

### **Stang Library Training**

# EndNote 21 for Macintosh



#### Kanokporn Ngamsawangrungrot

Stang Mongkolsuk Library & Information Division
3 July 2024

### Introduction

•What is EndNote?

- How EndNote works
- Compatibility and System Requirements
- Download Endnote Software

### 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**



Books, Journals, Research Articles, E-database, etc. Create bibliography

Report, Manuscript, Thesis, etc.

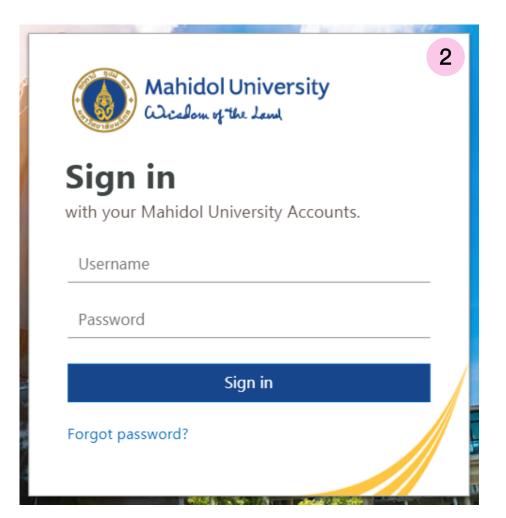
### **Compatibility and System Requirements**

Operating System	Version	Word processor software
Windows	<ul><li>Windows 10</li><li>Windows 11</li></ul>	Microsoft Word [CWYW]:  • 2010  • 2013  • 2016  • 2019  • Office 365 (locally installed desktop version only)
Macintosh	<ul> <li>macOS 10.14</li> <li>macOS 10.15</li> <li>macOS 11</li> <li>macOS 12</li> <li>macOS 13</li> </ul>	<ul> <li>Microsoft Word [CWYW]:</li> <li>2016</li> <li>2019</li> <li>Office 365 (locally installed desktop version only)</li> </ul>

### **Download Endnote Software (1)**

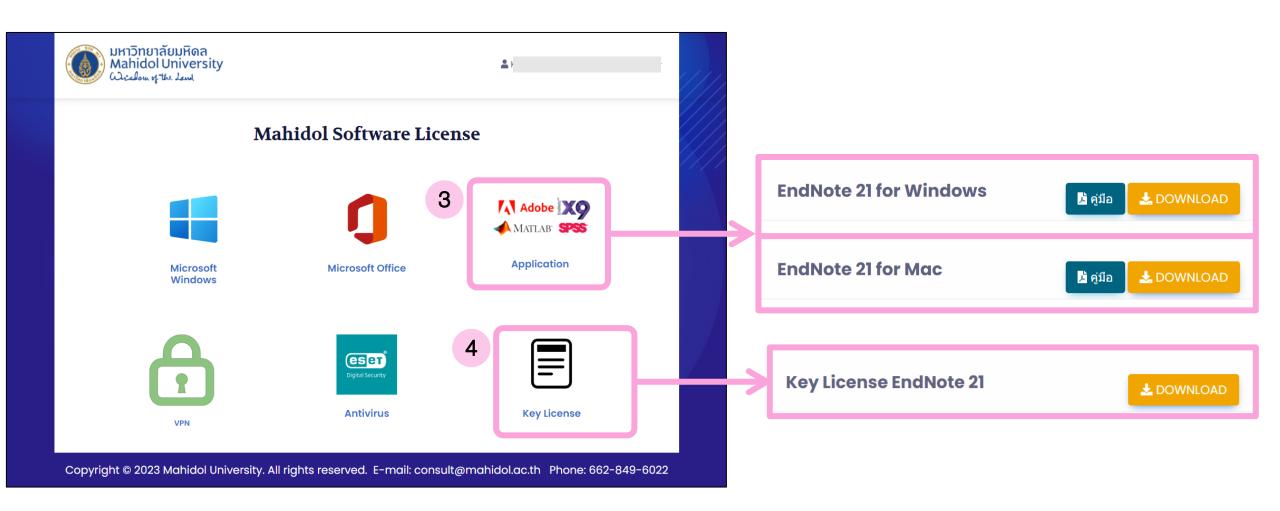
- 1. Go to <a href="https://softwaredownload.mahidol.ac.th/">https://softwaredownload.mahidol.ac.th/</a> (Access through MU-WiFi or VPN)
- 2. Login with MU Internet account





### **Download Endnote Software (2)**

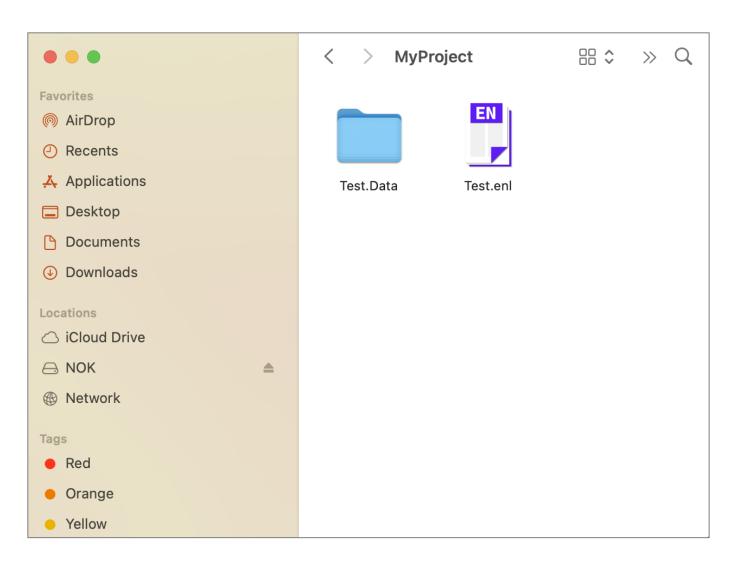
- 3. Download an installer compatible with your operating system. (Windows or Mac)
- 4. Download EndNote key license



### Get Started with EndNote

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

### **EndNote Library components**



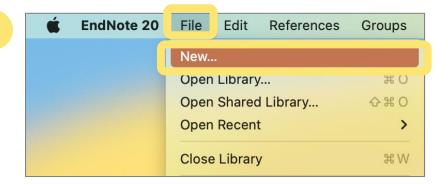
- EndNote libraries are made up of two parts:
  - EndNote Library file (\*.enl)
  - Data folder (\*.Data)

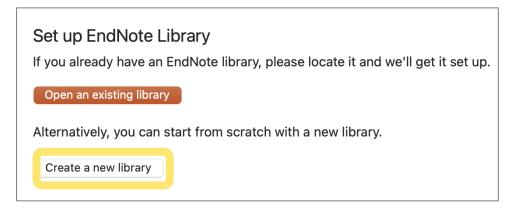
These two parts must be kept together to work correctly.

