

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

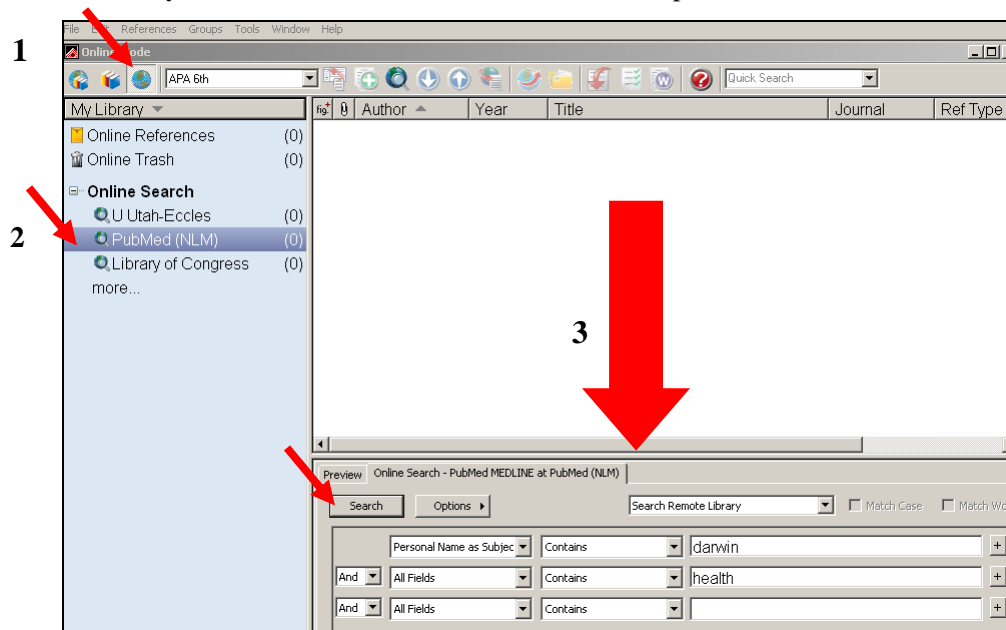


### Create a Library

- Go to: **Start > Programs > EndNote > EndNote Program**
- If necessary - 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

