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Installing EndNote

NYU-licensed copies of EndNote software are available free to NYU faculty, staff, and students (for Mac and Windows computers). EndNote software can be installed on your work or personal computer and after installing you can retain the software after leaving NYU.

Users with an NYU **Kerberos ID** and password can download EndNote through the MCIT Service Catalog: <http://servicecatalog.nyumc.org> . Go to “Epic and Other Applications and Software” and select PC Software Downloads (self-service) or Mac Software Downloads.

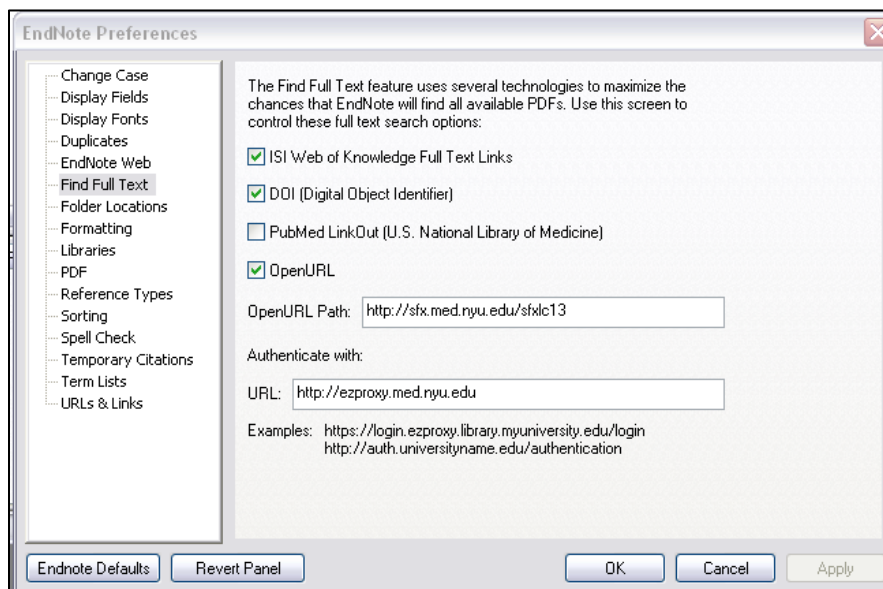
Users with an NYU **NetID** and password can download the latest available version of EndNote here: <http://nyu.libguides.com/endnote>

Customize Settings to connect with NYU Health Sciences Libraries

Adding the library’s authentication information will let you connect directly to the library’s electronic journals to download full-text articles with EndNote’s *Find Full-Text* feature.

1. In EndNote, go to the edit menu and select *Preferences*
2. In the Preferences window, select *Find Full-Text* from the left side column
3. In the *Find Full-Text Preferences* (right side), check off all the boxes and enter the following URLs and click “Apply.”

OpenURL Path: **<http://sfx.med.nyu.edu/sfxlc13>**
 Authenticate with URL: **<http://ezproxy.med.nyu.edu>**



Need more help? Contact the NYU Health Sciences Libraries at <http://hsl.med.nyu.edu/ask-a-librarian>
 For technical issues, contact EndNote Technical Support at 1-800-336-4474

Importing References

Importing References from PubMed

1. Perform a search in PubMed
2. Select the desired references by checking off the boxes on the left. If you want to import all your results leave all boxes unchecked. You can export up to 200 citations at a time.
3. Click on the “Send to:” link in the upper right side of the page and select “Citation Manager”
4. Click on “Create File” and allow the file to download to your computer
5. Open file with EndNote (this may happen automatically)

The screenshot shows the PubMed search results page for 'diabetes'. A 'Send to' dropdown menu is open, showing options: File, Collections, Order, Citation manager, Clipboard, E-mail, and My Bibliography. The 'Citation manager' option is selected. Below the dropdown, it says 'Generate a file for use with external citation management software.' and 'Download 2 citations.' with a 'Create File' button. Callouts are present: '1. Select citations' points to the checkboxes on the left of the search results; '2. Click on "Send to:" and select "Citation Manager"' points to the dropdown menu; '3. Create File!' points to the 'Create File' button.

