

Mahidol UniversityStang Mongkolsuk LibraryFaculty of Scienceand Information Division

### **Stang Library Training**

# EndNote 21 for Macintosh



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Stang Mongkolsuk Library & Information Division 8 January 2025

# Introduction

•What is EndNote?

How EndNote works

Compatibility and System Requirements

Download Endnote Software

#### What is EndNote?

#### Reference management software

• Developed by Clarivate Analytics

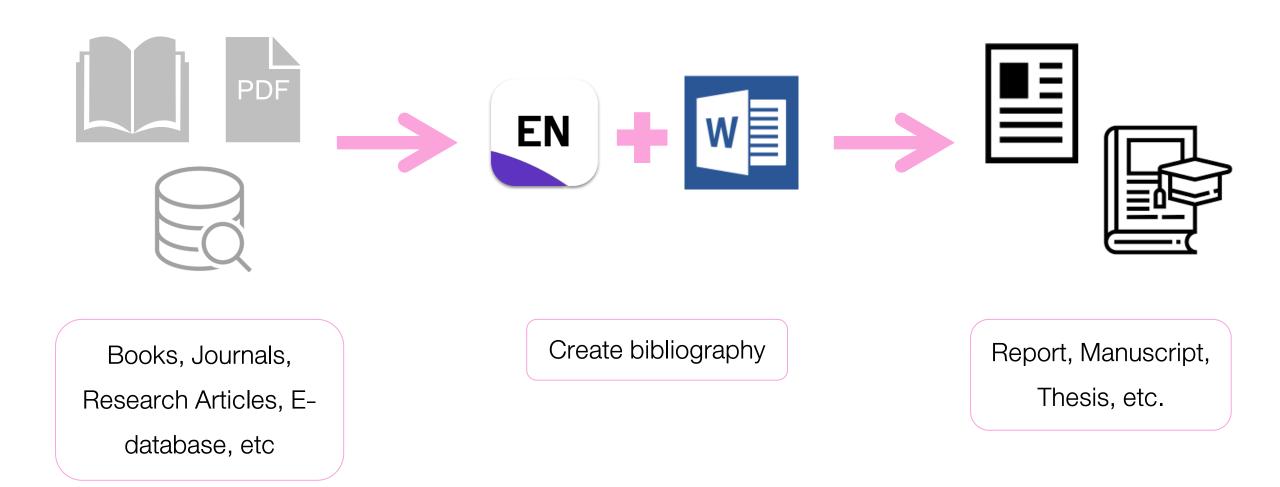
#### Personal Reference database

• 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<sup>™</sup> feature

#### **How EndNote Works**

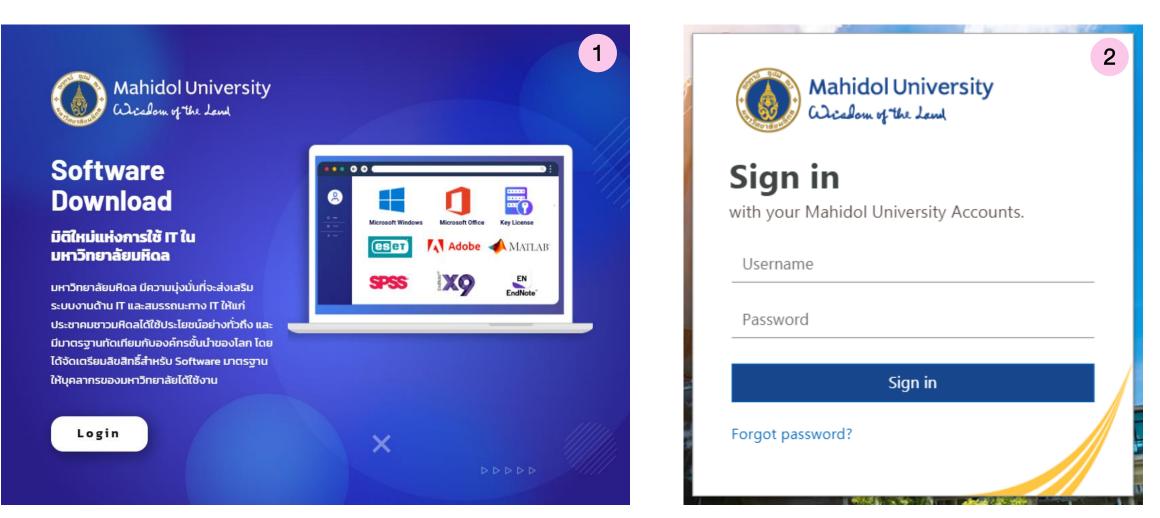


### **Compatibility and System Requirements**

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

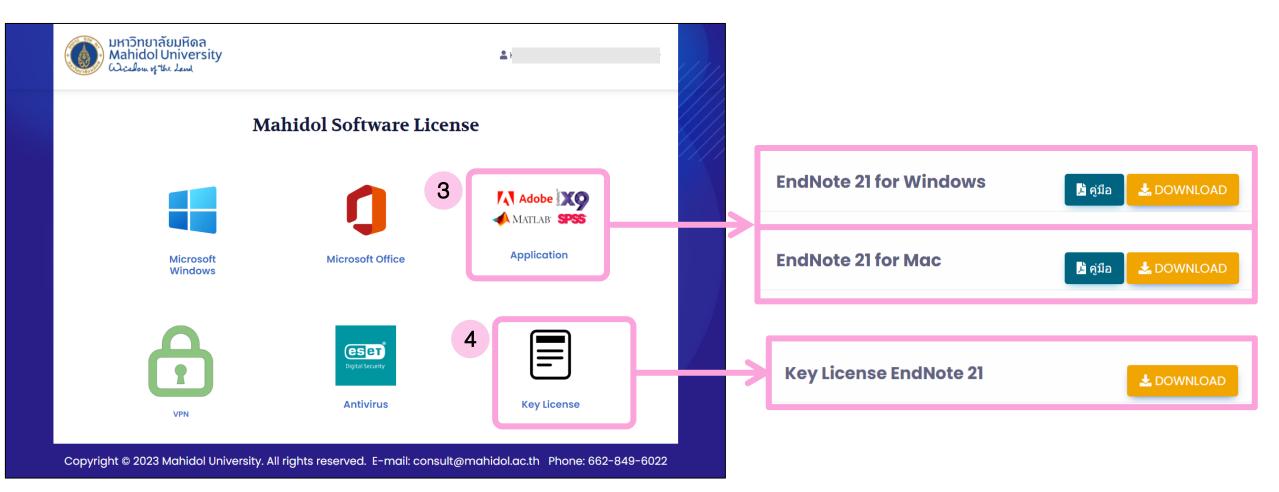
