

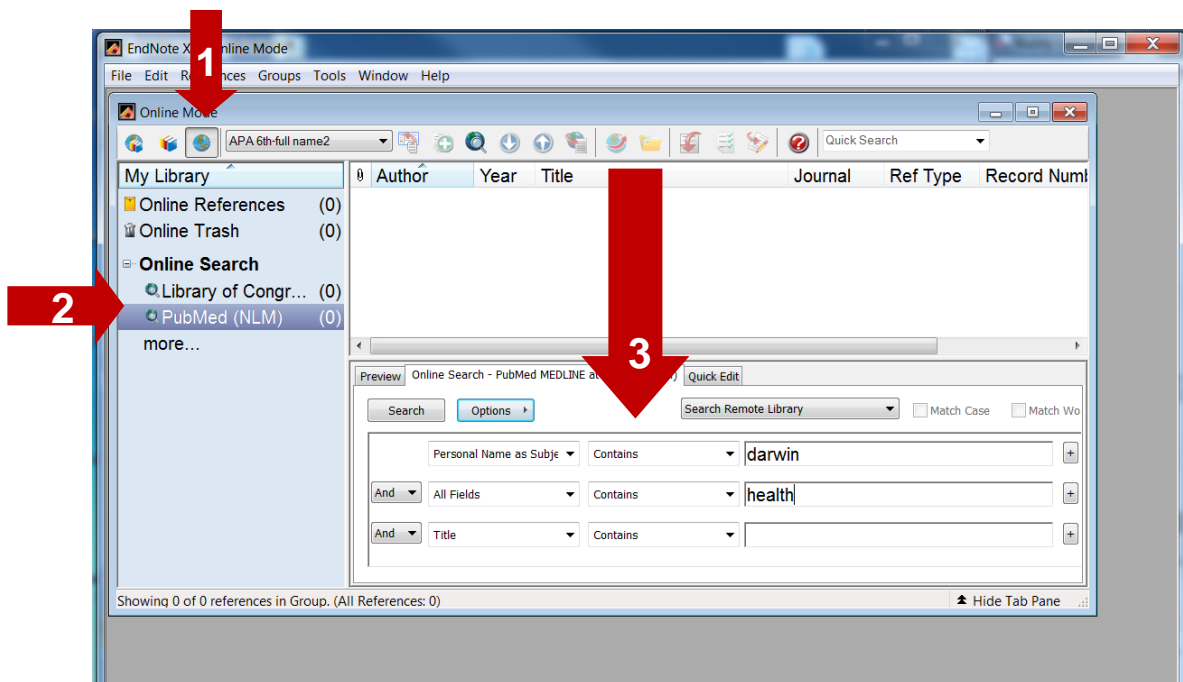
Exercise 1 –Create an EndNote X4 Library, Search PubMed from within EndNote, Create a Group, Find Full Text, Review Records

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

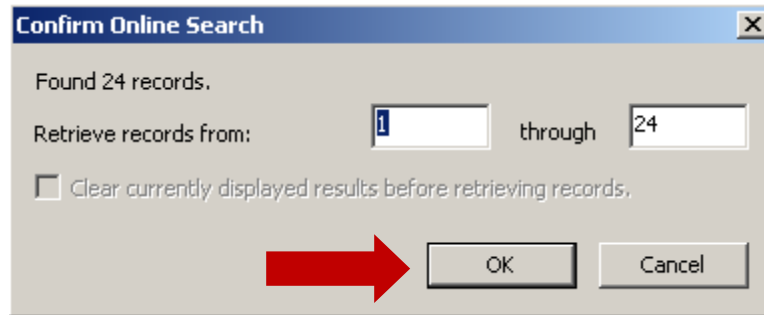


Online Search template

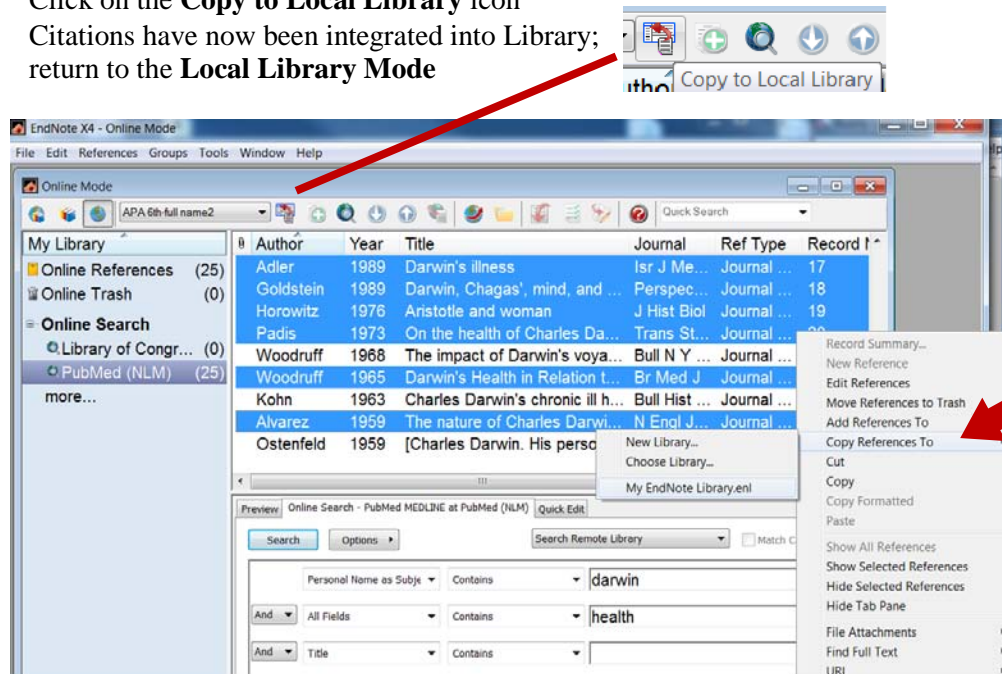
- Enter search term(s) (see example above)
- Limit term(s) to a specific field by using the **Field** pull down menu
- Select appropriate Boolean operator (and, or, not)
- The search example above has two criteria; add as many criteria as needed by using the **plus** buttons on the right
- Click **Search**

