



Mahidol University  
Faculty of Science

Stang Mongkolsuk Library  
and Information Division

**Stang Library Training**

# EndNote 20



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Stang Mongkolsuk Library & Information Division

24 August 2022

# Introduction

- **What is EndNote?**
- **How EndNote works**
- **Download & Install Endnote Desktop**
- **Compatibility and System Requirements**

# What is EndNote?

## Reference management software

- Developed by Clarivate Analytics

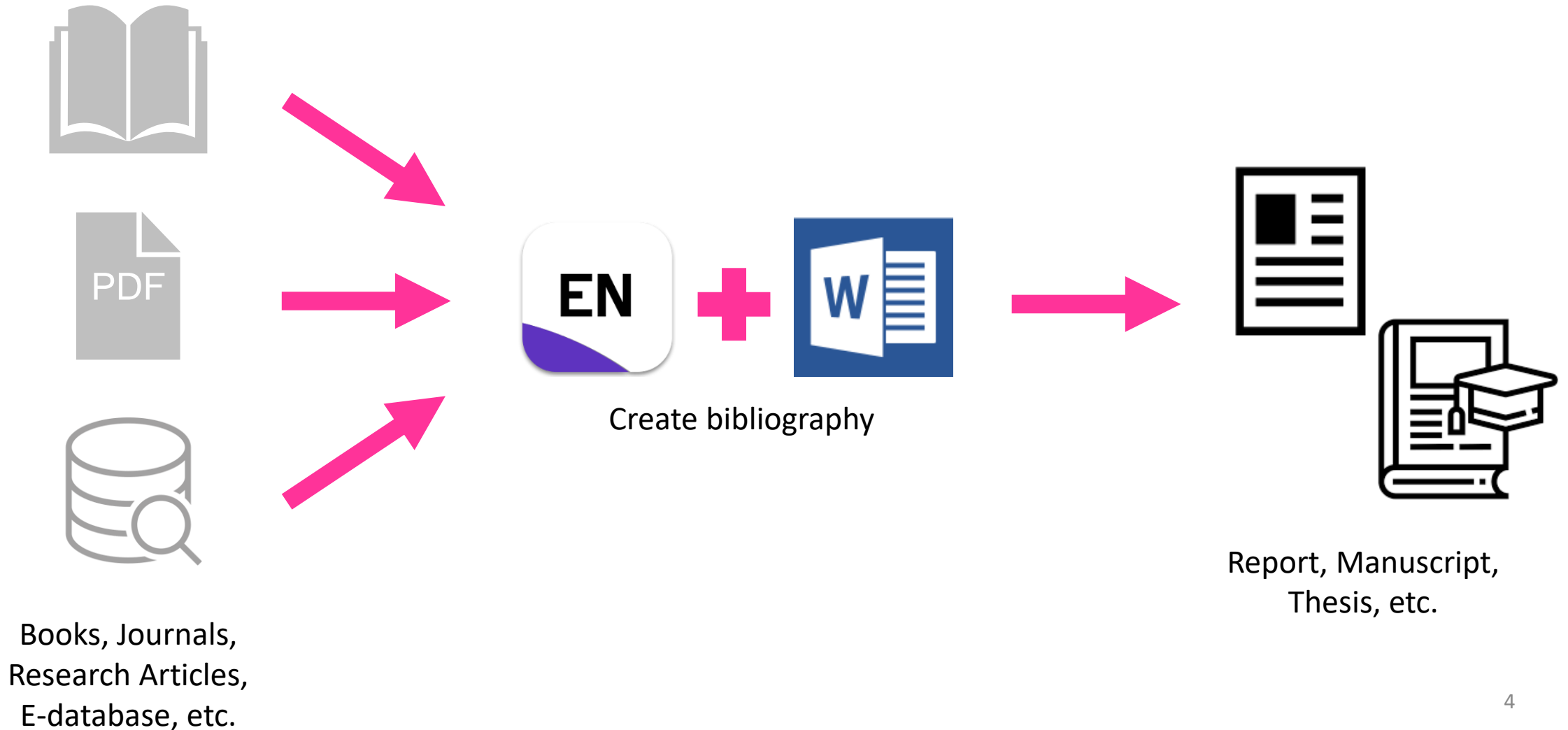
## Personal Reference database

- Storing, managing, and searching for bibliographic references in your private reference library.

## Bibliography and manuscript maker

- Formats citations in Microsoft Word with the Cite While You Write™ feature.


# How EndNote Works



# Download & Install Endnote Desktop

Download an installer at  
<https://endnote.com/downloads>

Download Lisenced software at  
<http://softwaredownload.mahidol/>

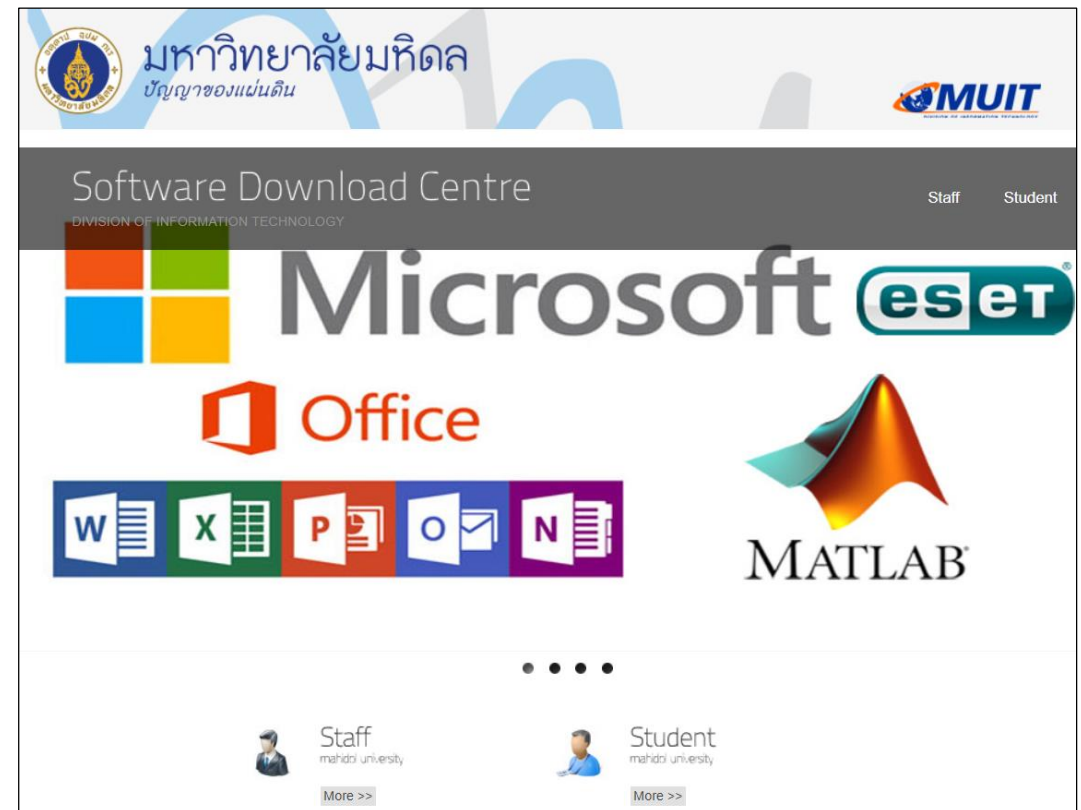


Download an installer

Got a new computer? Misplaced the installer link? You can download the installer here.

[Find an installer](#)

**EndNote 20**  
Windows Installer or Mac Installer



มหาวิทยาลัยมหิดล  
ปัญญาของแผ่นดิน

MUIT

Software Download Centre  
DIVISION OF INFORMATION TECHNOLOGY

Staff Student

Microsoft **eset**

Office

W X P O N

MATLAB

Staff mahidol university  
More >>

Student mahidol university  
More >>

# Compatibility and System Requirements

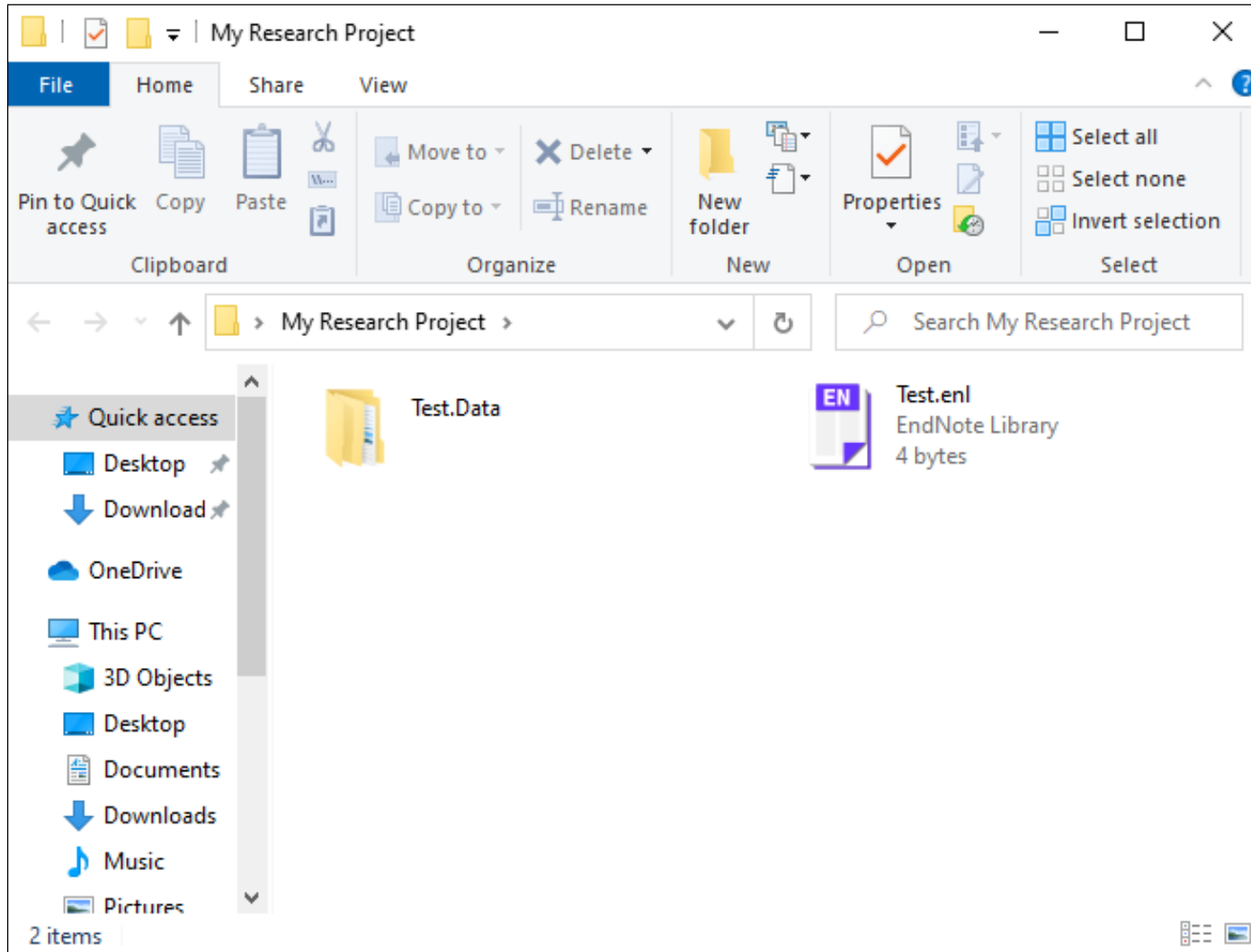
Operating System	Version	Word processor software
Windows	Windows 10, 11	Microsoft Word [CWYW] : 2010, 2013, 2016, 2019, Office 365 (locally installed desktop version only)
Macintosh	macOS 10.14, 10.15, 11, 12	Microsoft Word [CWYW] : 2016, 2019, Office 365 (locally installed desktop version only)

<https://endnote.com/product-details/compatibility>

# Get Started with EndNote

- **EndNote Library components**
- **Creating a New Library**
- **Library Overview**
- **Journal Term Lists**