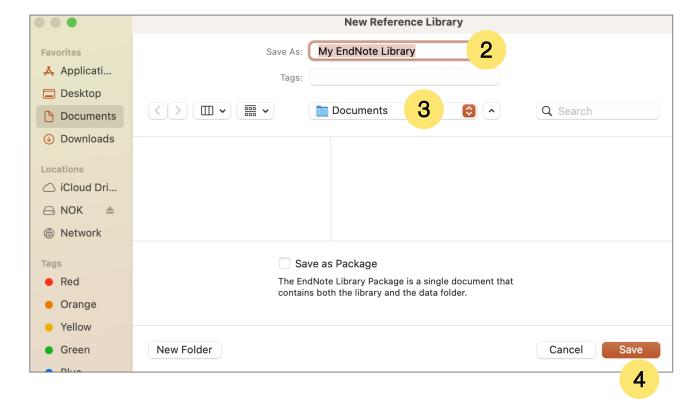
- Keep EndNote libraries on your computer's local hard drive. Storing and editing libraries on a network drive can lead to corruption and performance issues.
- EndNote libraries should never be stored in cloud-syncing folders such as Google Drive, OneDrive, etc. Syncing folders corrupt EndNote libraries over time.

### **Creating a New Library**

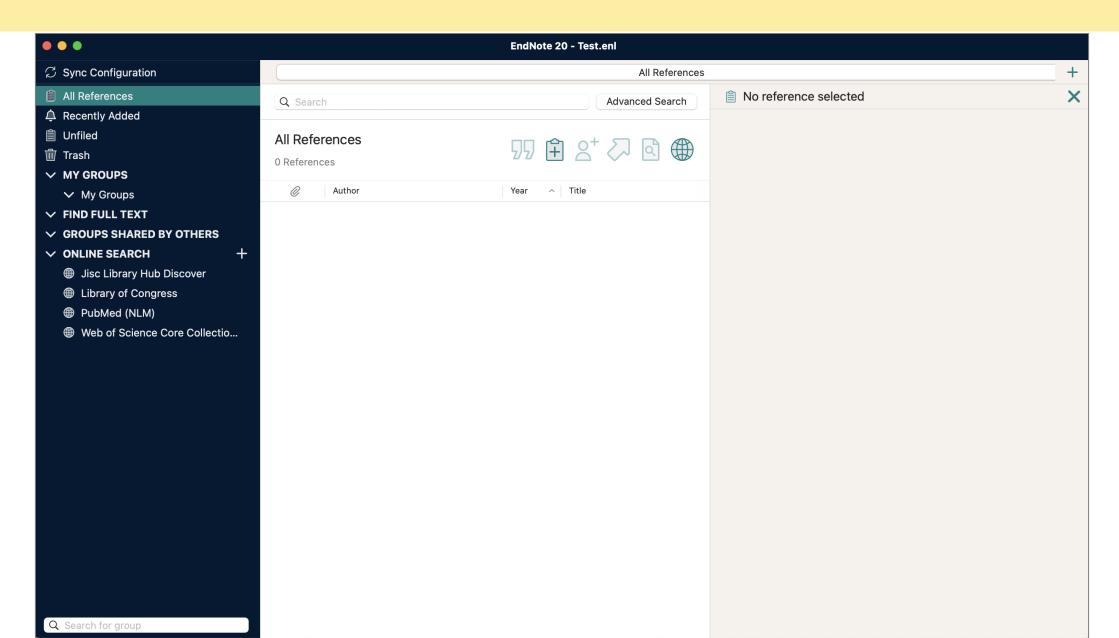
- 1. Go to File > New... or select Creating a New Library from Set up Endnote Library box
- 2. EndNote presents a dialog prompting you to enter a name for your new library.
- 3. Select the location where you will save the library.
- 4. Click **Save**, then the new Endnote library appears as an empty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







### **Library Overview**



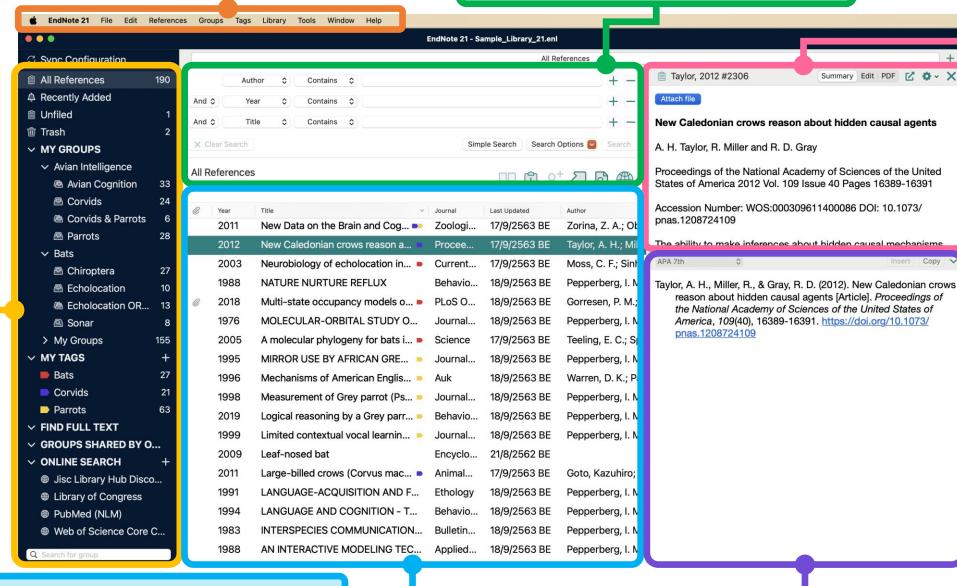
#### **Library Overview**

Menu Bar

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

#### Groups panel

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



#### Tab panel

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

#### Preview panel

shows you how a reference would appear formatted with a specific output style.

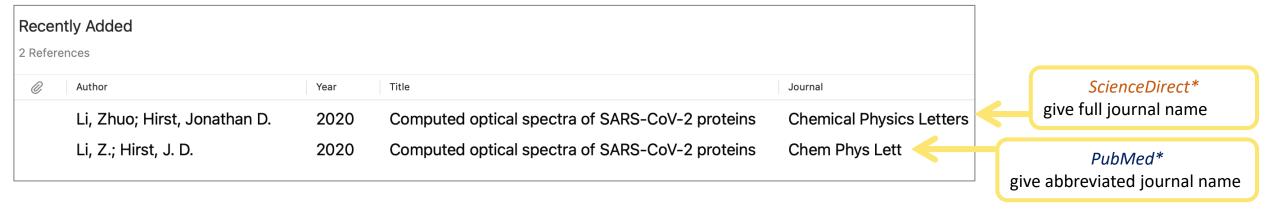
Reference List panel shows the individual references stored

in your EndNote library, also known as library records.

### **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 format.
- Help EndNote works correctly find out the duplicate references.



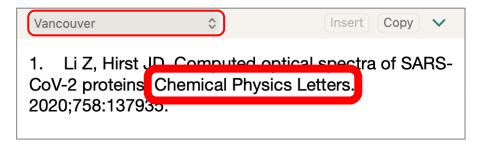
\*Retrieving reference from various sources may give the journal name in different form.