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

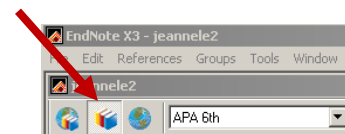


- Citations are added to an **Online Mode Library**; this allows you to review and select the citations you want for transfer to your Library.
- Double click on an individual citation to see the complete record (close the record to return to list)
- Use **Ctrl + Click** to select multiple references 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



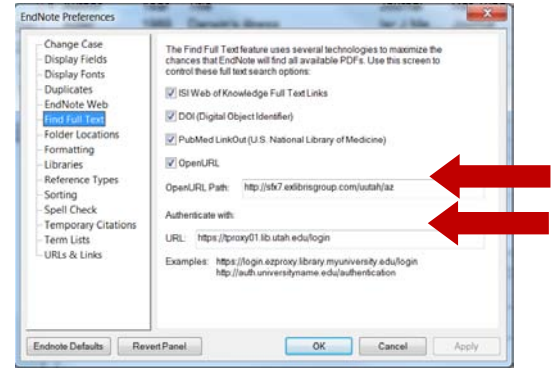
EndNote Preferences for Find Full Text

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**

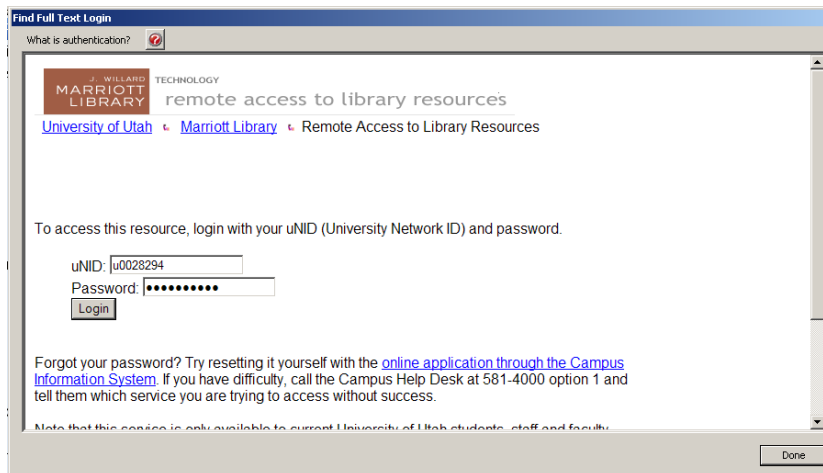


Find Full Text

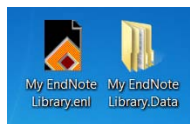
- Highlight the citations that were just added to your Library
- Right click and select **Find Full Text > Find Full Text > Authenticate**
 - Or you can use the **Find Full Text** icon at the top of the page



- 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 6th output style requires the use of the DOI in the reference if it is available. PubMed includes both the

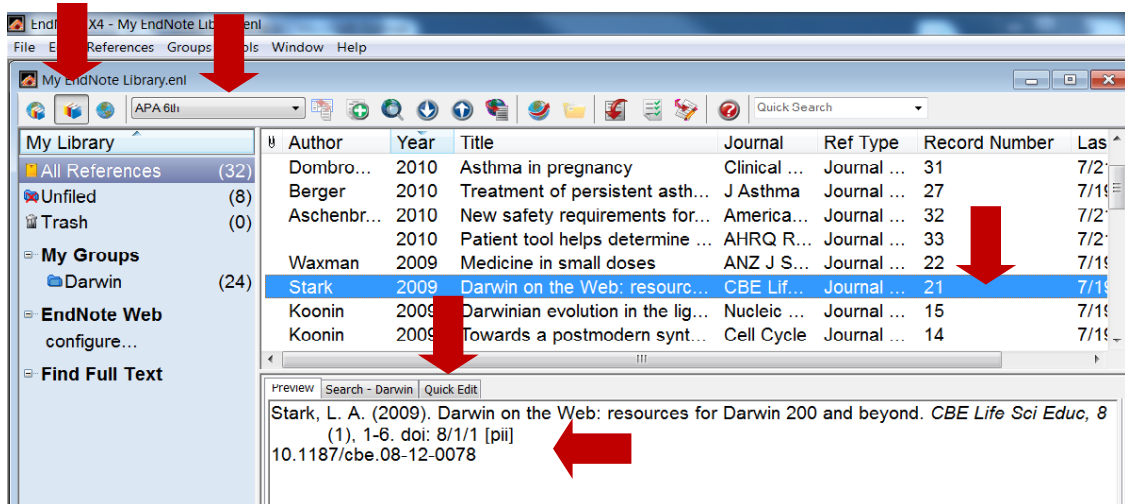
- **DOI** – Digital Object Identifier (begins with 10....)
- and
- **PII** – Publisher Item Identifier

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 6th.

Process:

- From the **Styles** pull-down menu select **APA 6th**
- 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



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.**

