

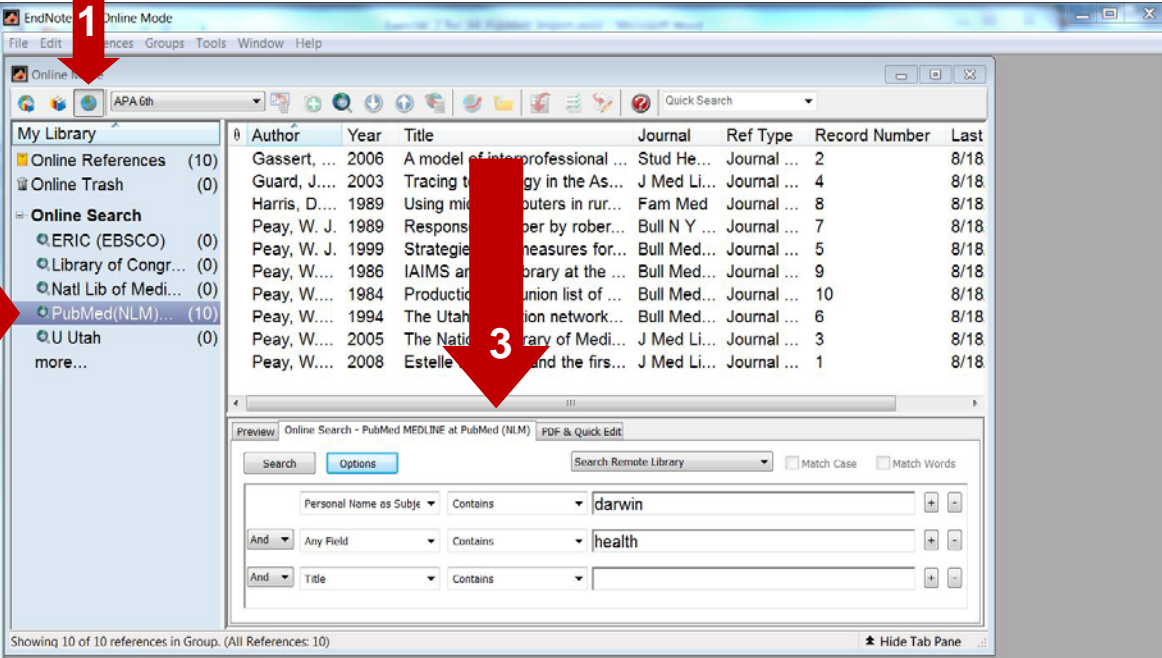
## Exercise 1 – Create an EndNote X5 Library, Search PubMed from within EndNote, Create a Group, Find Full Text, Review Records

### Create an EndNote Library

- Go to **Start > All Programs > EndNote > EndNote Program**
- The program opens a new library named **My EndNote Library.enl** a corresponding folder named **My EndNote Library.data** is created
- Or go to **File > New >** name the library and save to desktop
- To open a library from within EndNote **File > Open > Open Library**

### Search PubMed from within EndNote

1. Select **Online Search Mode**
2. Under Online Search select **PubMed (NLM)**
  - If PubMed is not an option, click on **more . . .** then select **PubMed (NLM)** from the list of databases listed in the **Choose a Connection** window
3. Enter your search terms in the Online Search template



The screenshot shows the EndNote X5 Online Search interface. The top toolbar has a red arrow labeled '1' pointing to the 'Online' button. On the left, the 'Online Search' list has a red arrow labeled '2' pointing to 'PubMed(NLM) (10)'. At the bottom, the 'Preview' window shows a search template with a red arrow labeled '3' pointing to the search input field containing 'darwin' and 'health'.

