



Cleveland Health Sciences Library
Case Western Reserve University

Endnote 9

EndNote is a software tool for publishing and managing bibliographies on the Windows and Macintosh® desktop. Researchers, writers and students depend on these products to locate bibliographic data and create bibliographies for *curricula vitae*, manuscripts, grant proposals, term papers and other publications. Along with other software (Reference Manager and ProCite) this product automates the creation of bibliographies for over 1,000 scholarly publications, saving countless hours of typing and interpreting style requirements of scholarly publications by simply selecting the publication by name and generating a perfectly formatted document.

This brief class will attempt to cover EndNote 9 as it is used with Word 2003 on the Windows platform.

At the end of the class, you should be able to do the following:

Work with an EndNote Library

- Create a new one, open an old one, etc.
- Add references
- Edit references

Work with Term Lists

- Make New terms, edit, delete or insert terms

Work with links

- Open URL
- Link to URL or PDF

Update Styles and Filters

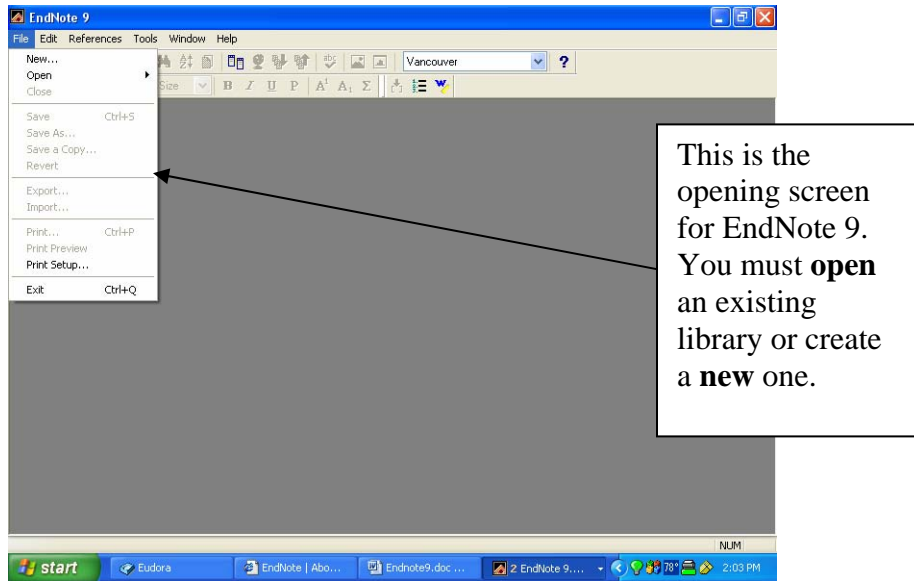
Use EndNote with Word 2003

- Find citations
- Insert selected citations
- Generate a bibliography

There are more features for Endnote, please consult the manual or the online help.

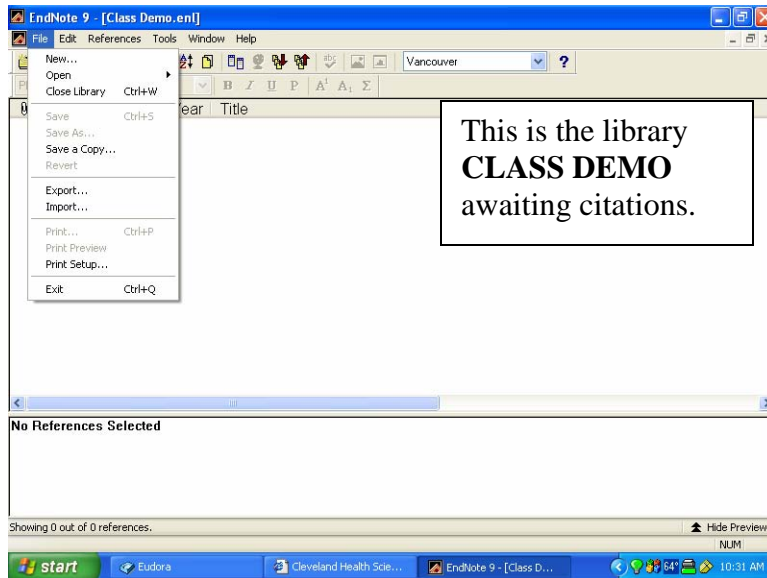
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Resources Librarian
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Please make sure that Microsoft Office is installed prior to installing EndNote. Make sure that both Office and EndNote are installed in PROGRAM FILES. Open EndNote before you open Word.



