward the size of a library is unlimited. A [library name].DATA folder is automatically created for each library, in which settings, term lists, group information, figures, tables and PDFs are stored.

• reference

A library consists of references. EndNote automatically assigns a unique number to each reference. You cannot change this record number. EndNote shows this number in the temporary citations in MS Word.

• reference type

EndNote works with various reference types. There are reference types for journal articles, books, book chapters etc. In total there are 51 predefined and 3 customizable reference types. Choosing the right type is essential because EndNote manipulates the references when formatting a bibliography or reference list according to a specific journal style. Usually a book has to be formatted in another way than a journal article, and so on.

• field

An EndNote reference consists of fields, in which a particular piece of bibliographic information is stored, e.g. Author, Title, Year etc. This enables EndNote to arrange the filed contents in different ways when formatting a reference according to a specific journal style, e.g. journal title in italics or volume numbers in bold. The maximum number of fields is 54 per reference. It is possible to enter long abstracts and notes—up to 64K, or approximately 16 pages of text, in any field.

• group

Groups are subsets of references saved for easy retrieval. Some of the groups are automatically generated, such as All References, Imported references, Trash. Custom groups and smart groups are user defined.

- **filter**

A filter is a file consisting of one or more templates that instruct EndNote how to interpret and import bibliographic data into the corresponding fields in an EndNote library. For each bibliographic database a unique import filter is required, because the organisation of data differs between databases. EndNote filters have the extension .enf (EndNote filter).

Filters developed for Wageningen UR can be downloaded from <http://www.wageningenur.nl/library/endnote/filters/> or W:\APPS\EndNote\Distrib\Filters. Store downloaded filters in the folder M:\My Documents\EndNote\Filters. For WUR Station users, these additional filters are included in EndNote.

- **(output) style**

A style is a file that contains information on how to arrange references for a wide variety of bibliographic formats. Styles format in-text citations, footnote citations and reference lists. They are specific for different journals, though they can also be based on more general style guides, such as the Chicago Manual of Style or the MLA Handbook. EndNote provides more than 4500 preconfigured styles, but it is also possible to create a new style. EndNote styles have the extension .ens (EndNote style).

Styles developed for Wageningen UR can be downloaded from <http://www.wageningenur.nl/library/endnote/styles/> or W:\APPS\EndNote\Distrib\Styles. Store downloaded styles in the folder M:\My Documents\EndNote\Styles. For WUR Station users, these additional styles are included in EndNote.

- **format bibliography**

The EndNote command Format Bibliography arranges the information of your EndNote references in such a way that the in-text citations and reference lists appear in a specific journal style when writing a document.

- **connection file**

EndNote is able to provide access to remote online bibliographic databases or catalogues when the sources use the information retrieval protocol called Z39.50. For this process EndNote uses connection files. EndNote provides several connection files. Connection files have the extension .enz.

A connection file developed for the Wageningen UR library catalogue can be downloaded from <http://www.wageningenur.nl/library/endnote/connectionfiles/> or W:\APPS\EndNote\Distrib\Connections. Store this file in the folder M:\My Documents\EndNote\Connections. The latest version is available since December 22, 2011.

1.3 EndNote at Wageningen UR

Wageningen UR has a campus wide licence for EndNote. It is installed on all the PCs in educational rooms and buildings. Staff can download the software from Start > WUR > !Available software. For private use the software can be ordered online at Surfspot (<https://www.surfspot.nl/Surfspot2/Forms/Login.aspx?returnUrl=%2fSURFspot%2fTask>). The EndNote programme can also be used via <https://citrix.wur.nl>.

Wageningen UR Library supports the use of EndNote by introductory courses and WUR specific manuals. For employees of Wageningen UR, the library creates EndNote support files. These additional styles, connection files and filters are not included in the programme itself. You can download these files from the URL <http://wageningenur.nl/library/endnote> or W:\APPS\EndNote\Distrib\. Transfer these additional EndNote files into the appropriate folders at M:\My Documents\EndNote\. Files are added or updated on a regular base.

For former Cardbox users, Wageningen UR Library provides filters to convert Cardbox databases into an EndNote library on request. The conversion results in a fully searchable library. The source information, however, is not divided in separate fields, but is placed in the journal title field. This means that the references need some editing before use in your own publications.

For specific questions on the use of EndNote, please contact the library service desk (tel. 86666 or email servicedesk.facilities@wur.nl). You can also ask your information specialist <http://www.wageningenur.nl/en/Expertise-Services/Facilities/Library/About-Wageningen-UR-Library/staff.htm> for assistance.

2 Starting EndNote

Starting the programme depends on the way EndNote has been installed on your computer:

1. Double click the **EndNote** icon on the desktop area
2. Or: choose **All Programs** from the **Start** menu, select **EndNote** and then select **EndNote Program**
3. Or: Use Windows Explorer and select the drive and folder where the EndNote programme has been installed and (double) click on the file **EndNote.exe**

2.1 Create a new library

At first use, a dialog box appears named Getting Started with EndNote (Figure 1) on starting EndNote. In later sessions this dialog box will be skipped and the most recently used library will be opened.



Figure 1. Getting Started dialogue box

Create a new library:

1. Click on the picture in front of the text **Create a new library**. Figure 2 appears.
2. Or: When you do not see the Getting Started dialog box, click on **File** in the toolbar and choose **New....** Figure 2 appears.
3. Select the drive and folder where you want to save the library from the **Save in** box
4. Enter the name of your new library in the **File name** box
5. Click the **Save** button. The new library appears as an empty EndNote library with "Showing 0 out of 0 reference" at the bottom of the window (Figure 3).

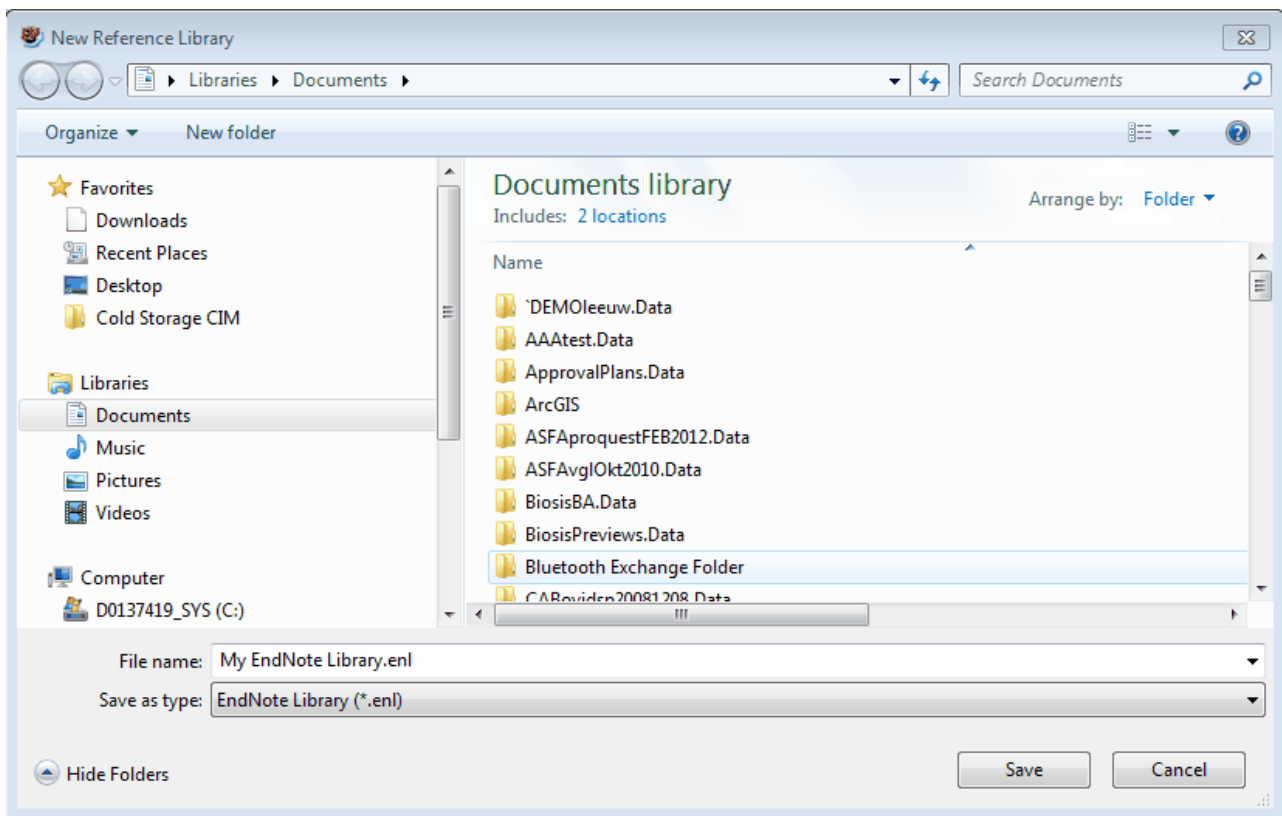


Figure 2. New library dialog box

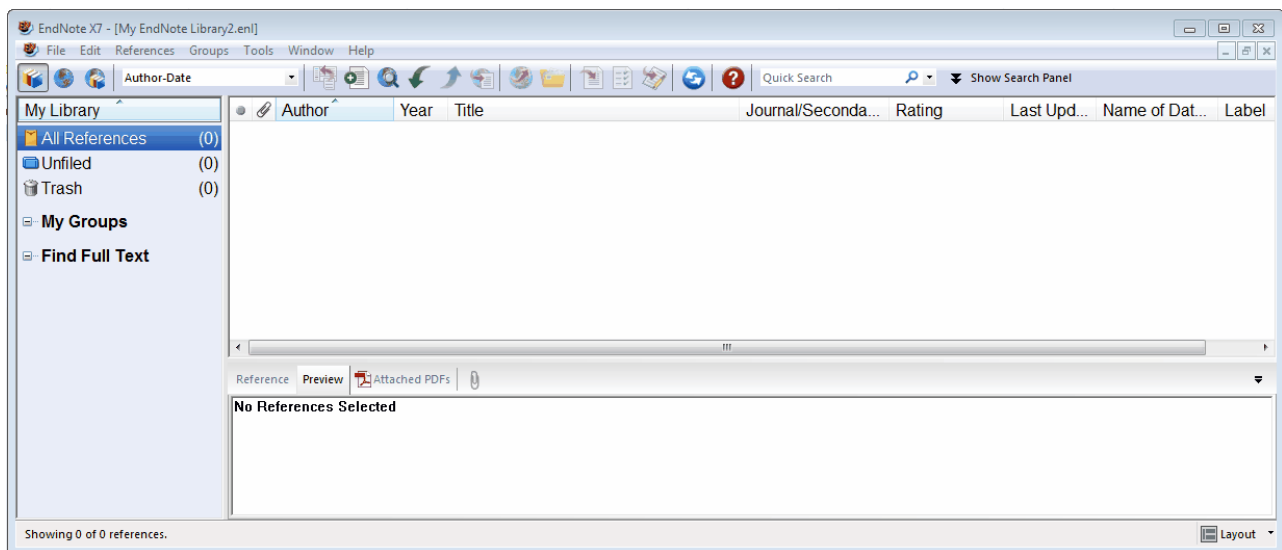


Figure 3. New library window

2.2 Open an existing library

Once a library has been created and saved, EndNote will remember that the library exists.

To open an existing library:

1. From the **File** menu select **Open**. The saved library's file name should be displayed in the submenu.
2. If the library is not displayed, select **Open** from the **File** menu and then **Open Library....** Locate the library file on your computer.

2.3 Preferences for opening libraries

When EndNote starts it will open the most recently used library. To change this default setting:

1. Choose **Preferences** from the **Edit** menu
2. Choose **Libraries** from the left menu in the window that pops up
3. Click on the arrow behind **When EndNote starts: Open the most recently used library**
4. Choose **Prompt to select a library** if you want to select a library from your folders.
5. Click **OK** to save the changes

3 Add references to a library

There are several ways to add references to a library:

- You can [enter references manually](#)^[8] by **typing** the bibliographic information of a reference into the corresponding fields in EndNote.
- You can create new records from [PDF](#)^[10] files by importing a single file or a folder of files into your EndNote library.
- After performing a search in a bibliographic database, you can **export** your references to your EndNote library. When you choose Export after conducting a search, the EndNote programme will be opened and you will be asked to choose a library in which you want the references to be placed. The references are then automatically transferred. In the background a [filter](#)^[4] is active. The export option is available in the databases [Web of Science](#)^[11], [Scopus](#)^[12] and [Wageningen UR library catalogue](#)^[13], all [OvidSP](#)^[14], [EBSCOhost](#)^[14] and [ProQuest](#)^[17] databases, [Google Scholar](#)^[16], and on many publisher's websites.
- If the Export function is not available in the bibliographic databases or does not work properly, you need to save your results in a text-file after conducting a search in a bibliographical database. After that you **import** these results into your EndNote library with a database specific [filter](#)^[4]. This option is available for almost every database. In this manual, the procedure is written down for [Orbit](#)^[20], [OvidSP](#)^[21] databases and [PubMed](#)^[23].
- You can use [Online Search](#)^[24] in the EndNote programme. With Online Search, you conduct a search in bibliographic databases or library catalogues using the search system of EndNote. It is a convenient option for known references, but doesn't work for every database. The reason why online search is not working for all databases is that a connection file is needed for that database or that some databases require a log in account. To add references from a search in Wageningen UR Library catalogue by using the Online Search option, you need the connection file WUR_catalog_strict.enz. This connection file is not included in EndNote (except for WUR station users), but can be downloaded from <http://library.wur.nl/endnote/connects> or W:\APPS\EndNote\Distrib\Connections. Store this file in the folder M:\My Documents\EndNote\Connections.

3.1 Enter references manually

1. Select **New Reference** from the **References** menu. A window appears with New Reference in the title bar. This window is called the New Reference window (Figure 4)
2. Select the appropriate reference type from the **Reference Type** drop down list (book, journal article, conference proceedings etc.)
3. Enter bibliographic data into the fields of the New Reference window. Use your mouse to select a field or use Tab to select the next field and Shift+Tab to select the previous field.