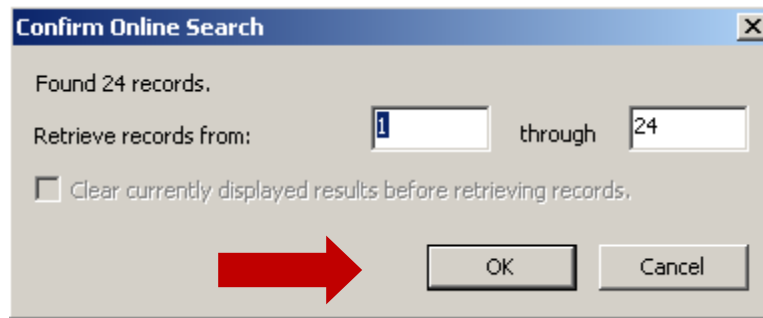
Author	Year	Title	Journal	Ref Type	Record Number	Last
Gassert, ...	2006	A model of interprofessional ...	Stud He...	Journal ...	2	8/18
Guard, J....	2003	Tracing t... gy in the As...	J Med Li...	Journal ...	4	8/18
Harris, D....	1989	Using mic... puters in rur...	Fam Med	Journal ...	8	8/18
Peay, W. J.	1989	Respons... ber by rober...	Bull N Y ...	Journal ...	7	8/18
Peay, W. J.	1999	Strategie... measures for...	Bull Med...	Journal ...	5	8/18
Peay, W....	1986	IAIMS an... brary at the ...	Bull Med...	Journal ...	9	8/18
Peay, W....	1984	Production... union list of ...	Bull Med...	Journal ...	10	8/18
Peay, W....	1994	The Utah... ion network...	Bull Med...	Journal ...	6	8/18
Peay, W....	2005	The Natio... rary of Medi...	J Med Li...	Journal ...	3	8/18
Peay, W....	2008	Estelle... and the firs...	J Med Li...	Journal ...	1	8/18

### Online Search template

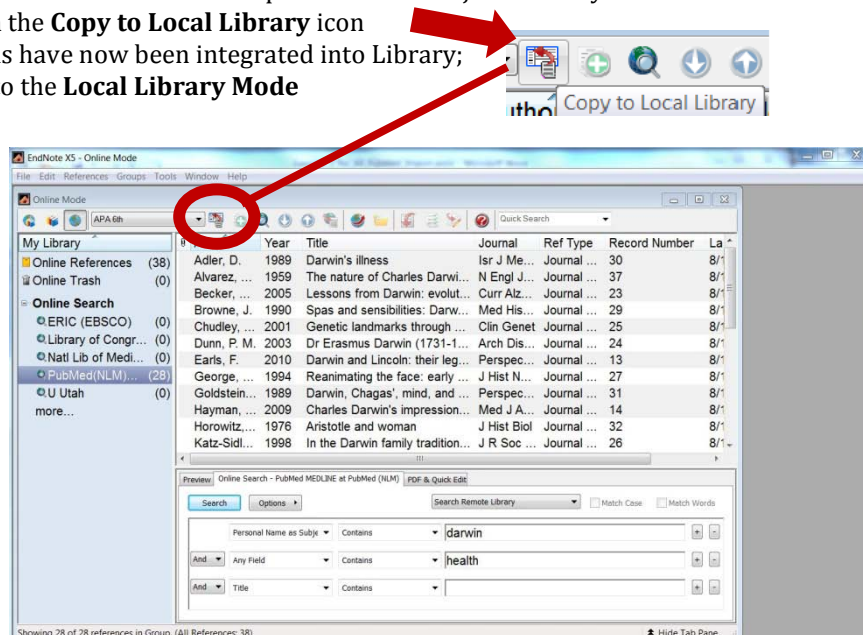
- Enter search term(s) (see example above)
- Limit term(s) to a specific field by using the **Field** pull down menu
- Select appropriate Boolean operator (and, or, not)
- The search example above has two criteria; add as many criteria as needed by using the **plus** buttons on the right
- Click **Search**

## Confirm Online Search

- The search is run; the **Confirm Online Search** window indicates number of citations found in online database (if this number is too large, click cancel and add more criteria)
- Click **OK** to continue

