

EndNote X4 Quick Start

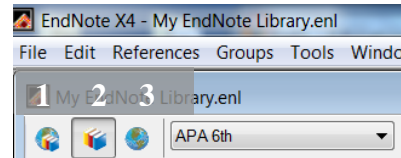
Open an EndNote Library

1. **Start > Programs > EndNote > EndNote Program**
2. File > New OR select *Create a new EndNote Library* > OK
3. Accept default name or name the library and Save
4. EndNote automatically saves an accompanying DATA folder for storage of object and picture files. The .enl library and DATA folder function together.

3 Modes

Before doing your online search to add references to your EndNote Library, select Integrated or Online Mode.

1. Integrated Library and Online Search Mode
2. Local Library Mode
3. Online Search Mode (Temporary Library)



NOTE: The **Online Search Mode** creates a temporary Online Mode Library which allows you to review the citations before you select and copy them into your EndNote Library. Return to your Library by clicking on Local Library Mode; this allows you to view all the references currently in your Library. (Recommended!)

Methods for Getting References into the EndNote Library

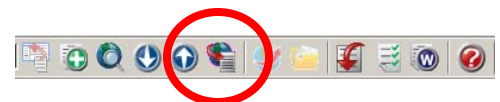
1. **Online Search > PubMed (NLM)**
Fill in the online search template in the Tabs pane; than press the **Search** button.
Once you **confirm online search**, references are available in your EndNote Library.
2. **Import**
Perform search in PubMed
Save references in a tagged format (MEDLINE display format) and as a text file.
Return to EndNote and use **File >Import**; fill in the dialog window and be sure to select the correct filter (for example PubMed (NLM))
3. **Export**
Perform search in the database (this works well with EBSCOhost databases)
Select and save needed citations; **Export** citations; you may be asked to select the library into which you want the citations to go.
4. **Manual Input**
Use only if you do not have access to the citation in an online database.
Select the correct **Reference Type**; fill in the appropriate fields and **Save**.

Groups

1. Use **My Groups** to sort references by subject topic, project, author name, etc.
2. Right click on **My Groups** > select **Create Group** > type name of group
3. Select citations in the **Reference List** pane > right click and select **Add References To > My Groups** > then the **specific group**
4. Right click on the group name and select **Create Group Set** to add sub-group(s)
5. Group names are sorted alphabetically
6. A reference can be placed in more than one group
7. A reference deleted from a group remains in the Library; a reference deleted from the Library is removed from a Group and is no longer available for use

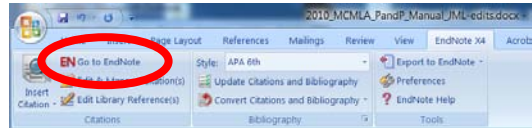
Find Full Text

To attach the full text article to the EndNote record select references added to the Library and click on the **Find Full Text** icon. Authenticate with your uNID and continue.



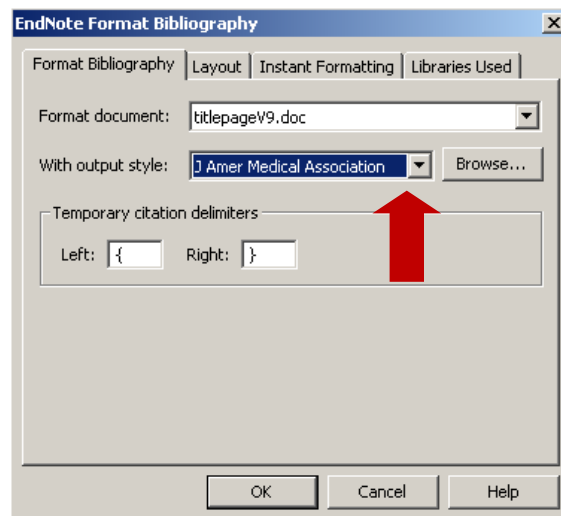
Cite While You Write (works with MSWord)

1. Open **MSWord**; note the EndNote X4 tab in the ribbon
2. Select **Output Style**
 - a. In EndNote go to **Edit > Output Styles > Open Style Manager** {select style with check mark}
 - b. The style then becomes available in the EndNote output styles pull-down menu and in the **Format Bibliography** dialog box in EndNote
3. As you are typing your paper you can **insert** in-text citations and create the bibliography; options for inserting citations from your EndNote Library include:
 - a. In Word, use the **Go to EndNote** link to return to EndNote – select citation; use the **Insert Citation** icon in EndNote to return to the Word document.
 - b. In Word, use the **Insert Citation** pull down menu and select > **Find Citation**; enter *word* to search > select citation > **Insert** button.
 - c. **In EndNote** – highlight the citation and use the Insert Citation icon; the system returns you to your word document, inserts the in-text citation and adds citation to the reference list.



4. **Format Bibliography**
Use the *With output style* pull-down menu to select and change the citation format.

NOTE: Any editing that needs to be done to a citation should be done in the EndNote record. Editing the in-text citation in Word or editing the reference in Word is counter-productive since the next format bibliography command will revert to the citation as it appears in EndNote.



Records entered into EndNote from an online database should be reviewed for accuracy and completeness.

The Find Full Text command is not 100% accurate even if you authenticate.

Online tutorial available at:
<http://library.med.utah.edu/ed/eduserices/handouts/-scroll to EndNote>

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