WELCOME TO ENDNOTE X9

WHAT CAN ENDNOTE DO FOR YOU?

- Create a customized library for all your references.

- Organize your library into groups.

- Find and attach PDFs, sound files, videos to references directly from online resources.

- Read and annotate attached PDFs.

- Insert those references as you type your document (CITE WHILE YOU WRITE).

What can EndNote do for you?

- Share your references, custom groups and group sets across <u>multiple computers</u>, share with others and access your references anywhere there is an internet connection.

Share your library

Share your research with colleagues around the world

Invite team members to work from the same set of references, files and notes – no matter where they are located. Share your entire library or just a group with read-only or read-and-write access.

Share your library

ENDNOTE ANYWHERE

Two components, ONE Library
- EndNote Desktop- Download from UMIT
- EndNote Online- Register for an account

EndNote Desktop: Downloading from UMIT website

Go to the Calder Library Website: **calder.med.miami.edu**

Select **EndNote** from the **E-Databases** tab

EndNote Desktop: Downloading from UMIT website

Choose EndNote from the list of Software available

http://it.miami.edu/a-z-listing/endnote/index.html

EndNote Desktop: Downloading from UMIT website

While Downloading:

- Will ask for Product Key

- Close all Microsoft applications

CREATING A NEW LIBRARY

When you first open EndNote, go to FILE, then select NEW from the dropdown menu.
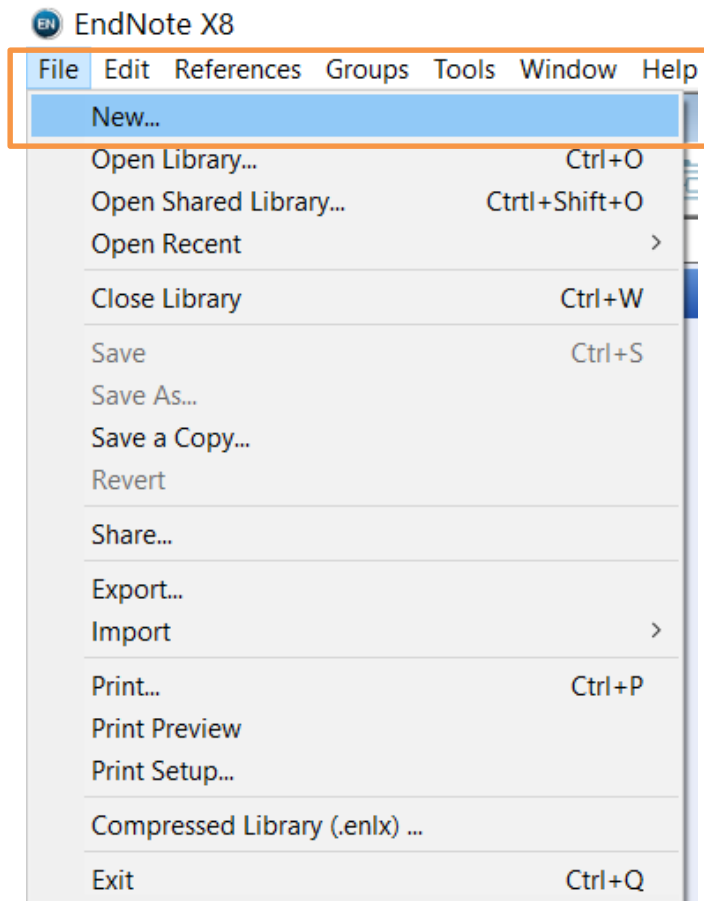
Click FILE, then NEW
to create
a new library

Creating a New Library

- Opens a folder in the Documents folder on your computer.