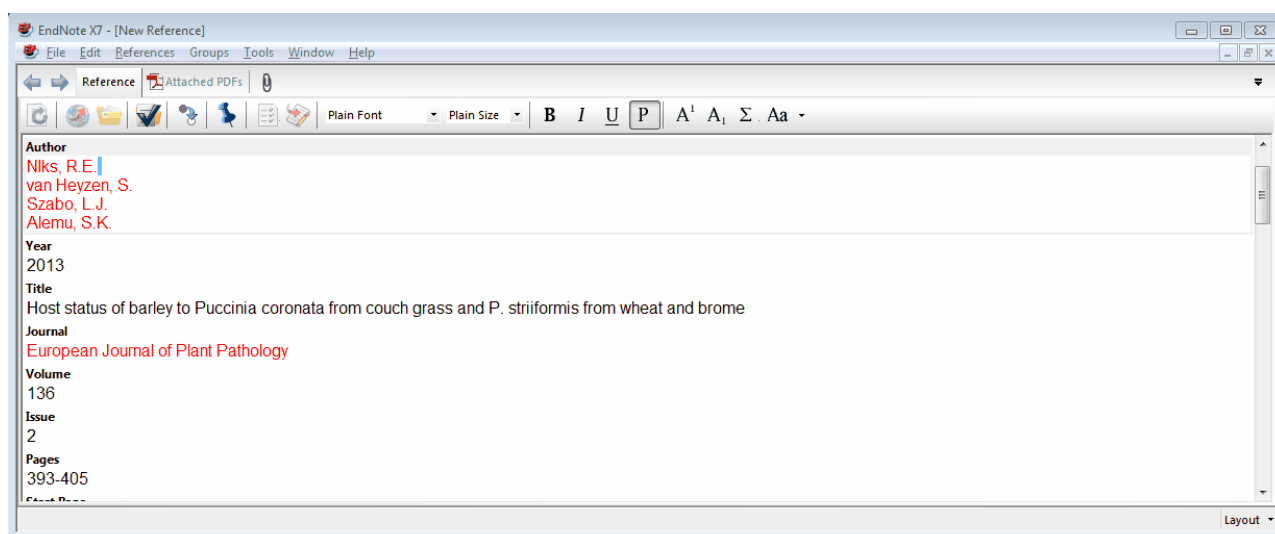


Figure 4. New Reference window

Not all fields of the form need to be filled. The most important fields are discussed below.

- **Author**

There are several input options:

Niks, R.E.
Niks, Rients E.
R.E. Niks
Rients E. Niks

In case of multiple authors, each author should be entered on a single line. If an author has more than one initial, make sure that full stops or spaces separate the initials, otherwise EndNote will interpret the initials as a first name.

For complex author names, it is advised to enter the last name first:

van der Heijden, Willem B.
van der Heijden, W.B.
de T. Alvim, Paulo
de T. Alvim, P.

Enter corporate names with a comma at the end:

Food and Agriculture Organization,
World Bank,

- **Year**

Complete the year with 4 digits: 2013

- **Title**

Font types and punctuation of the original title are generated automatically by EndNote when formatting the references. Exceptions are the use of capitals (e.g. DNA) and letters in italics (e.g. names of species).

- **Journal**

Fill in the complete journal title: European Journal of Plant Pathology

- **Alternate journal**

Used for the abbreviated journal title. In this example: Eur. J. Plant Pathol.

- **Volume**

Fill in the volume number: 136

- **Issue**

Fill in the issue number: 2

- **Pages**

Do not use commas. Separate page numbers by a hyphen: 393-405

- **Label**

Optional.

- **Keywords**

Optional. Used to improve retrieval of relevant articles.

- **Abstract**

Optional. Used to provide a short summary.

- **(Research) Notes**

Optional. Used to make notes about the article.

- **DOI**

DOI stands for Digital Object Identifier and is a unique number for each electronic article. In this case: 10.1007/s10658-013-0174-y EndNote needs a DOI in order to be able to search for full text to attach to the EndNote library

- **URL**

Optional. Complete this field with a relevant link to the online version of the journal article. The journal opens in your Internet browser by clicking the link, or <Ctrl+g>.

Tip: You can make a stable link using the DOI number of the reference. Start with <http://dx.doi.org/> and complete the address with the DOI number.

• File attachments

Optional. Used to link to a file of any format, e.g. pdf. By default, EndNote makes a copy of the file and places this file in a [library name].DATA/PDF folder. If you do not want this, read the item Selecting a Relative Path or an Absolute Path for File Attachments in the Thomson Reuters [manual](#) (page 71).

- Once you have completed the New Reference window, close the window by clicking the cross at the top right hand of your window. A dialog box appears in which you are prompted to save the changes you made (Figure 5). Click on **Yes**

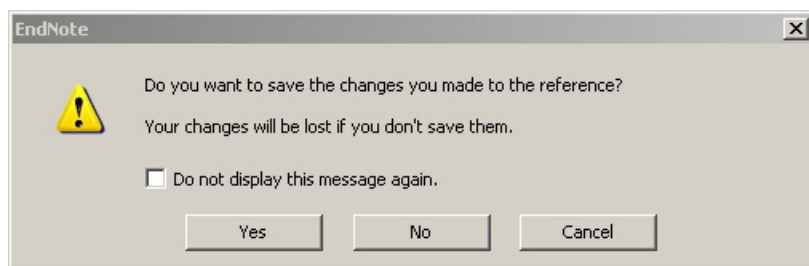


Figure 5. Warning to Save changes window

- The Library window is shown, with references sorted by first author name, publication year or title (Figure 6). You can easily change the order by clicking on the column headings.

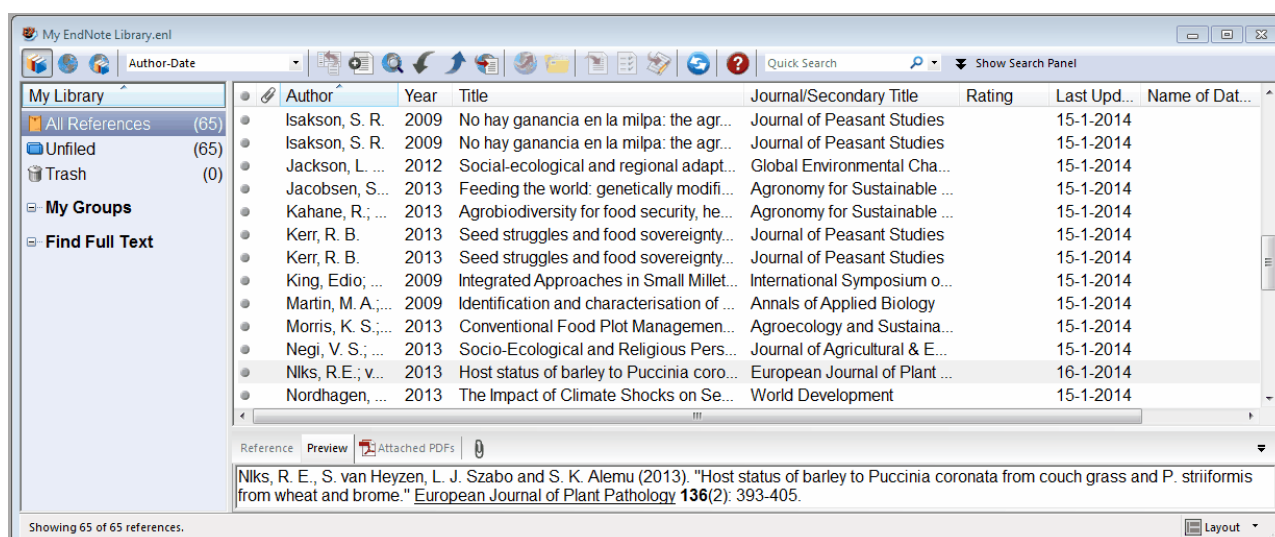



Figure 6. Library window

3.2 Import PDFs

You can create new records from PDF files by importing a single file or a folder of files into your EndNote library. EndNote uses metadata and DOI information to create a new reference and attaches the source PDF. Basic bibliography information will be added automatically for most journal articles, conference proceedings, conference papers, and reports.

To import a single PDF file:

- Start EndNote. Create a new library or open an existing one.
- Select **Import ...** from the **File** menu and choose **File...** or click on the import button . A pop up window named Import file appears (Figure 7).
- Click **Choose file**. Complete the window with the drive, directory and the file name of the downloaded file.
- Select **PDF** from the Import Option drop down menu.
- Click **Import** and a reference will be made and shown in your Endnote library. A copy of the PDF is made and placed in the [library name].DATA/PDF folder

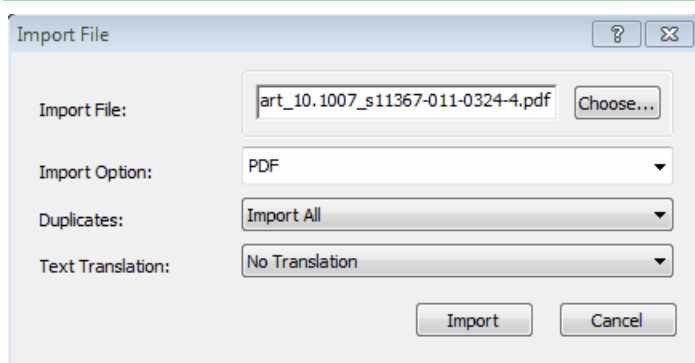


Figure 7. Import File window for importing a PDF file

To import a folder of PDF files:

6. Start EndNote. Create a new library or open an existing one.
7. Select **Import** from the **File** menu and choose **Folder....** A pop up window named Import Folder appears (Figure 8).
8. Click **Choose....** Complete the window with the drive, directory and the file name of the downloaded file.
9. Check or uncheck the option **Include files in subfolders** depending on your preferences.
10. Check or uncheck the option **Create a Group Set** for this import depending on your preference.
11. Select **PDF** from the Import Option drop down menu (is only option).
12. Click **Import** and a list of references will be made and shown in your Endnote library. A copy of the PDFs is placed in the [library name].DATA/PDF folder.

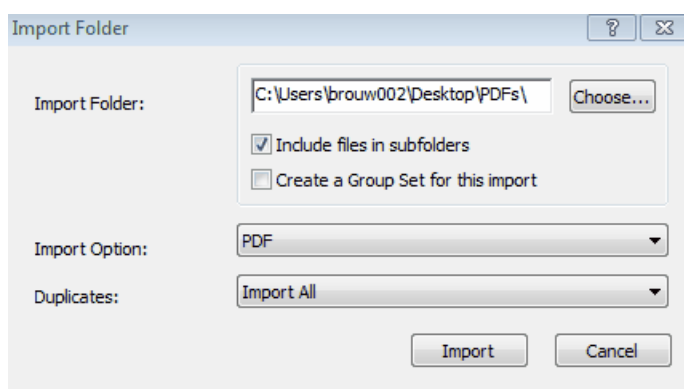


Figure 8. Import Folder window for importing multiple PDF files

3.3 Direct export from Web of Science

1. Start your browser and go to the Digital Library (<http://wageningenur.nl/library>).
2. Select Find & discover and open Frequently used databases.
3. Select **Web of Science**.
4. Perform a search in Web of Science Core Collection .
5. Select individual records using the check boxes. If you want to export all records on page or another set of records to EndNote go to Save to EndNote online and change this option into Save to EndNote desktop. Then select **Full record**. (Figure 9).

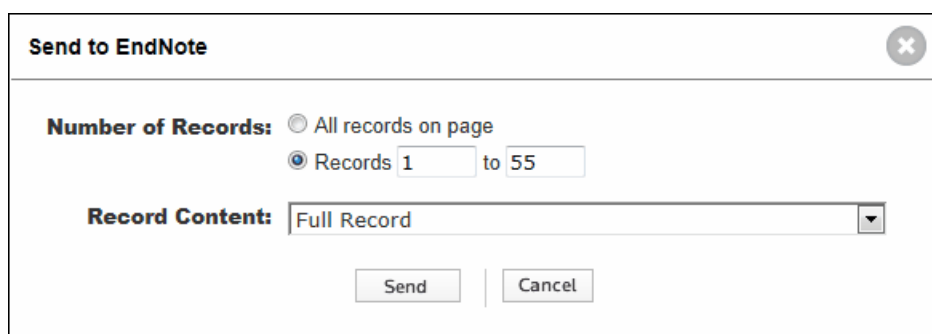


Figure 9. Output records frame in Web of Science

6. After the exchange of data has been completed, EndNote automatically starts. According to your [settings](#)^[7] the most recently used library will be opened or you will have to select the name of the library in which you want to store the references.
7. After the programme has finished uploading, a filled library is shown. Only the imported references are shown in the window. This window is called the Library window ([Figure 6](#)^[10]). By default, the library window displays the first author's last name, the year and the title of each reference. You can browse through the reference library by using the scroll bar, the scroll arrows, Page down, Page up, Home, End and Arrow keys. To see all references, click on the Group **All References**.
8. Choose the **Preview** tab at the bottom of the Library window. Now the selected reference appears in the preview window in a chosen format.
9. Double click on a reference to edit the reference.

3.4 Direct export from Scopus

1. Start your browser and go to the Digital Library (<http://wageningenur.nl/library>)
2. Select Find & discover and open Frequently used databases.
3. Select **Scopus**.
4. Perform a search in Scopus
5. Select individual records using the check boxes in front of the references or select all references on page or all references by clicking on the arrow next to Export
6. Click on **Export**
7. Choose **RIS Format EndNote, Reference Manager**
8. Choose the information to Export: **Specify fields to be Exported**
9. A new screen opens. For full text links and full text retrieval it is important to check the boxes in front of **DOI** and **PubMed Id**.
10. Select all fields under the header Bibliographical information by checking the box in front of Bibliographic information.
11. Check the box in front of Abstracts and Keywords when you want to export this information as well (Figure 10)
12. A screen appears confirming the exchange of data from Scopus to your local computer. Click on the **Open** button and EndNote starts automatically
13. According to your [settings](#)^[7] the most recently used library will be opened or you will have to select the name of the library in which you want to store the references. The references will be transferred to your library.

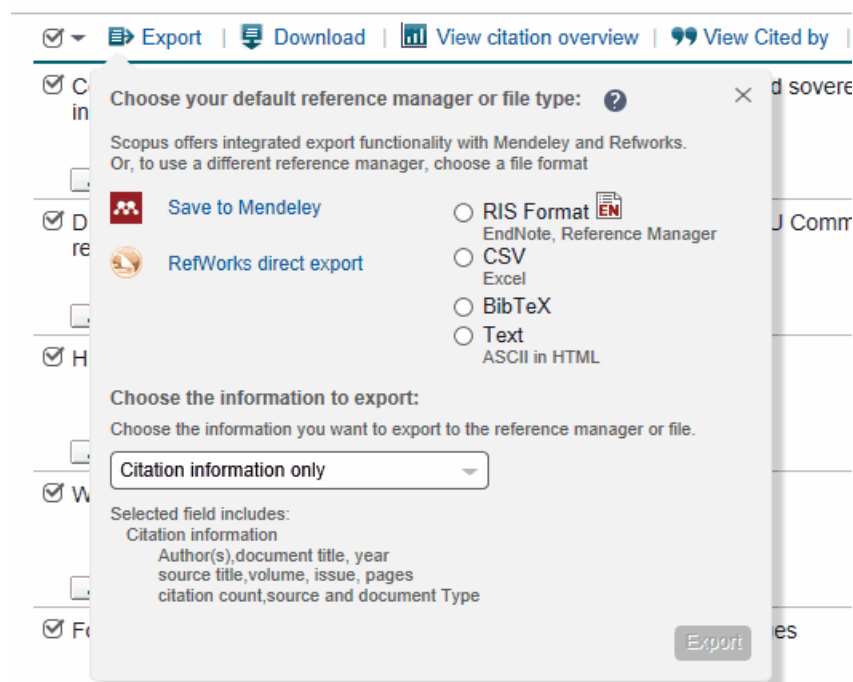


Figure 10. Selecting the fields to be exported from Scopus

3.5 Direct export from Wageningen UR Library Catalogue

1. Search the [Wageningen UR Library catalogue](#).
2. Perform a search.
3. Click on **export** if you want to transfer all records (with a maximum of 250)
4. A new window opens (Figure 11). Check the **RIS format** radio button and click on **export**.
5. EndNote will be opened automatically. Select a library and open it. The catalogue records will be placed in this library.