# EndNote Library components

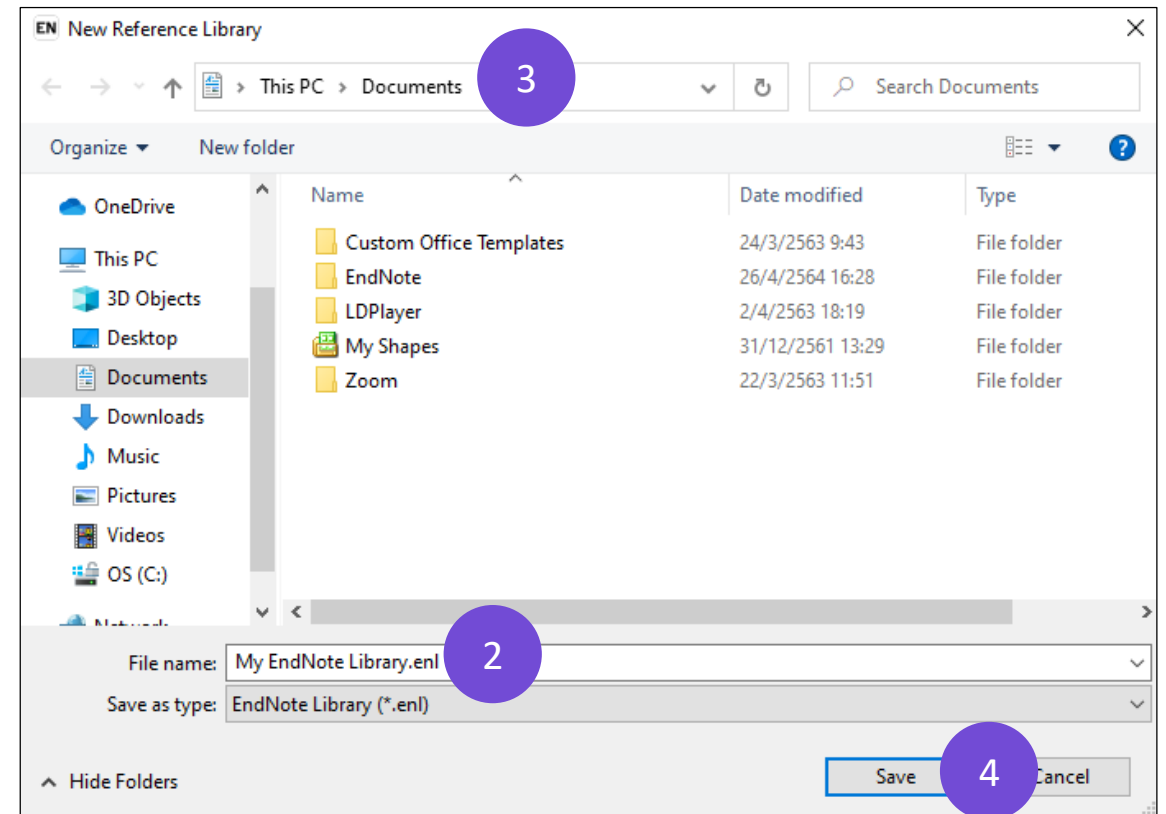
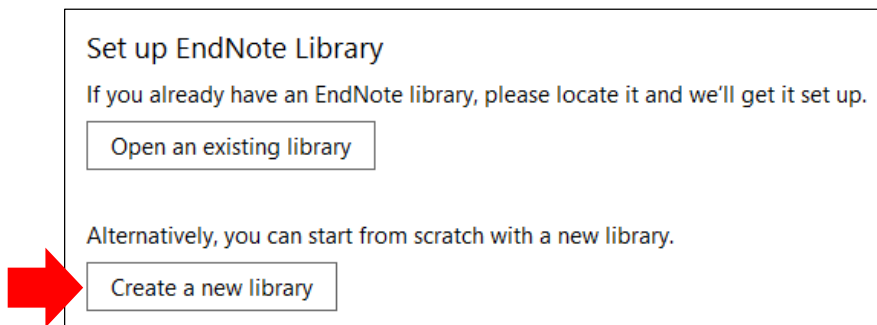
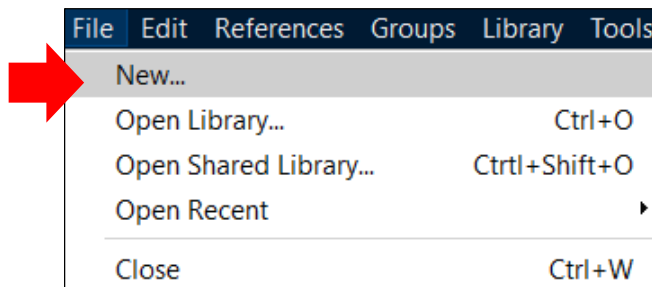


- EndNote libraries are made up of two parts: the EndNote Library file (\*.enl) and the Data folder (\*.Data). These two parts must be kept together to work correctly.
- Keep EndNote libraries on your computer's local hard drive. Storing and editing libraries on a network drive can lead to corruption and performance issues.
- EndNote libraries should never be stored in cloud-syncing folders such as Dropbox, OneDrive, etc. Syncing folders corrupt EndNote libraries over time



# Creating a New Library

1. From the File menu, select **New...** or select **Creating a New Library** from Set up Endnote Library box
2. EndNote presents a dialog prompting you to enter a name for your new library.
3. Select the location where you would like to save the library.
4. Click **Save** and the new library appears as an empty EndNote library.



# Library Overview

EndNote 20 - Test.enl

File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 0
- Recently Added 0
- Unfiled 0
- Trash 0

MY GROUPS

- My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

ONLINE SEARCH

- Library of Congress 0
- LISTA (EBSCO) 0
- PubMed (NLM) 0
- Web of Science C... 0
- more...

All References

0 References

Advanced search

Author	Year	Title	Journal	Last Updated
--------	------	-------	---------	--------------

No reference selected

**Groups panel** : shows you both default groups and groups or group sets that you create for your research projects.

**Search panel** : to find an item in your library or to query a remote database for new references to capture.

**Tab panel** : Summary tab displays a detailed overview of a selected reference. Quickly alter reference metadata from the Edit tab.

The screenshot displays the EndNote 20 interface with the following components:

- Groups panel (left sidebar):** Lists various groups such as 'Avian Intelligence', 'Bats', and 'Chiroptera' with their respective reference counts.
- Search panel (top center):** Features a search bar with dropdown menus for 'Any Field', 'Contains', and 'Search' buttons.
- Reference List panel (center):** A table of references with columns for Author, Year, Title, Journal, and Last Updated.
- Preview panel (right):** Shows a detailed view of a selected reference, including the title, authors, journal information, and a formatted citation.

Author	Year	Title	Journal	Last Updated
Arnett, E. B.; ...	2013	Evaluating the ...	PLoS One	18-Sep-20
Gorresen, P. ...	2018	Multi-state occ...	PLoS One	18-Sep-20
Tattersall, Ian...	1999	Hominids and ...	Proceedings of the National A...	18-Sep-20
Zorina, Z. A.; ...	2011	New Data on t...	Zoologicheskyy Zhurnal	17-Sep-20
Zorina, Z. A.	2005	Animal intellig...	Zoologicheskyy Zhurnal	17-Sep-20
Yovel, Y.; Fra...	2008	Plant classificat...	Plos Computational Biology	17-Sep-20
Wiegrebe, L.	2008	An autocorrela...	Biological Cybernetics	17-Sep-20
Warren, D. K.;...	1996	Mechanisms of...	Auk	18-Sep-20
Wang, L.; Luo...	2020	Azure-winged ...	Behavioural Processes	18-Sep-20
Voss, R. S.; Fl...	2016	Roosting Ecolo...	American Museum Novitates	18-Sep-20
Vonk, Jennife...	2012	The Oxford ha...	Oxford Library of Psychology	21-Aug-19
von Bayern, ...	2009	The Role of Ex...	Current Biology	17-Sep-20

**Reference List panel** : shows the individual references stored in your EndNote library, also known as library records.

**Preview panel** : shows you how a reference would appear formatted with a specific output style.

# Journal Term Lists

**Journal Term Lists** is lists of journal name in full and abbreviated form.

- These lists are used for making correct journal name in reference.
- Help EndNote works correctly find out the duplicate references.

Recently Added			
2 References			
Author	Year	Title	Journal
Li, Zhuo; Hirst, Jonathan D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chemical Physics Letters
Li, Z.; Hirst, J. D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chem Phys Lett

← *ScienceDirect*\* give full name

← *PubMed*\* give abbreviated name

*\*Retrieving reference from various sources may give the journal name in different form.*

# Journal Term Lists

## Before & After defining Journal Term Lists

**Before**

**After**



ScienceDirect

*Give full journal name*

Vancouver ▾ Insert Copy ▾

1. Li Z, Hirst JD. Computed optical spectra of SARS-CoV-2 proteins. **Chemical Physics Letters.** 2020;758:137935.

Vancouver ▾ Insert Copy ▾

1. Li Z, Hirst JD. Computed optical spectra of SARS-CoV-2 proteins. **Chem Phys Lett.** 2020;758:137935.

*Vancouver Style use the abbreviated journal name*

# Journal Term Lists

## Before & After defining Journal Term Lists

**Before**

**After**

APA 6th

Li, Z., & Hirst, J. D. (2020). Computed optical spectra of SARS-CoV-2 proteins. *Chem Phys Lett*, 758, 137935. doi:10.1016/j.cplett.2020.137935

APA 6th

Li, Z., & Hirst, J. D. (2020). Computed optical spectra of SARS-CoV-2 proteins. *Chemical Physics Letters*, 758, 137935. doi:10.1016/j.cplett.2020.137935

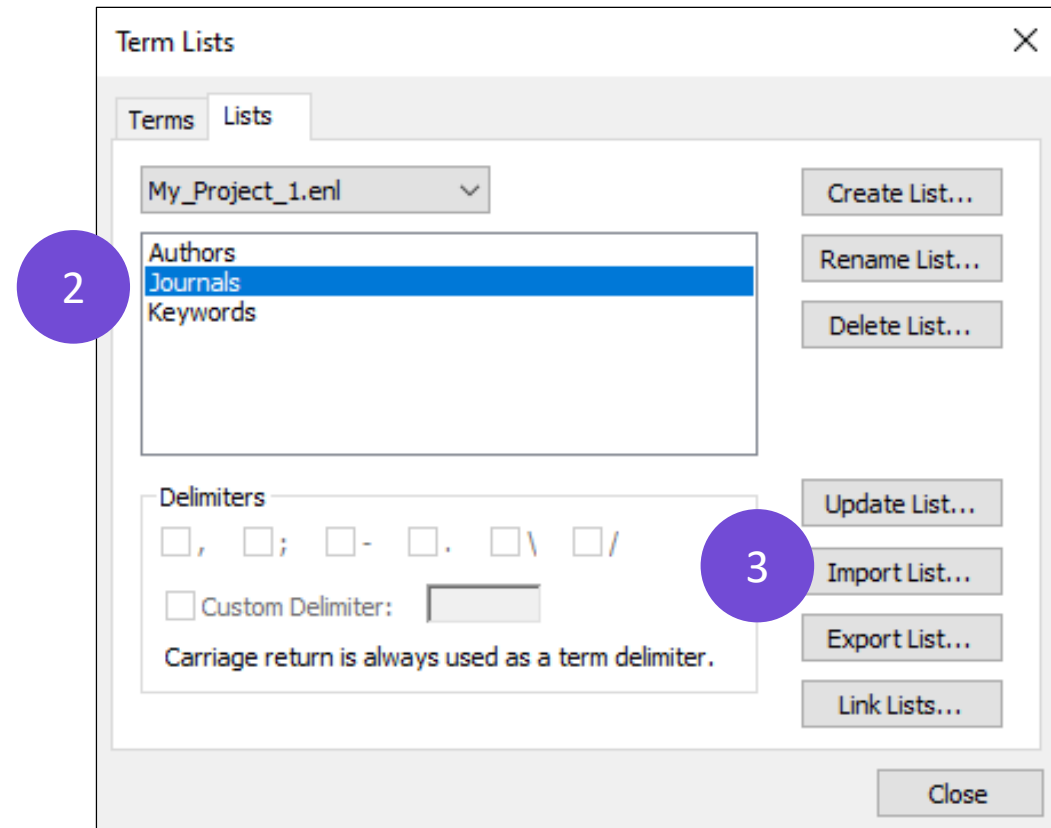
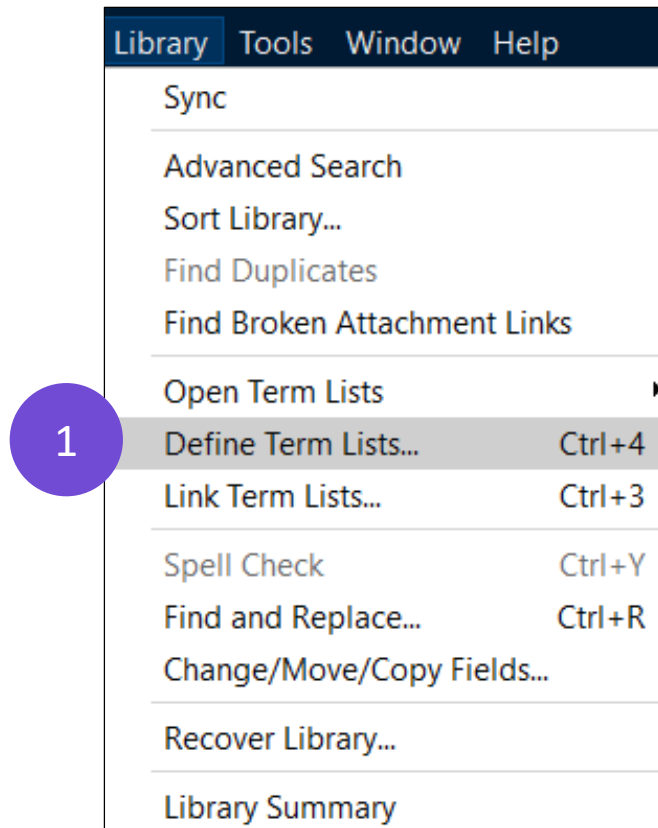


*APA Style use the full journal name*

# Journal Term Lists

## Define Journal Term Lists

1. From the menu **Library**, select **Define Term Lists...**
2. In the Term Lists box, go to the tab **Lists**, then select **Journals**
3. Click at **Import List...**



# Journal Term Lists

## Define Journal Term Lists

4. Browse to folder “C:\Program Files (x86)\EndNote 20\Terms Lists”
5. Choose the appropriated term lists files (e.g. BioScience), then click **Open**.
6. Select tab **Terms** to see the journal lists.