#### Download Endnote Software (1)

- 1. Go to https://softwaredownload.mahidol.ac.th/ (Access through MU-WiFi or VPN).
- 2. Login with the MU Internet account.



#### Download Endnote Software (2)

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



# **Get Started with EndNote**

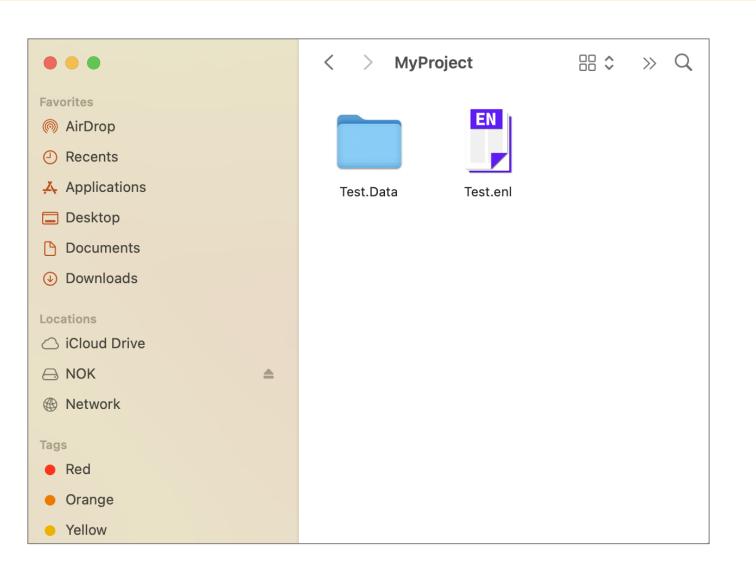
#### EndNote Library components

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)

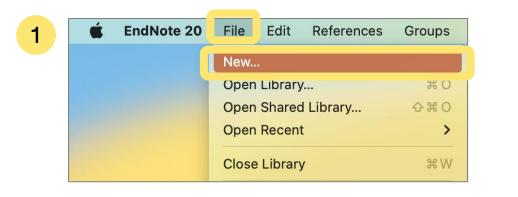
These two parts must be kept together to work correctly.

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 corrupts
 EndNote libraries over time.

### **Creating a New Library**

- 1. Go to File > New... or select Creating a New Library from Setup 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.



#### Set up EndNote Library

If you already have an EndNote library, please locate it and we'll get it set up.