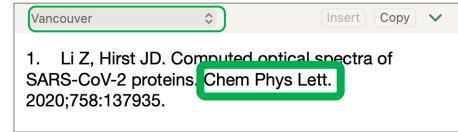
### **Before & After defining Journal Term Lists**

#### Before After



Give full journal name

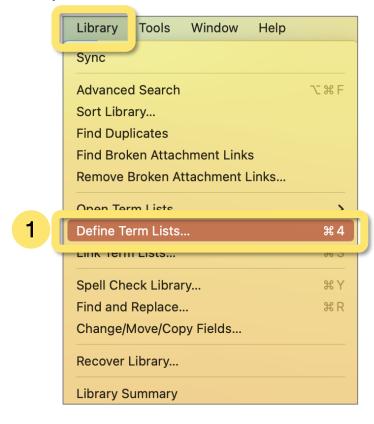


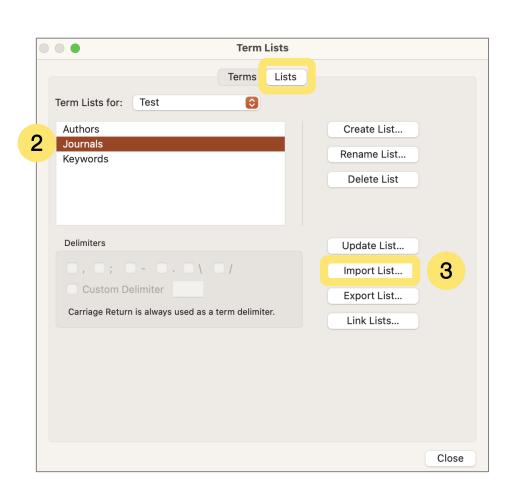


Vancouver Style use the abbreviated journal name

### **Define Journal Term Lists (1)**

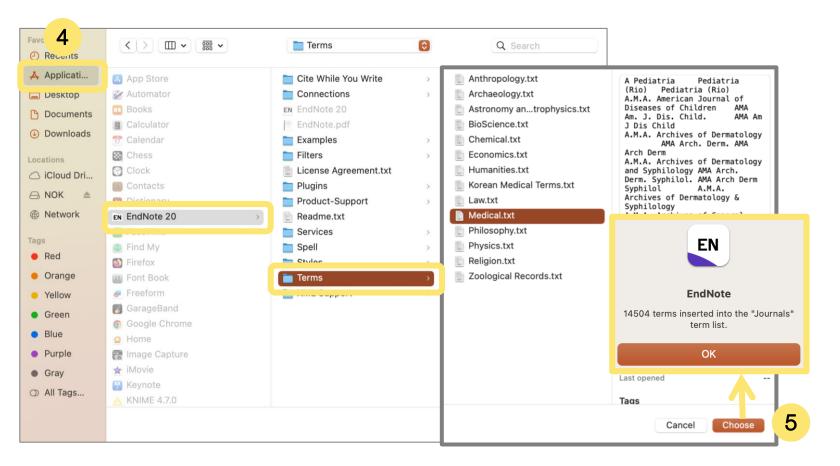
- 1. Go to **Library > Define Term Lists...**
- 2. In Term Lists box, select tab **Lists**, then select **Journals**
- 3. Click at Import List...

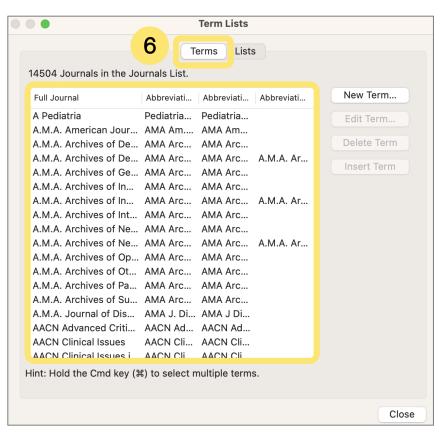




### **Define Journal Term Lists (2)**

- 4. Browse to Application > EndNote 21 > Terms
- 5. Choose the appropriated term lists files (e.g. Medical.txt), then click **Choose** to completed.
- 6. Select tab **Terms** to view the imported journal lists, then close.





# Input Data

Direct Export

Import PDF

Manual Typing

#### **Direct Export**

#### **Import PDF**

### **Manual Typing**





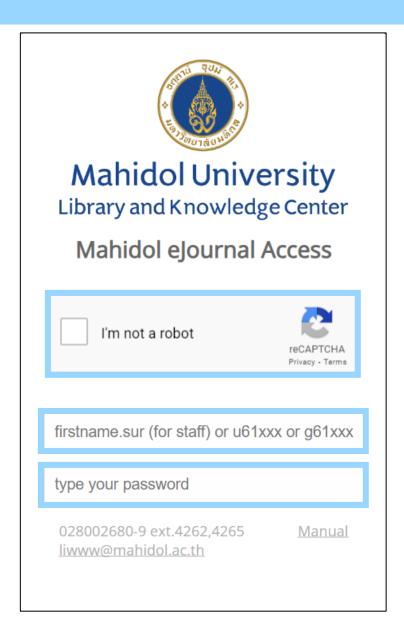
Scopus®

Google Scholar





### Mahidol eJournal Access (EZproxy)



- URL: https://ejournal.mahidol.ac.th
- Login with MU Internet account to access subscribed e-resource
- 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

### Mahidol eJournal Access (EZproxy)



# Direct export: ScienceDirect



Journals & Books





Register

Sign in

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

Keywords

Author name

Journal/book title

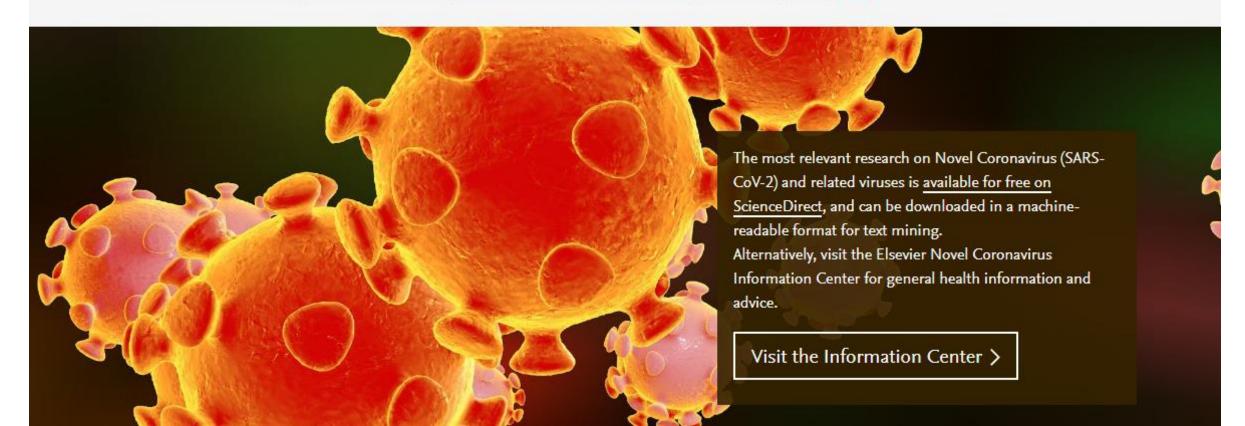
Volume

Issue

Pa



Advanced search





- 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.