The image shows three overlapping windows from the EndNote 20 software:

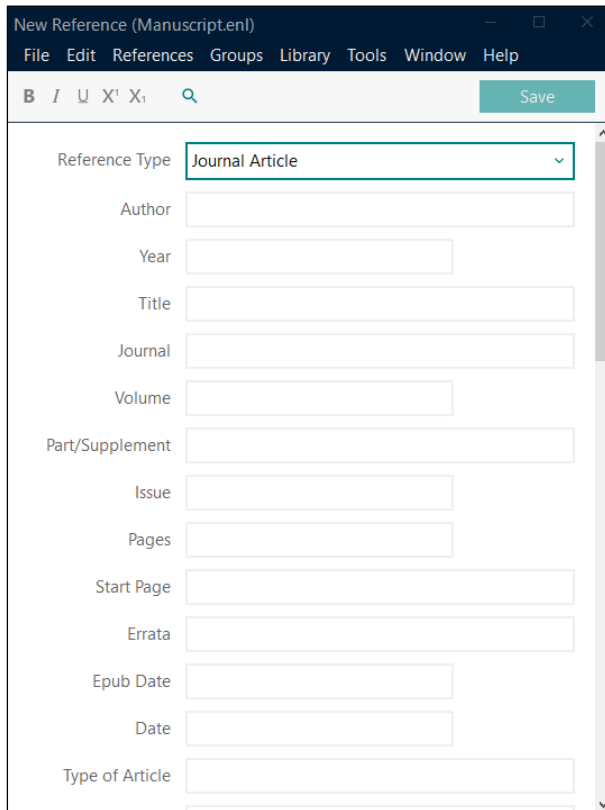
- Open File Explorer:** The address bar shows the path `C:\Program Files (x86)\EndNote 20\Terms Lists`. The file list includes `BioScience.txt`, which is selected. The file name field at the bottom contains `BioScience.txt` and the file type is set to `Text file (*.txt)`. The `Open` button is highlighted.
- Journals Message Dialog:** A small dialog box with an information icon and the text: "6231 terms inserted into the 'Journals' term list." with an `OK` button.
- Term Lists Dialog:** The `Terms` tab is selected. It displays a list of 6231 journals with columns for `Full Journal` and `Abbreviation 1`. Buttons for `New Term...`, `Edit Term...`, `Delete Term`, and `Insert Term` are visible on the right. A `Close` button is at the bottom right.



# Input Data

- **Manual Typing**
- **Direct Export**
- **Import PDF**

# Manual Typing



The screenshot shows a web-based form titled "New Reference (Manuscript.en)". The form has a menu bar with "File", "Edit", "References", "Groups", "Library", "Tools", "Window", and "Help". Below the menu is a toolbar with "B", "I", "U", "X", "X1", a search icon, and a "Save" button. The form fields include:

- Reference Type:
- Author:
- Year:
- Title:
- Journal:
- Volume:
- Part/Supplement:
- Issue:
- Pages:
- Start Page:
- Errata:
- Epub Date:
- Date:
- Type of Article:

# Direct Export

Scopus<sup>®</sup>



ScienceDirect

PubMed

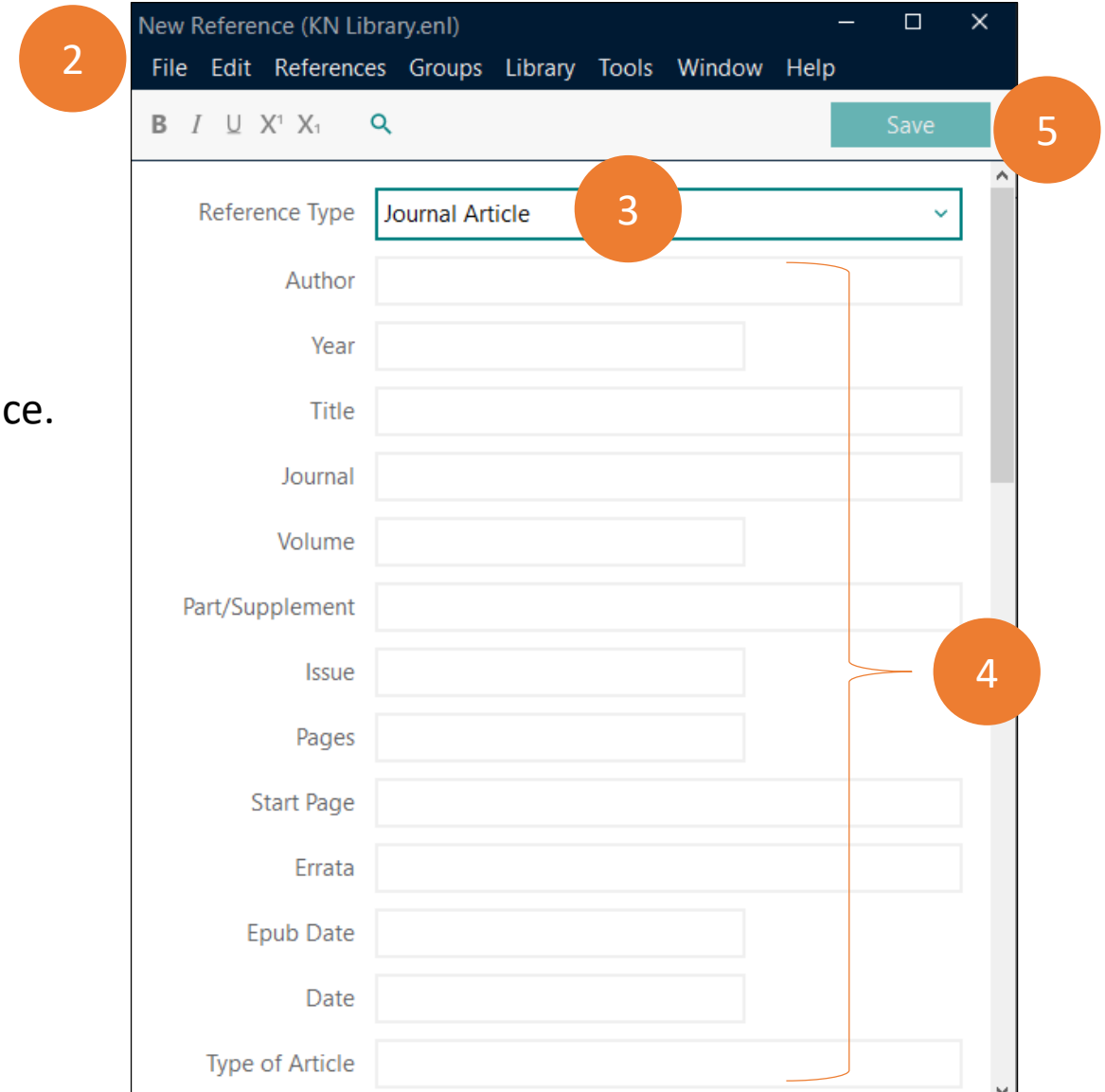
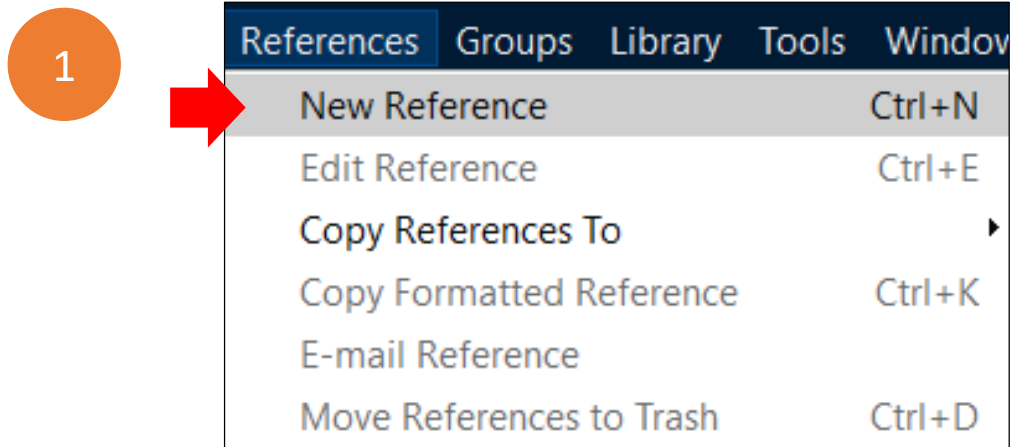
Google Scholar

# Import PDF



# Manual Typing

1. To create reference manually;
  - From the menu **Reference**, select **New Reference** or
  - Click at the Add a reference icon in the circle or
  - Keyboard shortcut : **Ctrl+N**
2. The library open an empty reference window.
3. Select a reference type from the Reference Type list.
4. Enter bibliographic data into each of the fields in the reference.
5. Saving the reference by click at **Save** button, or close the reference window to saved automatically.



# Manual Typing

## Author Names

- Enter one name per line.
- Terms that are new appear in red text.

### Author names formats

- First\_name Middle\_name  
Last\_name  
Albert Einstein  
Albert Lester Lehninger
- Last\_name, First\_name  
Middle\_name  
Einstein, Albert  
Lehninger, Albert Lester

### Institute/Corporate name

- add a comma after the name.  
World Health Organization,  
Mahidol University,  
คณะวิทยาศาสตร์ มหาวิทยาลัยมหิดล,


### Thai author name

- add a comma after the name.
  - กนกพร งามสว่างรุ่งโรจน์,

# Mahidol eJournal Access (EZproxy)

<https://ejournal.mahidol.ac.th>

Mahidol eJournal Access



ZmJb7N

ZmJb7N

OK! You are not a robot

**MU Internet account**

**Password**

Log in

028002680-9 ext.4262,4265  
liwww@mahidol.ac.th

Manual

- Login with MU Internet account
- Support all devices all operating systems (Windows, MacIntosh and Linux), smart phone and tablet with iOS (iPhone / iPad) and Android
- Limitation: must follow the links given in library's website

# Direct export: Scopus



Scopus

[Search](#) [Sources](#) [Lists](#) [SciVal](#) ↗



[Create account](#)

[Sign in](#)

## Start exploring

Discover the most reliable, relevant, up-to-date research. All in one place.

[Documents](#) [Authors](#) [Affiliations](#)

[Search tips](#) ⓘ

Search within

Article title, Abstract, Keywords



Search documents \*

[+ Add search field](#) [Add date range](#) [Advanced document search](#) >

[Search](#) 🔍

[Search History](#)

[Saved Searches](#)



Start searching and your history will appear here. If you need help to start searching check out our [search tips](#).



# 196,547 document results

TITLE-ABS-KEY ( coronavirus ) AND ( LIMIT-TO ( PUBYEAR , 2022 ) OR LIMIT-TO ( PUBYEAR , 2021 ) OR LIMIT-TO ( PUBYEAR , 2020 ) )

Edit Save Set alert

Search within results...

## Refine results

Limit to Exclude

## Open Access

- All Open Access (162,607) >
- Gold (62,710) >
- Hybrid Gold (13,105) >
- Bronze (74,979) >
- Green (127,362) >
- [Learn more](#)

- ## Year
- 2022 (17,226) >

## Documents Secondary documents

### 1 Analyze search results

All **Export** Download View citation

2 Document title

1 Patient-related outcomes in patients referred to a clinic with persisting symptoms following COVID-19  
*Open Access*

View abstract View at Publisher Related documents

2 Negative pressure protective barrier device used in dental emergencies during the COVID-19 pandemic | [Dispositivo de barrera protectora con presión negativa utilizado en urgencias odontológicas durante la pandemia de COVID-19]

1. Select the records you need.
2. Click **Export** at the top of search results, then it will present a **Export document setting Window**

Export document settings

You have chosen to export 196547 documents

Select your method of export

MENDELEY  
  ExLibris RelWorks  
  SciVal  
  RIS Format EndNote, Reference Manager  
  CSV Excel  
  BibTeX  
  Plain Text ASCII in HTML

---

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input checked="" type="checkbox"/> Bibliographical information	<input type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s) <input checked="" type="checkbox"/> Author(s) ID <input checked="" type="checkbox"/> Document title <input checked="" type="checkbox"/> Year <input checked="" type="checkbox"/> EID <input checked="" type="checkbox"/> Source title <input checked="" type="checkbox"/> volume, issue, pages <input checked="" type="checkbox"/> Citation count <input checked="" type="checkbox"/> Source & document type <input checked="" type="checkbox"/> Publication Stage <input checked="" type="checkbox"/> DOI <input checked="" type="checkbox"/> Open Access	<input checked="" type="checkbox"/> Affiliations <input checked="" type="checkbox"/> Serial identifiers (e.g. ISSN) <input checked="" type="checkbox"/> PubMed ID <input checked="" type="checkbox"/> Publisher <input checked="" type="checkbox"/> Editor(s) <input checked="" type="checkbox"/> Language of original document <input checked="" type="checkbox"/> Correspondence address <input checked="" type="checkbox"/> Abbreviated source title	<input type="checkbox"/> Abstract <input type="checkbox"/> Author keywords <input type="checkbox"/> Index keywords	<input type="checkbox"/> Number <input type="checkbox"/> Acronym <input type="checkbox"/> Sponsor <input type="checkbox"/> Funding text	<input type="checkbox"/> Tradenames & manufacturers <input type="checkbox"/> Accession numbers & chemicals <input type="checkbox"/> Conference information <input checked="" type="checkbox"/> <b>Include references</b>

Cancel **Export**

# Export document settings ?

You have chosen to export 196547 documents

Select your method of export

- MENDELEY
- ExLibris RefWorks
- SciVal i
- RIS Format  
*EndNote, Reference Manager*
- CSV  
*Excel*
- BibTeX
- Plain Text  
*ASCII in HTML*

4

3. Select the record's information you need.  
4. Select method of export as **RIS Format**  
5. Click **Export** button to input data to your library.