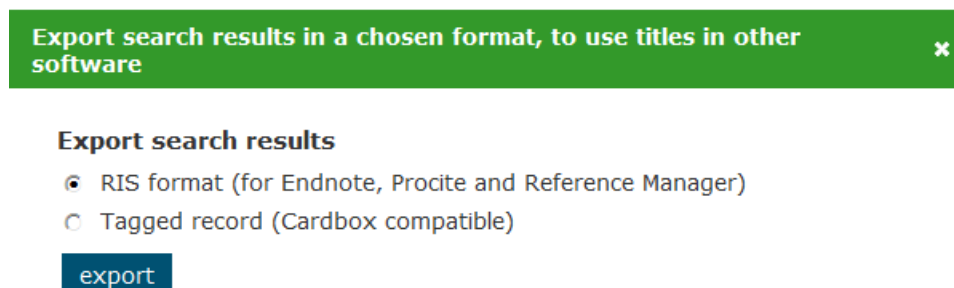


Figure 11. Exporting records window from Wageningen UR Library catalogue

Another option is:

1. Search the [Wageningen UR Library catalogue](#).
2. Check titles from the results list and go to **Marked list**.
3. A new window opens (Figure 12). Click on **export**.
4. EndNote will be opened automatically. Select a library and open it. The catalogue records will be placed in this library.

All titles in your marked list:

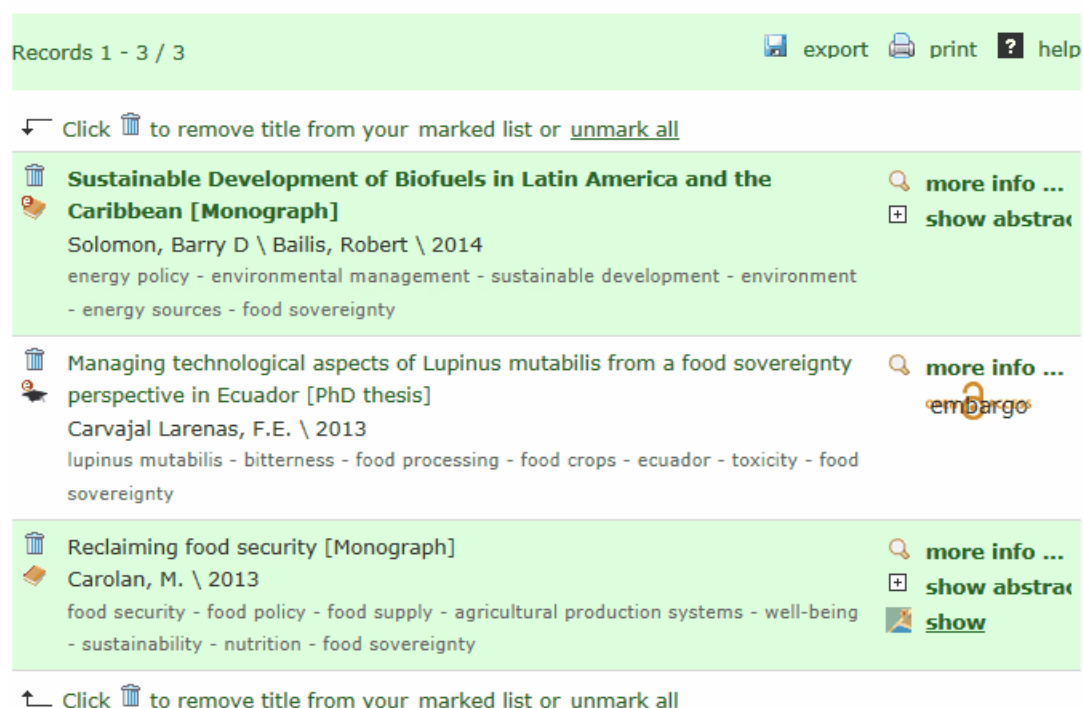


Figure 12. Exporting records window from marked list in Wageningen UR Library catalogue

3.6 Direct export from OvidSP

1. Start your browser (either IE or Firefox).
2. Go to the Digital Library (<http://wageningenur.nl/library>)
3. Select Find & discover and open Frequently used databases.
4. Select **OvidSP** and choose a database from the list, e.g. Biological Abstracts or CAB Abstracts.
5. Perform a search.
6. Select individual records using the check boxes in front of the references or select all references by checking the checkbox at the top of the results list or select a range of references by typing the range in the Select Range box.
7. Click **Export**.
8. An export citation list appears. Complete this list as indicated in Figure 13. Select **EndNote**, then select **Complete Reference** and **Include URL**.
9. Click **Export Citation(s)**.
10. EndNote will be opened automatically. Select a library and open it. If a library is already open, the references will be transferred to this library.
11. If a window appears named Choose an import filter, Choose a filter with the name of the database and (OvidSP_WUR) in the file name, e.g. CAB Abstracts (OvidSP_WUR). If filters with these names are not available in the list, download them from the library website (see [Basic concepts](#))^[4].
12. If this procedure fails, try the option [Save+Import from OvidSP](#)^[2].

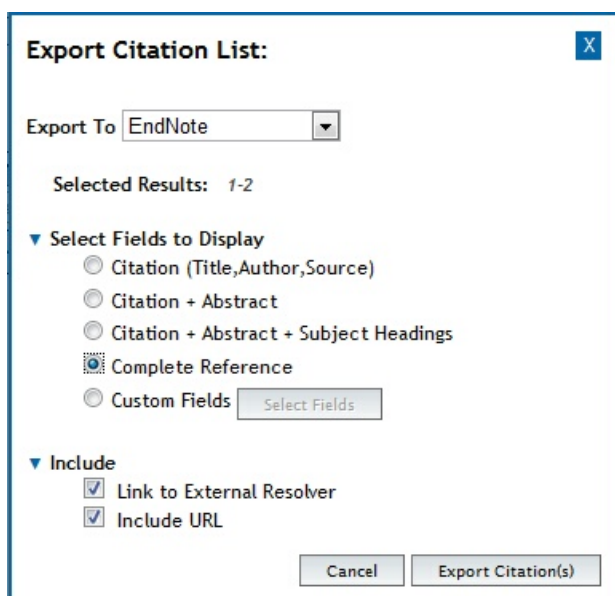


Figure 13. Export citation list from OvidSP

3.7 Direct Export from EBSCOhost

1. Start your browser (either IE or Firefox).
2. Go to the [Wageningen UR Digital Library](#) and choose Find & discover
3. Select Frequently used databases and select **EBSCOhost**. Choose one or more databases from the list, e.g. SOCIndex and/or CAB Abstracts.
4. Perform a search.

To download a single reference:

5. Click on the title of a reference to see the detailed citation information (Figure 14).

Figure 14. Part of the detailed citation window in EBSCOhost

6. Click **Export**
7. The Export Manager window appears (Figure 15). Choose **Direct Export in RIS Format**.
8. Click **Save**
9. EndNote will be opened automatically. Select a library and open it. The selected record will be transferred.

Figure 15. Completed Export Manager screen in EBSCOhost

All references from a page can be downloaded into EndNote after putting them in a folder first:

10. Put all references from a page into a folder by clicking on the Share button. Select for adding to folder Results 1-10. (Figure 16).

Figure 16. Results list in EBSCOhost with Add to Folder options

11. Click on Folder in the blue menu bar on top of the page.
12. Select individual or select all references to be downloaded by checking the relevant checkboxes (Figure 17)
13. Click **Export**
14. The Export Manager window appears (Figure 18). Choose **Direct Export to RIS Format**, and choose whether you want to remove the items from the folder after saving.
15. Click **Save**
16. EndNote will be automatically opened. Select a library and open it. The selected records will be transferred.

Tip: By default 10 results per page are shown. Go to Page Options and indicate how many references you want to be displayed. The maximum is 50.

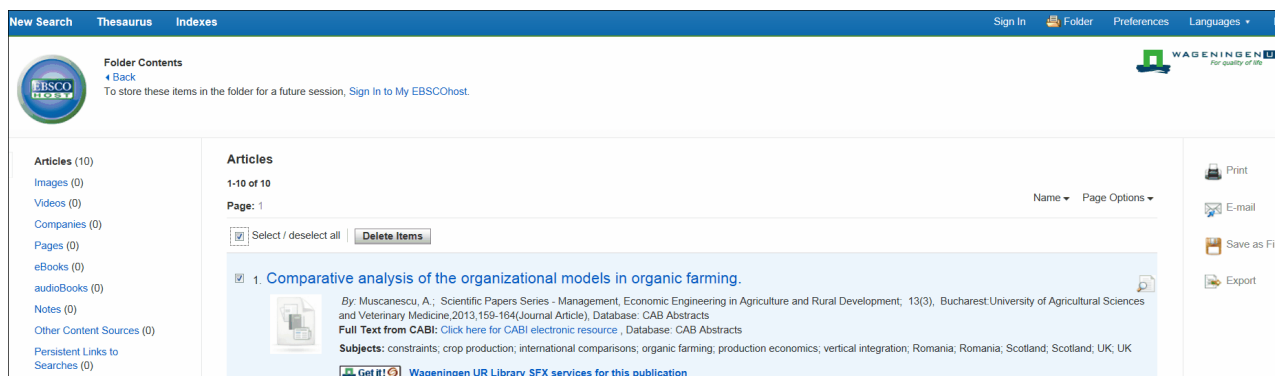


Figure 17. Folder contents in EBSCOhost

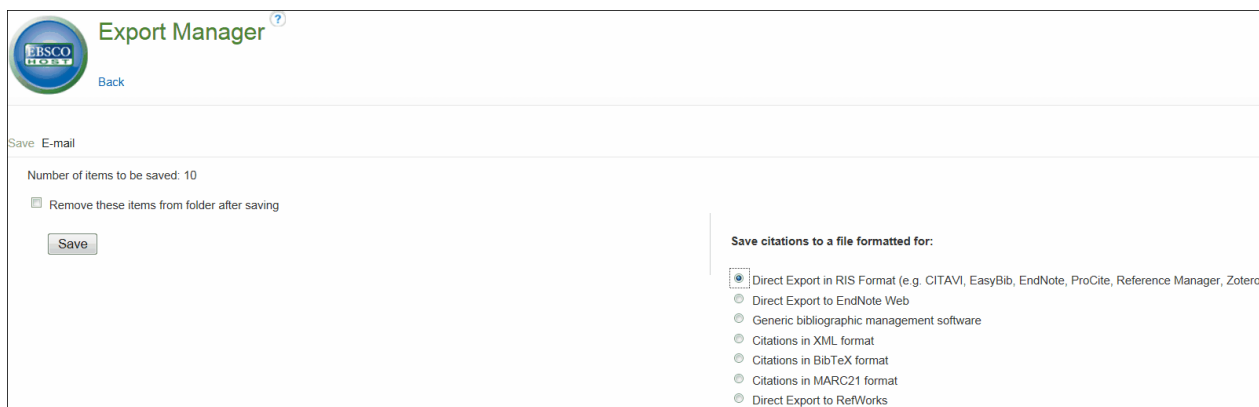


Figure 18. Export Manager screen in EBSCOhost accessed from Folder view

Exporting all references from a search is possible by sending an email with a link to a zipped file to yourself.

1. Click on Share.
2. The last option is Export results: Email a link to download exported results. See figure 16.
3. Choose RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
4. After around 15 minutes you receive an email from ephost@epnet.com
5. Unzip the zipped file, save as a txt file, go to EndNote and import this txt file using the RefManRIS filter.

3.8 Direct export from Google Scholar

1. Start your browser and go to the Digital Library (<http://wageningenur.nl/library>) and go to Find & discover
2. Select **Google Scholar** (see Frequently used databases)
3. Choose **Settings**
4. Go to **Bibliography Manager** on the Scholar Settings page (Figure 19)
5. Mark **Show links to import citations into EndNote**
6. **Save** the settings
7. Perform a search in **Google Scholar**
8. Select a reference that you want to export to EndNote and click on the link **Import into EndNote**. Only basic bibliographic information will be downloaded into EndNote, no abstract, no keywords.

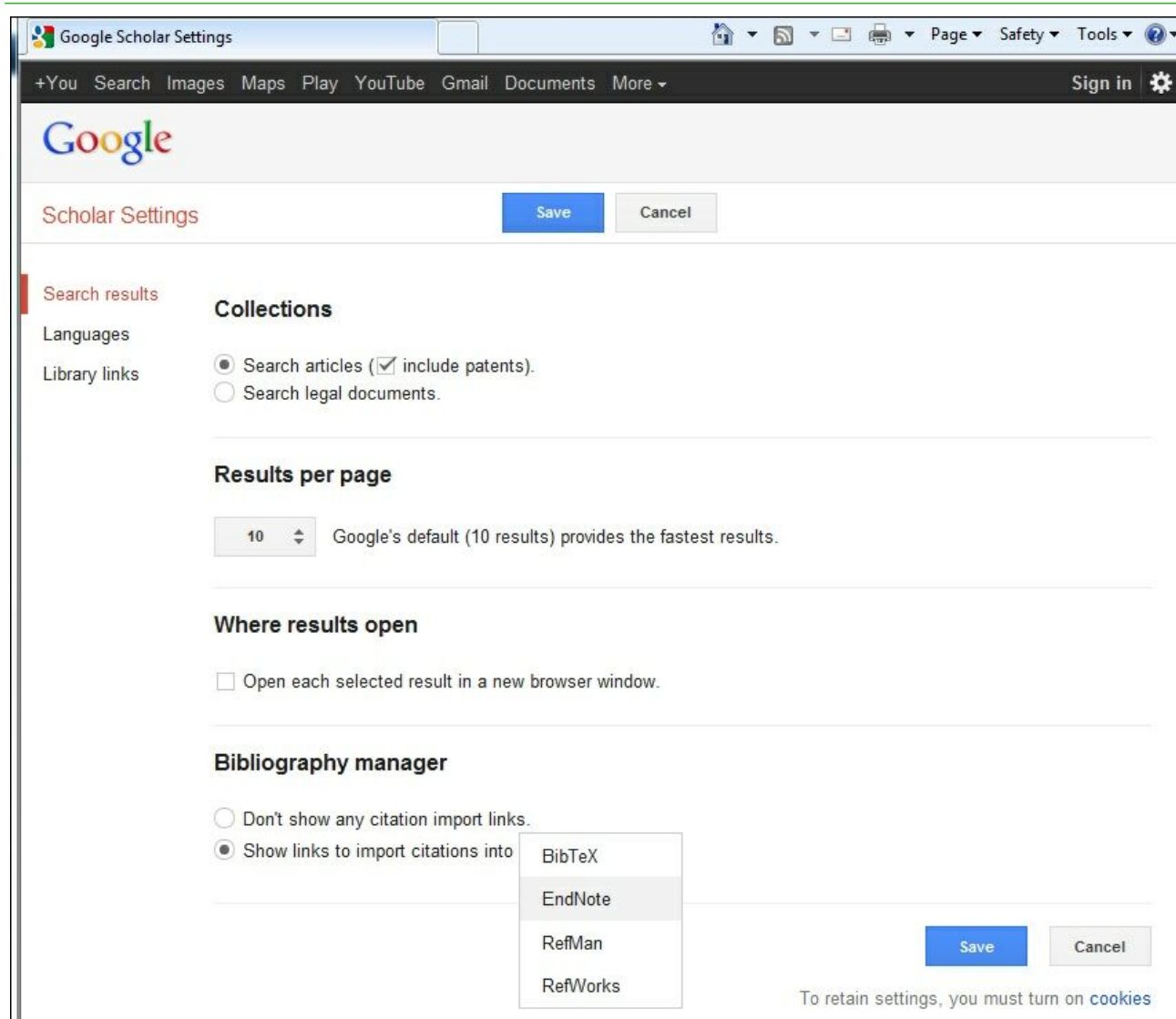


Figure 19. Google Scholar Settings window

3.9 Direct export from ProQuest

ProQuest is the platform for ASFA (Aquatic Sciences and Fisheries Abstracts) and for ABI/INFORM Complete, Accounting & Tax, Banking Information Source, ProQuest Asian Business & Reference.