×

3

ed by relevance | date

iction: what is

#### Find articles with these terms

#### Coronavirus

#### 45,746 results

Set search alert

#### Refine by:

Subscribed journals

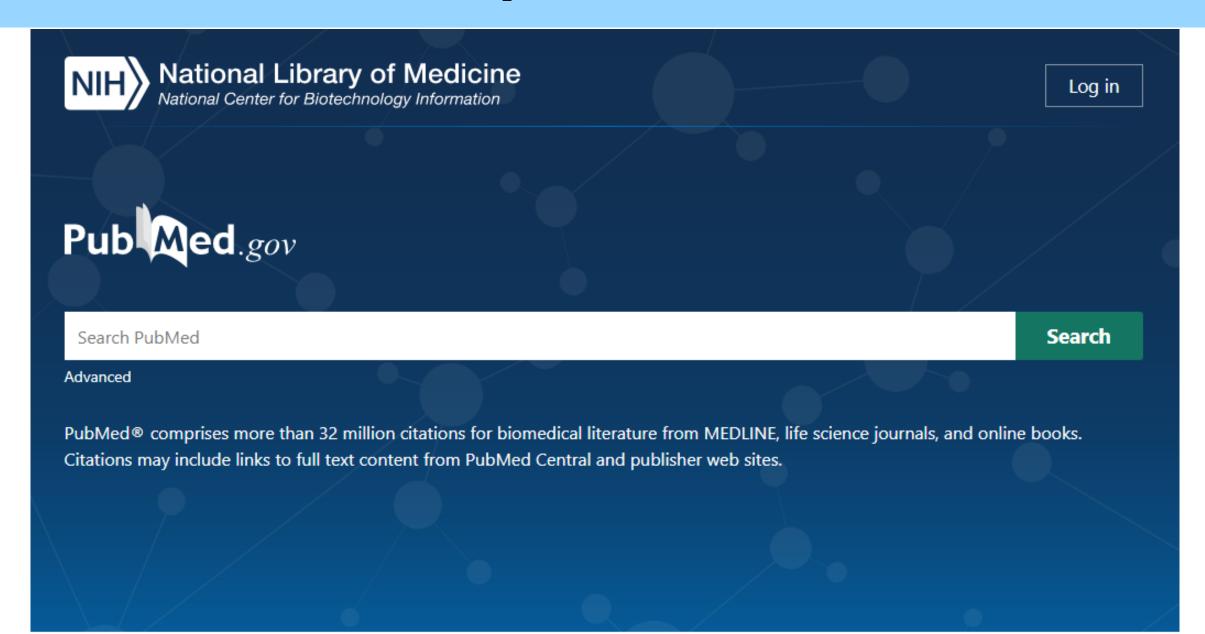
Years

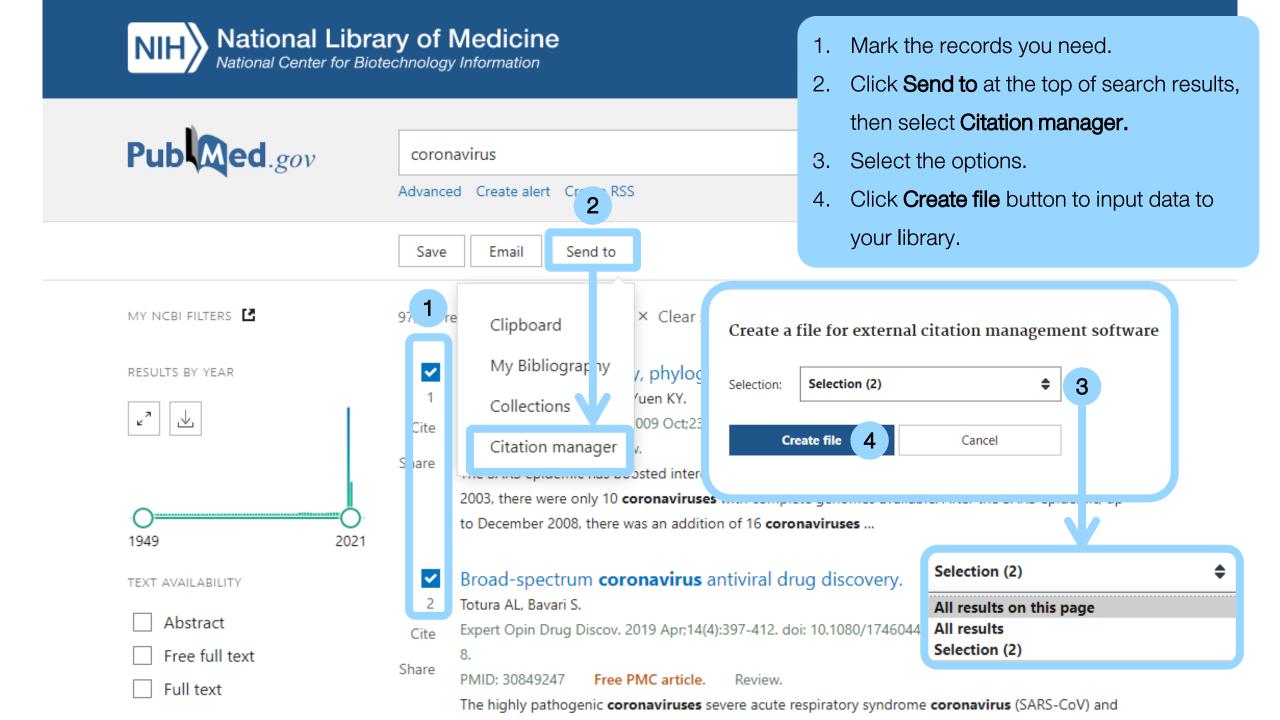
- 2022 (10)
- 2021 (12,137)
- 2020 (19,913)

Show more V



# Direct export: PubMed





## Direct export: SCOPUS



Search History

Search Sources Lists SciVal /







Create account

Sign in

#### Start exploring

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

Saved Searches





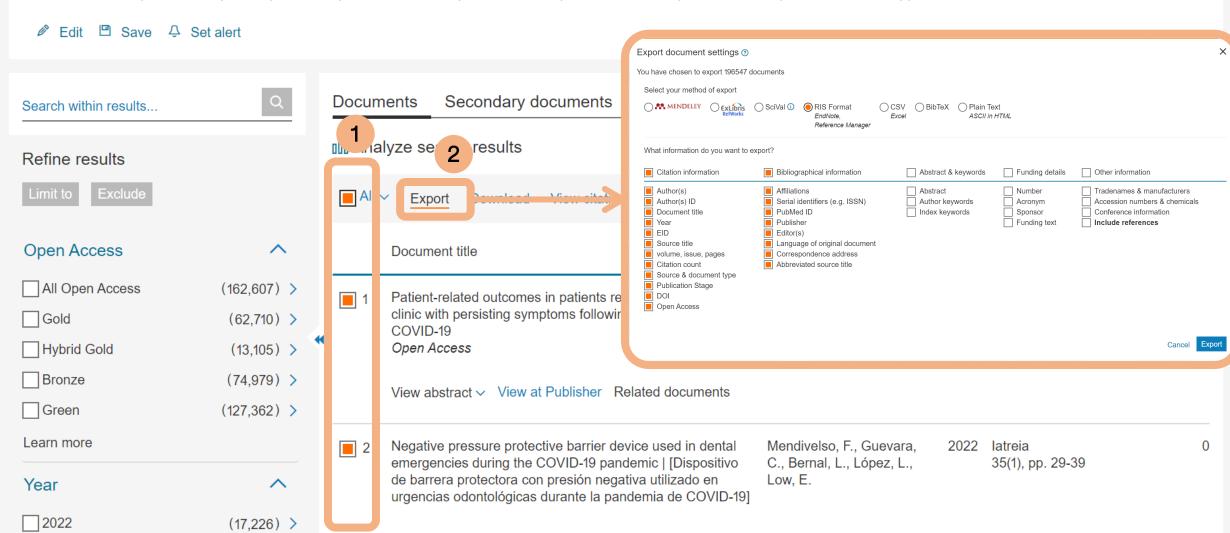
Start searching and your history will appear here. If you need help to start searching check out our <u>search tips</u>.