#### Open an existing library

Alternatively, you can start from scratch with a new library.

Create a new library

	New Reference Library
Favorites Applicati Desktop Documents Downloads Locations Cloud Dri	Save As: My EndNote Library 2 Tags:
<ul><li>⊖ NOK ▲</li><li>⊕ Network</li></ul>	
Tags • Red • Orange	Save as Package The EndNote Library Package is a single document that contains both the library and the data folder.
Yellow     Green	New Folder Cancel Save

### **Library Overview**

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<ul> <li>Library of Congress</li> </ul>				
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Q Search for group				

#### **Library Overview**



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

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**Reference List panel** shows you the individual references

stored in your EndNote library, also known as library records.

#### **Journal Term Lists**

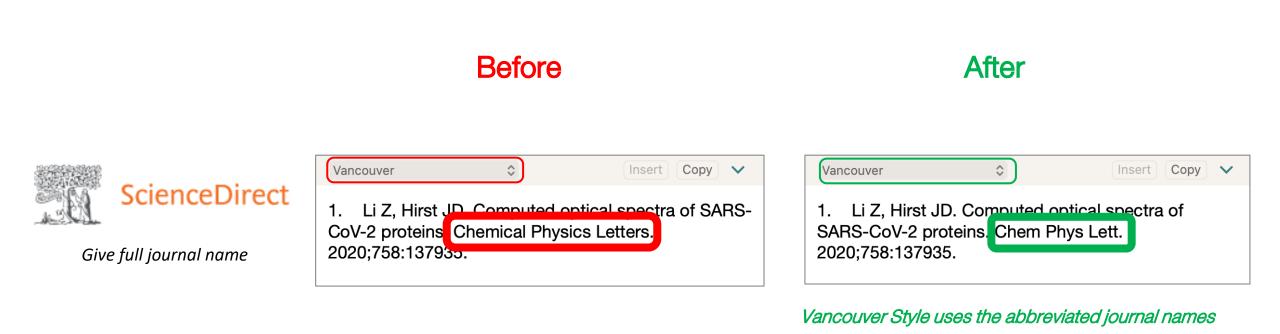
Journal Term Lists are lists of journal names in full and abbreviated form.

- These lists are used for making correct journal names in reference format.
- Help EndNote work correctly to find out the duplicate references.

Recen 2 Refere	tly Added					
Ø	Author	Year	Title	Journal		ScienceDirect*
	Li, Zhuo; Hirst, Jonathan D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chemical Physics Letters	$\leftarrow$	give full journal name
1	Li, Z.; Hirst, J. D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chem Phys Lett	giv	PubMed* ve abbreviated journal name

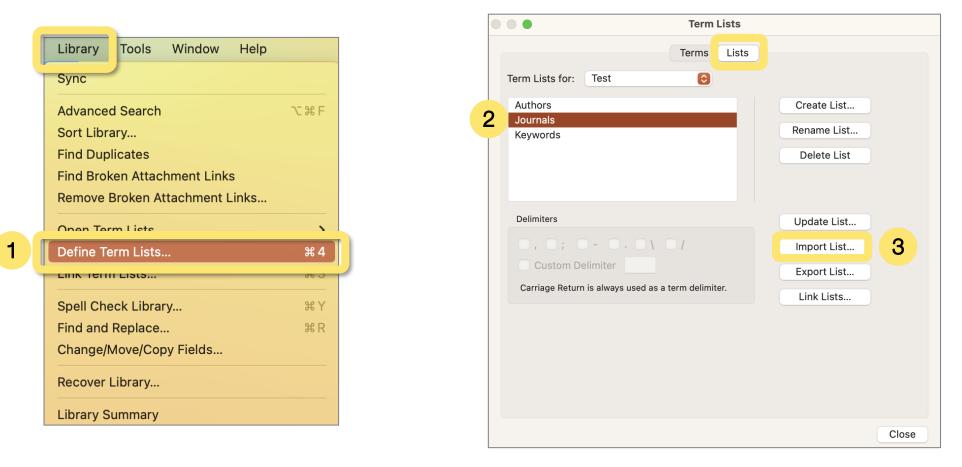
\*Retrieving references from various sources may give the journal names in a different form.