What information do you want to export?

3

- |  |  |  |  |  |
|--|--|--|--|--|
| <input checked="" type="checkbox"/> Citation information   | <input checked="" type="checkbox"/> Bibliographical information    | <input type="checkbox"/> Abstract & keywords | <input type="checkbox"/> Funding details | <input type="checkbox"/> Other information             |
| <input checked="" type="checkbox"/> Author(s)              | <input checked="" type="checkbox"/> Affiliations                   | <input type="checkbox"/> Abstract            | <input type="checkbox"/> Number          | <input type="checkbox"/> Tradenames & manufacturers    |
| <input checked="" type="checkbox"/> Author(s) ID           | <input checked="" type="checkbox"/> Serial identifiers (e.g. ISSN) | <input type="checkbox"/> Author keywords     | <input type="checkbox"/> Acronym         | <input type="checkbox"/> Accession numbers & chemicals |
| <input checked="" type="checkbox"/> Document title         | <input checked="" type="checkbox"/> PubMed ID                      | <input type="checkbox"/> Index keywords      | <input type="checkbox"/> Sponsor         | <input type="checkbox"/> Conference information        |
| <input checked="" type="checkbox"/> Year                   | <input checked="" type="checkbox"/> Publisher                      |  | <input type="checkbox"/> Funding text    | <input type="checkbox"/> <b>Include references</b>     |
| <input checked="" type="checkbox"/> EID                    | <input checked="" type="checkbox"/> Editor(s)                      |  |  |  |
| <input checked="" type="checkbox"/> Source title           | <input checked="" type="checkbox"/> Language of original document  |  |  |  |
| <input checked="" type="checkbox"/> volume, issue, pages   | <input checked="" type="checkbox"/> Correspondence address         |  |  |  |
| <input checked="" type="checkbox"/> Citation count         | <input checked="" type="checkbox"/> Abbreviated source title       |  |  |  |
| <input checked="" type="checkbox"/> Source & document type |  |  |  |  |
| <input checked="" type="checkbox"/> Publication Stage      |  |  |  |  |
| <input checked="" type="checkbox"/> DOI                    |  |  |  |  |
| <input checked="" type="checkbox"/> Open Access            |  |  |  |  |

5

Cancel **Export**



# Direct export: ScienceDirect



ScienceDirect

Journals & Books



Register

Sign in

Search for peer-reviewed journal articles and book chapters (including [open access content](#))



Advanced search



The most relevant research on Novel Coronavirus (SARS-CoV-2) and related viruses is [available for free on ScienceDirect](#), and can be downloaded in a machine-readable format for text mining.

Alternatively, visit the Elsevier Novel Coronavirus Information Center for general health information and advice.

[Visit the Information Center >](#)



Find articles with these terms

Coronavirus



Advanced search

45,746 results

Set search alert

Refine by:

Subscribed journals

Years

2022 (10)

2021 (12,137)

2020 (19,913)

Show more

Article type

Review articles (5,264)

Download selected articles

Export

sorted by *relevance* | *date*

Short communication

Prior and novel coronaviruses, **Coronavirus** Disease 2019 (COVID-19), and human reproduction: what is known?

Fertility and Sterility, 16 April 2020, ...

James Segars, Quinton Katler, ... Jennifer F. Kawwass

Abstract

Extracts

Export

1

Export

Save to RefWorks

Export citation to RIS

2

Export citation to BibTeX

Export citation to text

### Exporting single citation

1. Click **Export** at the bottom of a record you need.
2. Select **Export citation to RIS** to input data to your library.



Find articles with these terms

Coronavirus

1

Advanced search

2

Export

Export ×

25 citations selected

- > Save to RefWorks
- > Export citation to RIS 3
- > Export citation to BibTeX
- > Export citation to text

45,746 results

Set search alert

Refine by:

Subscribed journals

Years

2022 (10)

2021 (12,137)

2020 (19,913)

Show more



Download 25 articles



Short communication

Prior and novel coronaviruses, Coronavirus Disease known?

Fertility and Sterility, 16 April 2020, ...

James Segars, Quinton Katler, ... Jennifer F. Kawwass

Abstract Extracts Export



Research article Full text access

In-hospital cardiac arrest in patients with coronavirus

Resuscitation, 27 January 2021, ...

Oscar J. L. Mitchell, Eugene Yuriditsky, ... Benjamin S. Abella



Download PDF

Abstract

Extracts

Export

**Exporting multiple citations**

1. Mark the records you need.
2. Click **Export** at the top of search results.
3. Select **Export citation to RIS** to input data to your library.

# Direct export: PubMed



Log in

PubMed.gov

Search PubMed

Search

Advanced

PubMed® comprises more than 32 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full text content from PubMed Central and publisher web sites.

coronavirus

Advanced Create alert Create RSS

1. Mark the records you need.
2. Click **Send to** at the top of search results, then select **Citation manager**.
3. Select the options.
4. Click **Create file** button to input data to your library.

Save Email Send to Sorted by: Best match Display options

MY NCBI FILTERS

RESULTS BY YEAR



TEXT AVAILABILITY

- Abstract
- Free full text
- Full text

1

2

3

4

Create a file for external citation management software

Selection: Selection (2)

Create file Cancel

Selection (2)

All results on this page

All results

Selection (2)

2003, there were only 10 **coronaviruses** with complete genomes available. After the SARS epidemic, up to December 2008, there was an addition of 16 **coronaviruses** ...

Broad-spectrum **coronavirus** antiviral drug discovery.  
Totura AL, Bavari S.  
Expert Opin Drug Discov. 2019 Apr;14(4):397-412. doi: 10.1080/17460441.2019.1618808.  
PMID: 30849247 **Free PMC article.** Review.  
The highly pathogenic **coronaviruses** severe acute respiratory syndrome **coronavirus** (SARS-CoV) and

# Direct export: Google Scholar



My profile



My library

SIGN IN

# Google Scholar



Articles  Case law

**New!** Track and manage your public access mandates

## Articles about COVID-19

CDC

NEJM

JAMA

Lancet

Cell

BMJ

Nature

Science

Elsevier

Oxford

Wiley

medRxiv

**Stand on the shoulders of giants**



Articles

About 1,450,000 results (0.03 sec)

1. Click **Cite** sign at the bottom of a record you need.
2. Click **EndNote** button to input data to your library.

Any time

Since 2021

Since 2020

Since 2017

Custom range...

Sort by relevance

Sort by date

include patents

include citations

Create alert

### Coronavirus

World Health Organization - 2020 - pesquisa.bvsalud.org

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is

☆ Cited by 5108

### [HTML] Another decade

S Perlman - 2020 - Mass M

For the first time in as many as 100 years, a new coronavirus has emerged in human populations. This virus was first identified in Wuhan, China, in persons with

☆ Cited by 742

### Coronavirus disease

F He, Y Deng, W Li - Journ

In late December 2019, a cluster of cases of pneumonia was reported in Wuhan, China. A few days later, a novel coronavirus was identified as a novel coronavirus

☆ Cited by 556

Cite

MLA	Perlman, Stanley. "Another decade, another coronavirus." (2020): 760-762.
APA	Perlman, S. (2020). Another decade, another coronavirus.
Chicago	Perlman, Stanley. "Another decade, another coronavirus." (2020): 760-762.
Harvard	Perlman, S., 2020. Another decade, another coronavirus.
Vancouver	Perlman S. Another decade, another coronavirus.

[BibTeX](#)
EndNote
[RefMan](#)
[RefWorks](#)



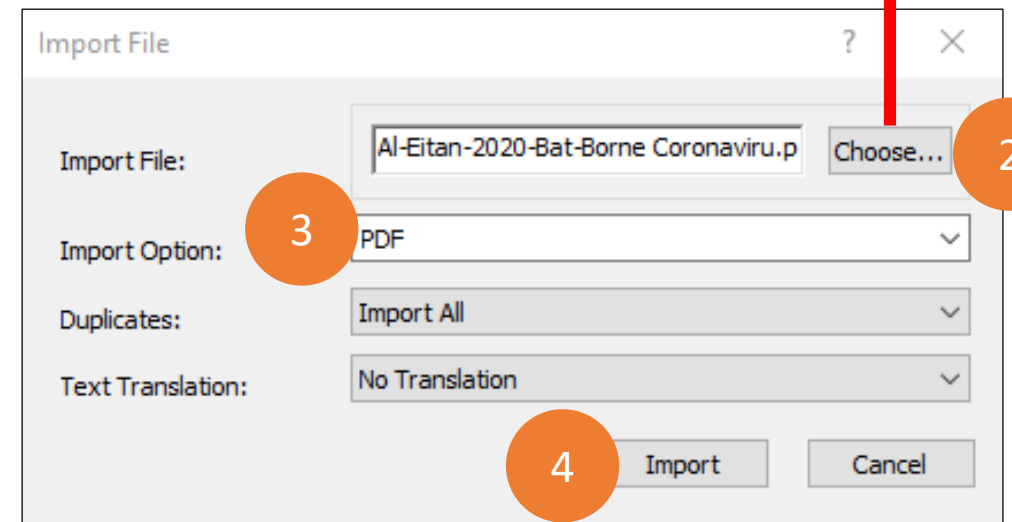
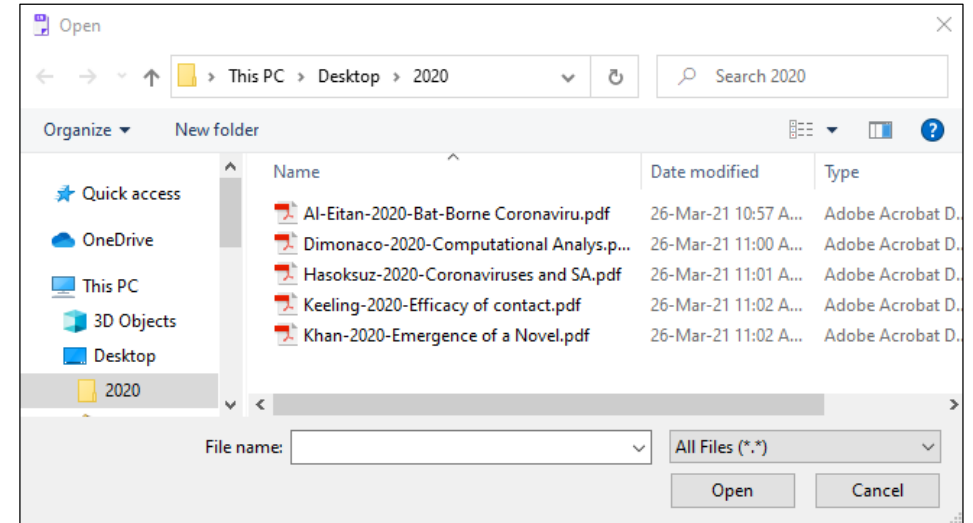
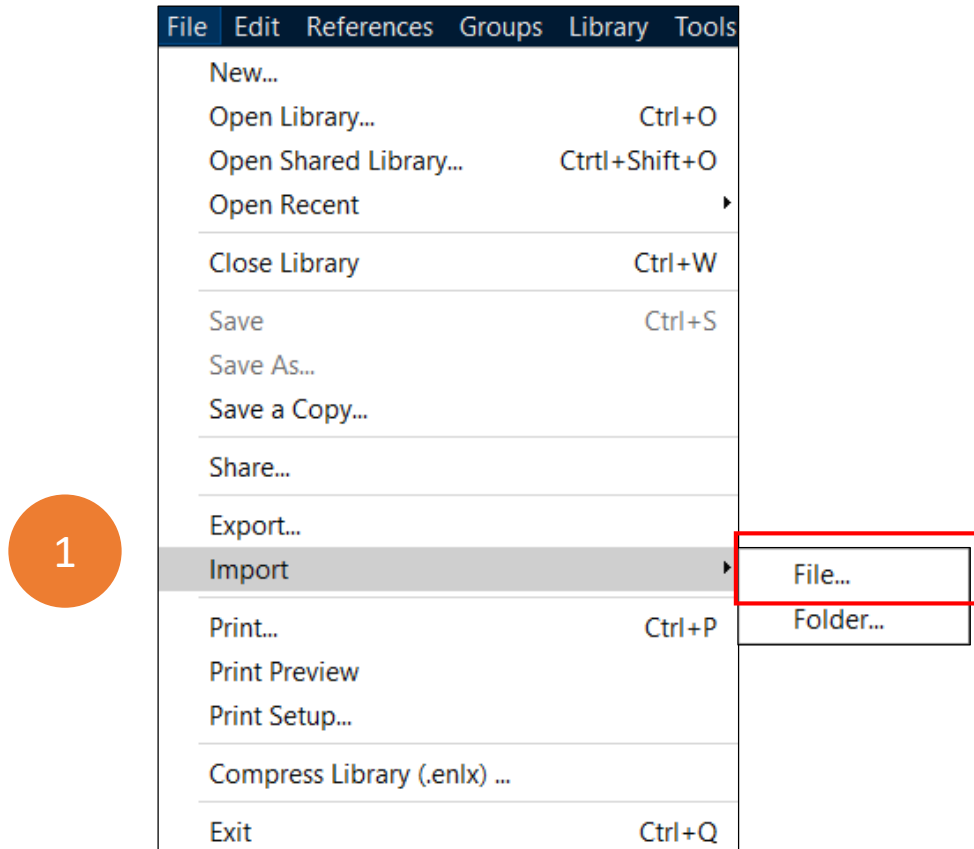
Cite



# Import PDF

## Importing PDF File

1. From the **File** menu, select **Import > File** to open the Import File dialog.
2. Click **Choose** button to open the file you need to import from your hard drive
3. Select **PDF** from the Import Option list.
4. Click **Import** button to import a PDF file to your library.