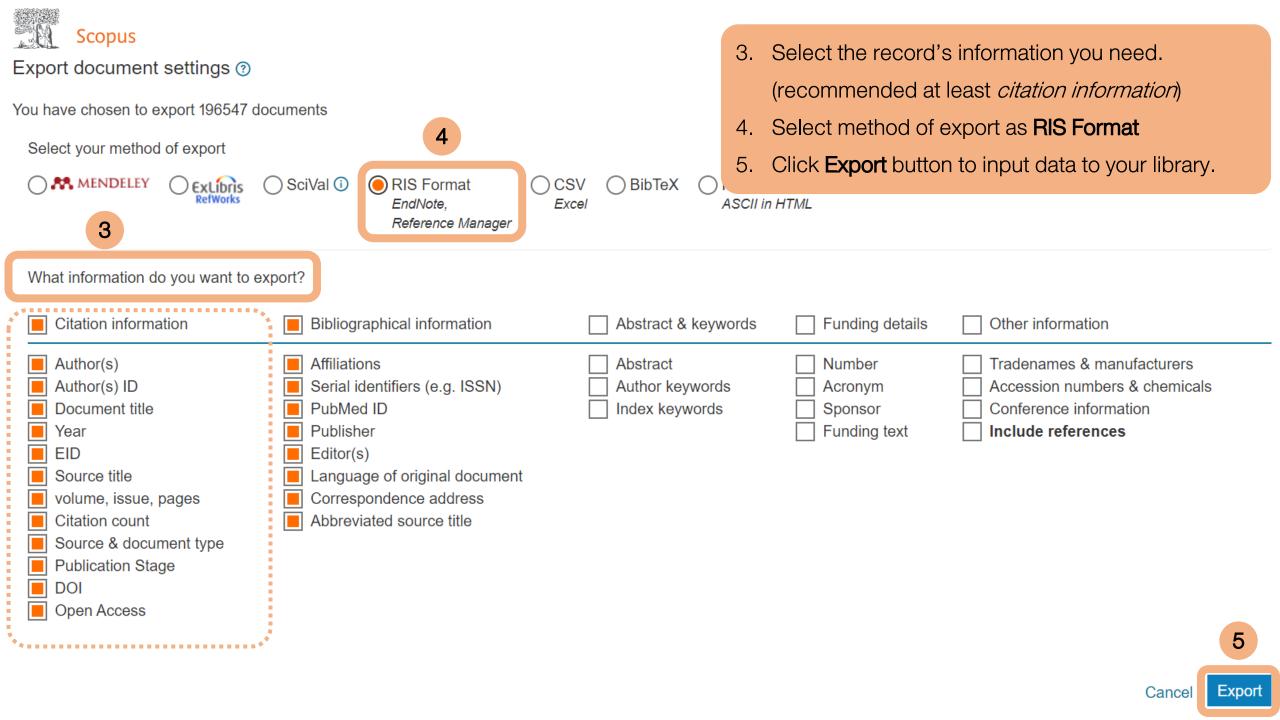
Search Sources

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

#### 196,547 document results

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





# Direct export: Google Scholar



### Google Scholar

					Q			
Articles								
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



coronavirus

Click **Cite** sign at the bottom of a record you need.

#### Articles

About 1,450,000 results (0.03 sec)

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

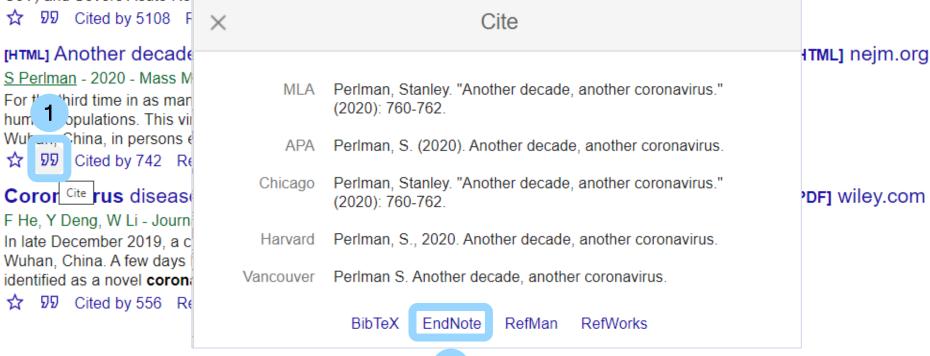
#### Coronavirus

99

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 Reminsters Condrama (CARC CoV) A navel correspond (nCoV) in