1. Start your browser and go to the Digital Library (<http://wageningenur.nl/library>)
2. Go to Find & discover
3. Click on Browse resources & recommendations
4. Click on Databases
5. Type "proquest" or a database name (e.g. ASFA) in the search box
6. Perform a search in the selected database, in this case ASFA (Figure 20)
7. Select individual records using the check boxes in front of the references or select all references on page. Default is 20. You can change this number at the bottom of the page, the maximum is 100
8. Click on Export/Save (Figure 21)
9. Select EndNote in Output to: and click on Continue. A new screen appears confirming the exchange of data from ProQuest to your local computer. Click on the Open button and EndNote starts automatically
10. According to your settings the most recently used library will be opened or you will have to select the name of the library in which you want to store the references. The references will be transferred to your library

ProQuest ASFA: Aquatic Sciences and Fisheries Abstracts

Basic Search | Advanced ▼ | Figures & Tables | About

Advanced Search

Look Up Citation | Command Line

Thesaurus | Field codes | Search tips

microalgae in Document title – TI

AND (wageningen) in Author affiliation – AF

AND () in Anywhere

▢ Add a row | Remove a row

Search Clear form

Figure 20. ProQuest Advanced Search screen

11 Results * Search within | Find related figures & tables

Create alert Create RSS feed Save search

11 Selected items [Clear] Save to My Research Email Print Cite Export/Save

Select 1-11 Brief view | Detailed view

1 **Optimisation of cultivation parameters in photobioreactors for microalgae cultivation using the A-stat technique** Preview

Barbosa, MJ; Hoogakker, J; Wijffels, R H. **Biomolecular Engineering** 20.4-6 (Jul 2003): 115-123.

Cited by (2)

Citation/Abstract S.F.X

Sort results by: Relevance Sort

Narrow results by

Figure 21. ProQuest direct export

3.10 Direct export from PubMed

1. Start your browser (either IE or Firefox).
2. Go to the [Wageningen UR Library](http://wageningenur.nl/library) and go to Find & discover
3. Click on Frequently used databases and select **PubMed**.
4. Perform a search
5. Check references on the search results page and click on **Send to:**
6. Choose Destination Citation Manager from the Send to drop-down menu. See Figure 22
7. EndNote will be opened automatically. Select a library and open it. The PubMed records will be put into this library. Sometimes you are asked for an import filter. If so, choose PubMed(WUR).

Display Settings: Summary, 20 per page, Sorted by Recently Added

Send to: Filters: Manage Filters

Results: 1 to 20 of 392 Selected: 2

1. **In patients with LTP syndrome food-specific IgE show a predictable hie**

Asero R.
Eur Ann Allergy Clin Immunol. 2014 Jul;46(4):142-6.
PMID: 25053631 [PubMed - in process]
[Related citations](#)

2. **Placental immune response to apple allergen in allergic mothers.**

Abelius MS, Enke U, Varosi F, Hoyer H, Schleussner E, Jenmalm MC, M
J Reprod Immunol. 2014 Jun 25. pii: S0165-0378(14)00058-8. doi: 10.1016/j.jri.2014.
PMID: 25048667 [PubMed - as supplied by publisher]

Choose Destination

File Clipboard
Collections E-mail
Order My Bibliography
Citation manager

Generate a file for use with external citation management software.

Download 2 citations.

Create File

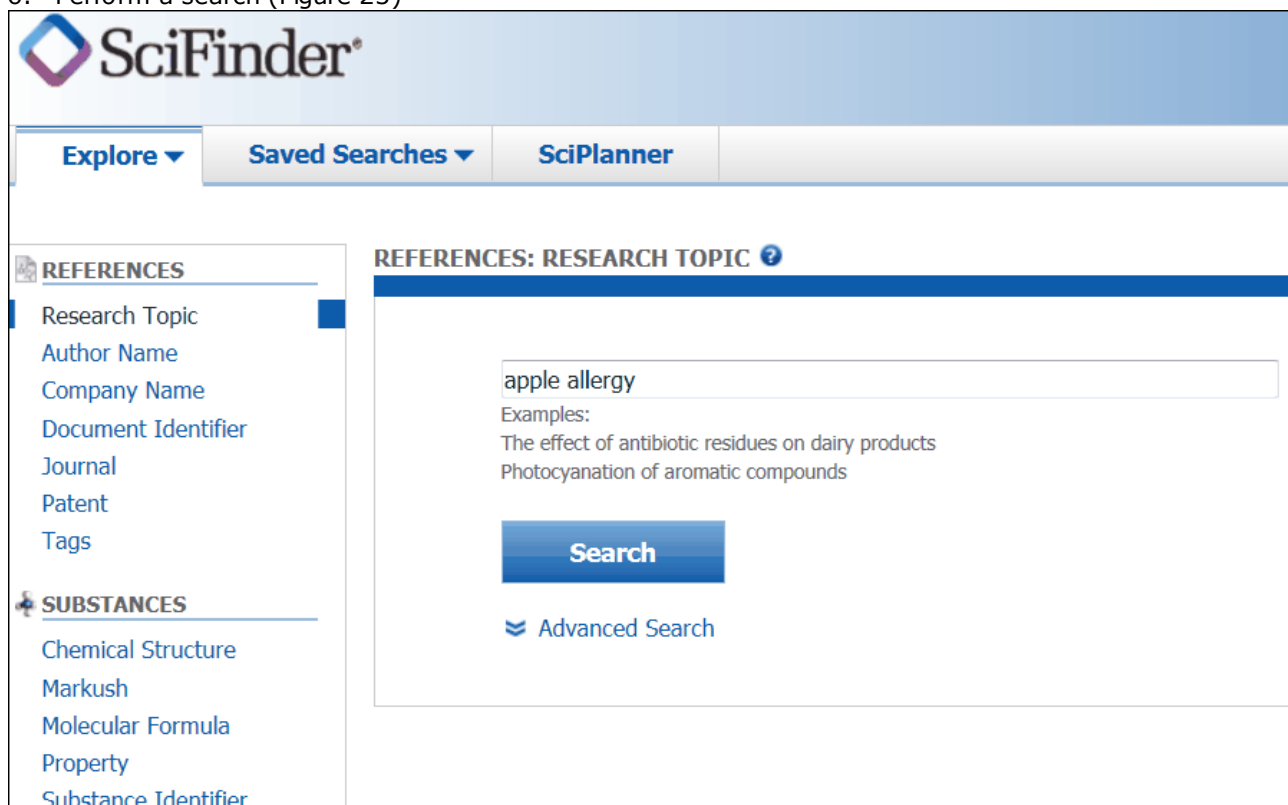
Figure 22. Direct export from PubMed Send to Citation Manager

3.11 Direct export from SciFinder

SciFinder is a bibliographic database covering all areas of chemistry and chemical engineering. First time users have to register.

1. Start your browser and go to the Digital Library (<http://wageningenur.nl/library>)
2. Go to Find & discover
3. Click on Browse resources & recommendations
4. Click on Databases
5. Type "scifinder" in the search box and log in

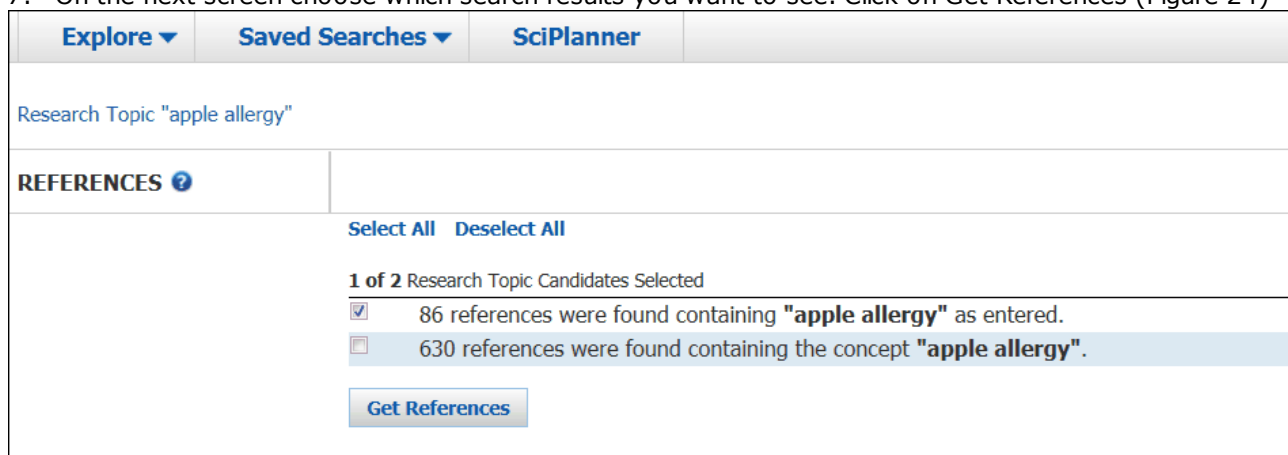
6. Perform a search (Figure 23)



The SciFinder Search interface shows a navigation bar with 'Explore', 'Saved Searches', and 'SciPlanner'. On the left, a sidebar lists 'REFERENCES' (Research Topic, Author Name, Company Name, Document Identifier, Journal, Patent, Tags) and 'SUBSTANCES' (Chemical Structure, Markush, Molecular Formula, Property, Substance Identifier). The main area is titled 'REFERENCES: RESEARCH TOPIC' and contains a search box with 'apple allergy'. Below the search box are examples: 'The effect of antibiotic residues on dairy products' and 'Photocyanation of aromatic compounds'. A blue 'Search' button and a link to 'Advanced Search' are at the bottom.

Figure 23. SciFinder Search

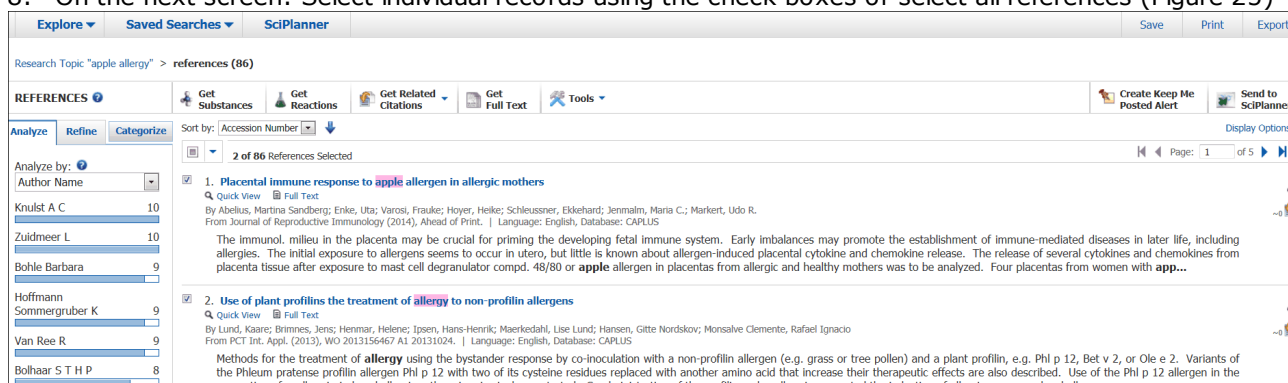
7. On the next screen choose which search results you want to see. Click on Get References (Figure 24)



The 'Get References' screen shows the search topic 'apple allergy'. It displays '1 of 2 Research Topic Candidates Selected'. The first candidate is '86 references were found containing "apple allergy" as entered.' The second candidate is '630 references were found containing the concept "apple allergy".' A 'Get References' button is at the bottom.

Figure 24. SciFinder Get References screen

8. On the next screen: Select individual records using the check boxes or select all references (Figure 25)



The 'Selecting references' screen shows a list of 86 references. The first reference is '1. Placental immune response to apple allergen in allergic mothers' by Knulst A C, Zuidmeer L, Bohl Barbara, Hoffmann Sommergruber K, Van Ree R, and Bolhaar S T H P. The second reference is '2. Use of plant profilins the treatment of allergy to non-profilin allergens' by Lund, Kaare, Brimmes, Jens, Henmar, Helene, Ipsen, Hans-Henrik, Maerkedahl, Lise Lund, Hansen, Gitte Nordkov, Morsale Clemente, Rafael Ignacio. The screen includes a sidebar for 'Analyze by' (Author Name, Knulst A C, Zuidmeer L, Bohl Barbara, Hoffmann Sommergruber K, Van Ree R, Bolhaar S T H P) and a main area for 'REFERENCES' with a 'Get References' button.