Importing References from Google Scholar

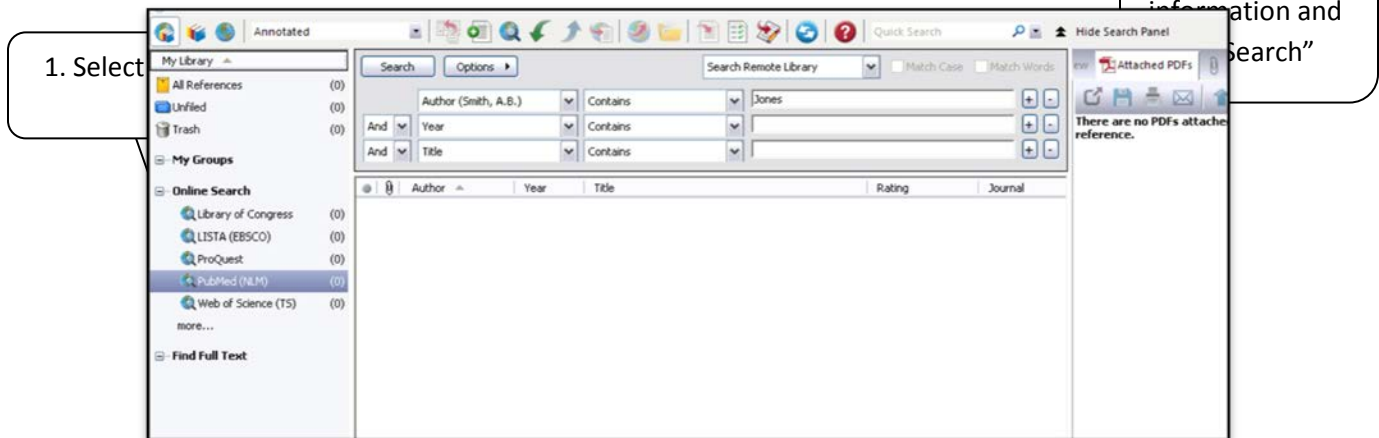
1. While logged into your Google account, go to Google Scholar settings (look for the gear icon in the upper right of the Google Scholar search page).
2. In settings, under **Bibliography Manager**, select “Show links to import citations into” and select the EndNote option
3. When you perform a search in Google Scholar, you will see a link “Import to EndNote” under each citation. Click the link and open the file with EndNote!

The screenshot shows a Google Scholar search for 'diabetes'. The results show a citation: 'Office guide to diagnosis and classification of diabetes mellitus and other categories of glucose intolerance'. Under this citation, there is a link 'Import into EndNote' which is highlighted with a red box and a red arrow pointing to it.

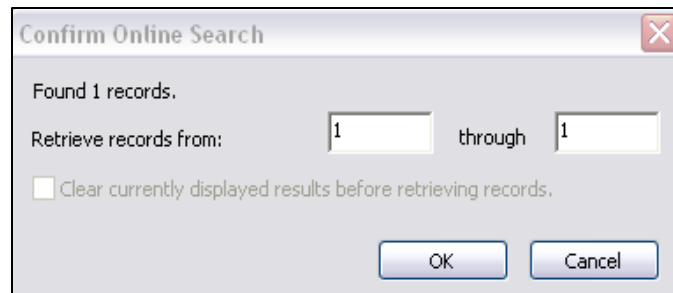
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Searching Online Databases within EndNote

1. To connect to online database, click on one of the online databases listed in the left pane or go to *Tools* menu (on top menu bar) and select *Online Search*. Select database (e.g. PubMed) and click “choose.”
2. Enter desired search terms and click *Search* (you may have to resize the middle pane to see all search boxes).



3. A pop-up window will appear showing you how many results were retrieved. Click OK to import all results or Cancel to close window.



Importing Book References from Library of Congress

You can import book references by searching the *Library of Congress database* within EndNote

1. Click on Library of Congress under “Online Search”
2. Enter book citation information in the search box in the lower pane. Click Search!

Importing Book References from Google Books

1. Find the desired book by searching Google Books
2. Click on the ‘About this book’ link
3. Scroll down to Bibliographic Information. Under Export Citation, click “EndNote”

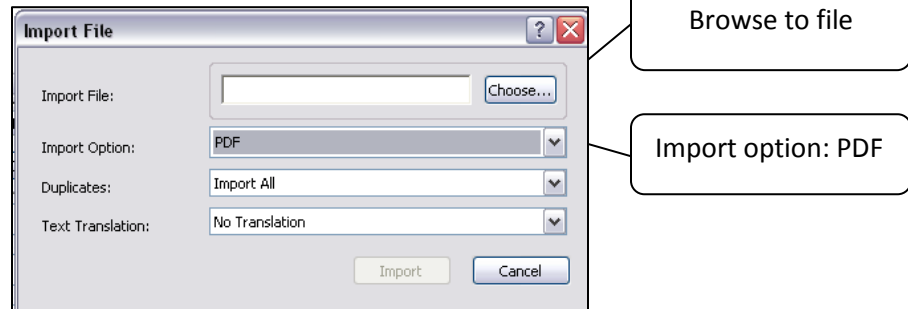
Note: EndNote will import the citation for the entire book. If you wish to reference a book chapter/section, you will have to edit the reference. (Double-click on the reference in EndNote. Change Reference type to “Book Section” and add section title, author, and page numbers.)