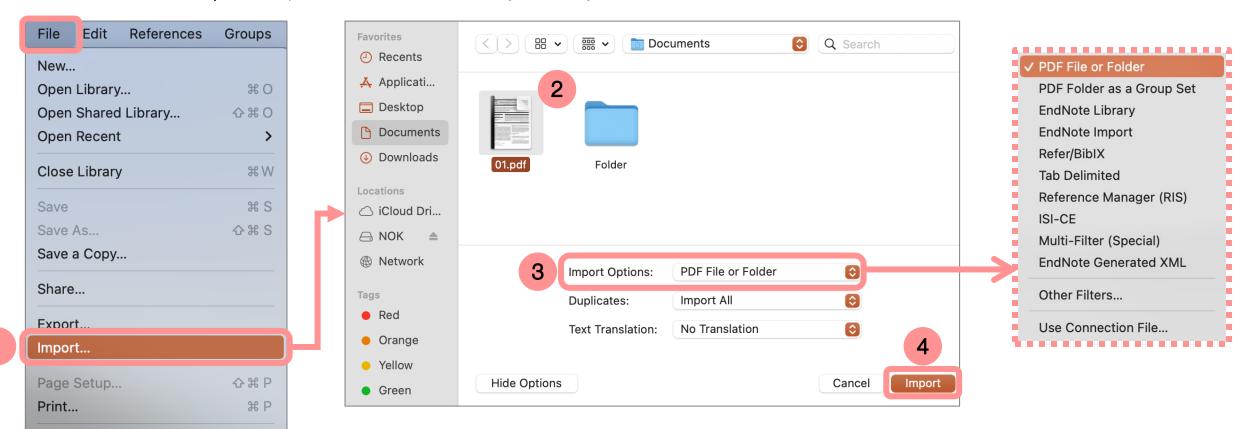


### Import PDF File or Folder (1)

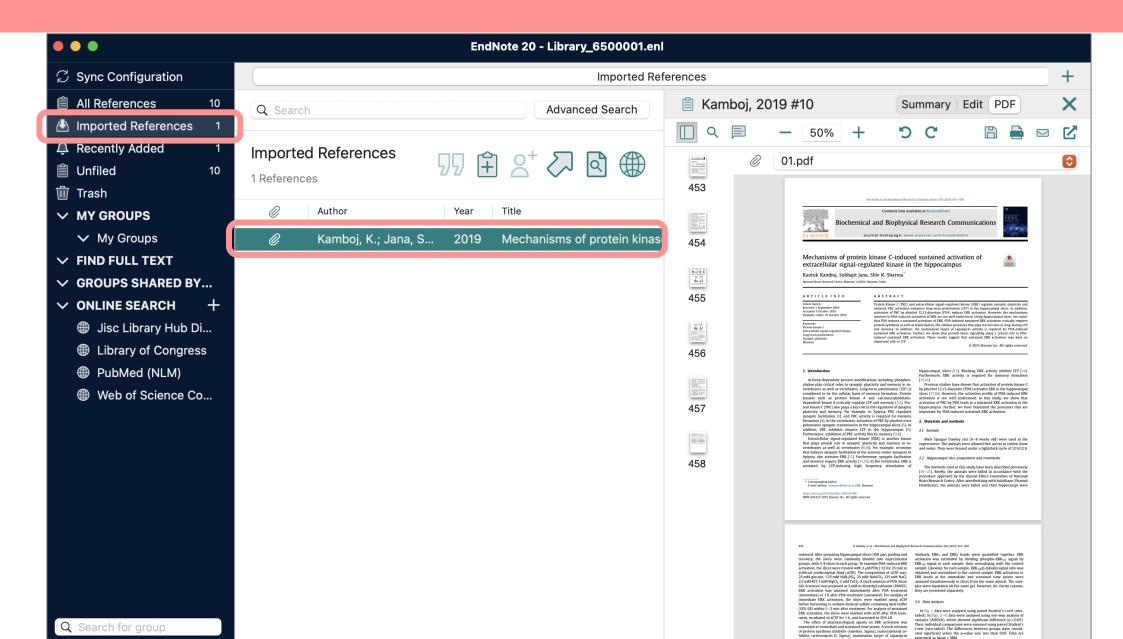
- 1. Go to File > Import... EndNote presents a dialog to find the location where you keep a PDF file.
- 2. Select a PDF file or folder from your hard drive.
- 3. Set Import Option as **PDF File or Folder**

Compress Library (.enlx)...

4. Click **Import** to import a PDF file or folder into your library.

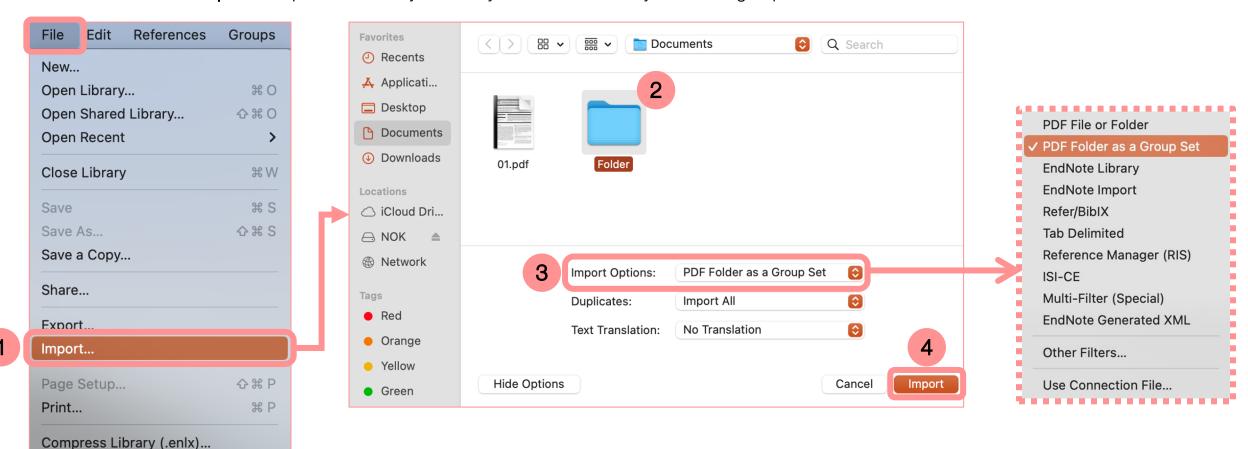


### Import PDF File or Folder (2)

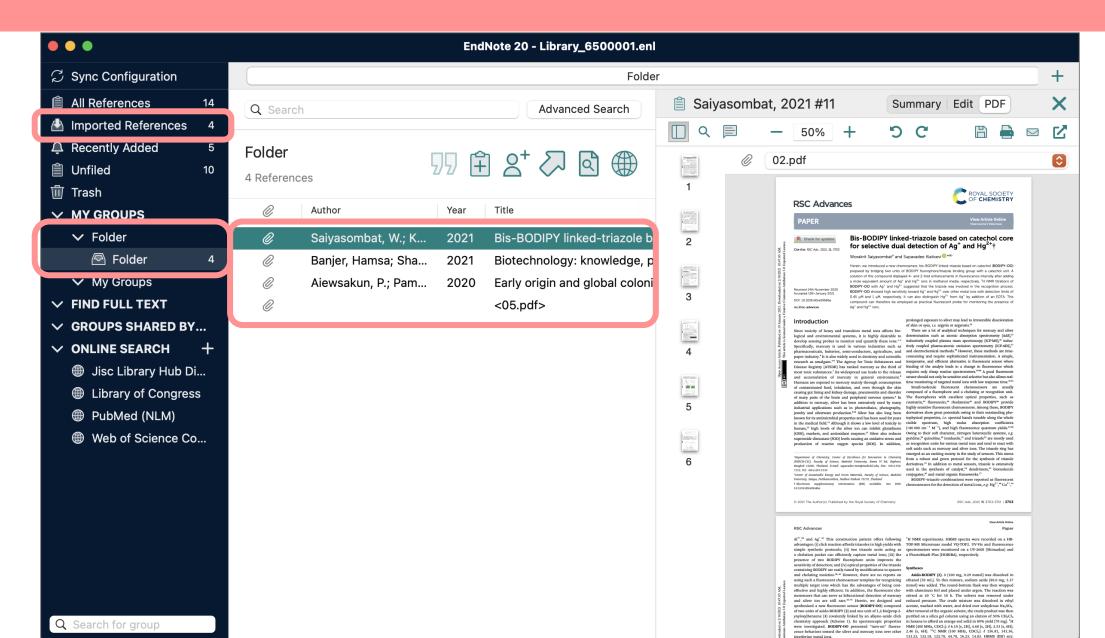


### **Import PDF Folder as a Group Set (1)**

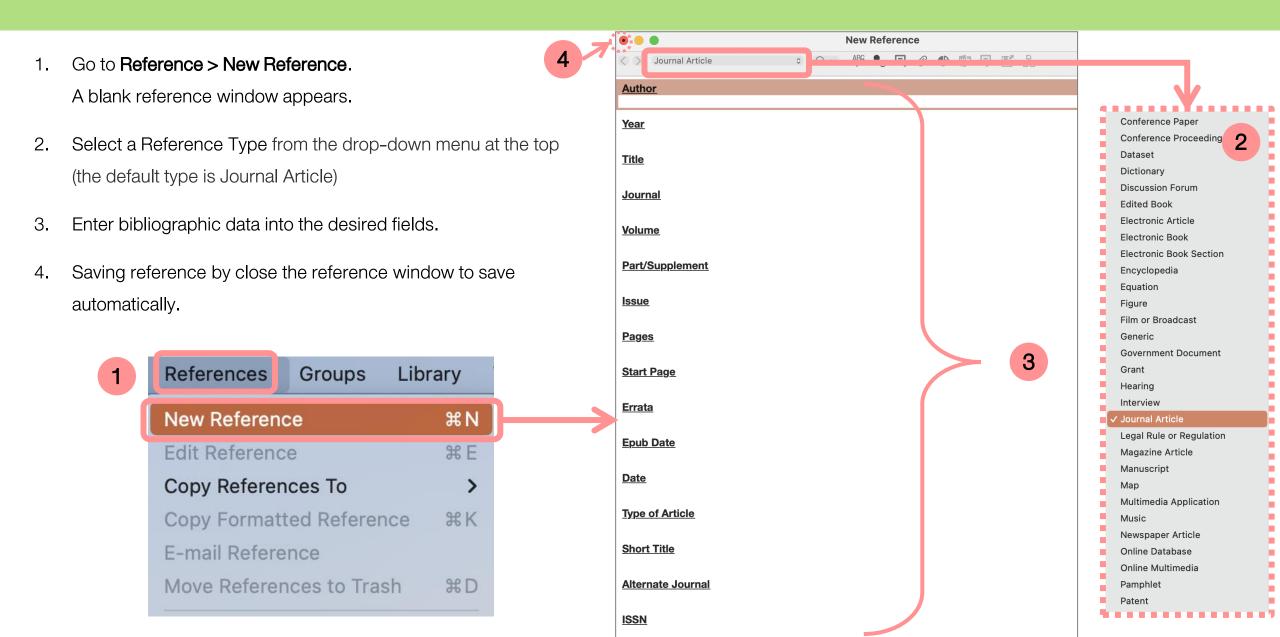
- 1. Go to File > Import... EndNote presents a dialog to find the location where you keep a PDF file.
- 2. Select a PDF folder from your hard drive.
- 3. Set Import Option as PDF Folder as a Group Set.
- 4. Click **Import** to import PDFs into your library. It will automatically created a group set from selected folder