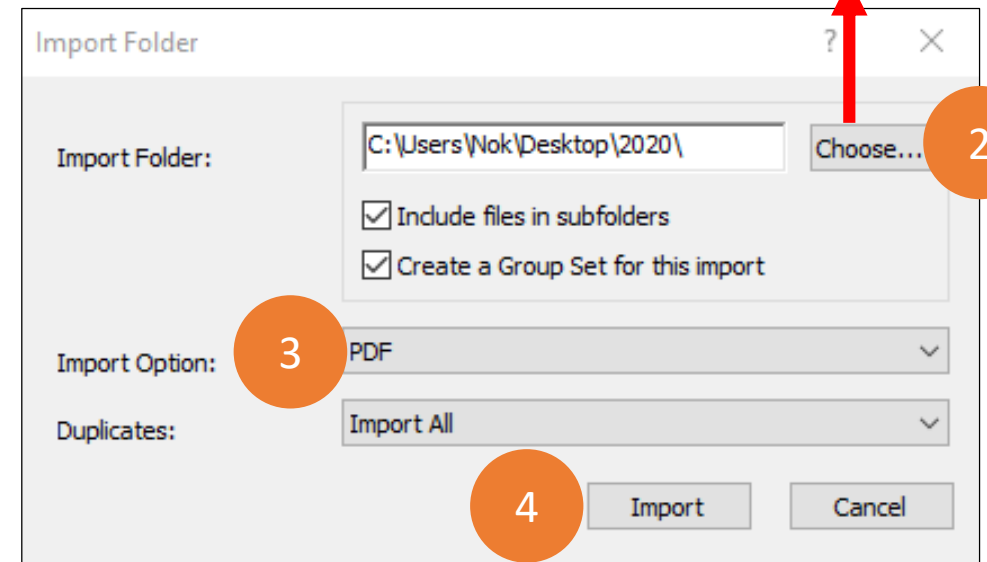
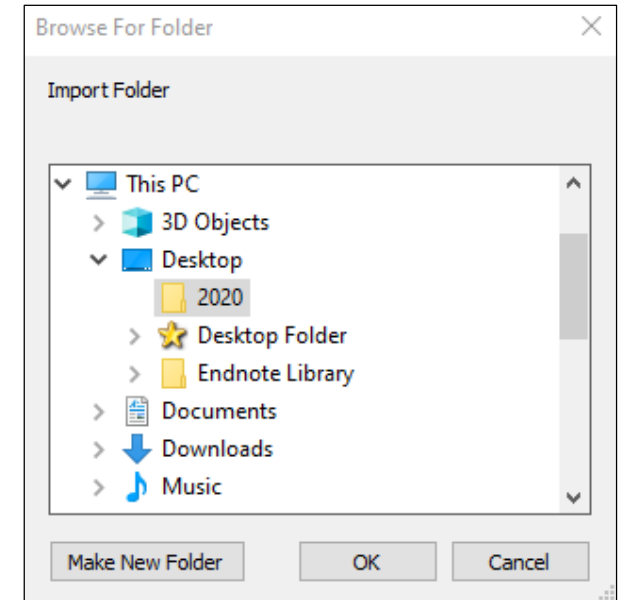
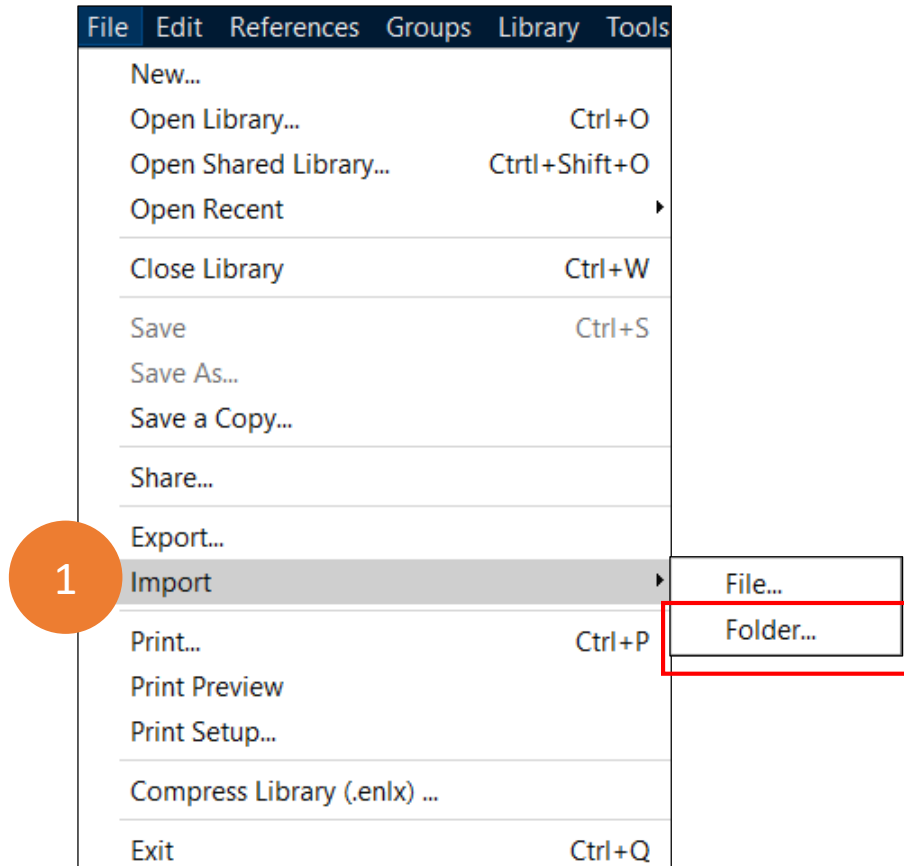




# Import PDF

## Importing PDF Folder

1. From the **File** menu, select **Import > Folder** to open the Import File dialog.
2. Click **Choose** button to select the PDF folder you need.
3. Select **PDF** from the Import Option list.
4. Click **Import** button to import the PDF files from the selected folder to your library.



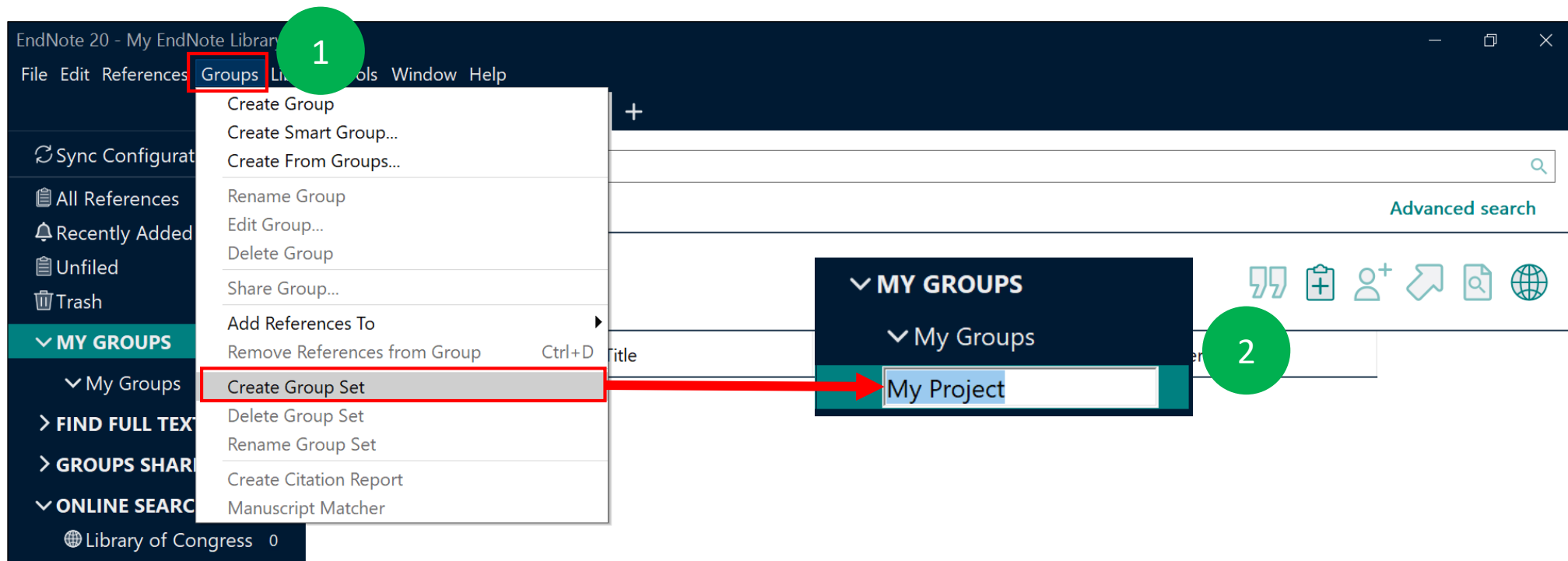
# Groups

- **Group Sets**
- **Custom Groups**
- **Smart Groups**
- **Combination Groups**

# Group Sets

## Creating a Group Set

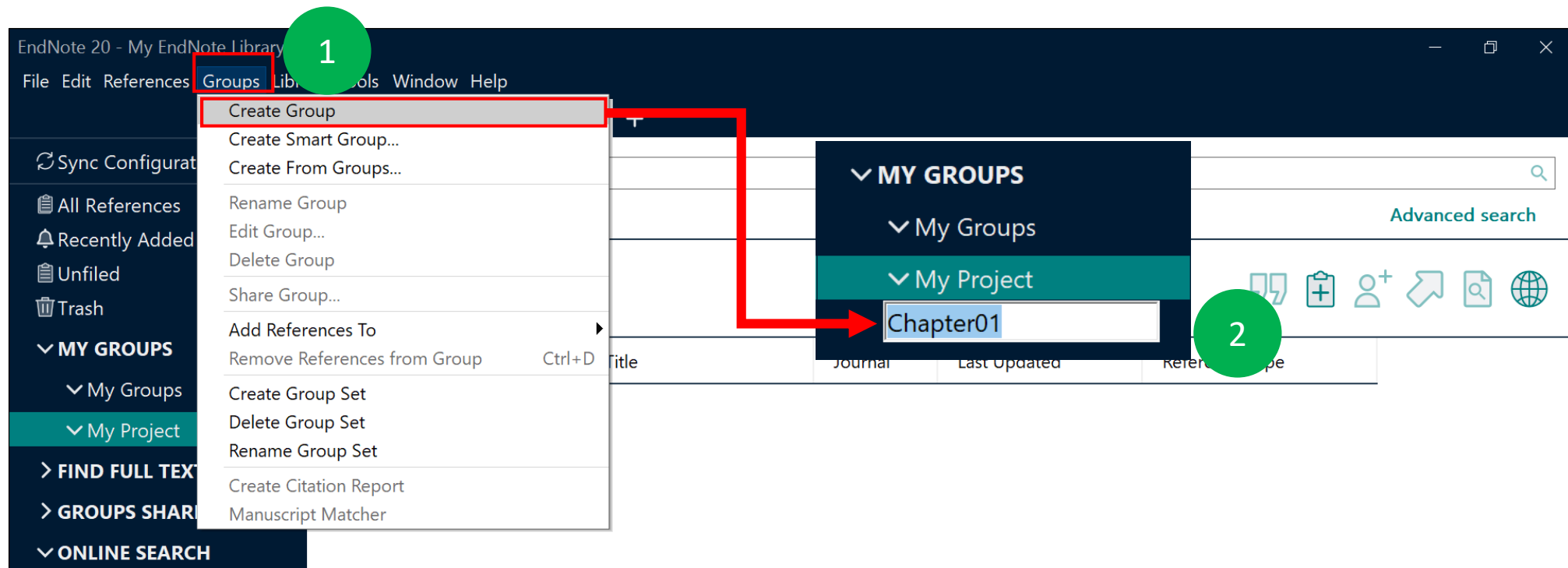
1. From the **Groups** menu, select **Create Group Set**.
2. Enter a name for the new group set.