Need more help? Contact the NYU Health Sciences Libraries at <http://hsl.med.nyu.edu/ask-a-librarian>
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Importing PDF Files from Your Computer

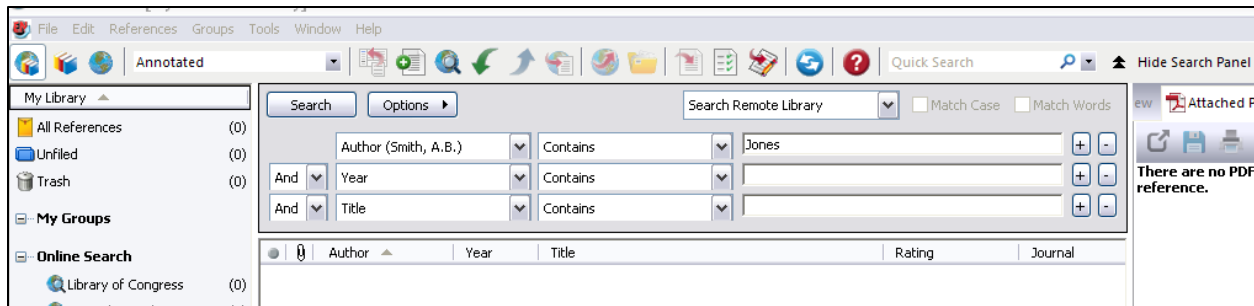
You can import PDF files that you already have saved on your computer and EndNote will extract the bibliographic information to create a record. This works with most publisher PDFs, but will **NOT** work with scanned PDFs.

1. In EndNote, go to File>Import. Select 'File' to import a single PDF or 'Folder' to import a batch of PDFs.
2. In the pop-up window, click 'Choose...' to browse to the file(s) you want to import and change the *Import Option* to 'PDF'. Click Import.

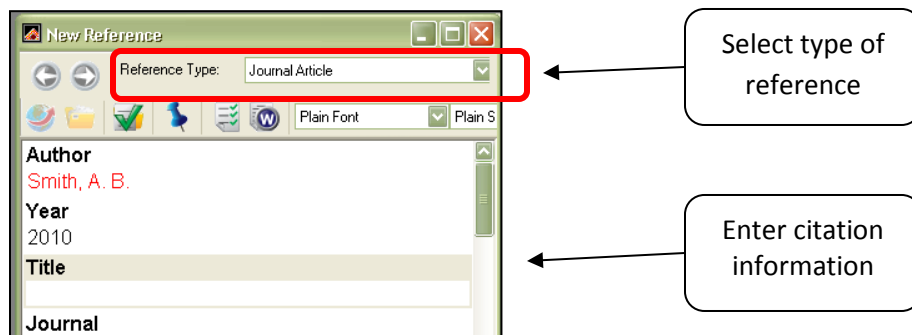


Creating References Manually

1. To create a new reference, click on green plus sign icon.



2. A blank reference window will appear. Select *Reference Type* and enter information in appropriate fields. Information will be saved automatically.