Once you have created a library, you are ready to bring in references.

EndNote will search databases which are Z39.50 compatible to which you have a subscription. At CWRU, the only database which meets these criteria is PubMed. However, EndNote does not search the version of PubMed which has CWRU's and OhioLINK's hot links to electronic products. For this reason, we do not advocate using EndNote to search.

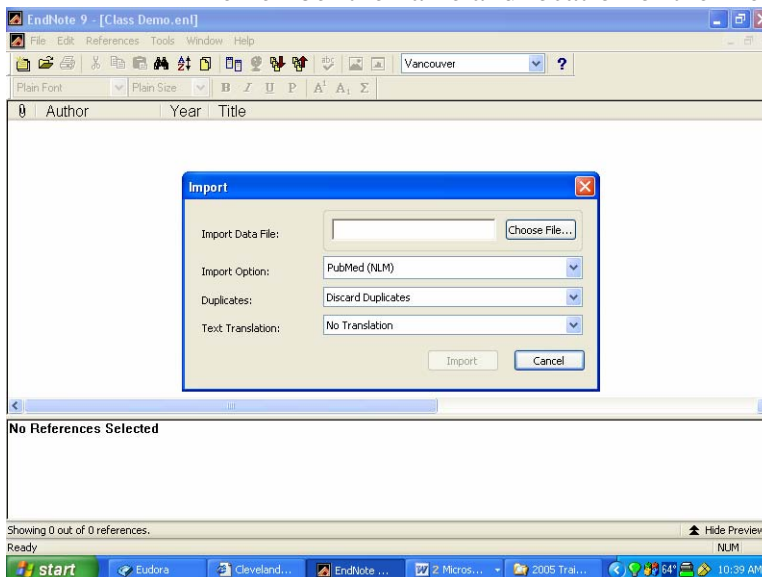


Putting References into EndNote

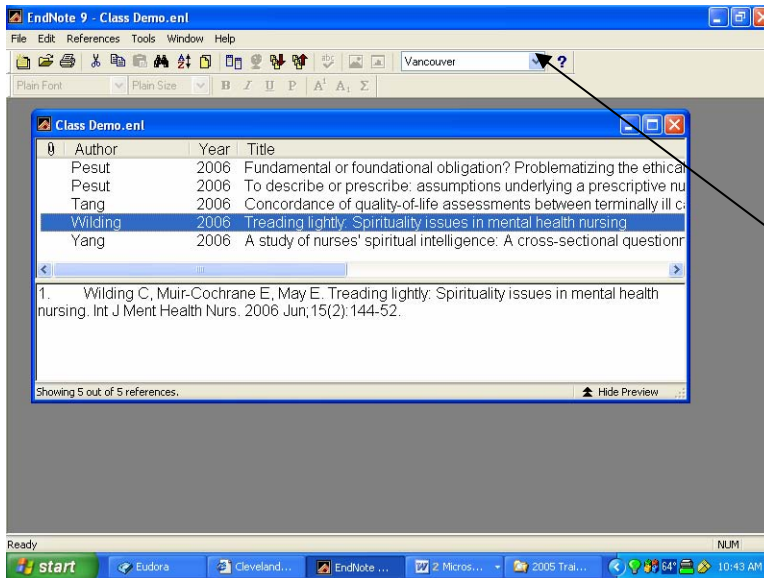
There are several ways of getting references from a catalog or a database into EndNote. You can import a text file of tagged citations from a source you have searched. Some databases will let you export citations directly from the database to the software program. You can enter references manually. You can use the retrieval/search method built into the program.