### Import PDF Folder as a Group Set (2)



### **Manual Typing (1)**



### **Manual Typing (2)**

#### How to enter the author's name

- Enter one name per line.
- New Terms 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 formats

add a comma after the name.

World Health Organization,

Mahidol University,

คณะวิทยาศาสตร์ มหาวิทยาลัยมหิดล,

#### Thai author name formats

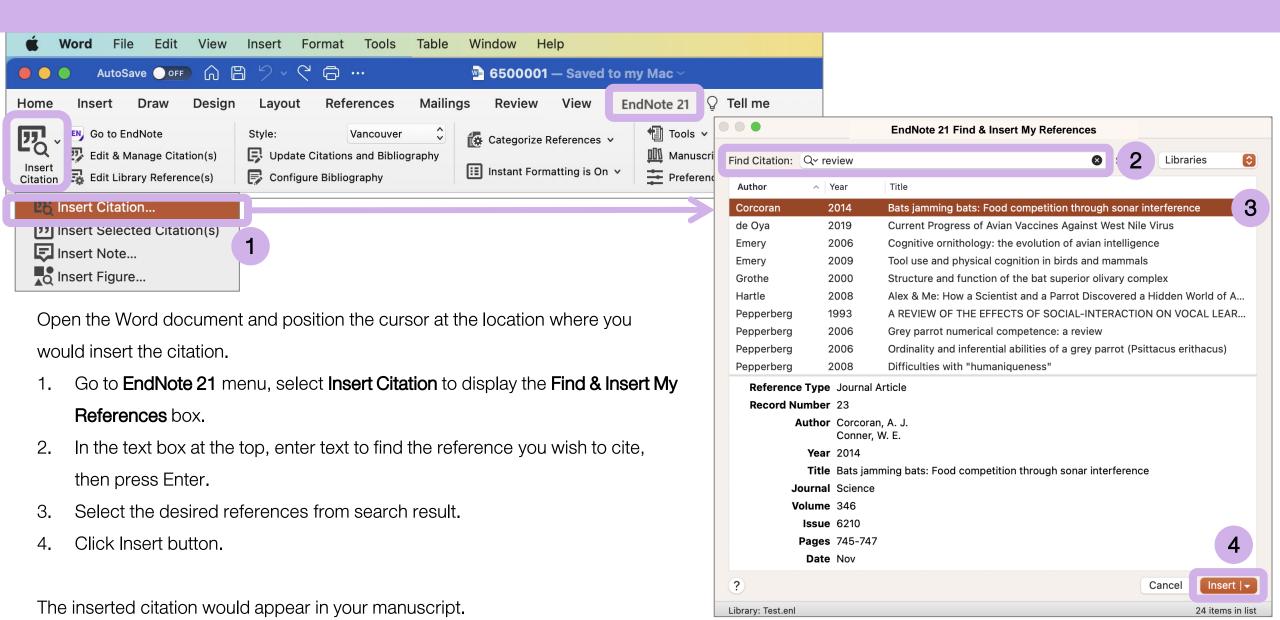
add a comma after the name.

กนกพร งามสว่างรุ่งโรจน์,

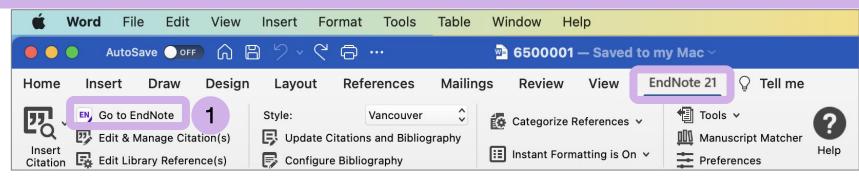
# Working with MS Word

- Inserting Citations or Selected Citations
- Edit & Manage Citations
- Configure Bibliography
- Convert Citations and Bibliography

### **Inserting Citations**



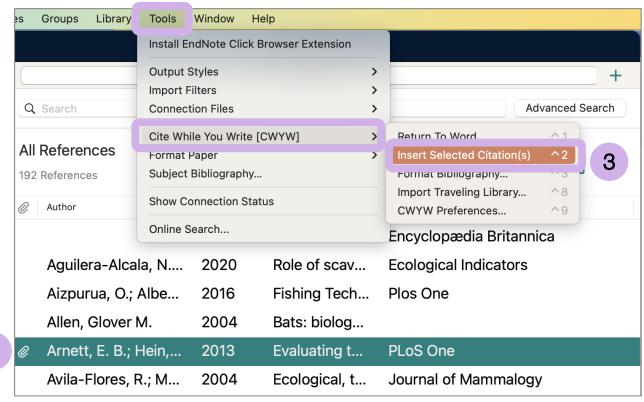
### **Inserting Selected Citations (1)**



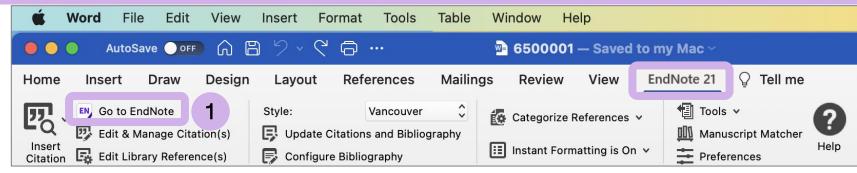
Open the Word document and position the cursor at the location where you would insert the citation.

- 1. Go to EndNote 21 menu, select Go to EndNote.
- At your EndNote library, select the desired references.
- Go to Endnote's Tools menu, select
   Cite While You Write [CWYW] > Insert Selected Citation(s)

The inserted citation would appear in your manuscript.



### **Inserting Selected Citations (2)**

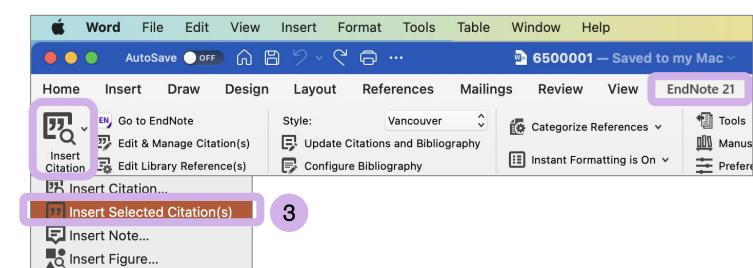


Open the Word document and position the cursor at the location where you would insert the citation.