Adding Full-Text PDFs to Your Library

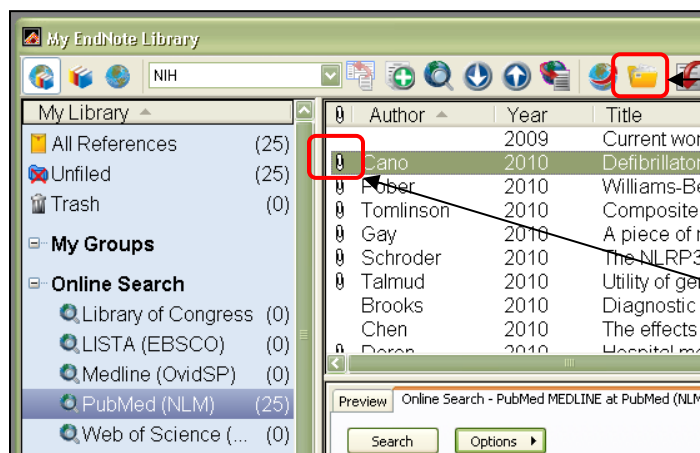
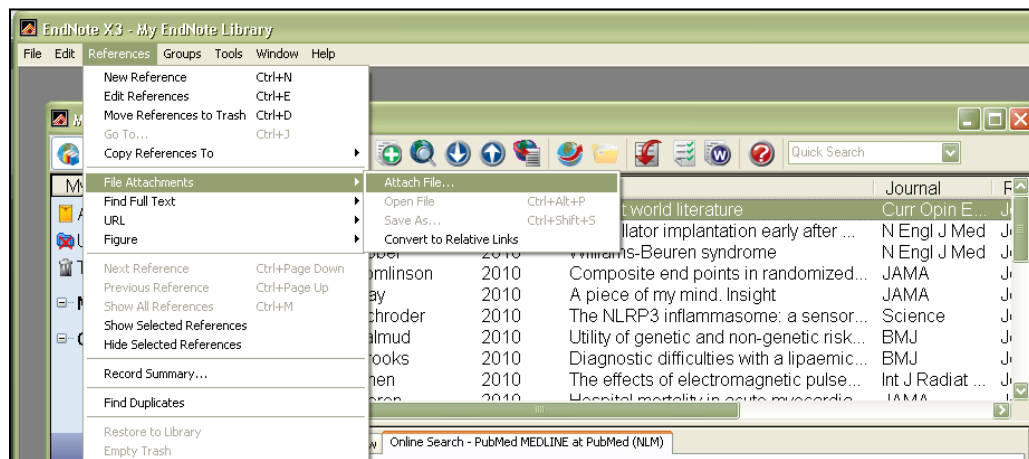
Using the *Find Full-Text* Feature

The 'Find Full-Text' feature in EndNote allows you to connect to your institution's library resources to download the full-text PDFs of references in your library.

1. Make sure you have entered the NYU Health Sciences Libraries authentication information in the EndNote preferences (see page 2)
2. In EndNote, select desired references and go to the 'References' menu and select 'Find Full – Text' (or right click and select 'Find Full-Text')
3. NOTE: EndNote will find *most* available full-text articles. The Library may still have access to other articles not downloaded by EndNote.

Attaching files to References in EndNote

1. In EndNote, select the reference to which you would like to attach a file
2. Go to the top menu bar and select References>File Attachments> Attach a File (or right-click and select File Attachments> Attach a File) and browse to the file you would like to attach. Multiple files can be attached to a single reference