When you search a **database** and have a set of citations you want to transfer to EndNote, you must remember several important items:

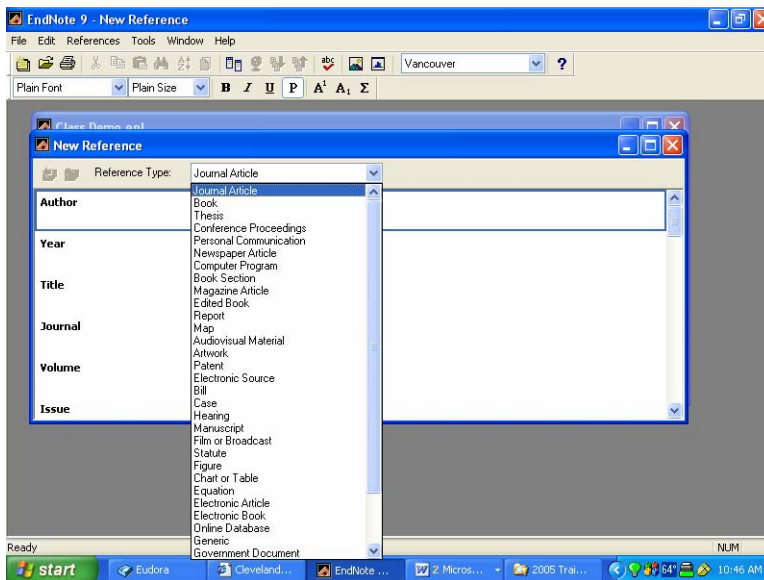
- ❖ Use tagged fields or an output style of a bibliographic citation manager
- ❖ Save the file as .txt
- ❖ Remember the name and location of the file



With the database opened, click on **CHOOSE FILE** to **IMPORT DATA FILE**, the **IMPORT OPTION** is the database you searched or how you saved the citations.



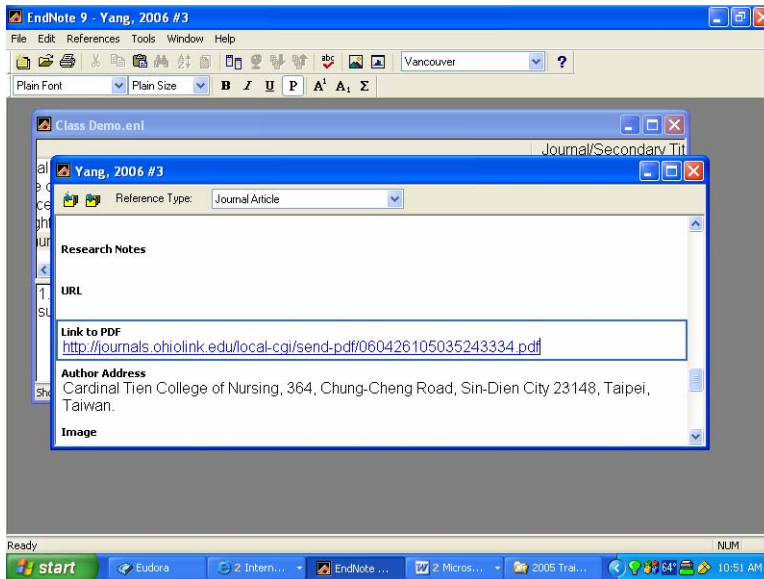
Here are some citations imported from a .txt file from PubMed. The Output Style is Vancouver.



There are many types of references which can be manually added. Be careful with typing and completing all fields.