- Name your library: Default Name is

     My EndNote Library

- Creates a Library folder AND a Data folder

Opens a folder in the Documents folder on your computer. Creates a Library folder AND a Data folder
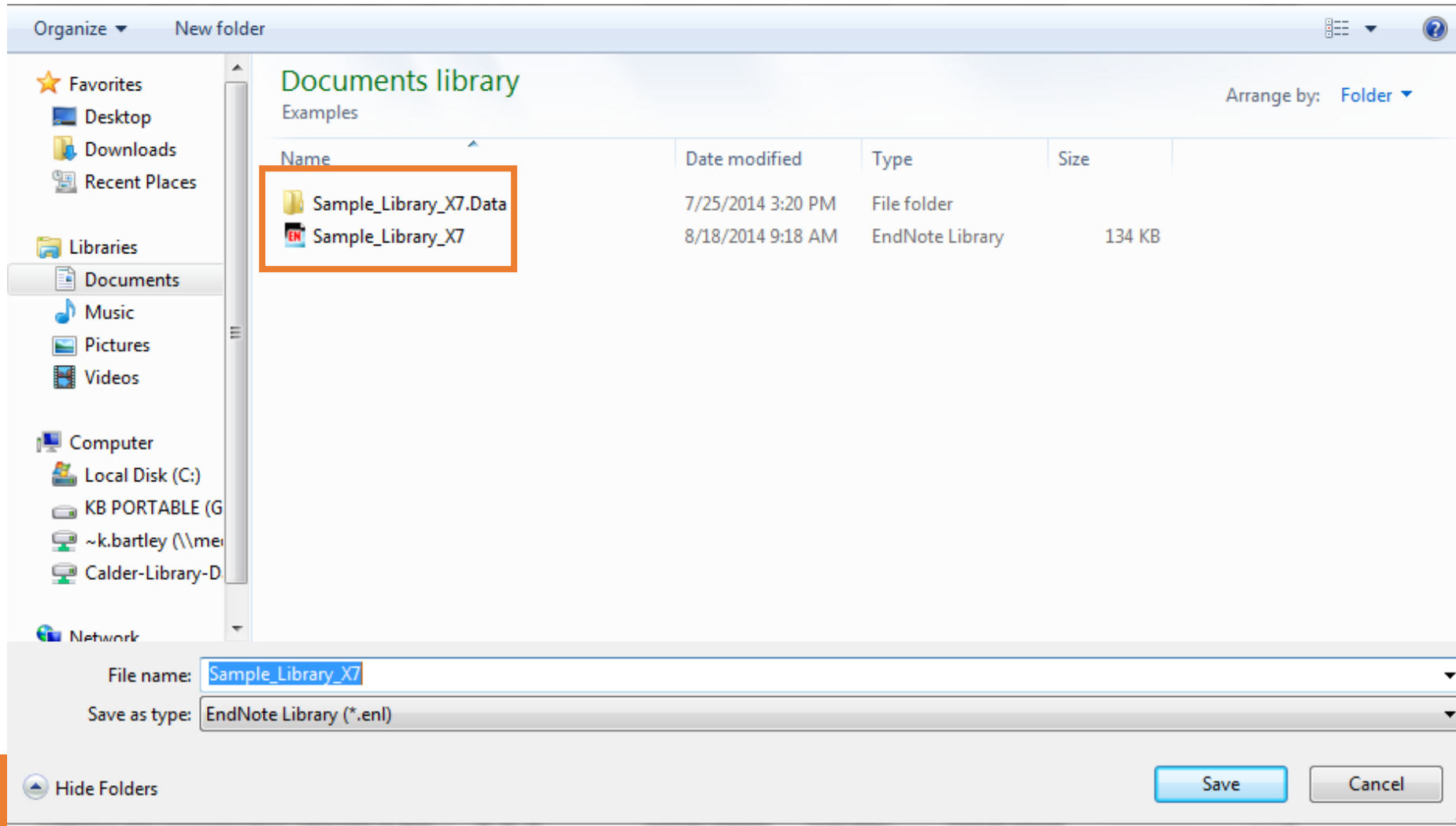
Let's create a New Library!

- Click on EndNote on your Desktop

- Click on Create a new library in the dialog box.

- Name your Library in the documents folder

You can also create a New library in EndNote:

- Go to File, then New…

- Name your Library in the documents folder

ADDING REFERENCES

There are several ways to get references into your library:

- Direct Export from various databases into EndNote

- Search for references using EndNote

- Import References from a Word document

- Manually create new references

Direct Export References from Online Databases: PubMed

Your EndNote library should be open before attempting to import references.

Direct Export References from Online Databases: PubMed

Go to PubMed under E-Databases on the Calder Library Home Page

Let's add References to our Library

Some interesting topics to search for in PubMed:

- Disease AND natural disaster
- COVID-19 AND health disparities
- Health care worker burnout
- Cultural diversity AND health
- Childhood immunization compliance

Direct Export References from Online Databases

Other Databases for Direct Export:

- Web of Science/Web of Knowledge

- Scopus

- CINAHL

- Other EBSCO Host databases

- Google Scholar

Searching for References Using EndNote
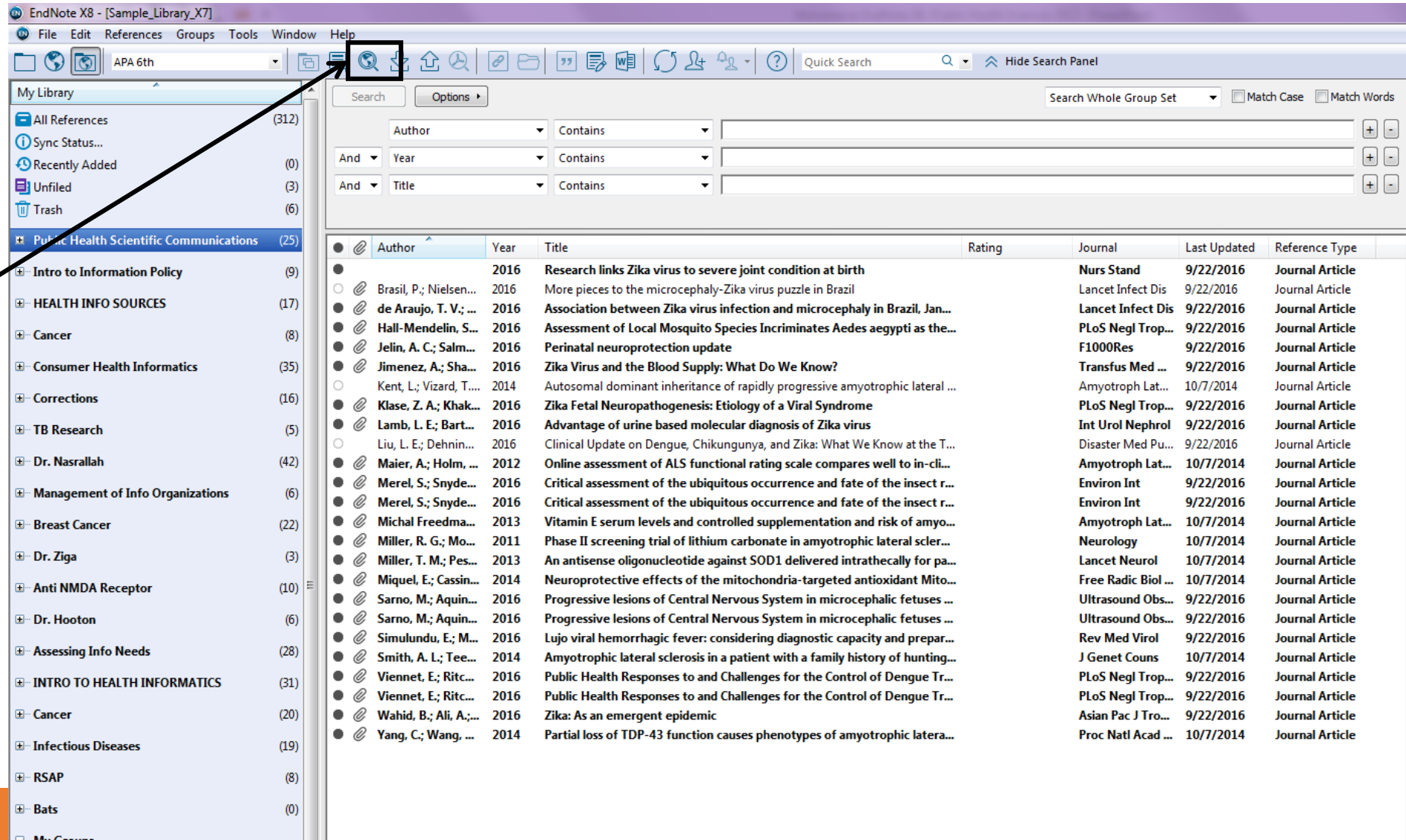
You can use EndNote to search databases:

- Automatically imports references into EndNote
- Can't choose which articles will be imported, imports all items in the search
- Doesn't import PDFs with references

Searching for References Using EndNote

Click on the
Online Search Button
(Globe with
Magnifying Glass)

Then select the
database to search for
references

Searching for References Using EndNote

Use the search box at the top to enter search terms, then click **Search**

Import References from a Word Document

- Open Word Document with a bibliography

- Go to the Tools tab, select Export to EndNote

- Select an option depending on the document:
  - Travelling Library: If the document has EndNote formatting already embedded.
  - Word Citations: If the document is a normal Word Document .

For Word Citations, this only works if citations were done using the Word References tab.

MANUAL ENTRY REFERENCES

- To create a reference, go to:

- **References**

- **New Reference**

- Select **Reference Type**

- Enter as much info as possible

- Attach PDFs or other files relevant to the reference

Creating Groups for References- WHY?

- Easily find and reuse references from earlier projects, combine them into bibliographies for new projects.

- Use the groups feature, to create needed subgroups of references within a single Library.

- Store an unlimited number of references in a single Library on the desktop version.

Creating Groups for References

- Go to the Groups tab
- Click **Create Group Set**
- Name the set

To create groupings within a Group Set:

- Right click under the set you would like to put references
- Select **Create Group**
- Highlight the references you want to put in the group
- Drag over to group

Let's put our References in Groups

- Group by Subject Matter
- Group by Paper Topic or Title
- Group by Whatever you like!

Importing PDFs And PDF Handling:
The MOST amazing thing about EndNote!

FIND FULL TEXT

IMPORT YOUR PDFs, THEN LET ENDNOTE FIND THE REST.

- Search hundreds of online **resources** to collect references and PDFs.

- Import the PDFs you have on your computer.

- Select the reference you want to find the full text for and let **EndNote** find them for you.

- Easily find and fill in missing and incomplete information.