Figure 25. SciFinder selecting references

9. Click on Export, on the right top of the page (Figure 25)
10. Select Citation export format (*.ris) on the Export page and click on Export
11. A screen appears confirming the exchange of data from SciFinder to your local computer. Click on the Open button and EndNote starts up automatically
12. According to your settings the most recently used library will be opened or you will have to select the name of the library in which you want to store the references. The references will be transferred to your library

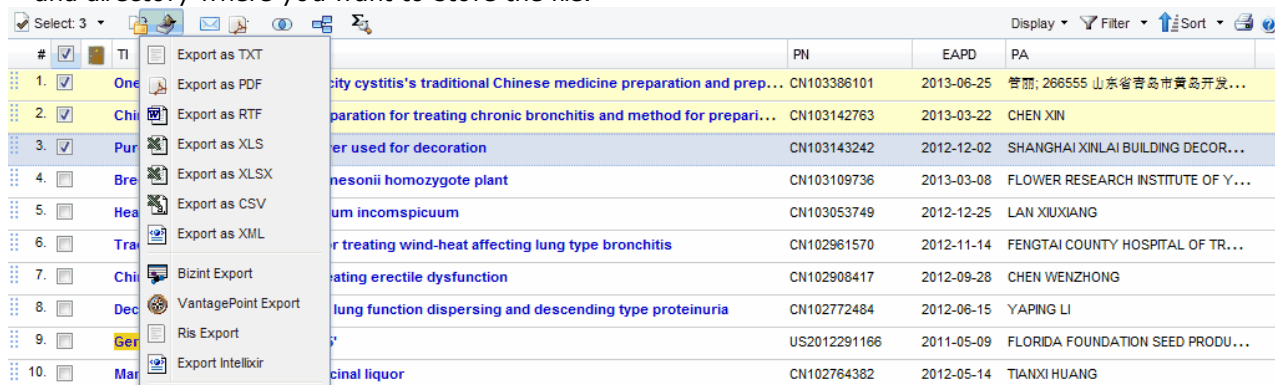
3.12 Download+Import from Orbit

Download and import from patent database Orbit:

- [Create a download from Orbit](#)^[20]
- [Import a download from Orbit into a library](#)^[20]

3.12.1 Create a download from Orbit


1. Start your browser and go to the Digital Library (<http://wageningenur.nl/library>).
2. Select Find & discover and click on Browse resources & recommendations
3. Select Databases
4. Type "orbit" in the search box and click on the title
5. To enter the database click on Login (no subaccount needed)
6. Perform a search in Orbit
7. Select individual records using the check boxes or select all by checking the checkbox on top of the hitlist (Figure 26)
8. Click on Export and choose Ris Export
9. In the appearing screen, click on Click here to download file. Save this file on your pc and choose name and directory where you want to store the file.



Select	#	TI	PN	EAPD	PA
<input checked="" type="checkbox"/>	1.	city cystitis's traditional Chinese medicine preparation and prep...	CN103386101	2013-06-25	管丽; 268555 山东省青岛市黄岛开发...
<input checked="" type="checkbox"/>	2.	paration for treating chronic bronchitis and method for prepari...	CN103142763	2013-03-22	CHEN XIN
<input checked="" type="checkbox"/>	3.	er used for decoration	CN103143242	2012-12-02	SHANGHAI XINLAI BUILDING DECOR...
<input type="checkbox"/>	4.	nesonii homozygote plant	CN103109736	2013-03-08	FLOWER RESEARCH INSTITUTE OF Y...
<input type="checkbox"/>	5.	um inconspicuum	CN103053749	2012-12-25	LAN XIUXIANG
<input type="checkbox"/>	6.	r treating wind-heat affecting lung type bronchitis	CN102961570	2012-11-14	FENGTAI COUNTY HOSPITAL OF TR...
<input type="checkbox"/>	7.	ating erectile dysfunction	CN102908417	2012-09-28	CHEN WENZHONG
<input type="checkbox"/>	8.	lung function dispersing and descending type proteinuria	CN102772484	2012-06-15	YAPING LI
<input type="checkbox"/>	9.		US2012291166	2011-05-09	FLORIDA FOUNDATION SEED PRODU...
<input type="checkbox"/>	10.	cial liquor	CN102764382	2012-05-14	TIANXI HUANG

Figure 26. Orbit download

3.12.2 Import a download from Orbit into a library

1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Click on **File** and **select Import...** and then **File...** or click on the import button . A pop up window appears (compare figure 27).
3. Click on **Choose** and find and select the file with the references you downloaded from Orbit.
4. Select **Other filters...** from the Import Option drop down menu. A list of import filters appears.
5. Select the Refman Ris filter.
6. Click on the **Choose** button.
7. Click on the **Import** button in the Import File window (Figure 30). The conversion programme of EndNote starts. After the programme has finished the conversion, you will see a filled library ([Figure 6](#)^[10]).

3.13 Download+Import from OvidSP

Download from bibliographies on the OvidSP search platform

- [Create a download from OvidSP](#)^[21]
- [Import an OvidSP download into a library](#)^[22]

3.13.1 Create a download from OvidSP

1. Start your browser (either IE or Firefox).
2. Go to the [Wageningen UR Library](#) and go to Find & discover
3. Click on Frequently used database and select **OvidSP** and choose a database from the list, e.g. Biological Abstracts or CAB Abstracts.
4. Perform a search
5. Select individual records using the check boxes in front of the references or select all references by checking the checkbox at the top of the results list or select a range of references by typing the range in the Select Range box.
6. Click **Export**
7. An export citation list appears. Complete this list as indicated in Figure 27. Select **Reprint/Medlars**, then select **Complete Reference**, **Include URL**, and **Link to External Resolver**. **Include Search History** is optional.

Export Citation List:

Export To: Reprint/Medlars

Selected Results: 1-10

▼ Select Fields to Display

- ☐ Citation (Title, Author, Source)
- ☐ Citation + Abstract
- ☐ Citation + Abstract + Subject Headings
- ☒ Complete Reference
- ☐ Custom Fields Select Fields

▼ Include

- ☒ Link to External Resolver
- ☒ Include URL
- ☐ Search History

Cancel Export Citation(s)

Figure 27. Completed Export Citation List window to save results in OvidSP

8. Click **Export Citation(s)**.

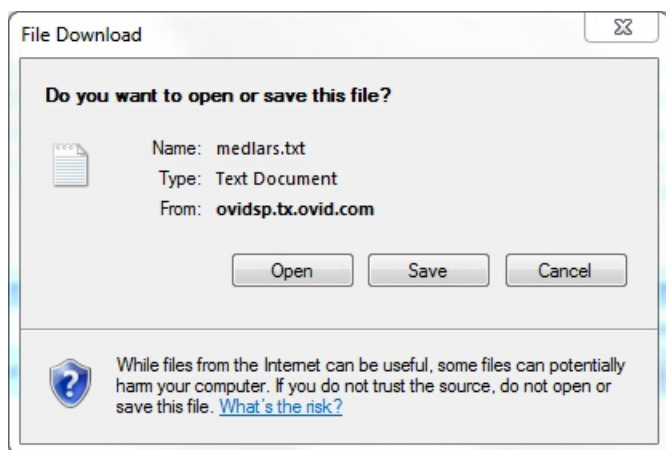


Figure 28. File download screen in OvidSP

9. Click **Save** (Figure 28) and choose name and directory where you want to store the file.
10. Click **Close** when the download complete window appears (Figure 29).

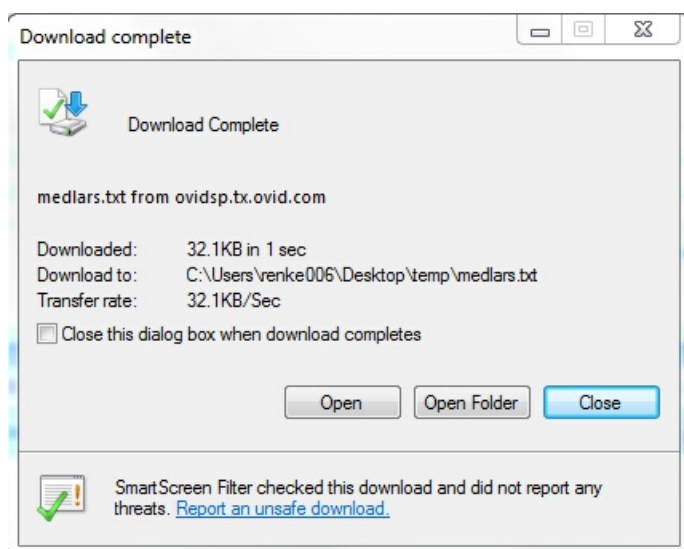



Figure 29. Download complete window in OvidSP

3.13.2 Import an OvidSP download into a library

1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Click on **File** and **select Import...** and then **File...** or click on the import button . A pop up window appears (Figure 30).
3. Click on **Choose** and find and select the file with the references you downloaded from OvidSP.
4. Select **Other filters...** from the Import Option drop down menu. A list of import filters appears.
5. Select an OvidSP_WUR filter with the same name as the database you searched in, e.g. CAB Abstracts(OvidSP_WUR). When you cannot find the appropriate filter in the list, go to [Basic concepts](#)^[4] for instructions to download filters.
6. Click on the **Choose** button.
7. Click on the **Import** button in the Import File window (Figure 27). The conversion programme of EndNote starts. After the programme has finished the conversion, you will see a filled library ([Figure 6](#)^[10]).
8. Note: If the import filter does not function properly ask your [information specialist](#) for assistance.

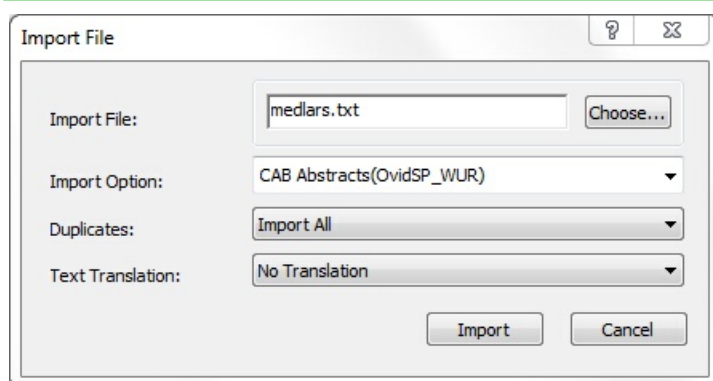


Figure 30. Import File window in EndNote

3.14 Download+Import from PubMed

Add references to your library with a download from PubMed:

- [Create a download from PubMed](#)^[23]
- [Import a PubMed download into a library](#)^[24]

3.14.1 Save results from PubMed

1. Start your browser (either IE or Firefox).
2. Go to the [Wageningen UR Library](#) and go to Find & discover
3. Click on Frequently used databases and select **PubMed**.
4. Perform a search
5. Check references on the search results page and click on **Send to:**
6. Choose File, change Format to MEDLINE (Figure 31)
7. Click on **Create File**

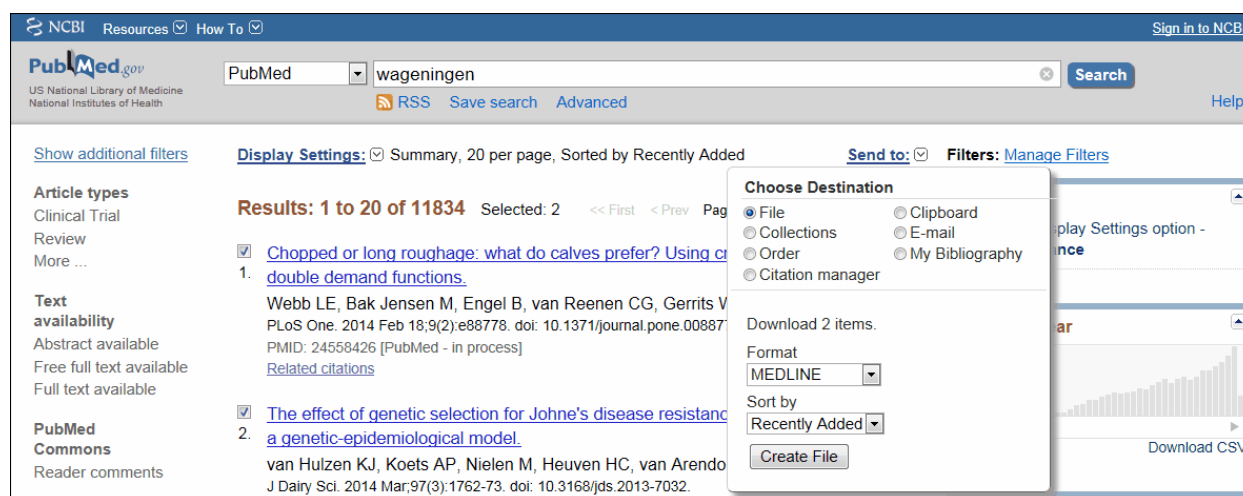


Figure 31. Search results page in PubMed and Send to menu

8. Select **Save or Save as** in the next screen (Figure 32). Remember where you save your file.

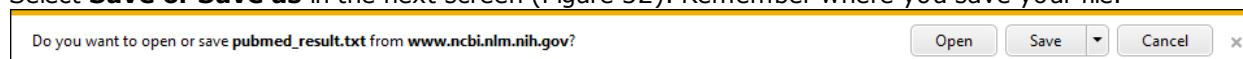



Figure 32. PubMed file download screen

3.14.2 Import a PubMed download into a library

1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Select **Import** from the **File** menu and choose **File...** or click on the import button . A pop up window named Import File appears.
3. Click on **Choose** and find and select the file with the references you downloaded from CSA.
4. Select **Other files...** from the **Import Option** drop down menu. A list of import filters appears.
5. Select **PubMed(WUR)**. When you cannot find the appropriate filter in the list, go to [Basic concepts](#)^[3] for instructions to download filters.
6. Click **Choose**.
7. Click on the **Import** button in the Import File window (Figure 33). The conversion programme of EndNote starts. After the programme has finished the conversion, you will see a filled library ([Figure 6](#)^[10]).
8. Note: if the import filter does not function properly ask your information specialist for assistance.

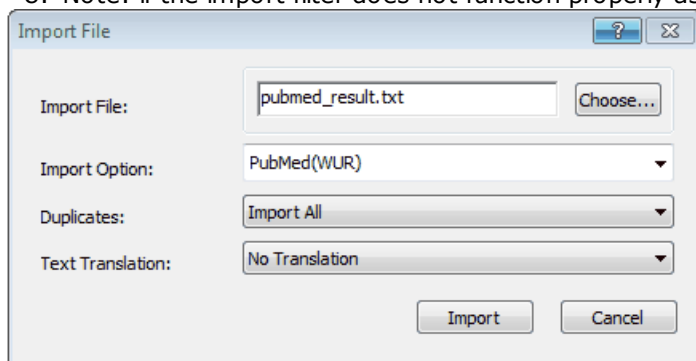


Figure 33. Import file window for PubMed files

3.15 Online Search

With the Online Search command in EndNote, you can search online bibliographic databases using the search system in EndNote. The results of your searches can be downloaded either to a temporary EndNote library or directly into your own EndNote library.

- [Make a connection with an online database](#)^[24]
- [Search an online database](#)^[25]
- [Retrieve references from the database into an EndNote library](#)^[25]

3.15.1 Make a connection with an online database

1. Start EndNote. [Create a new library](#)^[5] or open an existing one.
2. Select **Online Search** from the **Tools** menu. A small pop-up window appears titled Choose A Connection.
3. Select a database you want to search in, e.g. **Cornell U** library catalogs.
4. Click on **Choose**. In Search on top of the page it is indicated that searches will be performed in a Remote Library (Figure 34).