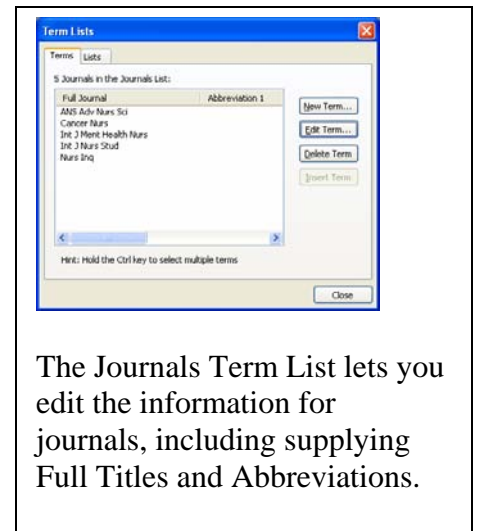
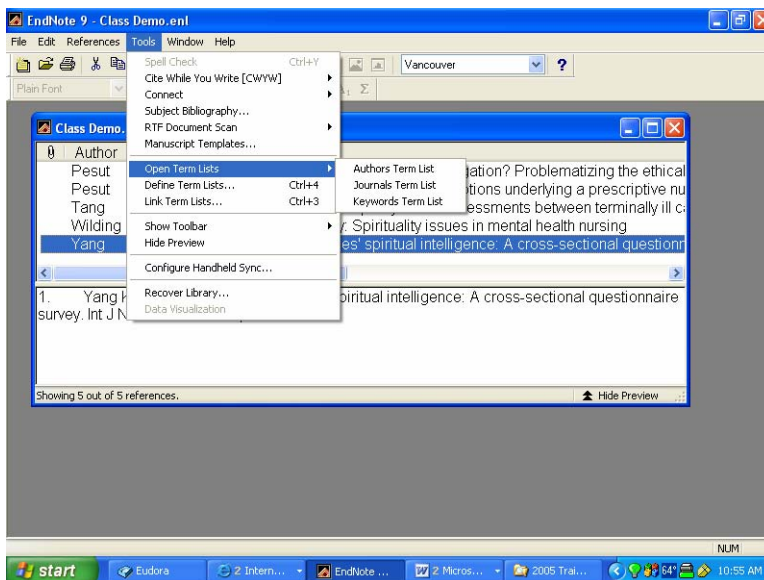
If at all possible, try to find an electronic citation for everything. Sometimes information which has been added manually does not display properly in the bibliographic areas of **WORD**.

Edit References



You may edit references. One thing you may add is the link to the .pdf of an electronic journal. You may not save the full text of the .pdf within EndNote. You may save it elsewhere on your computer.

Term Lists

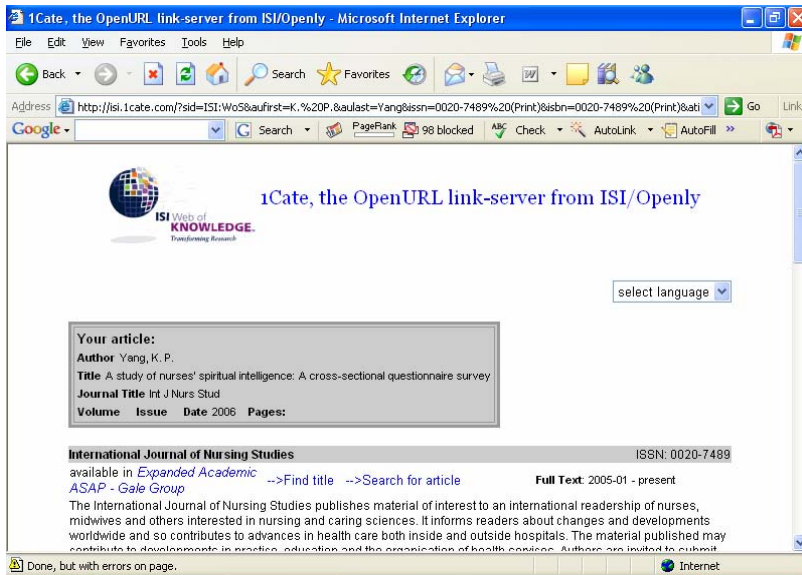


The Journals Term List lets you edit the information for journals, including supplying Full Titles and Abbreviations.