Find PDFs for References in your Library: Online Resources
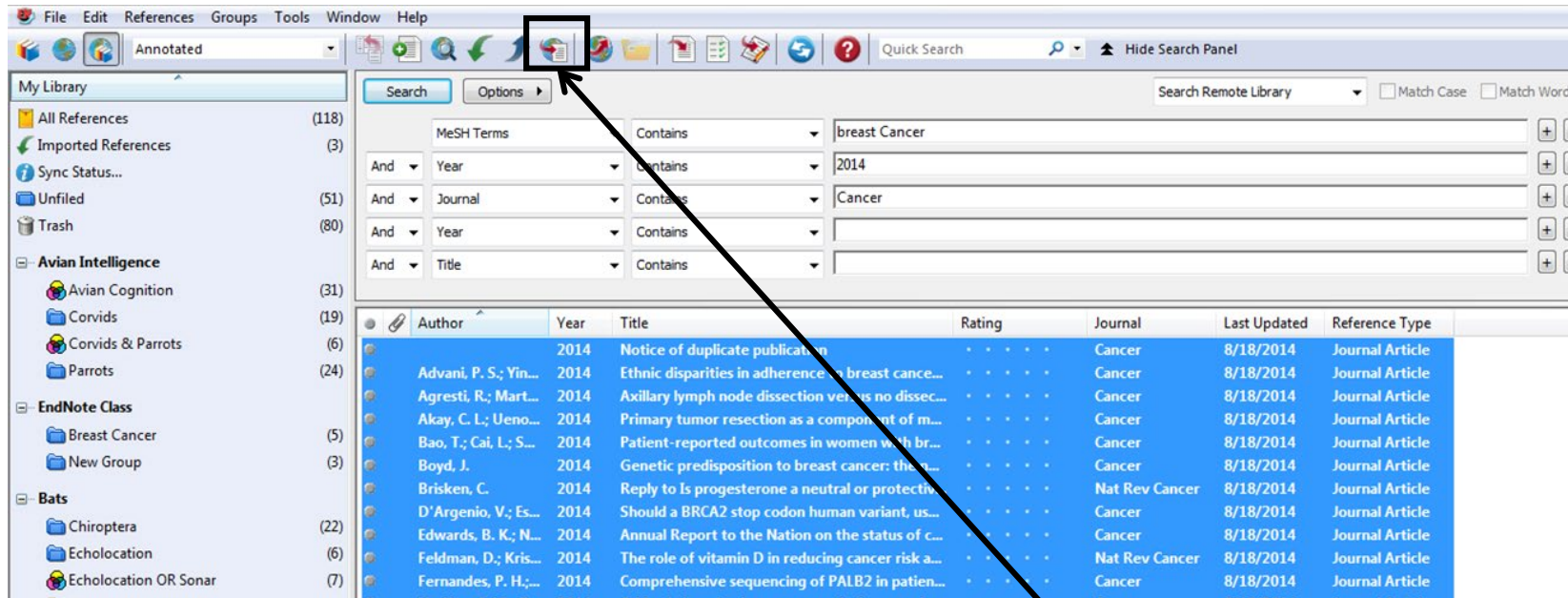
Select all the references you want to find PDFs for.

Click on:
Find Full Text
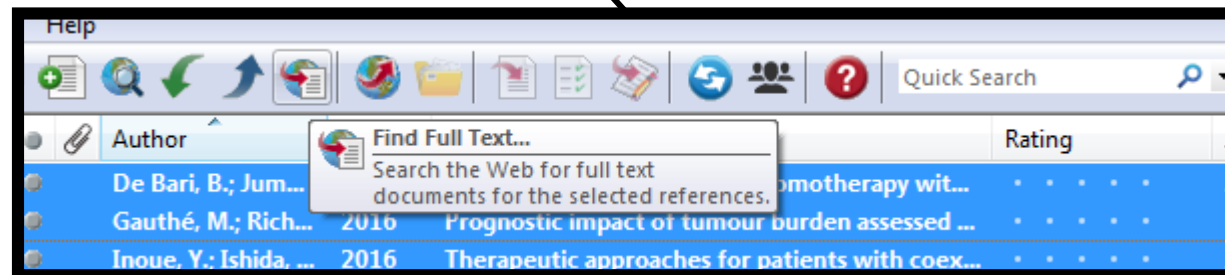
Find PDFs for References in your Library: Online Resources

EndNote tracks the progress of PDFs found and puts them into 3 categories:

- Found PDF
- Found URL
- Not Found

Find PDFs for References in your Library: Find Full Text Preferences

EndNote uses several pathways to find full text PDFs.
To connect to Calder's resources, make sure you are connected using remote access.
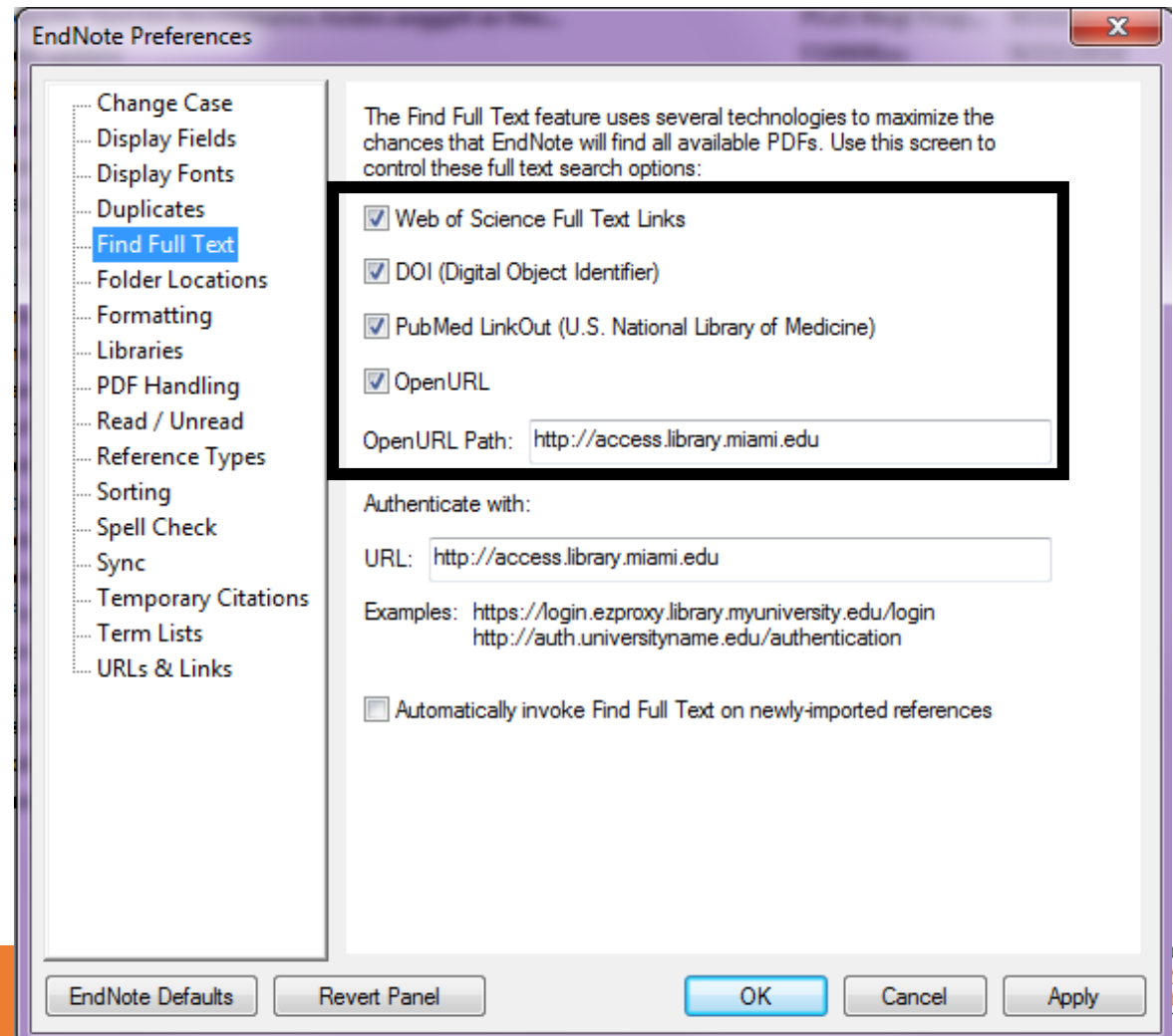
FIND PDF'S
FOR YOUR REFERENCES

USING PDFS IN ENDNOTE

- Open PDF full screen
- Print PDF
- Email PDF
- Highlight
- Sticky Notes
- Always remember to **<u>SAVE</u>** your changes!

MANUALLY ATTACH PDFS FOR REFERENCES YOU ALREADY HAVE

- Select the reference you want to attach the PDF to
- Go to the **References** tab
- Click **File Attachments**
- Click **Attach File**