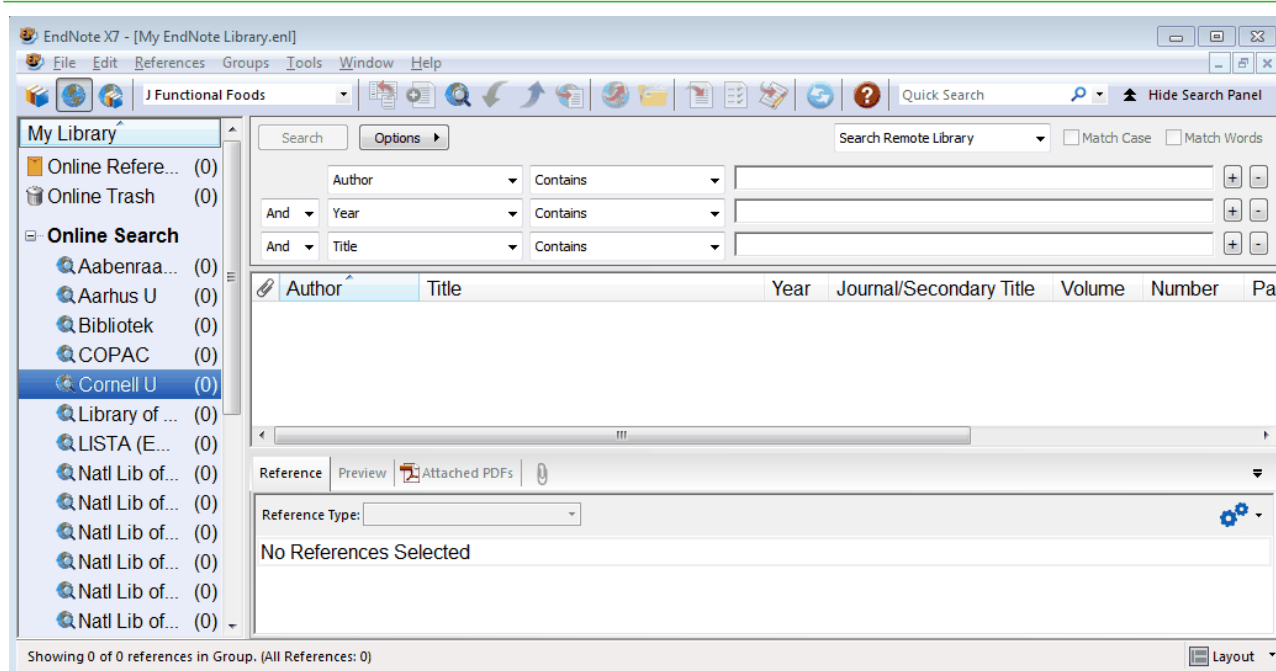


Figure 34. Window that opens on selecting a connection file

3.15.2 Search an online database

1. Enter your search terms in the Search frame (Figure 34)
2. Select **Any Field** from the drop-down menu next to **Author** and type a search term in the search box, e.g. **Mediterranean diet**
3. Click on the **Search** button. A pop-up window with Confirm Online Search in the title bar appears (Figure 35).
4. Click on the **OK** button

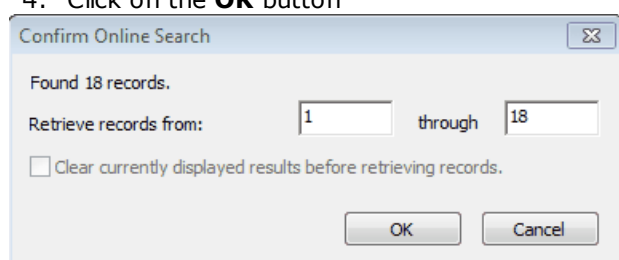


Figure 35. Confirm Online Search window

3.15.3 Retrieve references from the online database

1. After clicking on the **OK** button the library will be filled with references (Figure 36).
2. Make a selection of references, which you do not want to keep, by clicking on them. For multiple references hold down the <Ctrl> button on your keyboard.
3. Go to the **References** in the menu bar and choose **Move References to Trash**.
4. Now, you can continue searching the catalogue and retrieving references into EndNote.

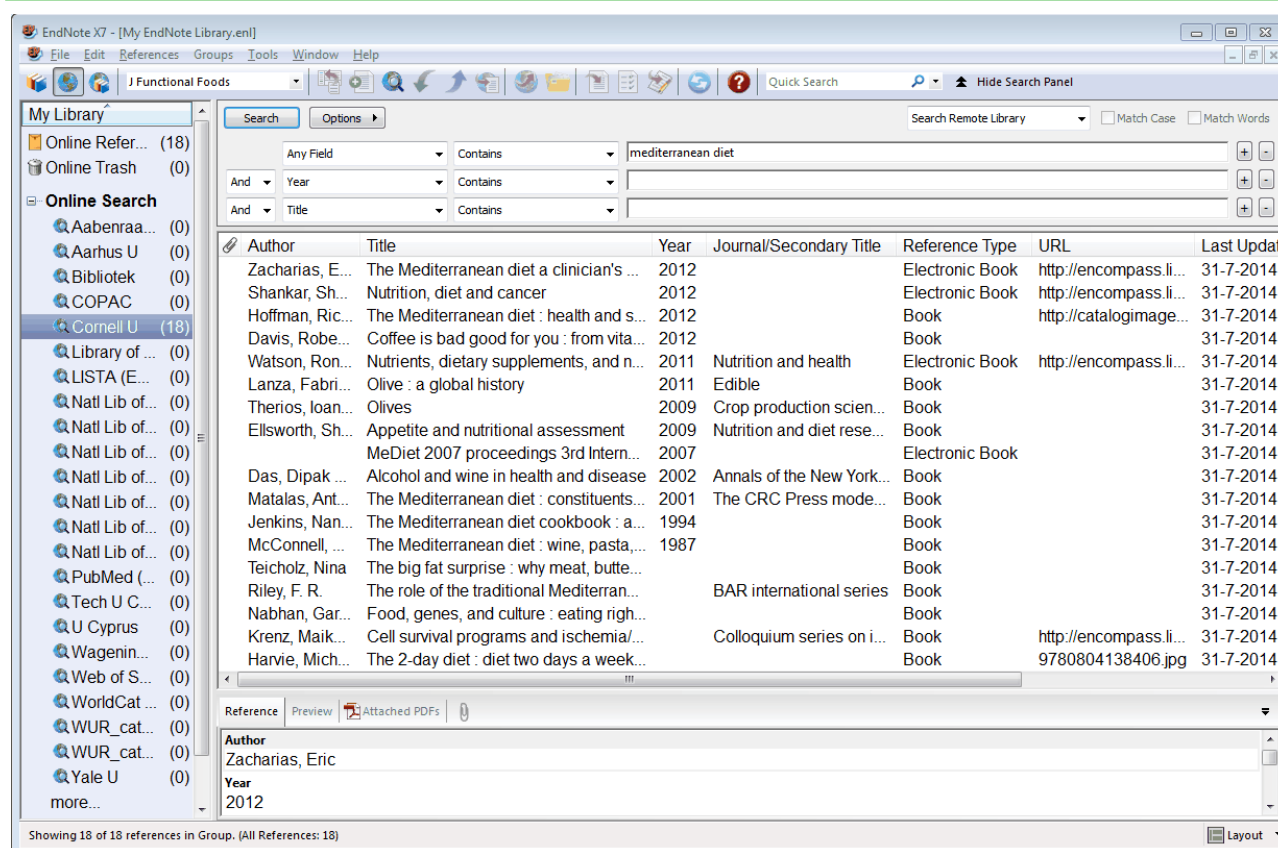





Figure 36. Connection window

5. After you have finished searching the Cornell University catalogs, click on the group All References to view your entire EndNote library.

Note: If you would prefer to save references to a temporary library first, to verify which references you want to save, you have to search in the Online Search Mode.

1. Select Online Search mode by clicking on the **Online Search Mode**  button.
2. Make a connection with a database and search as described in the previous sections.
3. The references are placed in a temporary library. You can place them in your EndNote library by selecting references and choosing **Copy References To** from the **References** menu. Choose a library to place them in and these references will be transferred.
4. Click on the **Local Library Mode**  button or the **Integrated Library & Online Search Mode**  button to return to your EndNote library. With the last option you will empty the temporary Online Search Group.

4 Manage libraries

Managing libraries:

- [Transfer references between libraries](#)^[27]
- [Deduplicate](#)^[30]
- [Search](#)^[29]
- [Browse](#)^[29]
- [Specific searches](#)^[29]

4.1 Transfer references between libraries

Transfer references from one library to another by using the **Copy** and **Paste** commands from the **Edit** menu:

1. Open both libraries and select **Tile Vertically** or **Tile Horizontally** from the **Window** menu to view both libraries
2. Select the references you want to copy by clicking and using the CTRL or SHIFT button. Use **Select All** (Ctrl+A) from the **Edit** menu to copy the complete library
3. Select **Copy** (Ctrl+C) from the **Edit** menu
4. Select the destination library where you want to add the references by clicking on the library window
5. Select **Paste** (Ctrl+V) from the **Edit** menu

4.2 Creating groups

Groups are an easy way to organize your library (Figure 37). There are two ways of creating groups:

- [Custom groups](#)^[28]
- [Smart groups](#)^[28]

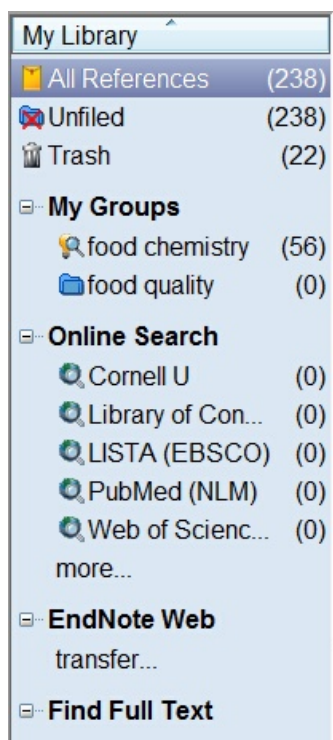


Figure 37. Part of the groups pane of the Library window.

4.2.1 Custom groups

You have two options of creating a custom group. You can select references and then add them to a new group, or you can create an empty group and then add references to it.

To create a custom group:

1. Choose **Create Group** from the **Groups** menu
 2. Type a name for the new group in the box appearing in the Groups pane of the library window
- or
1. Right click in the groups pane of the library window and choose **Create group**
 2. Type a name for the new group in the box appearing in the Groups pane of the library window
- or
1. Select references in a reference list
 2. Go to the **Groups** menu, choose **Add References To**, and then **Create Custom Group...**
 3. Type a name for the new group in the box appearing in the Groups pane of the library window

You can add references to your custom groups in different ways.

To add references to a custom group:

1. Select multiple references by holding down the SHIFT or CTRL key and clicking individual references. Or go to the **Edit** menu and choose **Select all** (Ctrl A).
 2. Drag and drop the selected references onto an existing custom group name in the Groups pane of the library window.
- or
2. Go to the **Groups** menu, choose **Add References To**, and select the name of an existing custom group.

Note: It is possible to have one reference in two or more groups. If you delete references from your custom group they are not deleted from your library.

4.2.2 Smart groups

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

To create a smart group:

1. Go to the **Groups** menu and choose **Create Smart Group**. A search dialogue appears (Figure 38).
2. Type a name for the group in the box behind **Smart Group Name**:
3. Enter your search and click **Create**

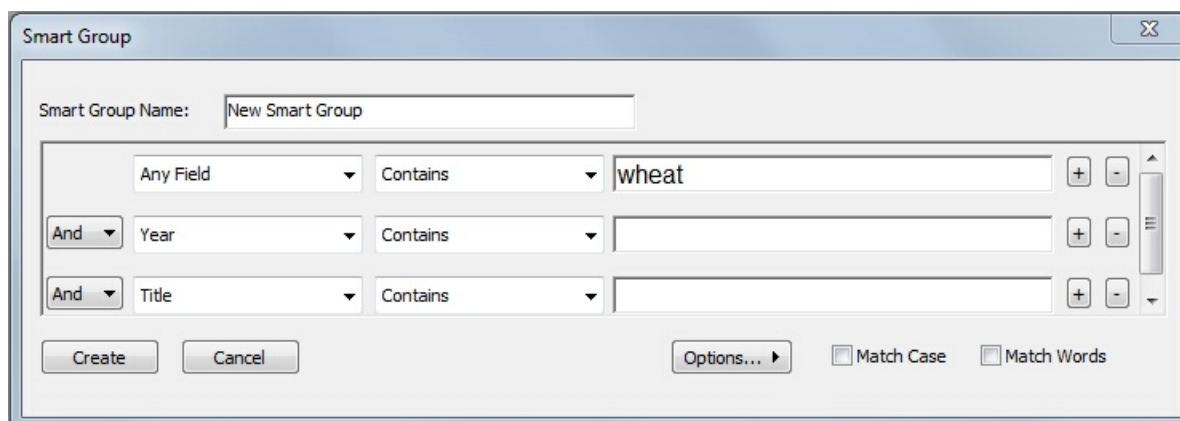


Figure 38. Search window for creating a smart group

To edit a smart group:

1. Select the smart group name below My Groups in the left frame
2. Go to the **Groups** menu and choose **Edit Group....** A search dialogue appears with the current search strategy (Figure 39).
3. Modify the search strategy and click **Save**

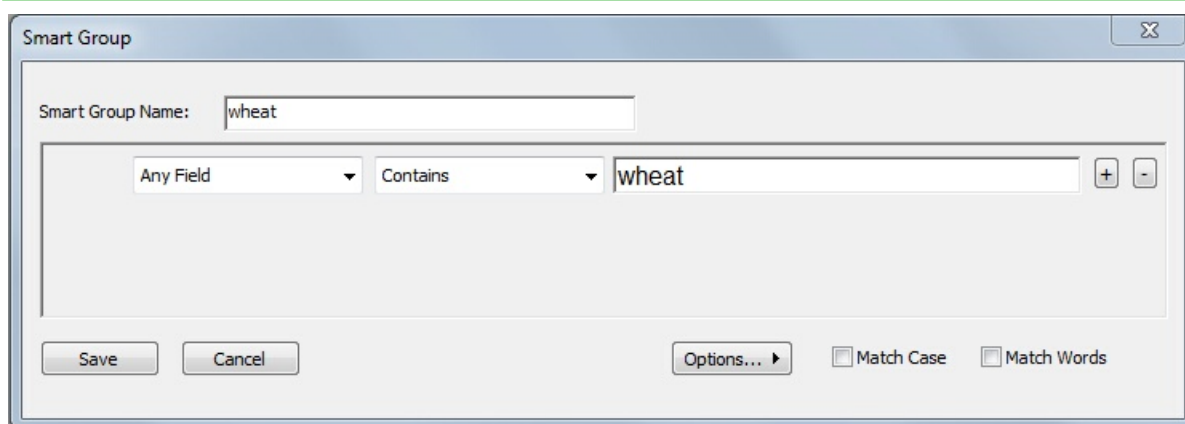


Figure 39. Search window for editing a smart group

Note: If you delete references from your smart group, then you also delete them from your library.

4.3 Search

In an open library you can browse or search for specific references:

- [Browse](#)^[29]
- [Specific searches](#)^[29]

The Search Panel is displayed right below the main tool bar. If not, click on Show Search Panel in the menu bar.

4.3.1 Browse

There are a number of ways to browse through your references.