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



#### 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.

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# **Input Data**

Direct Export

• Import PDF

Manual Typing

#### **Direct Export**

#### **Import PDF**

#### **Manual Typing**

# ScienceDirect



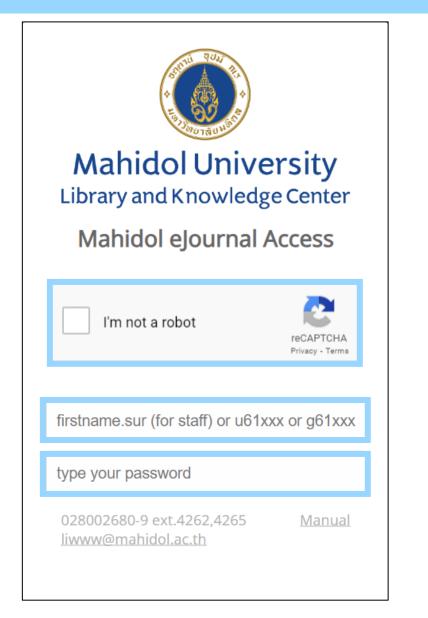
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### Mahidol eJournal Access (EZproxy)



- URL: <u>https://ejournal.mahidol.ac.th</u>
- Login with MU Internet account to access subscribed e-resources
- Support all devices with all operating systems (Windows, MacIntosh, and Linux), smartphones and tablets with iOS (iPhone / iPad) and Android

#### \*\*\* Limitation \*\*\*

Must follow the links given on the library's website

### Mahidol eJournal Access (EZproxy)



# Direct export: ScienceDirect



The most relevant research on Novel Coronavirus (SARS-CoV-2) and related viruses is <u>available for free on</u> <u>ScienceDirect</u>, and can be downloaded in a machinereadable format for text mining. Alternatively, visit the Elsevier Novel Coronavirus Information Center for general health information and advice.

Visit the Information Center >



2. Click **Export** at the top of the search results.

> Export citation to BibTeX

> Export citation to text



#### 45,746 results

🗘 Set search alert

Refine by:

