

EndNote FAQs

1. Setting up a new Reference Library

It is necessary to establish a reference library before you can input any records. To do this, click on the **File** menu on the main toolbar, then **New**. This brings up a dialogue box, with **My EndNote Library.enl** as the name of the new library.

In the **Save in** box, select the drive/folder in which you would like to save your library. In the **File name** box, change the name as required, and click on **Save**.

Your new EndNote reference library is now ready for references to be added. A library is just a file on your computer, like any other file. It can be copied, renamed, deleted, moved to another folder or compressed. It is very important to make back-up copies of your library regularly and store them on another drive. If you plan to work with your library at different locations it is useful to keep a copy of the library on a portable USB drive.

2. Inputting references manually

To input references manually into the reference library, click on the 'New Reference' button (green plus sign) on the main toolbar (or use ctrl+N).

Note that **Journal Article** is the default **Reference Type**. If you click on the arrow at the right of the Reference Type box, you will see many more reference types to choose from (e.g. Book, Computer Program, Electronic Source, Artwork, etc.)

Conventions for entering data.

- **Authors**

Each author should be input on a separate line

Surname, First name &/or initial/s

Enter corporate authors as **Sir Charles Gairdner Hospital**, adding the comma ensures EndNote files the reference correctly.

- **Title**

Enter titles in sentence case where only the first word and proper nouns are capitalised.

NB names appear in red to indicate they are new to the library.

You can use the **Tab** key to go from one field to the next, or click in the next field with the mouse.

Close the reference by clicking on the **X** button in the top right-hand corner of the New Reference window. **Closing also saves the reference.**

3. Importing references from databases

Most databases now allow you to directly export references into your EndNote Library. The steps vary slightly from database to database.

a) PubMed

- Select (tick) the reference/s you would like to import from your PubMed search.
- In the 'Display' drop down menu in PubMed choose "MEDLINE".
- In the 'Send to' drop down menu choose "File" and save your text file on your computer, USB drive or similar.
- Go to EndNote, click on 'File' on the main toolbar, choose 'Import' and a dialogue box will open.
- Locate your saved text file; choose "PubMed (NLM)" as your 'Import Option', "Discard duplicates" and "No translation".
- Your reference/s will be imported into your EndNote Library.

b) Ovid (Embase, Journals@Ovid)

- Select the reference/s you would like to import from your Ovid search.
- In the 'Results Manager' box at the bottom of the Ovid screen choose "Selected Results"; "Complete Reference"; "Direct Export" and then "Save".
- Your EndNote program will open and you will be asked to open the EndNote Library in which you would like to save the reference/s.
- The reference/s will be imported automatically on opening.

c) Ebsco (CINAHL, Medline, PsycINFO etc)

- Select the reference/s you would like to import from your Ebsco search by clicking on "Add to folder" for each reference.
- Go to the Folder by clicking on "Folder" in the blue line at the top of the page or "Folder View" on the right of the search results.
- Select the reference/s you would like to import from the Folder by ticking the check box next to each reference or checking "Select/Deselect all" in the top grey line.
- Click on the "Export" icon (page with green arrow) above the reference/s.
- Check "Direct Export to EndNote, ProCite, or Reference Manager" and click on "Save".
- Your EndNote program will open and you will be asked to open the EndNote Library in which you would like to save the reference/s.
- The reference/s will be imported automatically on opening.

d) Cochrane

- Select the reference/s you would like to import from your Cochrane search.
- Click on “Export Selected Citations” at the bottom of the results screen.
- Choose “Abstract and citation”, click “Go” and save the text file on your computer, USB drive or similar.
- Go to EndNote, click on ‘File’ on the main toolbar, choose ‘Import’ and a dialogue box will open.
- Locate your saved text file; choose “Cochrane Library (Wiley)” as your ‘Import Option’, “Discard duplicates” and “No translation”.
- Your reference/s will be imported into your EndNote Library.

Note that in all cases the display shows only the imported references, allowing you to check them easily. To display the full library click on “All References” in the left hand column.

4. Using EndNote with a Word document

- Open your EndNote Library and, in the first drop down menu in the tool bar, choose the referencing style you would like to use with your document (e.g. Author-Date, Harvard, APA etc).
- Start typing your document in Word. When you wish to insert a reference click on the “Find Citations” icon in the EndNote toolbar in Word.
- Search for the required reference in the dialogue box, click on the reference in the results list and then “Insert”.
- Your reference will be inserted into the text of your Word document in the chosen style and a bibliography will be created at the end of your document.

5. Set up OpenURL linking

- **Do this so that you will be able to connect to any available full text or a document delivery form.**

Open EndNote X2

Go to:

Edit

Preferences

URLs & Links

Tick to Enable OpenURL

In the OpenURL path, put:

<http://qelibresources.health.wa.gov.au/login?url=http://healthwa.exlibris.com.au:3210/scqh>

Once enabled click on a reference in your library; click on the ‘References’ drop-down menu; choose ‘URL’ and ‘Open URL link’.