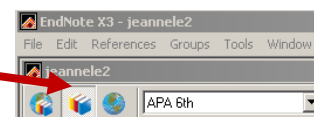


- Citations are added to an **Online Mode Library**; this allows you to review and select the citations you want for transfer to your Library.
- Double click on an individual citation to see the complete record (close the record to return to list)
- Use **Ctrl + Click** to select multiple references or just click if you want one reference
- Click on the **Copy to Local Library** icon
- Citations have now been integrated into Library; return to the **Local Library Mode**



## Create a Group

- Click on **Local Library Mode** (see arrow at right)
- From **My Library** pane highlight **Copied References**
- Select all references
- Right click > **Add References To > Create Custom Group** (or select an existing group)
- Name the group, the selected references will be added to it



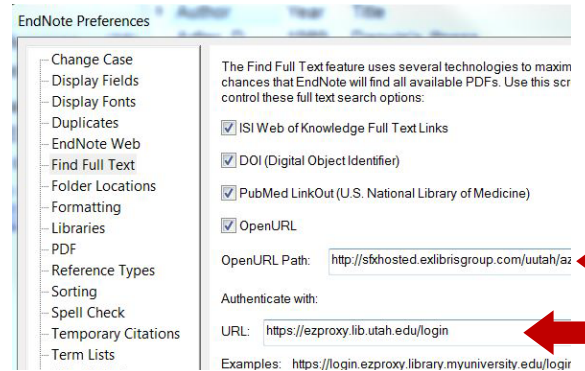
## EndNote Preferences for Find Full Text

In order for the **Find Full Text** to work to your advantage, set up the Find Full Text Preferences in EndNote.

Go to **Edit > EndNote Preferences > Find Full Text**

Select ISI, DOI, PubMed, OpenURL and add this URL to

- **OpenURL Path:** <http://sfxhosted.exlibrisgroup.com/uutah/az>
- **Authenticate with:** <https://ezproxy.lib.utah.edu/login>
- Click **Apply > OK**

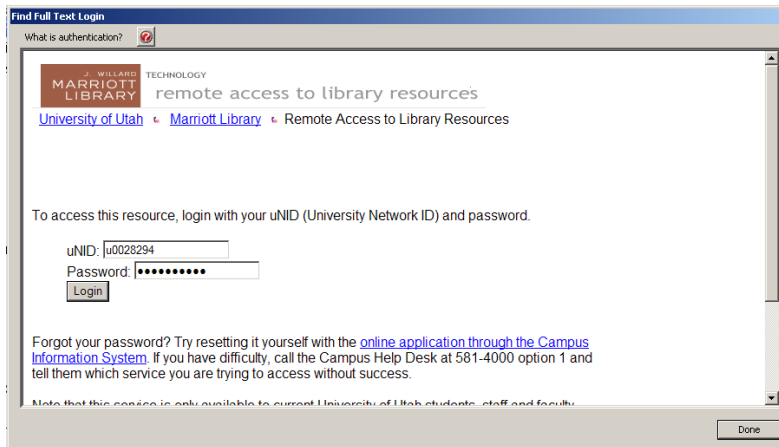


## Find Full Text

- Highlight the citations that were just added to your Library
- Right click and select **Find Full Text > Find Full Text > Authenticate**
  - Or you can use the **Find Full Text** icon at the top of the page

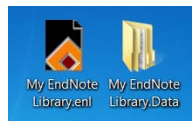


- Enter your University of Utah **uNID** and **password** to authenticate (for any one session, you only need to authenticate once)



- Monitor attachment progress in the **My Library** pane, under **Find Full Text** on left
- The full text PDF article is attached to the EndNote record. In addition, EndNote automatically creates a copy of the article and places it in the data folder. The data folder is associated with the Library of the same name and is essential for the proper operation of the EndNote program. **DO NOT** place items directly into the data folder. All items should be attached via the EndNote record. Based on where you saved your Library you should see an **.enl** and **.data** folder with the same name – for example:

- MyEndNoteLibrary.enl
- MyEndNoteLibrary.data



**NOTE:** Most of the connections in the Online Search menu are library catalogs; these do not require a login and password. Some of the connections are to proprietary databases and these require a login and password. (**Export** is a better option for most databases except PubMed.)