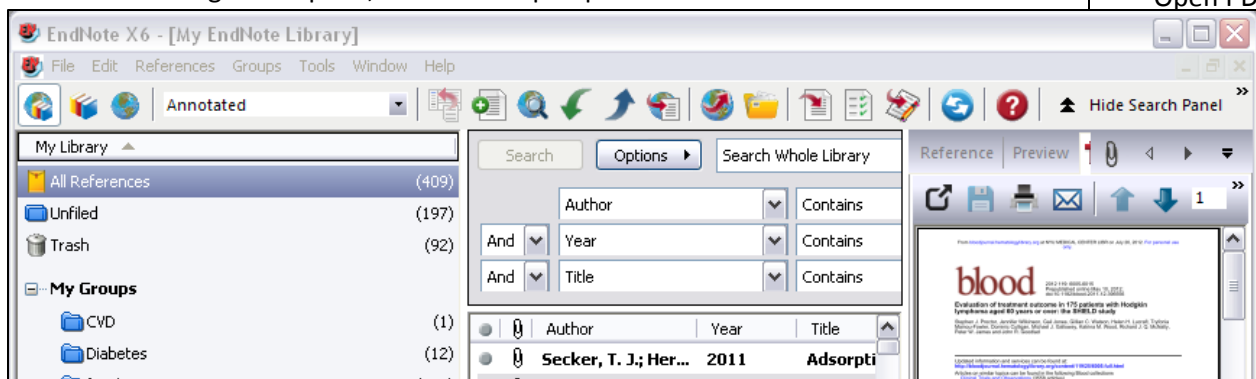


Click folder icon in menu bar to open attached file

Paperclip displayed next to references indicates there is an attached file

View and Annotate PDFs

1. Select desired reference in EndNote (must have PDF attached)
2. In the right side pane, select the "open pdf" button



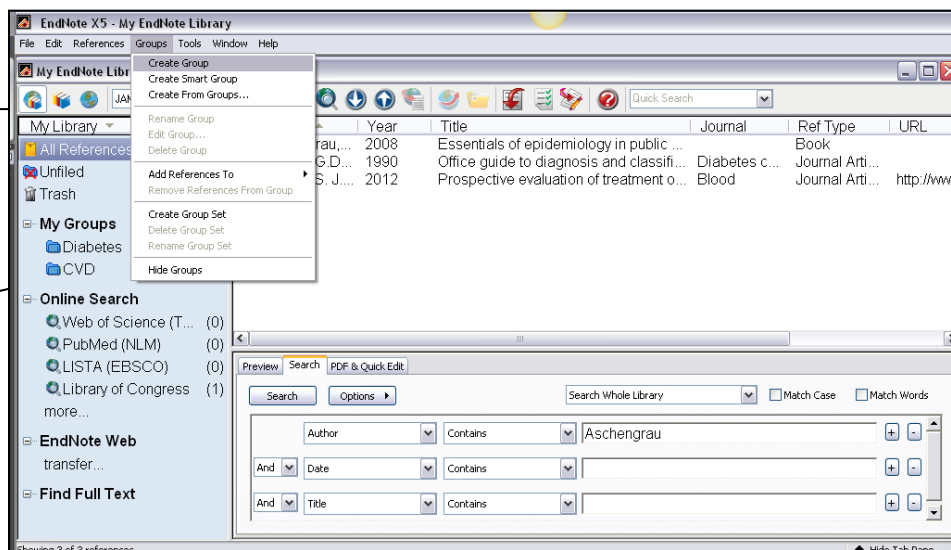
3. This will open the file in the EndNote PDF viewer allowing you to highlight text add annotations (stick notes) and email the file to colleagues.

Organizing References in EndNote

Groups

Groups make it easy to break a large library into subsets for later viewing. A group simply points to a subset of references that already exist in the library. A single reference can exist in multiple groups.

1. In EndNote, go to the 'Groups' menu and select 'Create Group'
2. Your new group will appear on the right pane of your EndNote library
3. Drag-and-drop to copy individual references into a group. Click on group name to view references in that group.



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Smart Groups

Smart Groups use search criteria to dynamically update groups as existing references are edited or new references are added to the library. To create a Smart Group, go to the *Groups* menu, choose *Create Smart Group and enter desired criteria*

Group Sets

Group Sets allows you to bundle your groups together to keep organized. To create a group set, go to the *Groups* menu, choose *Create Group Set*. Drag Groups under Group Set to create hierarchical structure.

Create a Stand-Alone Bibliography

1. Select the desired references, go to the 'File' menu, and select 'Export'
2. Browse to where you would like to save the file, name the file, and select file type (RTF file will open in MS Word)
3. Select Output Style (the citation style you want to use) and click 'Save'

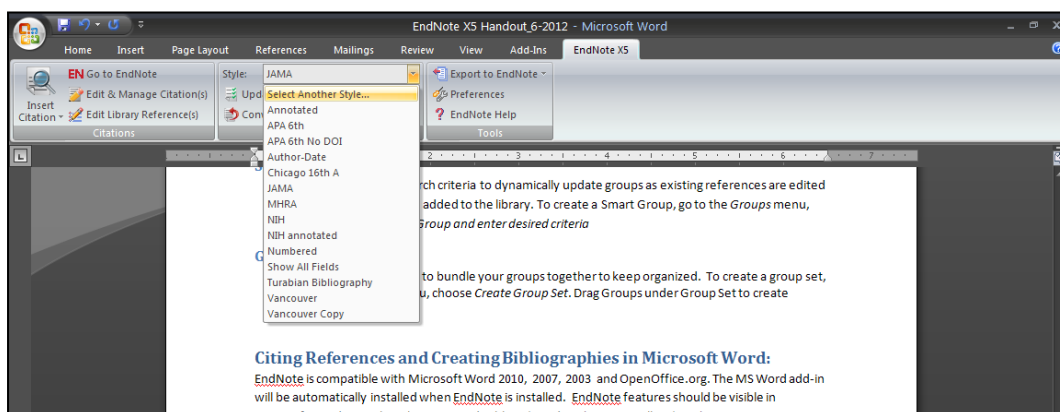
Citing References and Creating Bibliographies in Microsoft Word

EndNote is compatible with Microsoft Word 2010, 2007, 2003 and OpenOffice.org. The MS Word add-in will be automatically installed when EndNote is installed. EndNote features should be visible in Microsoft Word as a tab in the commands ribbon (Windows) or as a toolbar (Mac).