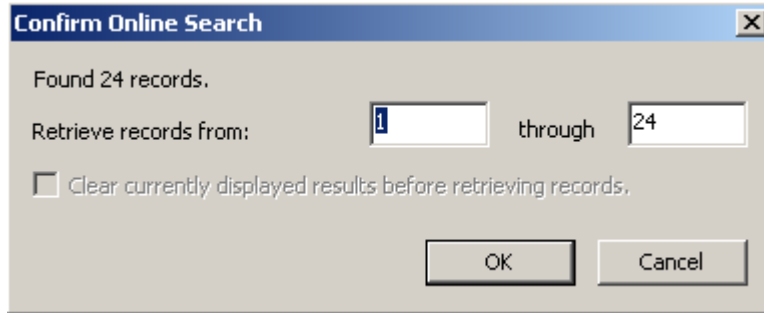


### Online Search template

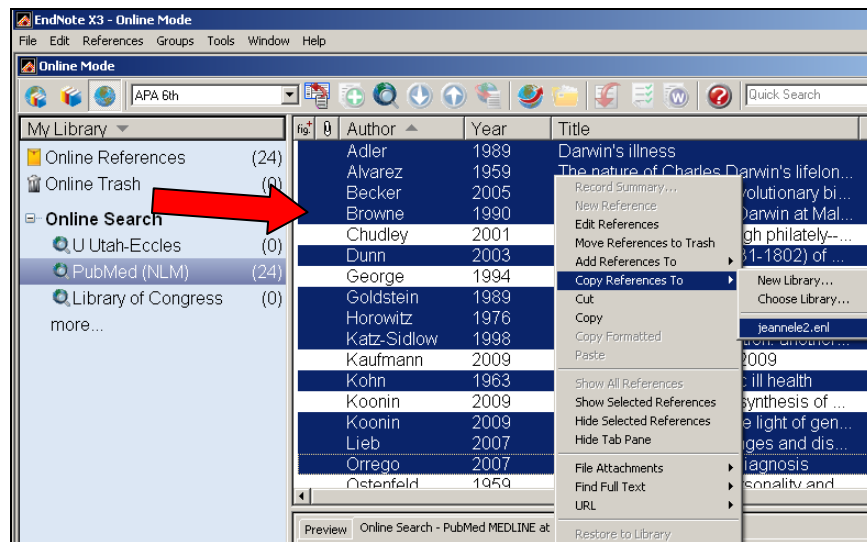
- Enter search term(s) (see example above)
- Limit term(s) to a specific field by using the **All Field** pull down menu
- Select appropriate Boolean operator (and, or, not); click **Search**
- The search example above has two criteria; add as many criteria as needed by using the **plus** buttons on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

### 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

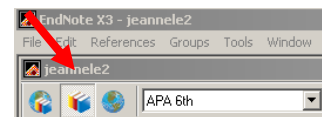


- Citations are added to an **Online Mode Library**; this allows you to review and select the citations you want for transfer to your Library.
- Double click on an individual citation to see the complete record
- Use **Ctrl + Click** to select the reference(s) you want
- Right click and select **Copy References To** and select Library
- Citations have been integrated into your Library



### Create a Group

- Return to your Library by clicking on **Local Library Mode**
- From the Groups 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

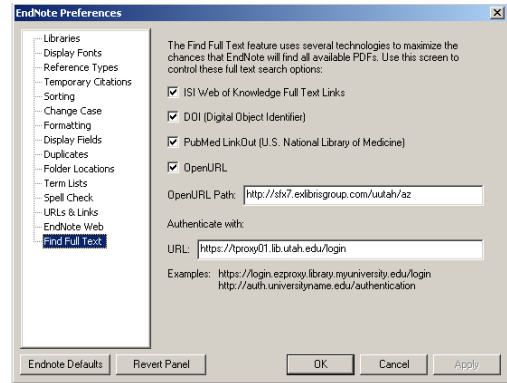


## EndNote Preferences for Find Full Text

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

Path: **Edit > EndNote Preferences > Find Full Text**

Select ISI, DOI, PubMed and add this URL to  
**Authenticate with:** <https://tproxy01.lib.utah.edu/login>  
**OpenURL Path:** <http://sfx7.exlibrisgroup.com/uuah/az>

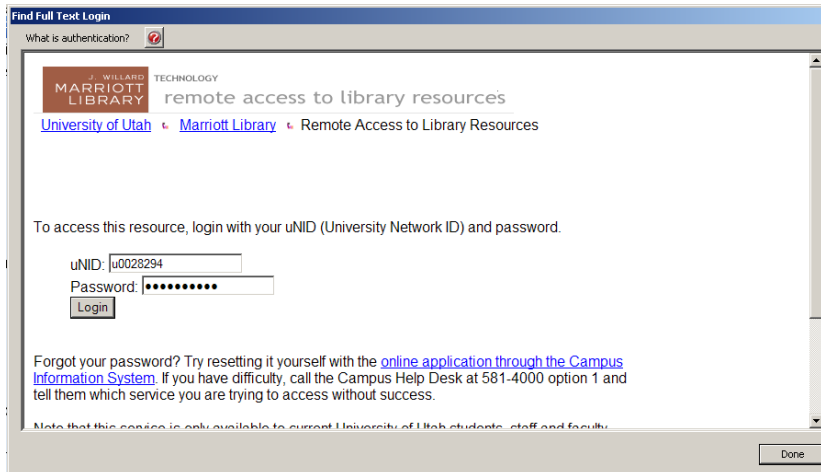


## Find Full Text

- Highlight the citations that were just added to your Library
- Right click and select **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 do this once)



- 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.

**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.)