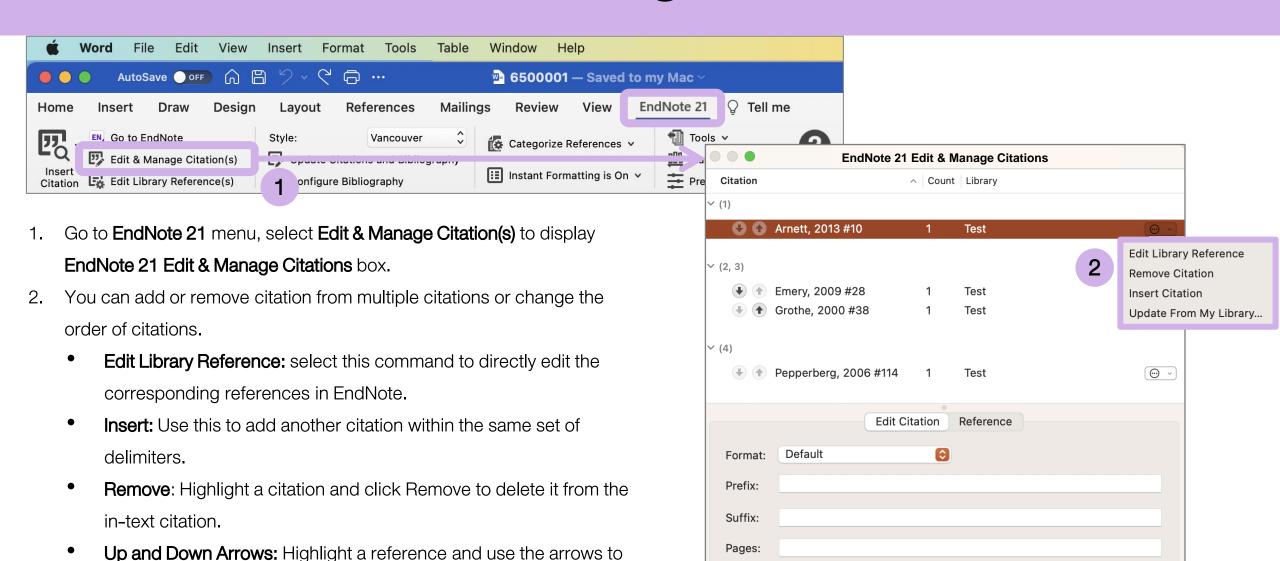
- 1. Go to EndNote 21 menu, select Go to EndNote.
- At your EndNote library, select the desired references.
- 3. Return to Word document. Go to **EndNote 21** menu, select **Insert Selected Citation(s)**

The inserted citations would appear in your manuscript.





### **Edit & Manage Citation**



Totals: 4 Citation Groups, 5 Citations, 5 References

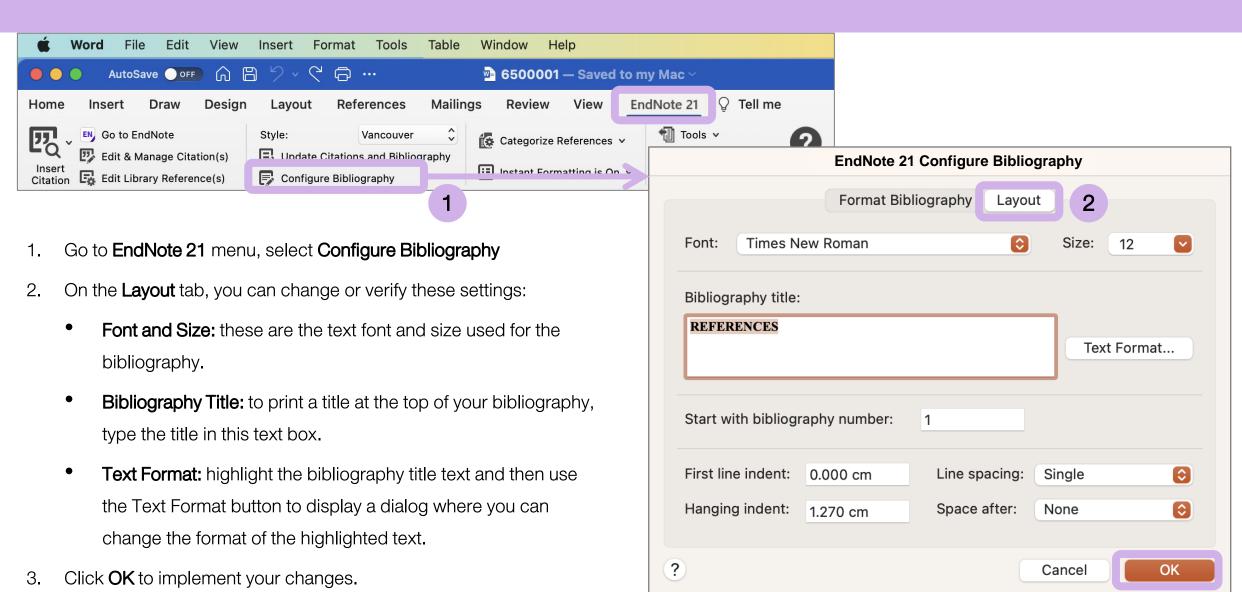
OK

Cancel

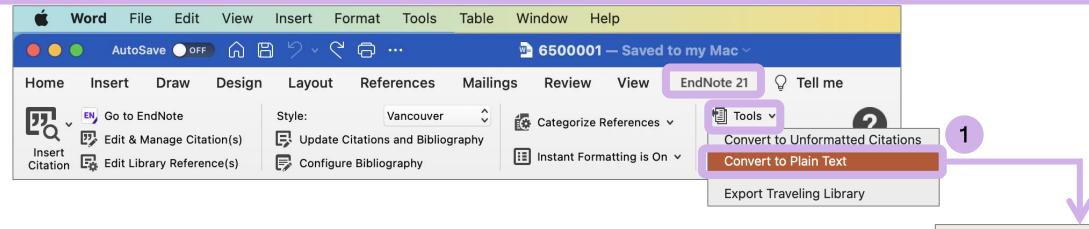
3. Click **OK** to implement your changes.

change the order of display.

### **Configure Bibliography**

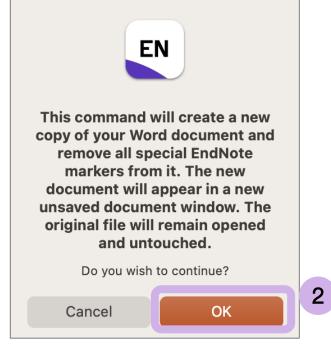


### **Convert Citations and Bibliography**



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. The formatted citations and the bibliography are saved as text. By following the steps;

- Go to EndNote 21 menu, select Tools > Convert to Plain Text.
- 2. Word presents the notification box, read and click **OK** to continue.
- 3. A copy of the document, without field codes will appears in a new document window. Then you can save a new name for copy of your document.



### **Contact Library**

For more information or online service, please contact



https://stang.sc.mahidol.ac.th



lisc@mahidol.ac.th



https://www.facebook.com/StangMongkolsukLibrary



@StangLibrary



https://twitter.com/StangLibrary