ENDNOTE ONLINE

- Set-up your personal EndNote online account

- Sync your files across platforms

- Access your references and file attachments from anywhere

- Share reference groups with colleagues and collaborators

How do I get started: EndNote Online

www.myendnoteweb.com

How do I get started: EndNote Online

Sign up for an account

How do I get started: EndNote Online

EndNote Online with References

ENDNOTE SYNC

Sync your references, custom groups & group sets across multiple computers, share references with others and access your references anywhere there is an internet connection.
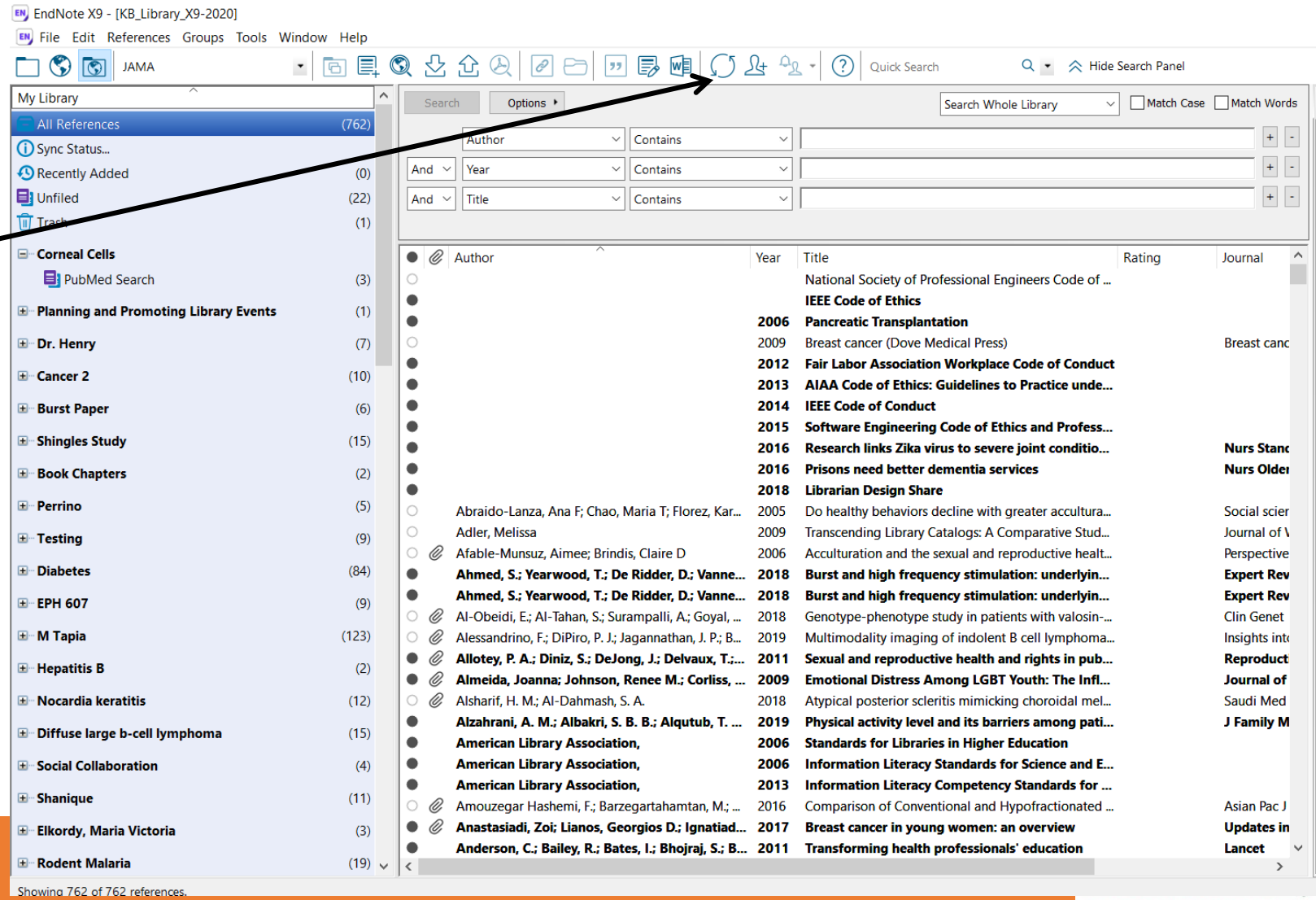
Sync your EndNote Desktop library to your EndNote Online library

Click the **Sync Library** button to synchronize your desktop and online libraries.

Sync your EndNote Desktop library to your EndNote Online library

http://youtu.be/YIzbdvRNz8Q
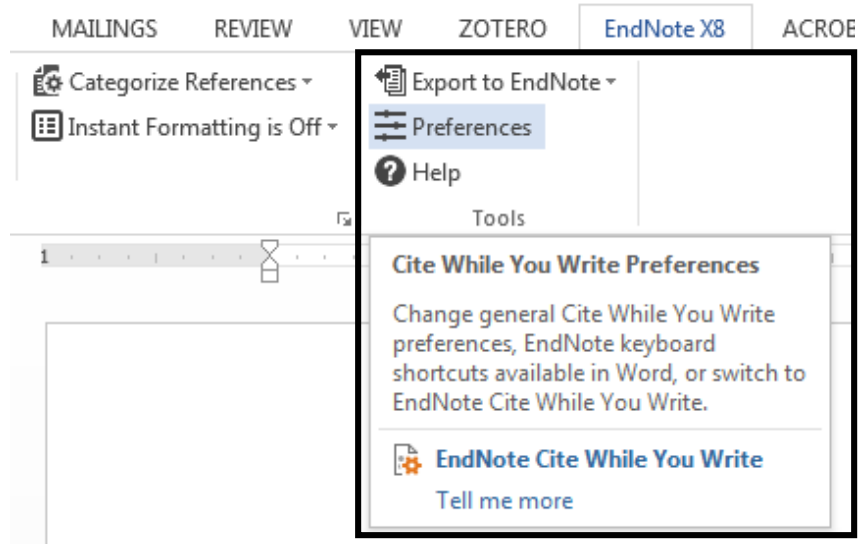
CITE WHILE YOU WRITE (CWYW)

CITE WHILE YOU WRITE™

YOUR CITATIONS ARE INSTANTLY ADDED AS YOU WRITE.