## Review and Clean Up Records See Exercise 6 for complete details

The APA 6<sup>th</sup> output style requires the use of the DOI in the reference if it is available. PubMed includes both the

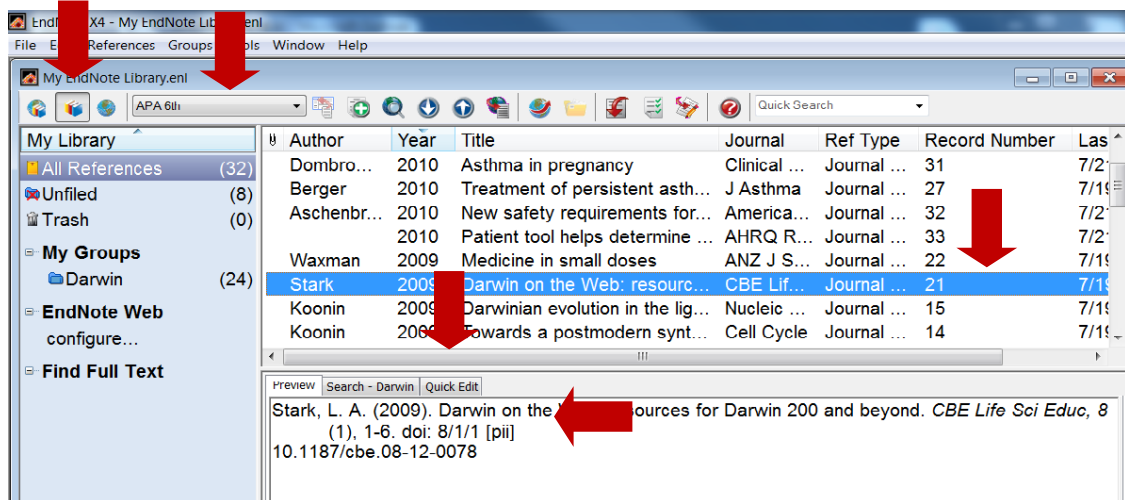
- **DOI** – Digital Object Identifier (begins with 10....)  
and
- **PII** – Publisher Item Identifier

The DOI and PII uniquely identify the cited reference and are also known as *persistent identifiers*.

Since PubMed provides both the DOI and the PII in the AID field both numbers appear in the DOI field in EndNote. You will need to remove the PII and any additional spacing in order for this to display properly in your list of references formatted for APA 6<sup>th</sup>.

### Process:

- From the **Styles** pull-down menu select **APA 6<sup>th</sup>**
- Use the **Preview** tab at the bottom of the page
- Scroll through the references (Local Library Mode selected)
- For references with both the DOI and PII or references that repeat the word DOI – open the record and edit OR use the **Quick Edit** tab
- Close record and say **Yes** to save changes



Author	Year	Title	Journal	Ref Type	Record Number	Last
Dombro...	2010	Asthma in pregnancy	Clinical ...	Journal ...	31	7/2...
Berger	2010	Treatment of persistent asth...	J Asthma	Journal ...	27	7/19...
Aschenbr...	2010	New safety requirements for...	America...	Journal ...	32	7/2...
Waxman	2009	Patient tool helps determine ...	AHRQ R...	Journal ...	33	7/2...
Stark	2009	Darwin on the Web: resourc...	CBE Lif...	Journal ...	21	7/19...
Koonin	2009	Darwinian evolution in the lig...	Nucleic ...	Journal ...	15	7/19...
Koonin	2009	Towards a postmodern synt...	Cell Cycle	Journal ...	14	7/19...

Preview Search - Darwin Quick Edit  
Stark, L. A. (2009). Darwin on the Web: resources for Darwin 200 and beyond. *CBE Life Sci Educ*, 8(1), 1-6. doi: 8/1/1 [pii] 10.1187/cbe.08-12-0078

**NOTE:** You can copy the PII to the Notes field or another field of choice. You can also create a custom field in EndNote preferences. Go to **Edit > Preferences > Reference Types > Modify Reference Types > rename a Custom # field to PII.**