# Custom Groups

## Creating a Custom Group

1. From the **Groups** menu, select **Create Group**.
2. Enter a group name
3. Add References to a Custom Group



# Adding References to a Custom Group (1)

Drag and drop the selected references onto an existing custom group name in the left panel of the Library window.

The screenshot shows the EndNote 20 interface. The left sidebar contains a navigation menu with the following items:

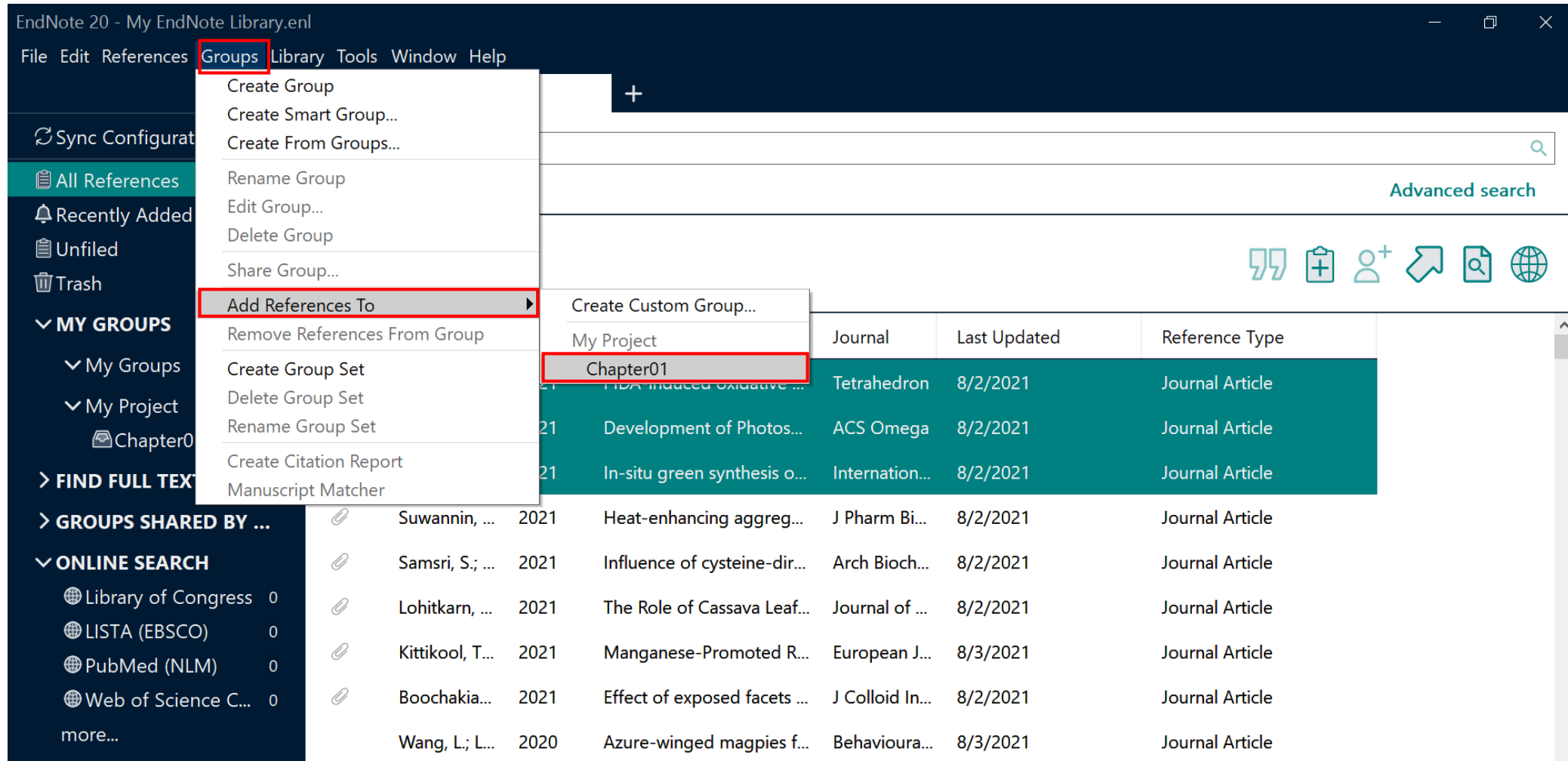
- Sync Configuration
- All References (203)
- Recently Added (190)
- Unfiled (200)
- Trash (0)
- MY GROUPS
  - My Groups
  - My Project
  - Chapter01 (3)
- FIND FULL TEXT
- GROUPS SHARED BY ...
- ONLINE SEARCH
  - Library of Congress (0)
  - LISTA (EBSCO) (0)
  - PubMed (NLM) (0)
  - Web of Science C... (0)
  - more...

The main window displays a list of references under the 'All References' group. The table below shows the first few entries:

	Author	Year	Title	Journal	Last Updated	Reference Type
	Wimonsan...	2021	PIDA-induced oxidative ...	Tetrahedron	8/2/2021	Journal Article
	Tessanan, ...	2021	Development of Photos...	ACS Omega	8/2/2021	Journal Article
	Taranamai ...	2021	In-situ green synthesis o...	Internation...	8/2/2021	Journal Article
	Suwannin, ...	2021	Heat-enhancing aggreg...	J Pharm Bi...	8/2/2021	Journal Article
	Samsri, S.; ...	2021	Influence of cysteine-dir...	Arch Bioch...	8/2/2021	Journal Article
	Lohitkarn, ...	2021	The Role of Cassava Leaf...	Journal of ...	8/2/2021	Journal Article
	Kittikool, T...	2021	Manganese-Promoted R...	European J...	8/3/2021	Journal Article
	Boochakia...	2021	Effect of exposed facets ...	J Colloid In...	8/2/2021	Journal Article
	Wang, L.; L...	2020	Azure-winged magpies f...	Behavioura...	8/3/2021	Journal Article

## Adding References to a Custom Group (2)

From the Groups menu, select Add References To and then select either the name of an existing custom group or Create Group.



The screenshot shows the EndNote 20 interface. The 'Groups' menu is open, and the 'Add References To' option is highlighted. A sub-menu is visible, showing 'Create Custom Group...' and 'Chapter01' (which is highlighted). The main window displays a list of references with columns for 'Journal', 'Last Updated', and 'Reference Type'. The 'Chapter01' group is selected in the left sidebar.

Journal	Last Updated	Reference Type
Tetrahedron	8/2/2021	Journal Article
ACS Omega	8/2/2021	Journal Article
Internation...	8/2/2021	Journal Article
J Pharm Bi...	8/2/2021	Journal Article
Arch Bioch...	8/2/2021	Journal Article
Journal of ...	8/2/2021	Journal Article
European J...	8/3/2021	Journal Article
J Colloid In...	8/2/2021	Journal Article
Behavioura...	8/3/2021	Journal Article

# Adding References to a Custom Group (3)

Right-click on the reference list to display a menu, select Add References To, and then select either the name of an existing custom group or Create Group.

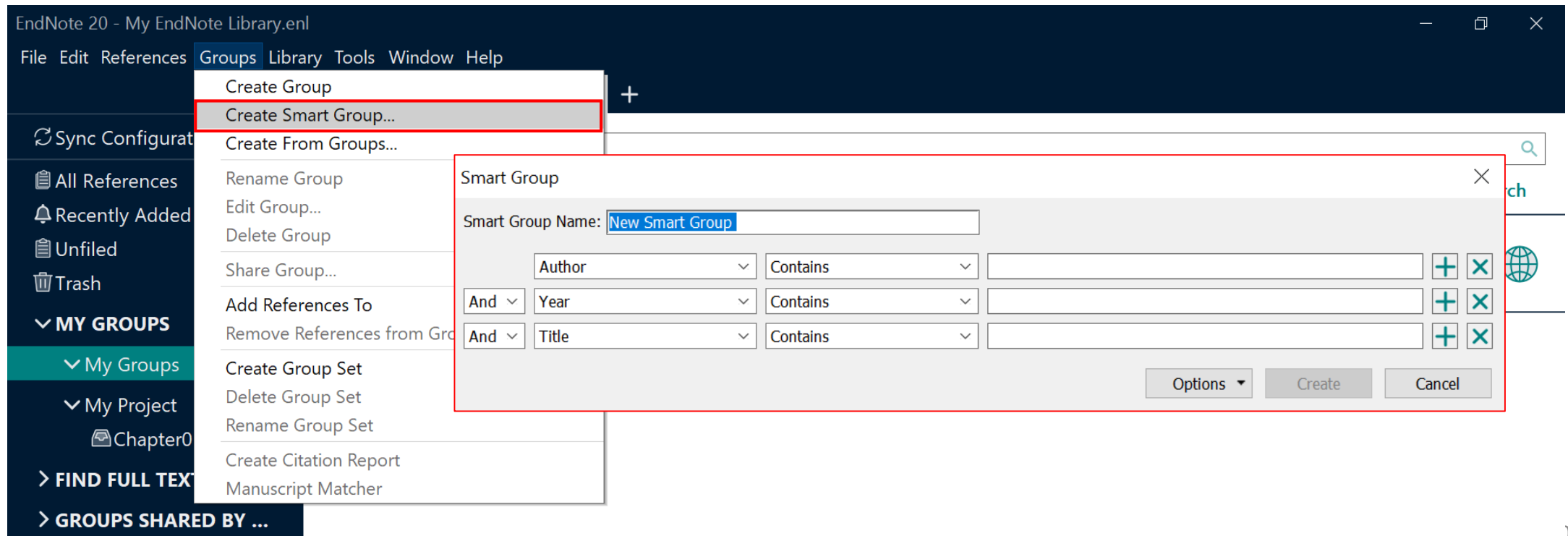
The screenshot shows the EndNote 20 interface. On the left is a sidebar with navigation options: Sync Configuration, All References (203), Recently Added (190), Unfiled (200), Trash (0), MY GROUPS (My Groups, My Project, Chapter01), FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH (Library of Congress, LISTA, PubMed, Web of Science). The main window displays a list of 203 references. A right-click context menu is open over the reference 'Taranamai ... 2021 In-situ green'. The 'Add References To' option is highlighted in red. A sub-menu is open, showing 'Create Custom Group...' and 'My Project' (Chapter01), with 'Chapter01' selected and highlighted in blue.

Author	Year	Title	Reference Type
Wimonson...	2021	PIDA-induced	Journal Article
Tessanan, ...	2021	Development	Journal Article
Taranamai ...	2021	In-situ green	Journal Article
Suwannin, ...	2021	Heat-enhanci	Journal Article
Samsri, S.; ...	2021	Influence of c	Journal Article
Lohitkarn, ...	2021	The Role of C	Journal Article
Kittikool, T...	2021	Manganese-P	Journal Article
Boochakia...	2021	Effect of expo	Journal Article
Wang, L.; L...	2020	Azure-winged	Journal Article
Van Eck, N...	2020	VOSviewer M	Electronic Book
Tessanan ...	2020	Natural rubbe	Journal Article

# Smart Groups

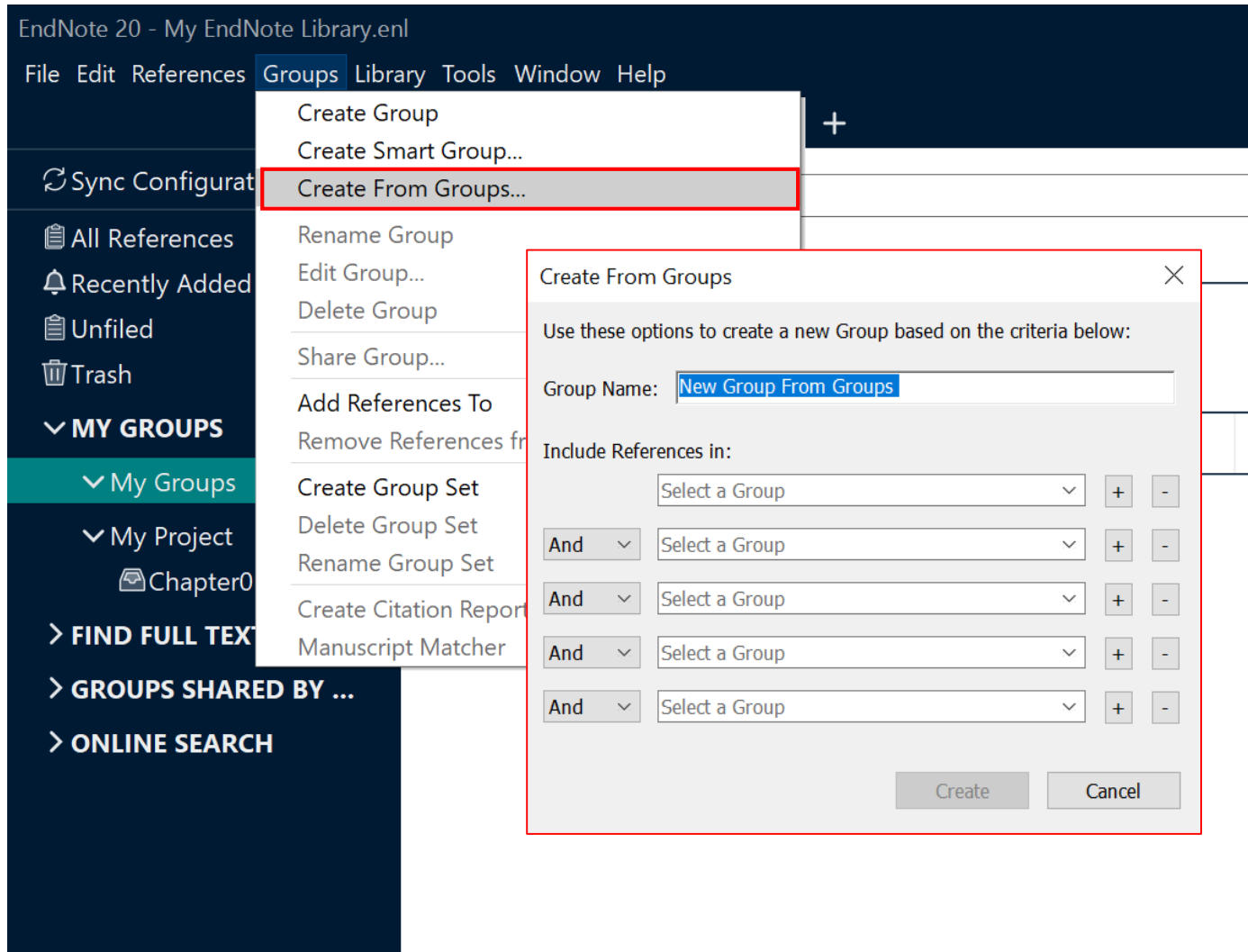
## Creating a Smart Group

1. Display the set of references that you would like to search. This would typically be All References.
2. From the Groups menu, select Create Smart Group. A search dialog appears.
3. Enter a name for the group, then your search strategy, and then click Create.