Choosing a Citation Style

1. In MS Word, click on the EndNote tab in the commands ribbon
2. In the middle block there is a "Style" pull-down menu. If you do not see the style you want, click on "Select Another Style..." to see complete list of styles included in your installation. There are thousands of additional styles available for download on the EndNote website: <http://www.endnote.com/support/enstyles.asp> (See instructions for downloading output styles on this webpage)

You can change citation styles at any point in your writing process. Any added references will update automatically!

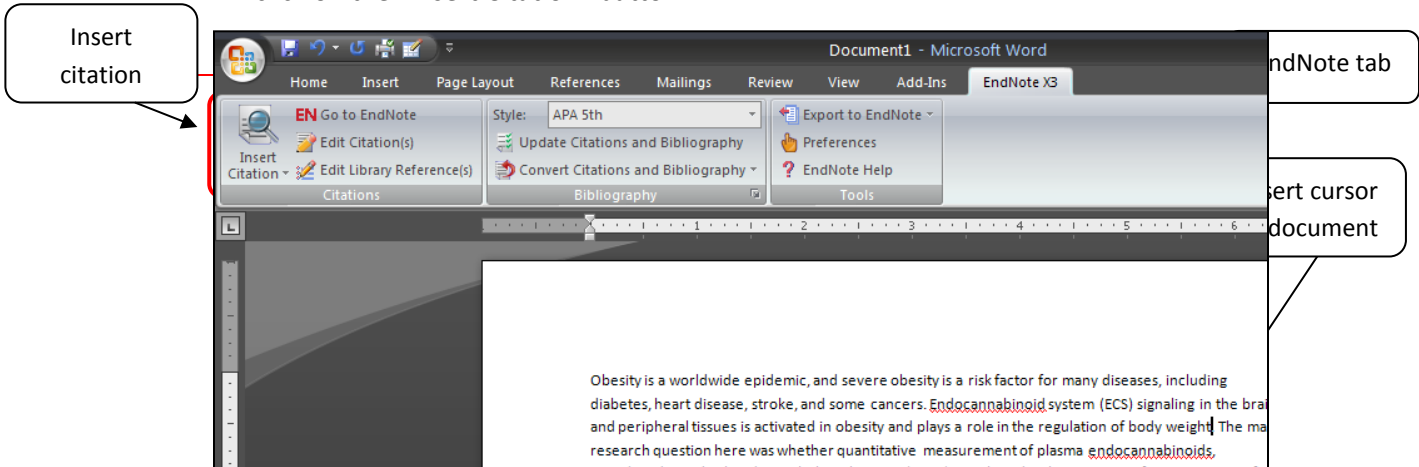


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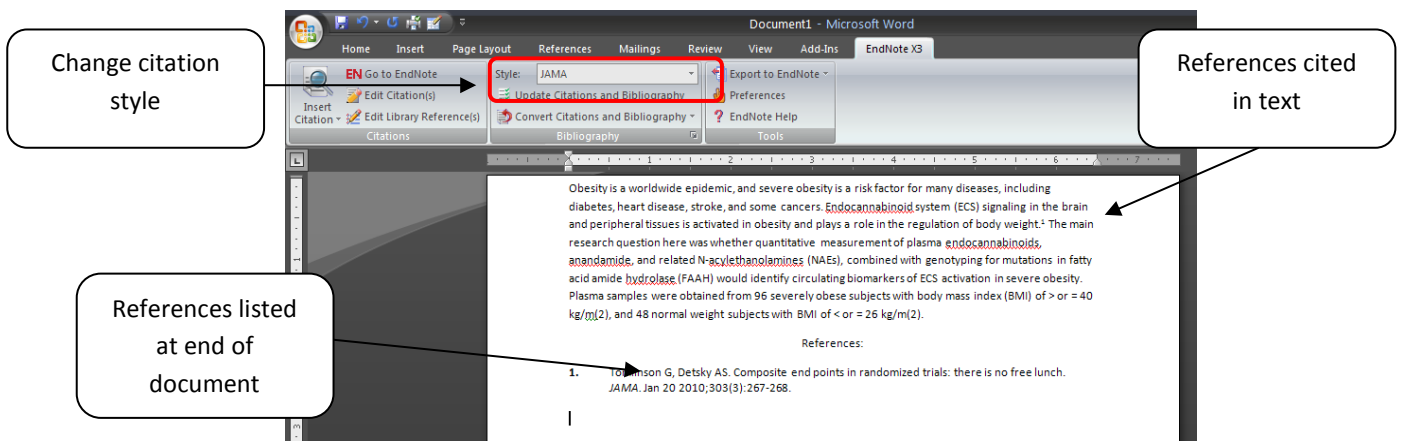
Cite While You Write (Inserting references into your MS Word document)

EndNote works with Microsoft Word to quickly and easily cite references, figures, and tables, and create a paper with properly formatted citations, a bibliography, figures, and tables. EndNote tools are accessible in MS Word on the EndNote ribbon tab (Windows) or the EndNote floating toolbar (Mac)

1. In Microsoft Word, position the cursor in the document where you would like to insert the citation.
2. Go to the EndNote tab (for Windows) or find the EndNote floating toolbar (for Mac) and click on the "Insert Citation" button.