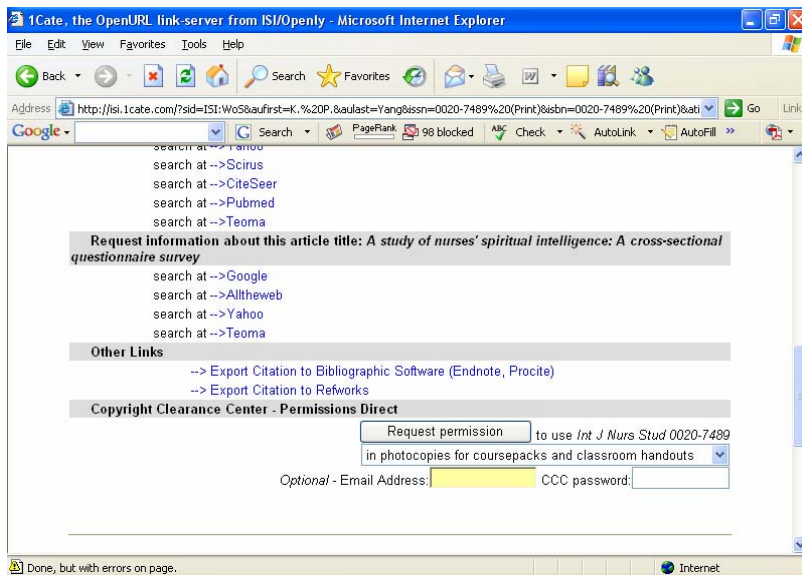
EndNote's term lists are used to store terms such as keywords, author names, or journal names. You can use these stored terms when entering references to improve consistency and accuracy of information in your library. You can also use the Journals term list to store abbreviated journal names that EndNote can substitute for the full journal name in a bibliography.

Open URL

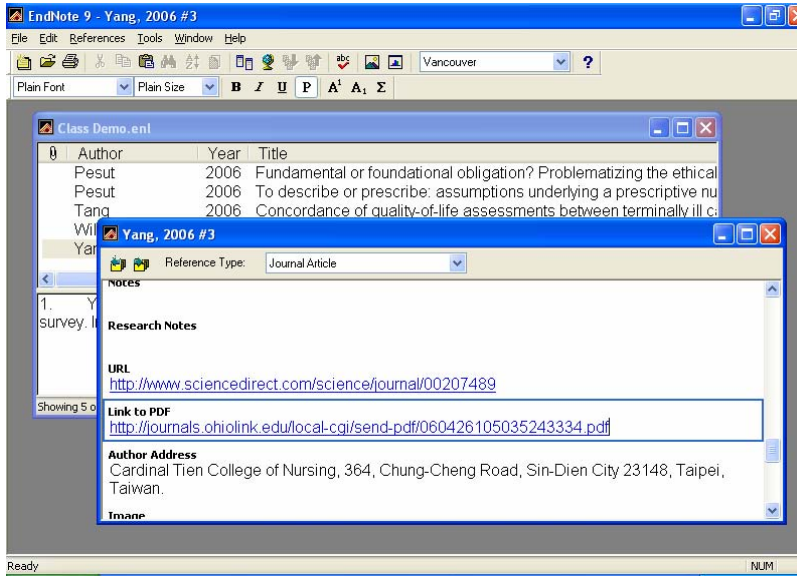
The *OpenURL Link* command on the *References* menu starts your default web browser and displays related record links in the browser window. It connects to an OpenURL standard syntax server and uses these OpenURL preferences along with data in your EndNote record to find related online references.



Open URL provides several web version of updating a reference.