# Combination Groups



## Creating a Combination Group

1. From the Groups panel, select **Create from Groups** to display the Create from Groups dialog.
2. Enter a name for the combination group.
3. In the fields under the Include References heading, select up to 10 custom and/or smart groups to use as your search criteria.
4. Use AND, OR, NOT to include or exclude custom and/or smart groups in your combined group set.
5. You can also use the Add (+) and Remove (-) buttons to manage which groups you want to include in and/or remove from your combined group set.

# Working with MS Word

- **Independent Bibliographies**
- **Inserting Citations (Cite Write You Write)**
- **Edit & Manage Citation**
- **Install More Output Style**

# Independent Bibliographies

1. Highlight the desired references from your EndNote Library.
2. Select the necessary Output Style from Preview panel.

The screenshot displays the EndNote interface. On the left, a sidebar shows 'MY GROUPS' with 'Reference Type' selected, listing various document types and counts. The main window shows a table of 185 references. The third reference is highlighted in green. A dialog box titled 'Select Another Style...' is open, showing a list of citation styles with 'Vancouver' selected. Below the dialog, a preview of the selected style is shown.

Author	Year	Title	Journal	Last Updated
Pepperber...	1988	2ND LANGUAGE-ACQUI...	Ethology	8/3/2021
Pepperber...	2013	Abstract concepts: Data f...	Behavioura...	8/3/2021
Patterson, ...	1998	Acoustic and articulatory...	Journal of t...	8/3/2021
Pepperber...	1991	ACQUISITION OF A REL...	Journal of ...	8/3/2021
Pepperber...	1988	ACQUISITION OF THE C...	Bulletin of t...	8/3/2021
Pepperber...	1987	ACQUISITION OF THE S...	Animal Lea...	8/3/2021
Pailian, H.; ...	2020	Age and Species Compa...	Scientific R...	8/3/2021
Hartle, D.	2008	Alex & Me: How a Scien...	Library Jou...	8/3/2021

Select Another Style...

- Annotated
- APA 6th
- APA 7th
- Author-Date
- Chicago 17th Footnote
- MHRA (Author-Date)
- MU-Thesis 2016 - Author-Date with Number
- Numbered
- Turabian 9th Footnote
- Vancouver

Vancouver Insert Copy

1. Patterson DK, Pepperberg IM. Acoustic and articulatory correlates of stop consonants in a parrot and a human subject. *Journal of the Acoustical Society of America*. 1998;103(4):2197-215.

# Independent Bibliographies

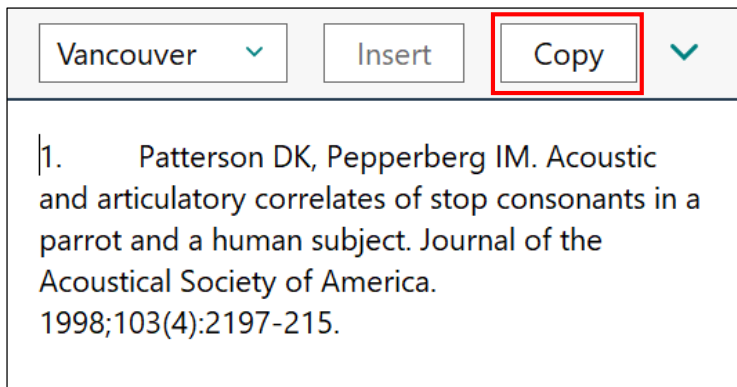
3. Copy references to the clipboard by

3.1. Select Copy button from Preview panel, or

3.2. From the References menu, select Copy Formatted Reference, or

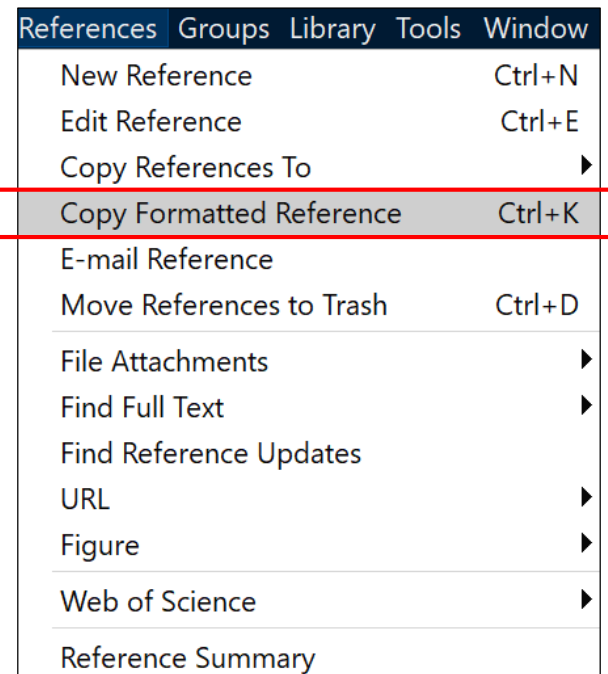
3.3. Right-click on the selected references, select Copy Formatted Reference

4. Go to a document in your word processor, and select Paste (Ctrl+V) from the word processor's Edit menu.

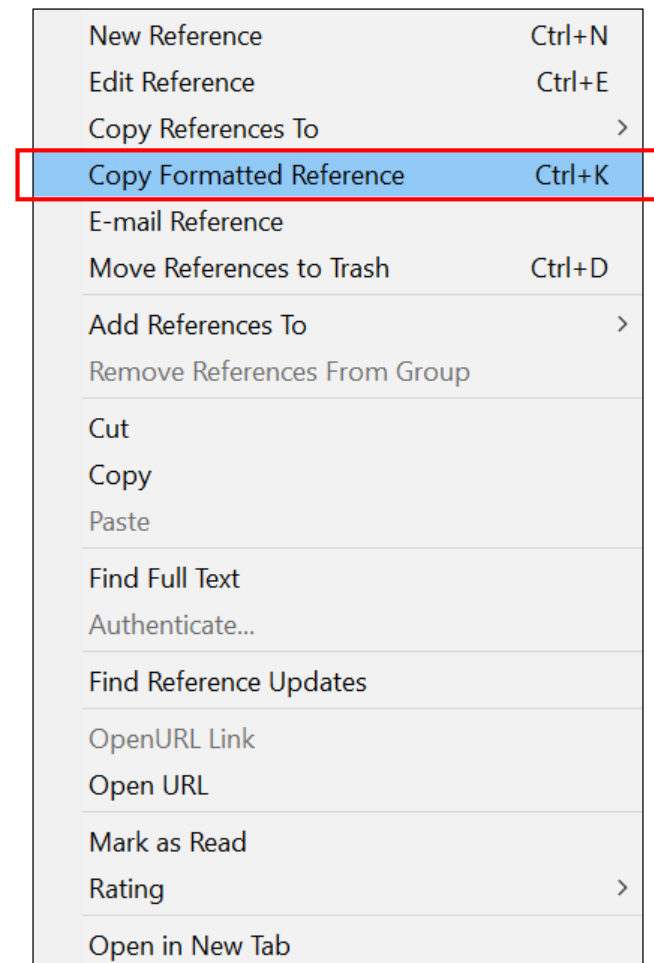


Vancouver ▾ Insert **Copy** ▾

1. Patterson DK, Pepperberg IM. Acoustic and articulatory correlates of stop consonants in a parrot and a human subject. *Journal of the Acoustical Society of America*. 1998;103(4):2197-215.



References	Groups	Library	Tools	Window
New Reference				Ctrl+N
Edit Reference				Ctrl+E
Copy References To				▶
<b>Copy Formatted Reference</b>				<b>Ctrl+K</b>
E-mail Reference				
Move References to Trash				Ctrl+D
File Attachments				▶
Find Full Text				▶
Find Reference Updates				
URL				▶
Figure				▶
Web of Science				▶
Reference Summary				



New Reference	Ctrl+N
Edit Reference	Ctrl+E
Copy References To	>
<b>Copy Formatted Reference</b>	<b>Ctrl+K</b>
E-mail Reference	
Move References to Trash	Ctrl+D
Add References To	>
Remove References From Group	
Cut	
Copy	
Paste	
Find Full Text	
Authenticate...	
Find Reference Updates	
OpenURL Link	
Open URL	
Mark as Read	
Rating	>
Open in New Tab	

# Inserting Citations (Cite Write You Write)

EndNote 20 Find & Insert My References

Journal Article Find Search: Libraries

Author	Year	Title
Aizpurua	2016	Fishing Technique of Long-Fingered Bats Was Developed from a Primary Reaction to Disappearing Target Stimuli
Arnett	2013	Evaluating the Effectiveness of an Ultrasonic Acoustic Deterrent for Reducing Bat Fatalities at Wind Turbines
Blanco	2019	A shot in the dark: Sport hunting of declining corvids promotes the inadvertent shooting of threatened red-billed c
Brucks	2020	Parrots Voluntarily Help Each Other to Obtain Food Rewards
Clements	2018	Initial Evidence for Probabilistic Reasoning in a Grey Parrot ( <i>Psittacus erithacus</i> )
Cornero	2020	Piagetian Liquid Overconservation in Grey Parrots ( <i>Psittacus erithacus</i> )
Fraser	2011	Ravens Reconcile after Aggressive Conflicts with Valuable Partners
Fujioka	2014	Rapid shifts of sonar attention by <i>Pipistrellus abramus</i> during natural hunting for multiple prey
Gorresen	2018	Multi-state occupancy models of foraging habitat use by the Hawaiian hoary bat ( <i>Lasiurus cinereus semotus</i> )
Holland	2008	Bats use magnetite to detect the earth's magnetic field
Koepke	2015	Delayed Gratification: A Grey Parrot ( <i>Psittacus erithacus</i> ) Will Wait for a Better Reward
Patterson	1994	A COMPARATIVE-STUDY OF HUMAN AND PARROT PHONATION - ACOUSTIC AND ARTICULATORY CORRELAT
Patterson	1998	Acoustic and articulatory correlates of stop consonants in a parrot and a human subject
Pepperberg	1981	FUNCTIONAL VOCALIZATIONS BY AN AFRICAN GREY PARROT ( <i>PSITTACUS-ERITHACUS</i> )
Pepperberg	1981	COMPREHENSION OF ABSENCE BY AN AFRICAN GREY PARROT: LEARNING WITH RESPECT TO QUESTIONS C

Reference Type: Journal Article  
Record Number: 17  
Author: Aizpurua, O., Alberdi, A., Aihartza, J., Garin, I.  
Year: 2016  
Title: Fishing Technique of Long-Fingered Bats Was Developed from a Primary Reaction to Disappearing Target Stimuli  
Journal: Plos One  
Volume: 11  
Issue: 12  
Pages: 12  
Date: Dec