1. Use the vertical scroll bar at the right-hand side of the window. Or use the navigation keys on the keyboard: Page up, Page down, Home, End, ↑ and ↓ keys.
2. Change the order of the references by clicking on the column headings. Click a second time to obtain the reverse order.
3. Typing the first letter(s) brings you to the author's last name starting with that letter(s), when the references are sorted by Author. This also works for other fields.

To change the fields displayed in the library window:

1. Select **Preferences...** from the **Edit** menu
2. Select **Display Fields**
3. Select the fields you want to display in the library window (up to eight fields)

4.3.2 Specific searches

EndNote provides Search commands to locate specific references or groups of references. In this manual only basic principles are discussed. Detailed information on specific searches can be found in the [Thomson Reuters EndNote manual](#) (p.120-133). In this topic the library included with EndNote C:\Program Files (x86)\EndNote X7\Examples\styletest(WUR).enl will be used.

To quickly search your entire library including the attached pdfs, use the Quick Search item (Figure 40) on the Main toolbar.

1. Open the library C:\Program Files (x86)\EndNote X7\Examples\styletest(WUR).enl
2. Enter a word or phrase in the Quick Search box and press ENTER.

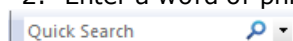


Figure 40. Quick Search box on the main toolbar

To perform more specific or complicated searches, use the search panel:

1. Open the library C:\Program Files (x86)\EndNote X7\Examples\styletest(WUR).enl
2. Go to the Search Panel right below the main tool bar (Figure 41).

3. Enter search terms in the Search boxes. A search term can be restricted to a single field, e.g. searching for Billoski in the author field.
4. Combine search terms by Boolean operators **And**, **Or** and **Not**. Select these operators from the drop down menus in front of each search line. By default the And operator is selected.
5. Add, insert or delete search lines by clicking the + and - buttons. By default three search boxes are shown (Figure 41).

Search for an author:

6. Click on **Any Field** and select **Author**. Enter Billoski in the Author field
7. Click on the **Search** button and references which conform to the search criteria will be shown in the library window.
8. Select **Show All References** (Ctrl+M) from the **References** menu, or click on the All References group, to return to the full set of references

Figure 41. Search window with Billoski in the author field

Search for multiple authors:

9. When you want to perform a search with more terms, you enter the terms in separate boxes. The combination of the terms with AND, OR, or NOT will be performed from the top to the bottom of the Search window. EndNote searches by combining the results of the first two terms with the third search term. This means that a search for references from the authors Billoski and Whiting or from the authors Billoski and Schwartz should look like Figure 42. ["(Billoski AND Whiting) OR (Billoski AND Schwartz)"] is the same as "(Whiting OR Schwartz) AND Billoski"

Figure 42. Search window with multiple authors and the use of Boolean operators

Search for journal articles:

10. Select **Reference Type** from the drop down menu, enter Journal Article into the Search box and click on the **Search** button. 12 Journal articles are included in the library C:\Program Files (x86)\EndNote X7\Examples\styletest(WUR).enl.

Search for non-journal articles (i.e. books, book chapters, theses etc.):

11. Select **Reference Type** from the drop down menu, enter Journal Article into the Search box, select **Omit from showing reference** from the drop down menu of the search set list and click on the **Search** button (Figure 43)

Figure 43. Search window with Omit from showing references selected

Search for a range of years:

12. Select Year from the drop down menu, enter **2000** in the search box and choose **Is greater than or equal to** instead of Contains from the drop down menu (Figure 44) to obtain references published in 2000, 2001, etc..

Figure 44. Search window with range of publication years

4.4 De-duplicate

If you collect references from various sources, you may have duplicate references in your libraries. You can remove these duplicates from the EndNote library.

To remove duplicates:

1. Make sure that the library window shows all references. If not, go to the **References** menu and choose **Show all references**, or click on the All References group.
2. Click on **References** in the menu bar and subsequently on **Find Duplicates**.

3. A window named Find Duplicates appears (Figure 45) in which you can compare two references, transfer information from one reference to another and select which one you want to keep (Click on **Keep This Record**).
4. Choose **Skip** if you want to keep both
5. Choose **Cancel** if you want to see the whole list of duplicate references.

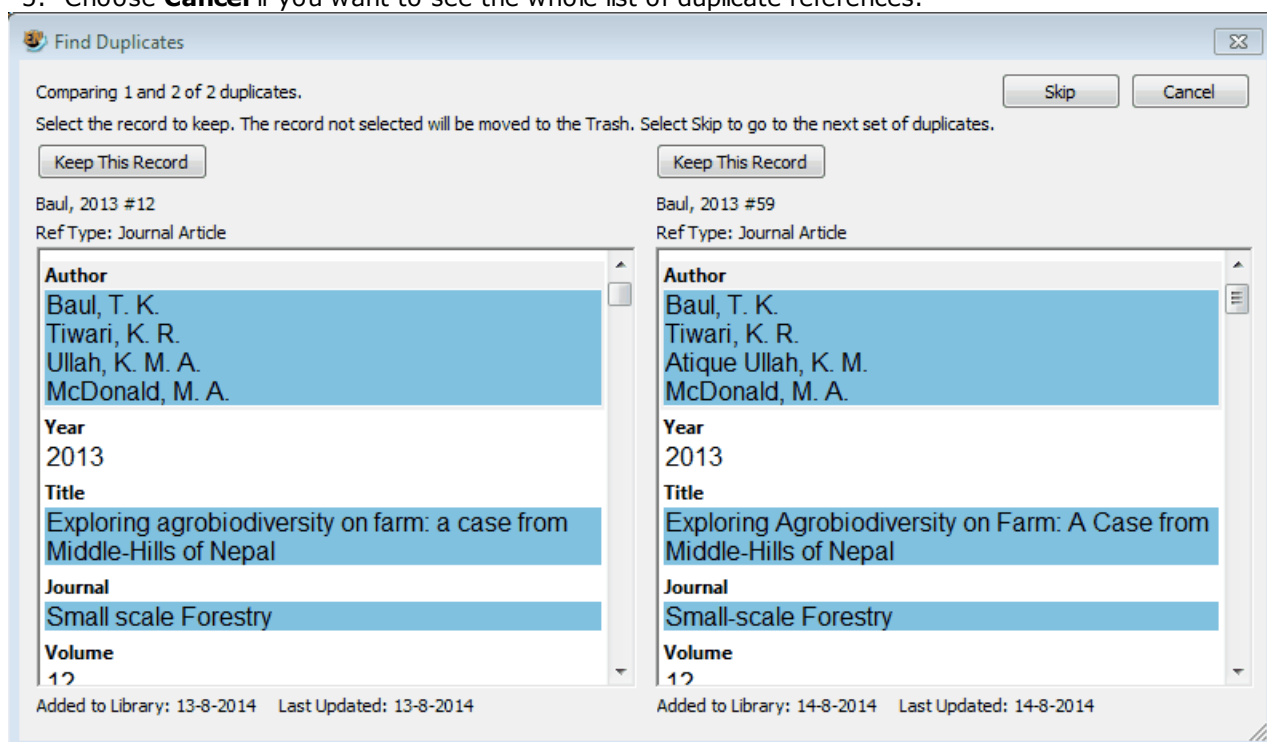


Figure 45. Find Duplicates window

6. If you chose Cancel, EndNote will display a temporary group named **Duplicate References**. All references in this group are highlighted. According to the de-duplication criteria these references are duplicates (Figure 46).
7. It is recommended to check duplicates before deleting. By holding the CTRL button and using the mouse changes in the selection of references can be made.
8. Click on **References** in the menu bar and select **Move References to Trash** (Ctrl+D) to delete all highlighted references
9. To return to the complete library, select **Show All References** (Ctrl+M) from the **References** menu or click on the All References group in the left frame.

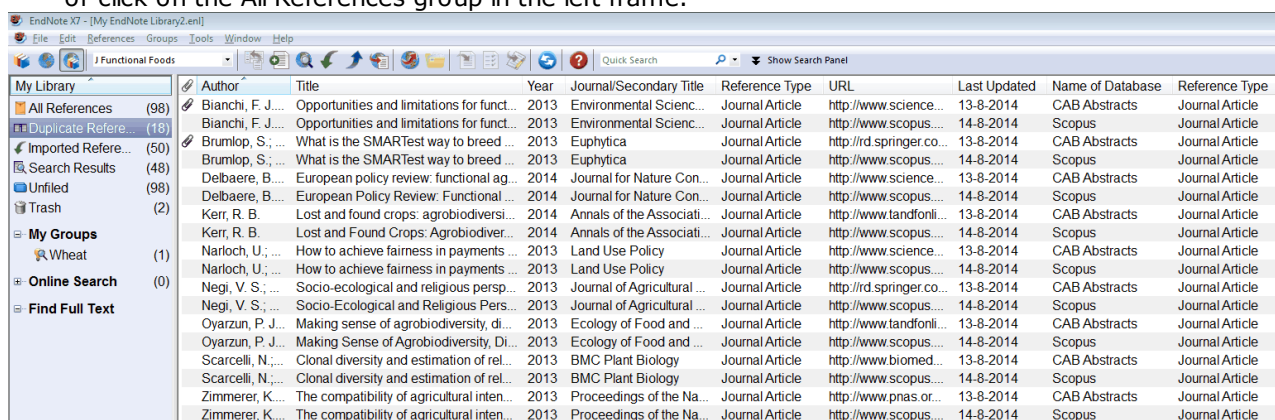


Figure 46. Library window showing the duplicate references

By default EndNote compares references based on the reference type and the author, year and title fields. To change these criteria:

10. Select **Preferences...** from the **Edit** menu. A pop-up window appears with in the title bar 'EndNote Preferences'
11. Select **Duplicates** from the left menu. A box appears entitled 'Compare references based on the following fields:' (Figure 47)
12. Override some of the Endnote default settings, e.g. check Year-Title, or Author-Year-Volume.

13. Click on the **OK** button.
14. Repeat steps 1-5.

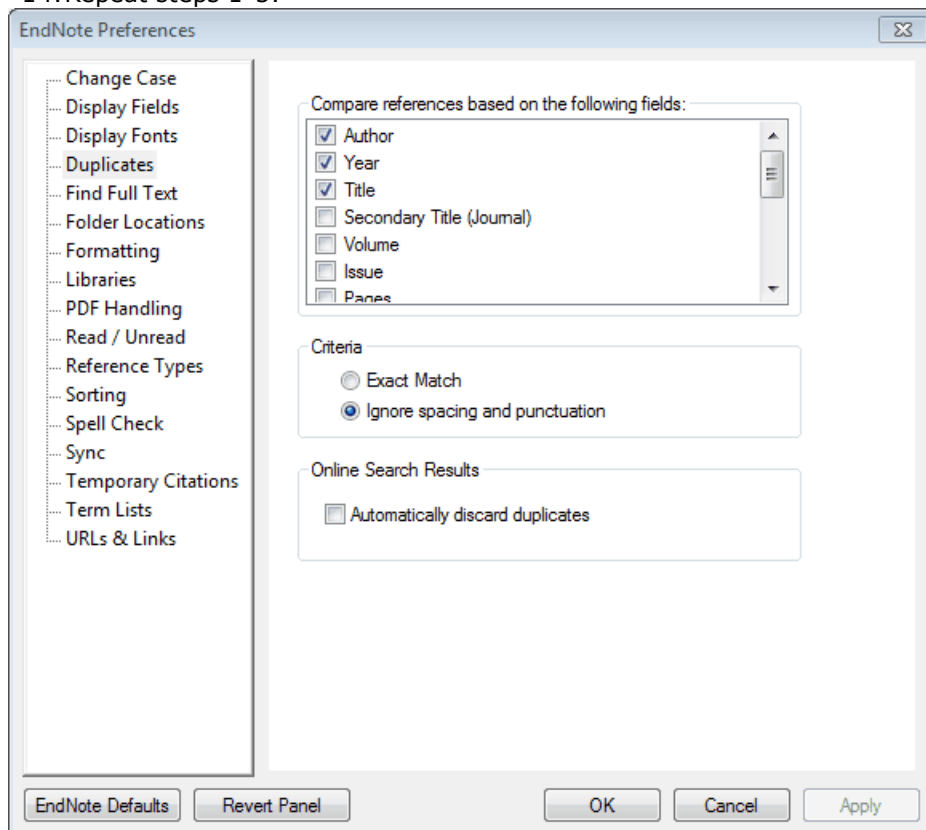


Figure 47. EndNote preferences window with Duplicates template

4.5 Print references

1. Make sure that the references you want to print are shown in the Library window.
2. To select the complete library: Select **Show All References** (Ctrl+M) from the **References** menu, or click on the All References group.
3. Go to **Edit** and choose **Select all** (Ctrl+A).
4. To make a selection: Select multiple references by holding down the CTRL key and clicking individual references.
5. Select an output style for the references, by choosing **Output Styles** from the **Edit** menu. A submenu appears with one or more output styles, e.g. Numbered.
6. If the required style is not listed in the submenu, select **Open Style Manager...** from the **Output Styles** submenu. The EndNote Styles window appears (Figure 48)
7. Select an Output Style (journal style) by checking the box to the left of the style. For users that do not have WUR Station, some extra styles not provided by EndNote can be downloaded from <http://wageningenur.nl/library/endnote/styles> or W:\APPS\EndNote\Distrib\styles\. Transfer these additional EndNote files into the folder M:\My Documents\EndNote\Styles. If the required style is missing ask your [information specialist](#) for assistance.
8. Close the EndNote Styles window by clicking on the X.
9. Select again **Output Styles** from the **Edit** menu. The selected style appears in the list of styles.
10. Select the Output Style you want to use.
11. Select **Print** from the **File** menu (Ctrl+P) to print the references according to the selected style. A window for the confirmation of the print command appears.
12. Click on the **OK** button.

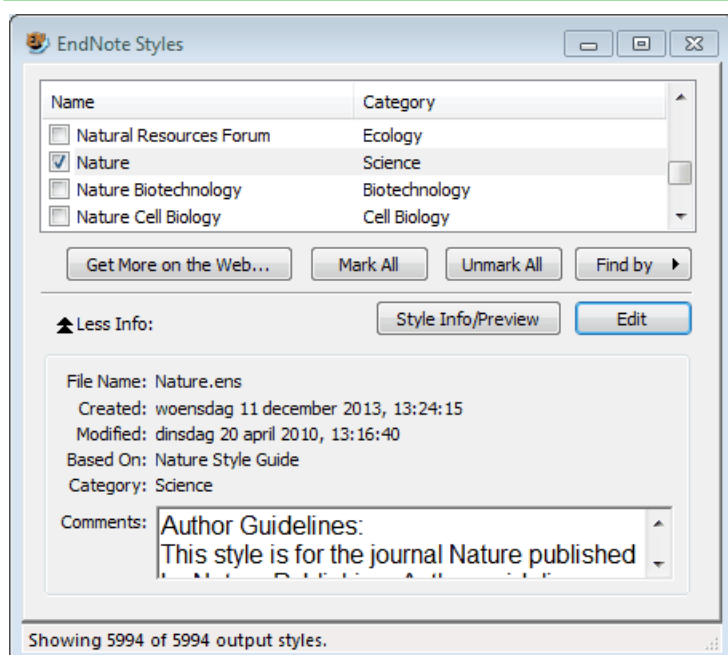


Figure 48. Select styles window

5 Manage PDFs

With EndNote you can easily manage your PDFs. EndNote X and higher versions give you the option to create a link with a relative path or with an absolute path to a downloaded PDF. If you create a link with a relative path, EndNote makes a copy of the file and places this file in the [library name].DATA/PDF folder. A link with an absolute path directs you to the location where you stored the file. In EndNote 9 a link to pdf is always with an absolute path. This might give compatibility problems when EndNote 9 and X (or X1-7) are used alternately.