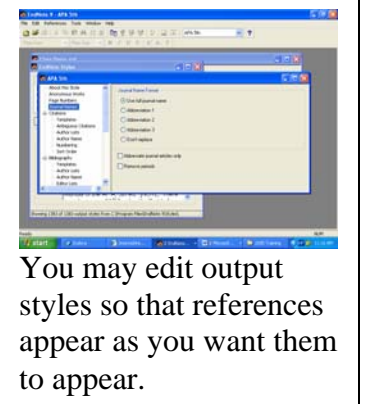
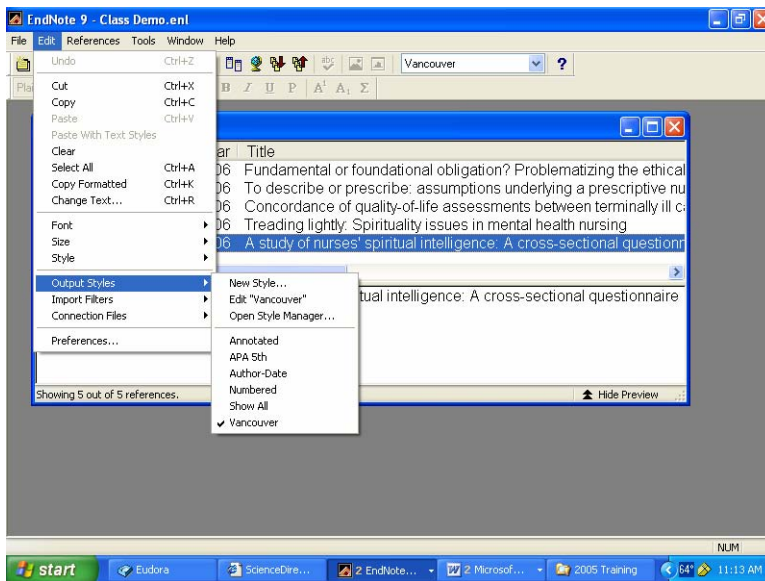


Link to URL or PDF



Here is a reference with a link to the publisher's URL as well as to the PDF of the electronic version of the article.

Update Styles



You may edit output styles so that references appear as you want them to appear.

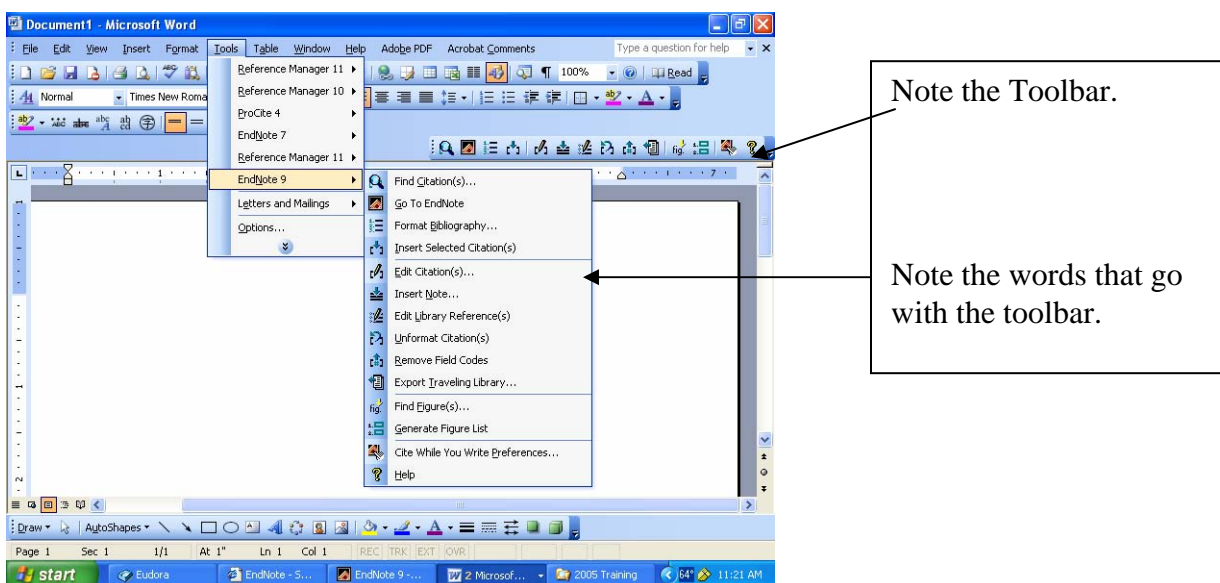
Update Filters

From time to time, it is necessary to download new filters from the following site:

<http://www.endnote.com/support/ensupport.asp>

If references do not load properly from a saved .txt file from a database, please check the support site from EndNote.