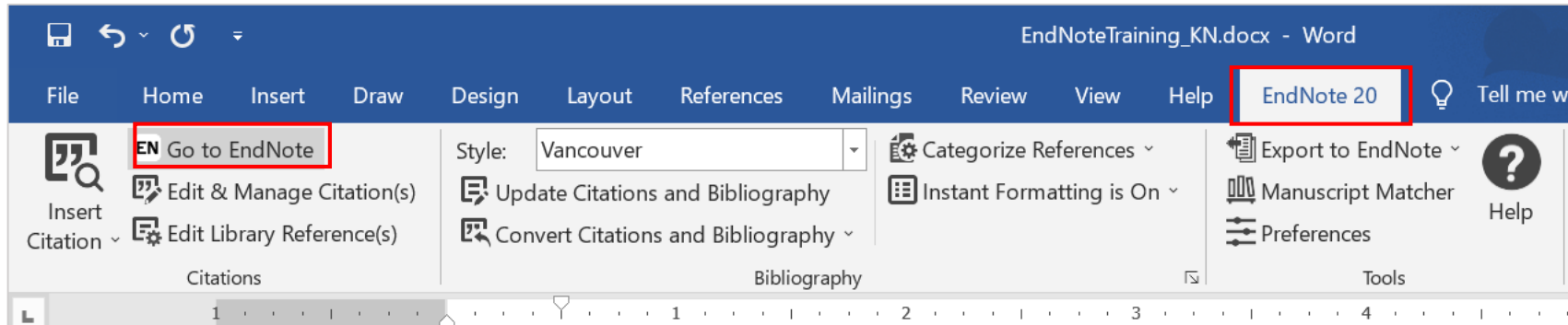
Insert Cancel Help

Library: My EndNote Library.enl 43 items in list

## Insert Citation

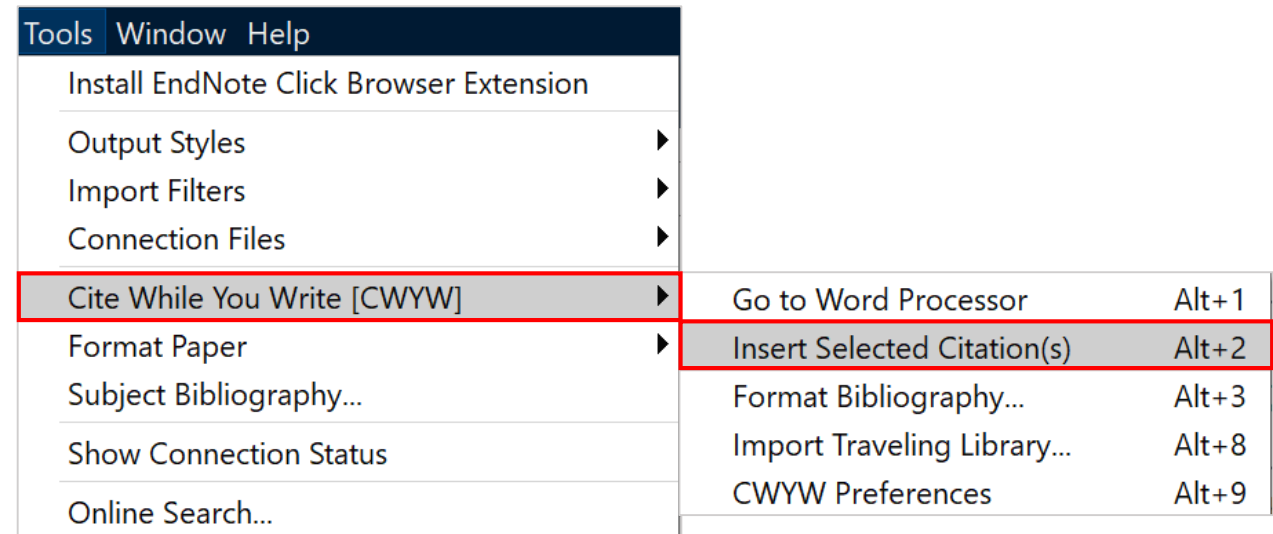
1. Open the Word document and position the cursor at the location where you would like the citation.
2. From Word's Tools menu, select the EndNote submenu, and then select Insert Citation to display the Find & Insert My References dialog.
3. In the text box at the top, enter text to identify the reference you wish to cite. Then click Find.
4. Identify and highlight the appropriate reference(s).
5. Click Insert button to insert the citation and format it as defined by the currently selected output style.

# Inserting Citations (Cite Write You Write)



## Insert Selected Citation(s)

1. Open the Word document and position the cursor at the location where you would like the citation.
2. From Word's Tools menu, go to the EndNote submenu, and then select Go to EndNote.
3. At your EndNote library, highlight the desired reference(s).
4. From the Endnote's Tools menu, select the Cite While You Write > Insert Selected Citation(s).



# Edit & Manage Citation

EndNoteTraining\_KN.docx - Word

File Home Insert Draw Design Layout References Mailings Review View Zotero Help EndNote 20

EN Go to EndNote

Insert Citation

Edit & Manage Citation(s)

Edit Library Reference(s)

Style: Vancouver

Categorize References

Export to EndNote

EndNote 20 Edit & Manage Citations

Citation	Count	Library	
(1)			
Aizpurua, 2016 #17	1	My EndNote Library	Edit Reference
(2, 3)			
Pepperberg, 2013 #137	1	My EndNote Library	
Patterson, 1998 #66	1	My EndNote Library	
(4)			
Voss, 2016 #198	1	My EndNote Library	

**Edit Library Reference**

- Find Reference Updates...
- Remove Citation
- Insert Citation
- Update from My Library...

Format: Default

Prefix:

Suffix:

Pages:

Tools OK Cancel Help

Totals: 3 Citation Groups, 4 Citations, 4 References

## Edit & Manage Citation

1. Click on the citation you want to change.
2. From Word's Tools menu, go to the EndNote20 submenu, then select Edit & Manage Citations.
3. You can add or remove citations from a multiple citation or change the order of citations.
  - **Edit Library Reference:** select this command to directly edit the corresponding references in EndNote.
  - **Insert:** Use this to add another citation within the same set of delimiters.
  - **Remove:** Highlight a citation and click Remove to delete it from the in-text citation.
  - **Up and Down Arrows:** Highlight a reference and use the arrows to change the order of display.
4. Click OK to implement your changes.

# Edit & Manage Citation

## Configure Bibliography

Click the arrow in the bottom right corner of the Bibliography section to display a tabbed dialog of formatting options. On the Layout tab, change or verify these settings:

- **Font and Size:** These are the text font and size used for the bibliography.
- **Bibliography Title:** To print a title at the top of your bibliography, type the title in this text box.
- **Text Format:** Highlight the bibliography title text and then use the Text Format button to display a dialog where you can change the format of the highlighted text.

EndNote 20 Edit & Manage Citations

Citation	Count	Library	
(1)			
↑ ↓ Aizpurua, 2016 #17	1	My EndNote Library	Edit Reference ▾
(2, 3)			
↑ ↓ Pepperberg, 2013 #137	1	My EndNote Library	Edit Reference ▾
↑ ↓ Patterson, 1998 #66	1	My EndNote Library	Edit Reference ▾
(4)			
↑ ↓ Voss, 2016 #198	1	My EndNote Library	Edit Reference ▾

Edit Citation Reference

Formatting: Default ▾

Prefix:

Suffix:

Pages:

Update Citations and Bibliography

Configure Bibliography

Export Traveling Library

Tools ▾

OK Cancel Help

Totals: 3 Citation Groups, 4 Citations, 4 References

EndNote 20 Configure Bibliography

Format Bibliography Layout

Font: Times New Roman Size: 12

Bibliography title: REFERENCES Text Format...

Start with bibliography number: 1

First line indent: 0.000 in Line spacing: Single ▾

Hanging indent: 0.500 in Space after: None ▾

OK Cancel Help

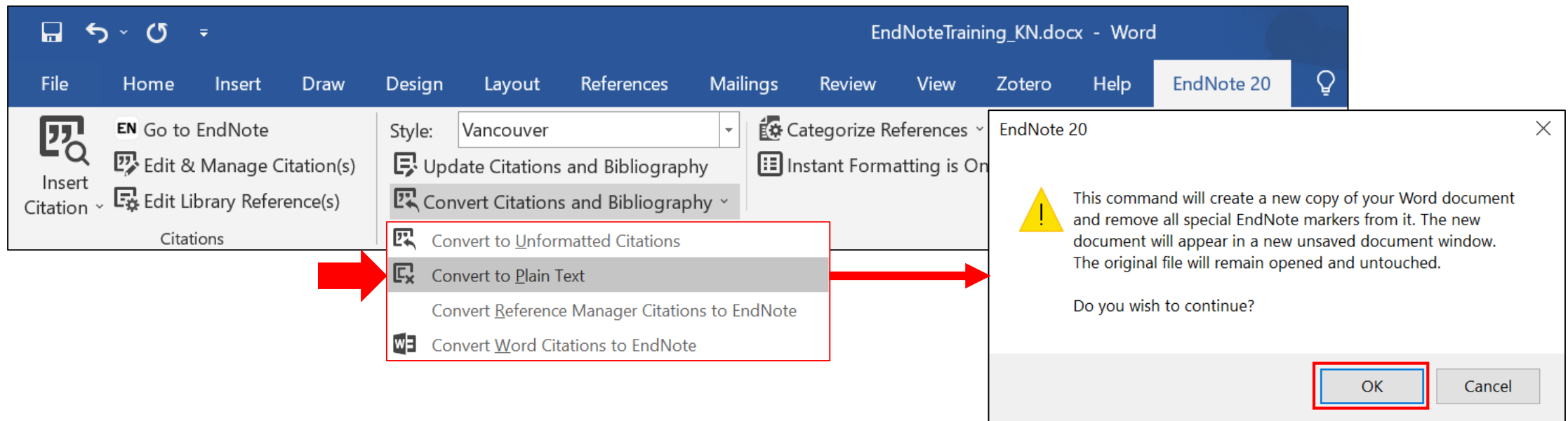


# Edit & Manage Citation

## Convert Citations and Bibliography

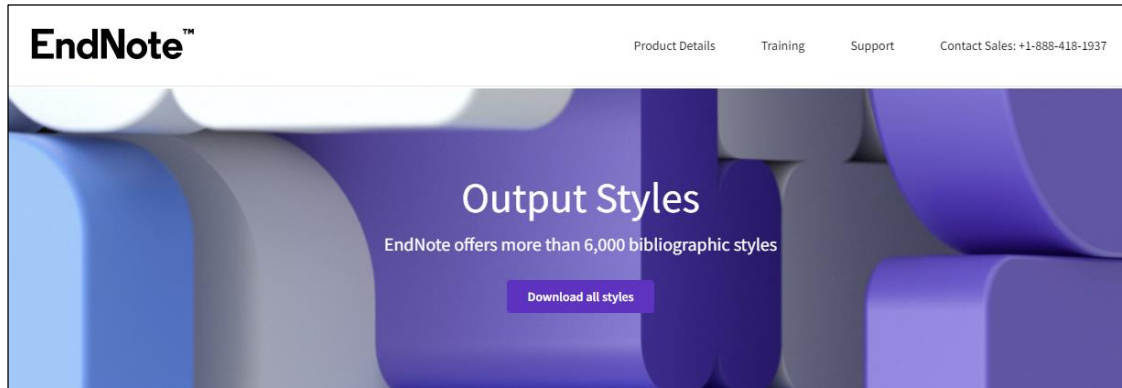
You may need to remove Cite While You Write field codes in order to share your document with a publisher or colleague. Convert to Plain Text will save a copy of your document without formatted Cite While You Write field codes. Formatted citations and the bibliography are saved as text.

1. Open your formatted Word document.
2. From Word's Tools menu, go to the EndNote submenu and select **Convert Citations and Bibliography > Convert to Plain Text**. Word presents a dialog, then click OK.
3. A copy of the document, without field codes, appears in a new document window.
4. In Word's Save As dialog, type a new name for this copy of your document and click OK.



# Install More Output Style

1 <https://endnote.com/downloads/styles/>



2 Use the Style Finder below to search for a style name and/or citation style and/or publisher.

Keyword

Citation Style

Publisher

7346 results found

1. Go to url: <https://endnote.com/downloads/styles/>
2. Search or browse for output styles.
3. Download the output style you want to install. Then double-click the file. It should open in EndNote.

Style or Journal Name	Citation Style	Discipline	Date	
LGBT Health		Medicine	2022-03-15	<a href="#">Download</a>
MIS Quarterly	Author-Year-Cited Pages	Library Science	2022-03-04	<a href="#">Download</a>
Digestive Endoscopy	Superscripted Number	Gastroenterology	2022-03-03	<a href="#">Download</a>
Acta Pharmaceutica Sinica B	Superscripted Number	Science	2022-02-17	<a href="#">Download</a>
Textproduktion und Medium		Linguistik	2022-02-15	<a href="#">Download</a>
Journal of Cultivated Plants (Journal für Kulturpflanzen) – English	Author-Year	Agriculture	2022-02-11	<a href="#">Download</a>
Journal für Kulturpflanzen (Journal of Cultivated Plants)	Author-Year	Agriculture	2022-02-11	<a href="#">Download</a>
Advanced Materials	Non-superscripted Number	Engineering	2022-02-04	<a href="#">Download</a>
EndNote Export	None	Export	2022-01-27	<a href="#">Download</a>
European Management Review	Author-Year	Management	2022-01-21	<a href="#">Download</a>

1 2 3 ... 735 next ›

3

# Install More Output Style

The screenshot shows the EndNote software interface. The 'File' menu is open, and the 'Save As...' option is highlighted with a red box. A red arrow points from this option to the 'Save As' dialog box. The dialog box has a text field containing 'Advanced Materials Copy' and buttons for 'Save' and 'Cancel'. A blue circle with the number '4' is in the top left corner, and another blue circle with the number '5' is in the top right corner of the dialog box area.

4. In EndNote Style window, go to **File** menu and choose **Save As**.
5. Replace the word “copy” with your style’s name and click **Save**. Then close the style window.