- [Create a link to PDF](#)^[34]

A new feature since Endnote X2 is the Find Full Text option. If you use this feature Endnote will search the internet for the full text of a given set of references, download the PDFs, store them in the [library name].DATA/PDF folder and link them automatically with the right references in your EndNote library.

- [Finding Full Text for a Reference](#)^[35]

Since Endnote X5 it is possible to view and annotate PDF files in the PDF & Quick Edit tab.

- [Making notes in a PDF](#)^[35]


EndNote does not only allow you to search in the description of the references, but also in the full text of the references, if a PDF is attached, and in the sticky notes attached to it (Figure49).

- [Search in PDF and notes](#)^[36]

5.1 Create a link to PDF

When you want to create a link to a PDF or another type of file, you first need to download the PDF of an article and store it in your own folders.

To link this file to a reference in your EndNote library:

1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Select the appropriate reference from the library window and double click on it (or choose **Edit references** from the **References** menu).
3. You are now in the window where you can edit a reference ([Figure 4](#)^[8]).
4. Go to the **References** menu and choose **File Attachments** and then **Attach File....** A dialogue screen appears asking you to choose a file.
5. Choose a file and click on **Open**. By default, the file will be copied to the [library name].DATA/PDF folder.
6. Scroll down to see the link to the attached file (Figure 49).
7. Click on the file to open it.
8. If you are finished editing the reference, close the reference by clicking on the  button, and decide whether you want to save the changes (**Yes**) or not (**No**).

File Attachments



Radeny-201...
of rura.pdf

Figure 49. File linked with a relative path

By default, EndNote links the file with a relative path, i.e. makes a copy of your file and saves it in the [library name].DATA/PDF folder. If you want EndNote to link with an absolute path, i.e. to the folder where you stored your file, you need to change the EndNote preferences. If you made your EndNote library with an older version and if you attached PDFs using a absolute path, EndNote can easily convert these links to relative paths. See for detailed information on these topics in the help file.

5.2 Find Full Text


Since version X2, EndNote can automatically locate and download full text files by accessing several sources, including at least these: DOI (Digital Object Identifier), PubMed LinkOut, and ISI Web of Knowledge Full Text Links. EndNote will try to use all of these methods to optimize the likelihood of finding full text files associated with your bibliographic records.

To find full text files, the references in your EndNote library need to have at least one of the following items:

- a DOI number in the DOI field
- a Web of Science record number in the Accession Number field
- a PubMed record number (PMID) in the Accession Number field

The downloaded files are stored in the folder [library name].DATA/PDF folder with a standard name consisting of 'author-year-part of the title', and linked automatically with the right references in your EndNote library.

To find full text:

1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Select one or more references from the library window (up to 1000)
3. Go to the **References** menu and choose **Find Full Text...** or Click on this  button.
4. A window appears warning you about copyrights. Click **OK**
5. In the Groups pane a temporary group **Searching...** appears under **Find Full Text** in which you can follow the searching process. In a second group **Found PDF** the references are shown of which the full text is downloaded. A third group is made for the references for which the PDF is **Not found** (Figure 50).

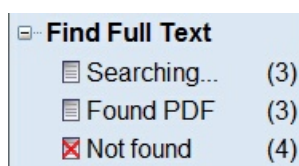


Figure 50. Find Full Text groups with references for which the PDF is found or not

Note! Do this for a reasonable amount of PDFs. Publishers tend to become nervous when an enormous amount of papers are downloaded in a short time and in reaction they may block access to their journals.

5.3 Making notes in a PDF

To view a PDF in your EndNote library:




1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Select the appropriate reference from the library window.
3. Click on **PDF** in the bottom part of the library window (Figure 51).



Figure 51. PDF tab in the library window

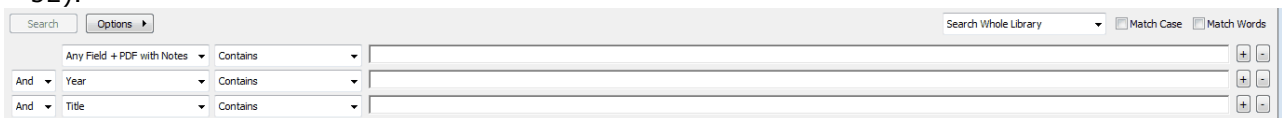
4. On top of the PDF a toolbar appears with the PDF Viewer panel that displays different options.

5. To highlight text, click on the **Highlight Text**  button and move the mouse over pieces of text.

6. Click on **Save PDF**  to store the changes.
7. To annotate text, click on the **Sticky Note**  button and move the mouse to the point where you want to annotate the PDF.
8. Click on the left mouse button and a Sticky Note will appear.
9. Double-click on the sticky note to obtain a text box in which you can write a comment or note.
10. Click on the cross (x) to save the comment and to hide it.
11. Click on **Save PDF**  to store the changes.

5.4 Search in PDF and notes

1. Open a library
2. Open the **Search** panel at the top of the library window.
3. Enter search terms in the Search boxes and change Any Field into **Any Field + PDF with Notes** (Figure 52).



Search		Options ▾		Search Whole Library ▾		<input type="checkbox"/> Match Case <input type="checkbox"/> Match Words	
	Any Field + PDF with Notes ▾	Contains ▾				+	-
And ▾	Year ▾	Contains ▾				+	-
And ▾	Title ▾	Contains ▾				+	-

Figure 52. Search in any field + PDF with notes

6 Integration with MS Word

In addition to being a reference database, EndNote is a reference list maker. EndNote is integrated with your word processor to include in-text citations and to create a reference list formatted according to the instructions for authors of thousands of scientific journals. This part discusses integration with MS Word 2010, but integration with other word processors is equally possible (see help file). It is assumed that the EndNote add-in tools are already integrated with MS Word during installation of EndNote.

- [Include references in a document](#)^[37].
- [Format reference lists according to another journal style](#)^[37].
- [Edit citation](#)^[38]

6.1 Include references in a document

On successful installation of EndNote on your computer, MS Word shows an EndNote X5 tab (Figure 53). If the EndNote tab is not visible in Word, consult [Wageningen UR Library's page on EndNote](#).

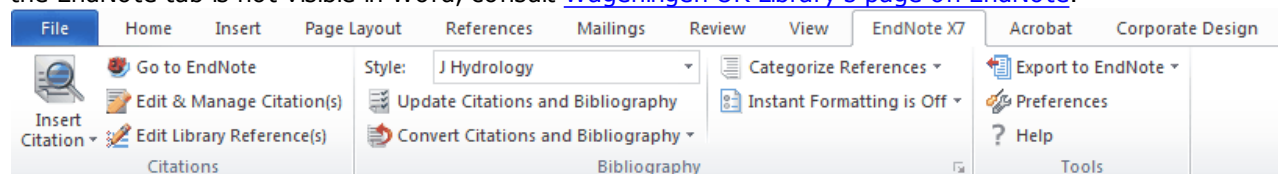


Figure 53. EndNote tab in MS Word

Basic steps to cite a reference:

1. Start MS Word and open the document
2. Put the cursor in the text where you would like to insert a citation
3. Choose the **Endnote X7** tab and open EndNote by clicking on the command **EN Go To EndNote**
4. Open a library and select the reference or references you want to cite
5. Go back to Word and choose **Insert Citation**, and then **Insert Selected Citation(s)** from the EndNote commands. EndNote inserts the selected citation as a temporary citation, which looks like {Smith, 2009, #34} or after inserting multiple citations at the same time (Smith, 2009, #34; Jones, 2004, #12; Doe, 2007, #67}
6. Click the **Save** button (Ctrl+S) in the **File** menu to save changes to your Word document.

6.2 Format reference lists according to another journal style

When you have finished inserting citations, you want to create a reference list and change the temporary citations into the correct format. Proceed like this:

1. Choose the EndNote X7 tab in Word.
2. Select a [style](#)^[4] using the drop-down menu. You might select one of the styles in the shortlist or another style by choosing **Select another style...**
3. Click **Update Citations and Bibliography** and EndNote scans the paper for the temporary citations, replaces them by the formatted citation for the style selected, and appends a reference list or bibliography at the end of the document.
4. If you choose another style, the format of the formatted references is adapted instantly.
5. If you want to return to the temporary citations, click **Convert Citations and Bibliography**, and then **Convert to Unformatted Citations**

If you prefer to have the citations formatted as soon as you enter them in the Word document:

1. Go to **Preferences** in the EndNote X7 tab in Word
2. Mark **Enable Instant Formatting** on new Word documents (Figure 54) and click **OK**

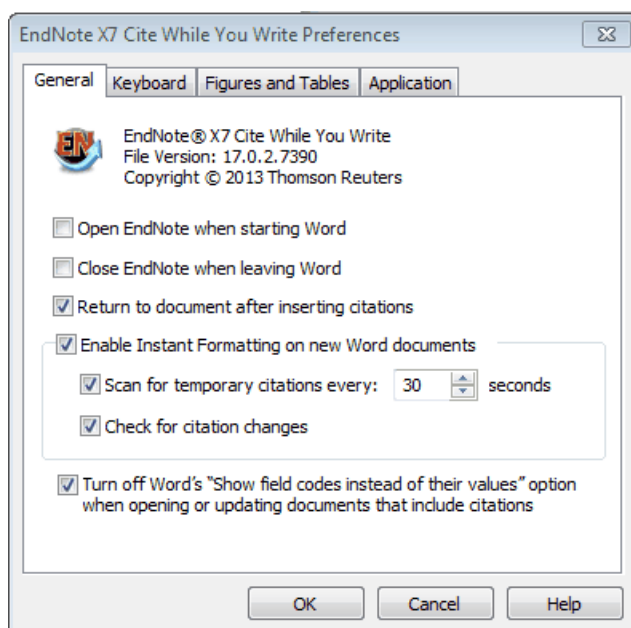


Figure 54. EndNote X7 Cite While You Write preferences

6.3 Edit citation

Sometimes you would like to add text to a formatted citation, like a page number where one might find the specific information, or you would like to remove the author's name to avoid a repetition. It is possible to make changes directly in the formatted citations, but as soon as you unformat the citations the changes are lost.

A solution is to edit the unformatted or temporary citation. A temporary citation in a Word document looks like, e.g. {de Boef, 2012, #76}, which represents the first author, the publication year and a unique record number given by EndNote surrounded by delimiters. On formatting this with an author-date style, this will turn into (de Boef, 2012). Removing the author from the temporary citation, such as {, 2012, #76}, changes the formatted citation into (2012). It is also possible to add text, e.g. page numbers as in {de Boef, 2012, #76, p.790}. The formatted citation now changes into (de Boef, 2012, p.790) or (1, p.790) in case of a numbered type of style.

Another option is to use the Edit citation(s) option to safely edit a formatted citation:

1. Start MS Word and open the document
2. Choose the EndNote X7 tab and choose **Update Citations & Bibliography** if the citations are not formatted
3. Click on the citation you want to change
4. Choose **Edit & Manage citations**. A window appears in which you can view, select, edit and remove citations from the current Word document (Figure 55).

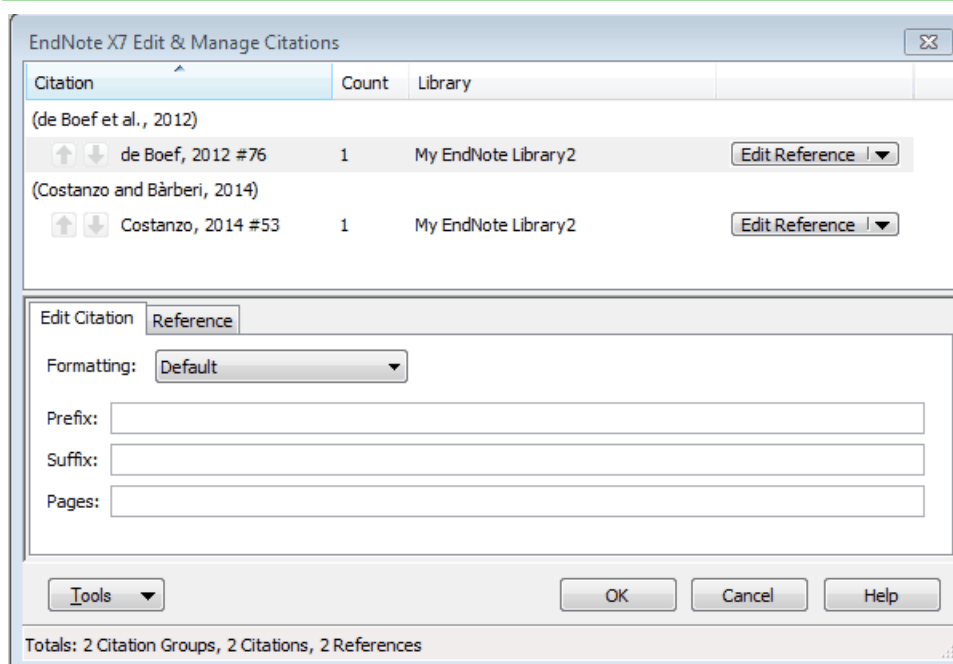


Figure 55. Edit citation window in Word

5. The selected citation is highlighted in the citation list in the upper part of the window. Select another citation if necessary.
6. Click on the little arrow behind **Formatting: Default**
7. Choose **Display as: Author (Year)** or **Exclude author** if you want to omit the author name from the citation
8. Choose **Exclude year** if you want to omit the publication year from the citation
9. Type text in the **Prefix** box, if you want to add text before the citation, e.g. (see de Boef, 2012). Do not forget to add spaces.
10. Type text in the **Suffix** box, if you want to add text after the citation, e.g. (de Boef, 1988, p.790). Do not forget to add spaces.
11. Use **Pages**, if you want to add page numbers. Page numbers only appear if the Cited Pages field is added in the citations template of the output style.
12. Click **OK** after you made the changes.

7 EndNote Web

Besides using EndNote as a PC or Mac desktop version you can also apply EndNote in a web version. This is called EndNote Online. This EndNote version is available for everyone though you have more options when you register while you are inside Wageningen UR network. With EndNote Online you can view and edit your references from every computer with an internet connection. It is also possible to share (parts of) EndNote Online libraries with different users who all have a My EndNote Web account. EndNote Online is convenient for group work.

Information on creating an EndNote Web account and using EndNote Web/Online is described in another [manual](#).

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