3. Click on lower part of **Insert Citation** button to either search for a reference in your EndNote Library (Find a citation) or insert the reference(s) you already have selected in EndNote (Insert selected citations)
4. The reference will appear in your document in accordance with the citation style you have selected. You may change the style at any time by using the *Style* pull-down menu in the EndNote toolbar in MS word



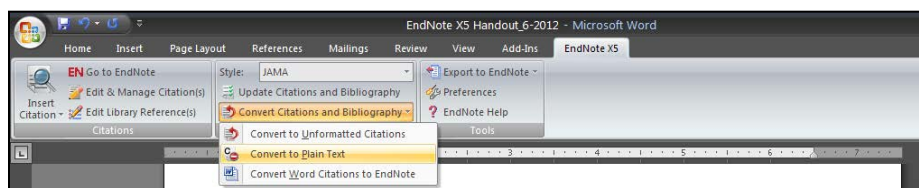
To delete references, delete the references in the body of your manuscript (not the reference list at the end of your document)

Need more help? Contact the NYU Health Sciences Libraries at <http://hsl.med.nyu.edu/ask-a-librarian>
For technical issues, contact EndNote Technical Support at 1-800-336-4474

Converting Manuscript to Plain Text

In some cases, you may want to convert your manuscript to a plain text document. This is a necessary step for most journal submission processes.

1. In MS Word, go to the EndNote tab and click on “Convert Citations and Bibliographies” and select “Convert to Plain Text”
2. This command will create a new **unsaved** copy of your document with all EndNote coding removed. References are transformed to regular plain text and you can no longer use EndNote to edit references.
3. Be sure to retain your original document for making changes to your EndNote references in the future!



EndNote Web

The web version of Endnote allows easy transfer of references in either direction: from an EndNote Web library to an EndNote desktop library, or from an EndNote desktop library to an EndNote Web library. To enable your premium EndNoteWeb account (included with Desktop application), go to EndNote (desktop application)>Preferences>Sync>Enable Sync.

Configuring EndNote (Desktop) to sync with EndNote Web

In EndNote (desktop), go to Edit>Preferences>Sync. Enter email address and password for EndNote web library, and click “Apply.”

Using EndNote Web with Microsoft Word

Cite-While-You-Write is compatible with both EndNote (desktop) and EndNote Web; however, they cannot be used simultaneously. To use EndNote Web with Microsoft Word, go to the EndNote tab in Word and select *Preferences*. Under **Application** tab, select *EndNote Web* and enter login information.

If you do **not** have EndNote (desktop) installed on your computer, you must install the Cite-While-You-Write Plugin. This plug-in can be downloaded from MyEndNotWeb.com; under the **Options** tab, click on *Download Installers*.

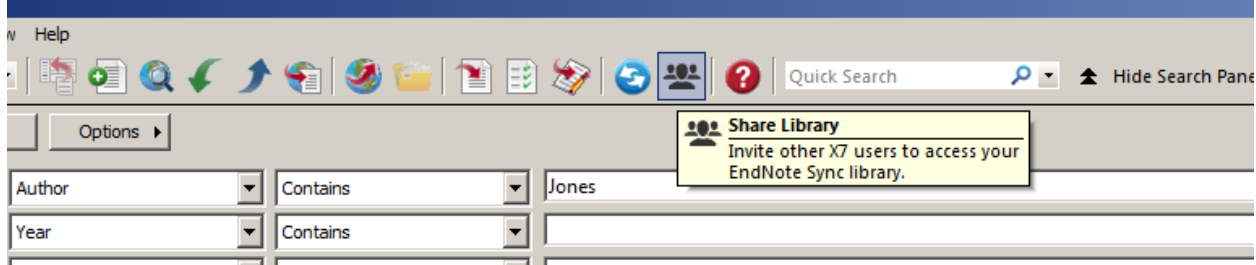
Share your EndNote Library

A library can be shared with up to 14 other EndNote users, with read/write access to the entire library. **All users must have the EndNote X7.2 update.** The person sharing the library must sync with EndNote Online first.

