

Getting Started with EndNote

EndNote is a useful and time-saving software program that allows you to organize and store references in a file called a library. References can be typed in manually or imported from searches you conduct in databases such as Medline or PubMed. The library you create can be used with your word processor to "cite while you write", then, at the touch of a button, a bibliography, in the format of your choosing, can be created in a matter of seconds. This page was created to help you get started with EndNote. Give it a try!

Where to find EndNote

- EndNote is available on all lab computers (Mac and PC) under Programs.
- EndNote must be installed on all non-lab networked computers.
- EndNote must be purchased for installation on non-networked computers.
- We recommend storing your library in your Paris file so you may access it from any public machine.

Creating a Reference Library in EndNote

1. Start the program EndNote. Go to FILE, then NEW. Name your reference library. Save your new library to the desktop for now (rather than in the EndNote program files). Later, save it to your Paris file.
2. To add a reference manually, choose NEW from the REFERENCE menu in the toolbar. Choose the reference type and fill in the appropriate information.

Save a Search from Medline (EBSCO)

1. From the Bates web page go to: Academics - - - -> Information and Library Services - - - -> Library - - - -> Search for Journal Articles - - - -> Neurosciences - - - -> Medline
2. Conduct your search. Select the articles you want to save by clicking on the ADD folder to the right of the title.
3. To display the selected references, go to the top of the page and click on the View Folder button.
4. At the top of the Results List Items, click on the Save To Disc icon to open the Save Manager. Under the Articles tab, be sure that Detailed Citation and Abstract is selected.
5. Under the Bibliographic Manager tab, select the option that says: "save citation in a format that can be uploaded to bibliographic management software", then, click on the Save button.
6. Go to File, then Save As, to save the document that appears in the browser. Be sure to save it as a text file. We recommend saving this temporary file on the desktop for now.

Import the Medline Search into EndNote

1. Start Endnote. Open your reference library (or create a new one.)
2. Under File, click on Import. In the Import box, click on Choose File. Navigate to the desktop and select the saved search.
3. Under Import Option, select the Medline(EBSCO) filter. If this filter is not on the pull down menu, go to Edit - - - ->Import Filters - - - ->Open filter manager and find the correct filter.
4. If adding to an existing library, select Discard Duplicates, under Duplicates in the Import box, to avoid downloading a reference you already have. Then click on IMPORT.
5. The complete list should appear. Clicking on a title should bring up the complete citation.

Citing References from EndNote in a Word document.

1. Open your Word document and your Endnote library.
2. Select the citation you want from the library. Go back to Word. Place the cursor where you want the citation to appear in the Word document. In the Tools menu, click on EndNote - - -> Insert Citation. The citation appears in a temporary format until you select the style you want (see below).
3. To select more than 1 citation at once in EndNote, press the CTRL key while making selections.

Creating and Formatting a Bibliography

1. In Endnote, go to Edit - - -> Output Styles - - ->Open Style manager. Select a style. APA Published is the recommended style for Neuroscience documents.
2. In Word, select Create Bibliography from the Tools menu.

Importing a Search from PubMed

1. You can use EndNote search some databases, such as PubMed, using EndNote as a search engine.
2. Under Tools in EndNote, go to Connect, then select PubMed from the list of connection files.
3. Type in search terms. Be sure to select the appropriate Boolean operators. Note the buttons at the bottom of the search box that allow you to save and refine searches. For example, the Add Search Field button allows you to use more than 2 terms. When finished, click the Search button.
4. A dialogu box appears reporting the number of "hits". If the number is too large, refine your search further. When ready, click OK. The citations should appear in your library.