- Change the styles in a document as many times as needed.

- Format **references** for any project with 5000+ styles to use.

- Create custom styles with style customization tools.

Cite While You Write: Library Preferences

From the CWYW **Preferences** tab in Word, choose which library you will be using to get your references from:
- Desktop Library (EndNote)
- EndNote Online
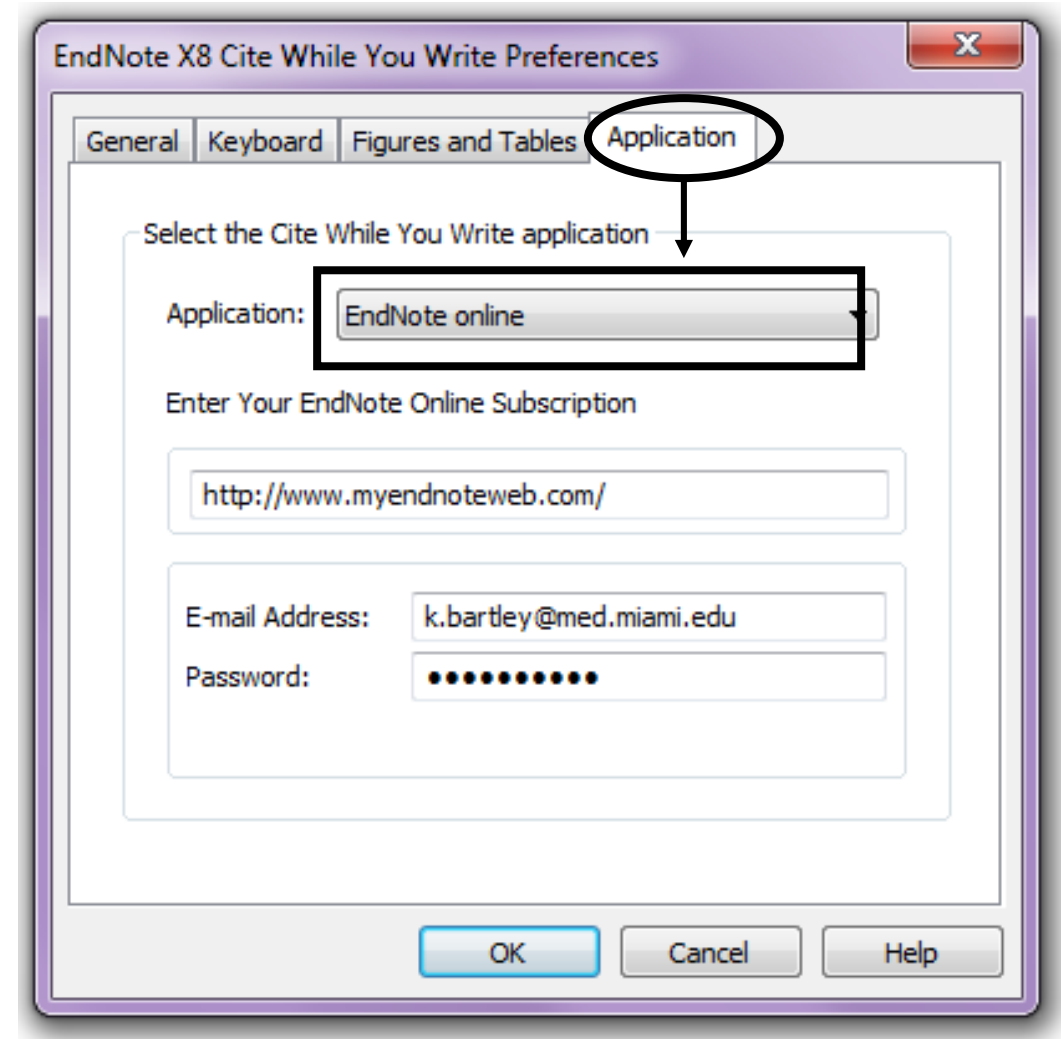
**For EndNote Online,
enter the email and password used for your library.**

CITE WHILE YOU WRITE: Windows

Adding Citations to a Word Document

https://youtu.be/AAuGdJvlZtl

CITE WHILE YOU WRITE: Mac (Word 2016)