1. Open your EndNote(Desktop) library

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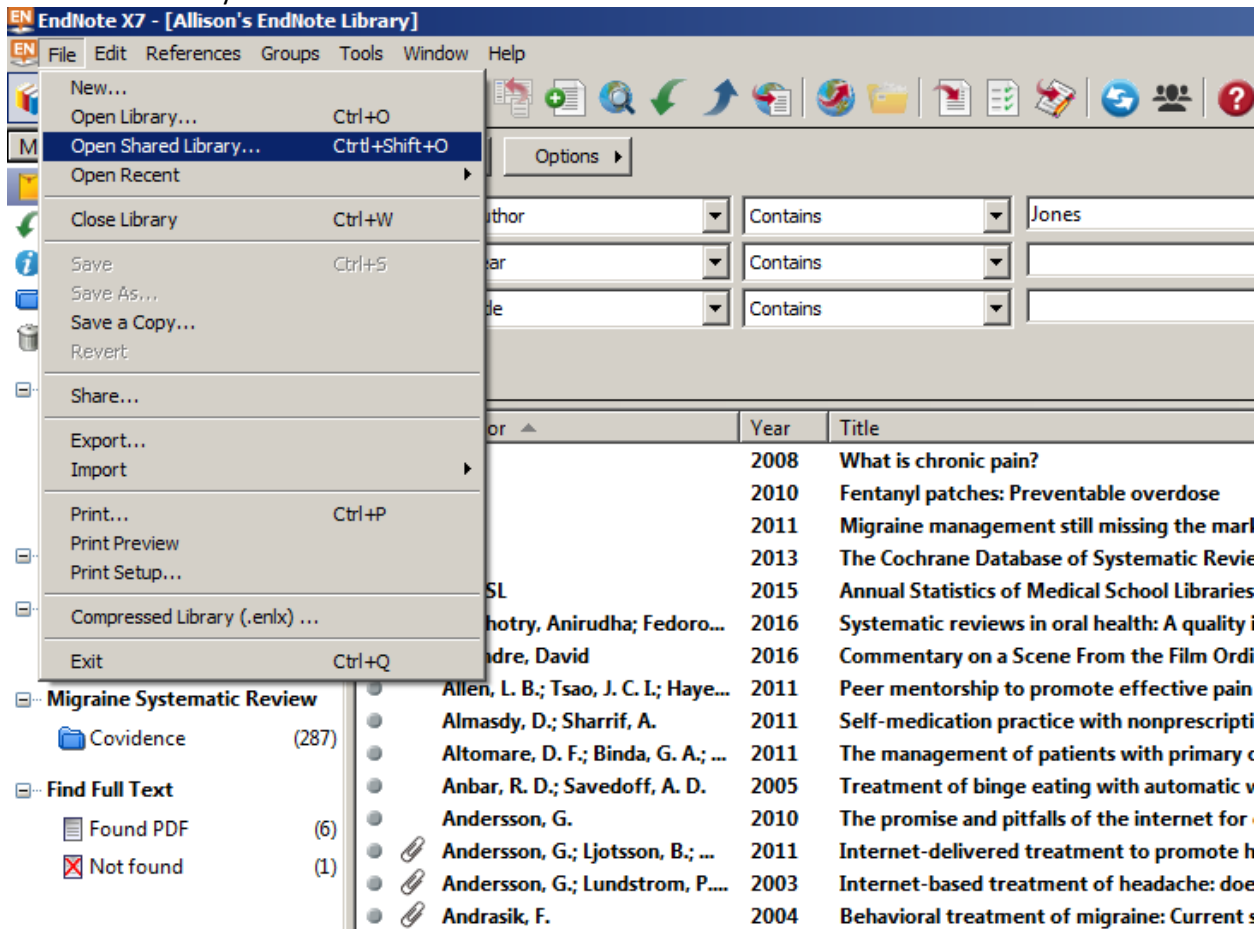
2. Sync library with EndNote Online
3. Go to File>Share or use the “Share library” button in the toolbar



4. Enter email addresses of collaborators in the pop-up box
5. Invited collaborators will receive email invitations to access the library

Open a Shared EndNote Library

1. “Accept” invitation from group member
2. Sign in to existing EndNote Online account or Create an Account
3. A message will confirm that the library has been shared and can be accessed
4. In EndNote(desktop) go to File>Open Shared library
5. Library will download



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