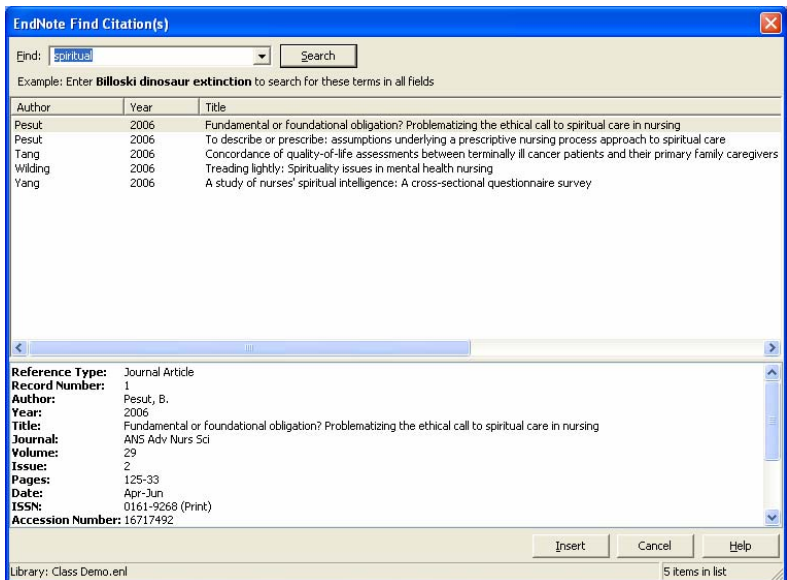
Using EndNote with Word 2003



As long as you can see the **TOOLBAR** and have the information under **TOOLS**, EndNote is communicating with Word. If this does not happen, you need to find the following files in Endnote:

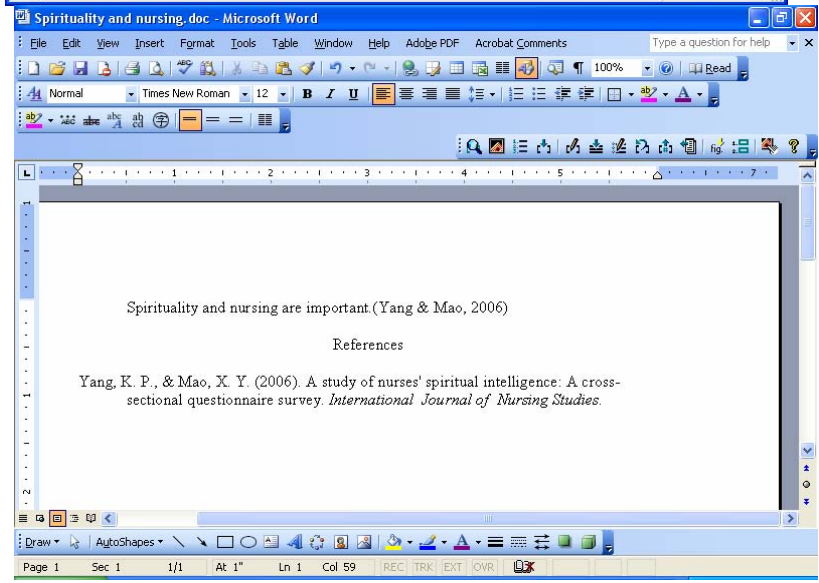
EN9CWYW.dot
EN9Cwyw.wll

Copy these files and paste them into the STARTUP file of Office. Remember you should open EndNote before you open Word.



Here is an example of **FIND CITATION(S)** using a keyword. You may choose as many references as you wish and then click on **INSERT**.

Here is Word with one reference chosen and the Output Style is APA 5th.



Please remember that HELP is available in the software program. Help is also available from:

<http://www.endnote.com/support/ensupport.asp>

And clicking on EMAIL TECHNICAL SUPPORT.