Adding Citations to a Word Document

UNIVERSITY OF MIAMI
MILLER SCHOOL
of MEDICINE
Louis Calder Memorial Library

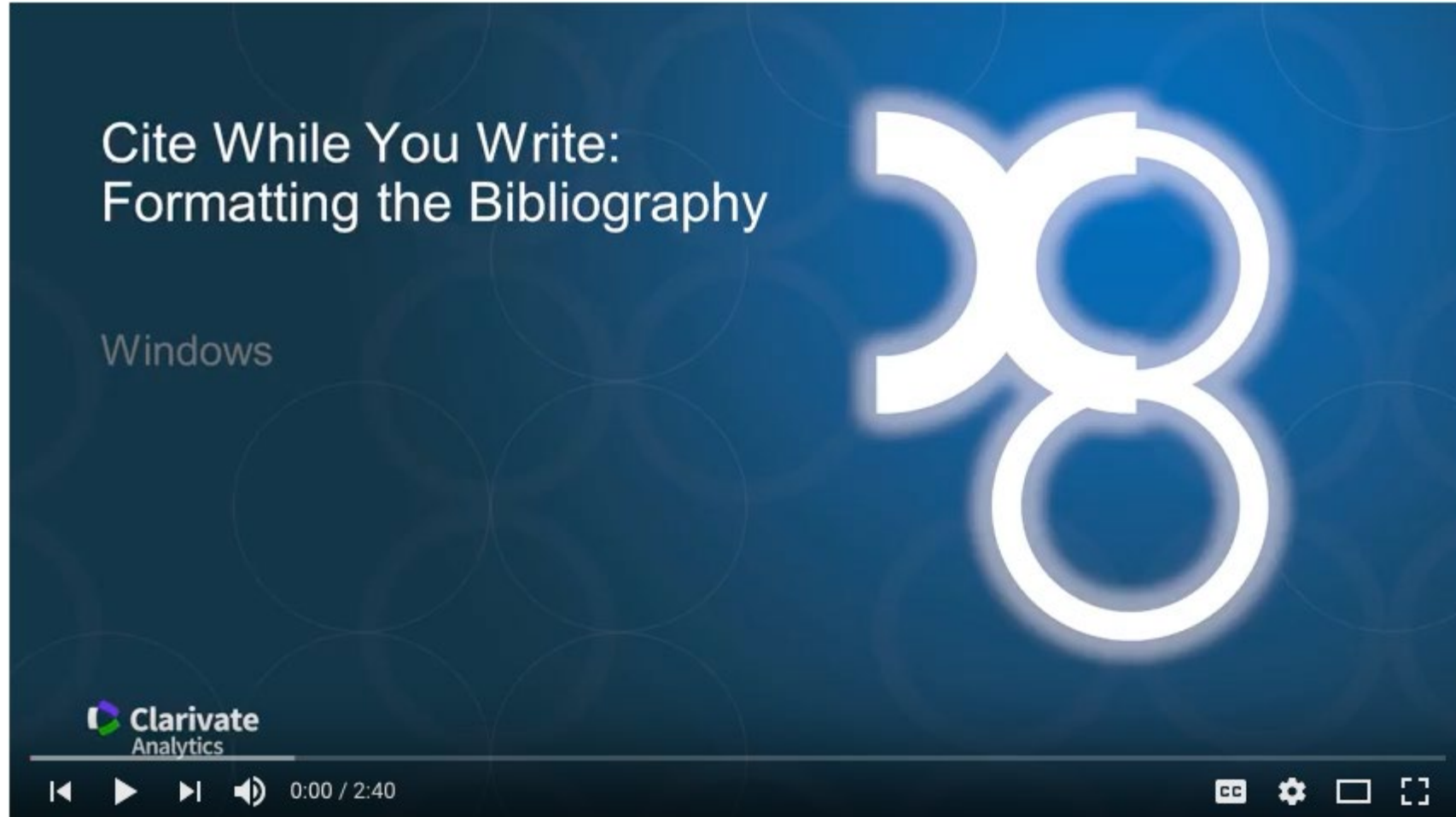# CITE WHILE YOU WRITE:
Adding Citations to your Document

- Create a Word Document

- Use Cite While You Write to insert references:
  - Insert by search your EndNote Library within Word
  - Select them from your EndNote Library, then insert using:
    - **Go to EndNote command**
    - **Insert Citations command**

CITE WHILE YOU WRITE: Windows
Editing Citations

https://youtu.be/cmRaJmq7KwA

CITE WHILE YOU WRITE: Windows
Formatting the Bibliography

UNIVERSITY OF MIAMI
MILLER SCHOOL
of MEDICINE
Louis Calder Memorial Library

CITE WHILE YOU WRITE: Mac (Word 2016)

Formatting the Bibliography

COLLABORATION:
SHARING ENDNOTE REFERENCES

- How NOT to share an EndNote Library
- Share groups of references in EndNote Online
- Send A Compressed Library
- The Traveling Library

HOW TO SHARE REFERENCES

ADDITIONAL RESOURCES

- Calder Library Online Tutorial on EndNote

ADDITIONAL RESOURCES

- YouTube:

https://www.youtube.com/user/EndNoteTraining/videos

ADDITIONAL RESOURCES

- EndNote Website- Training

ADDITIONAL RESOURCES

- EndNote Online User Manual

ADDITIONAL RESOURCES

- EndNote For iPad and iPhone

WHAT DID WE LEARN TODAY?

- How to create a library in EndNote

- How to get your references into the library

- How to import PDFs for references and attach PDFs you already have to references in your library

- Creating an Online Library and Syncing your Desktop Library to your Online Library

- Cite While you Write

- Ways to share your references with others

FOR MORE INFORMATION

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