Subscribed journals

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Show more 🗸



Export 🗸

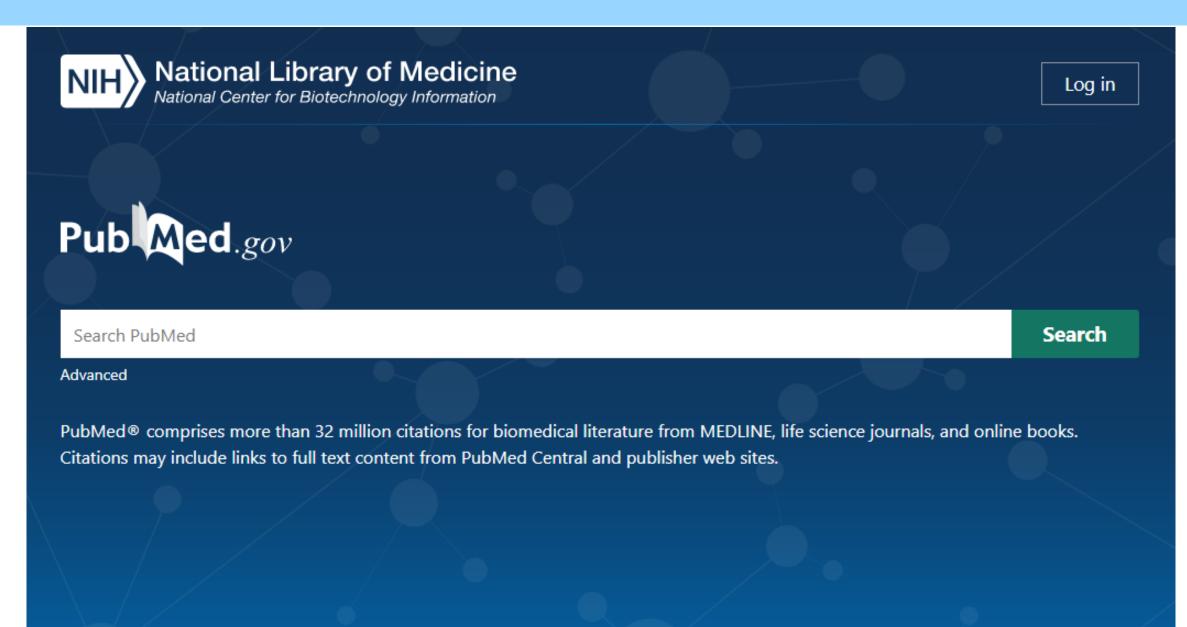
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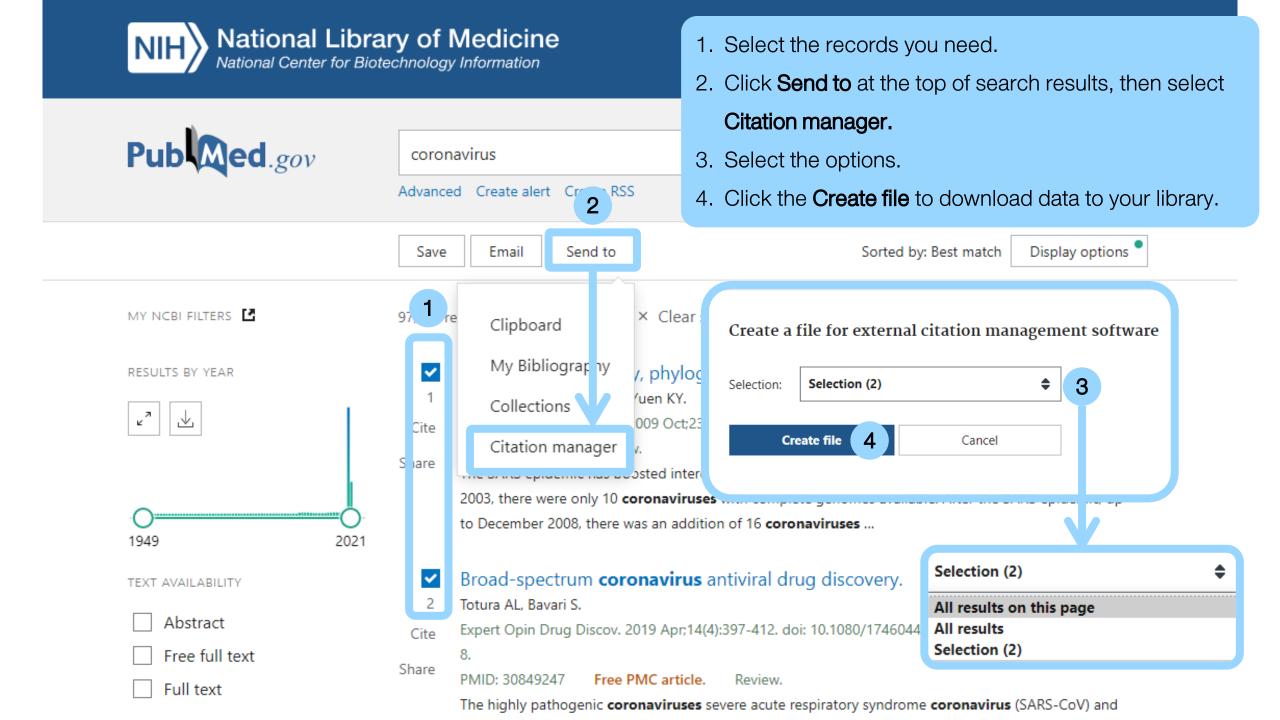
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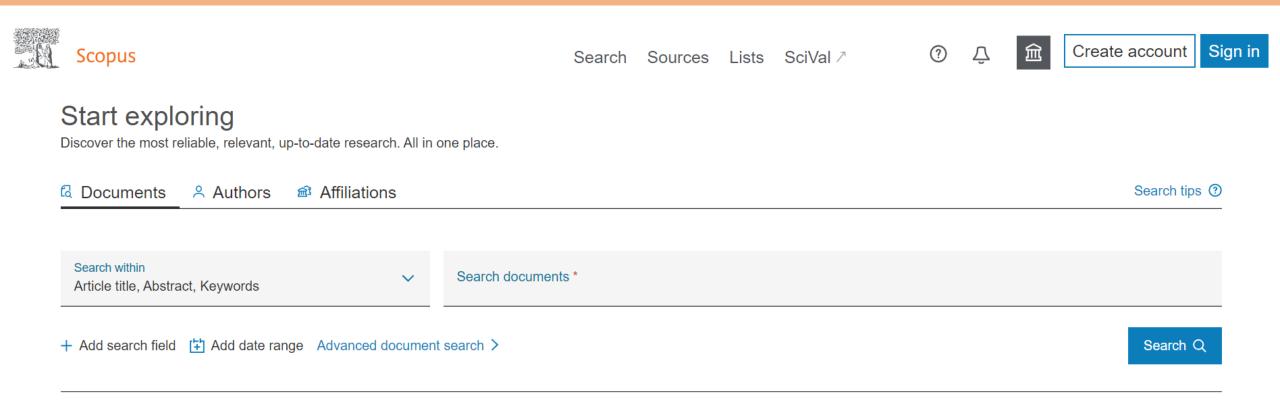
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## Direct export: PubMed





# Direct export: Scopus



Search History Saved Searches



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



196,547 document results

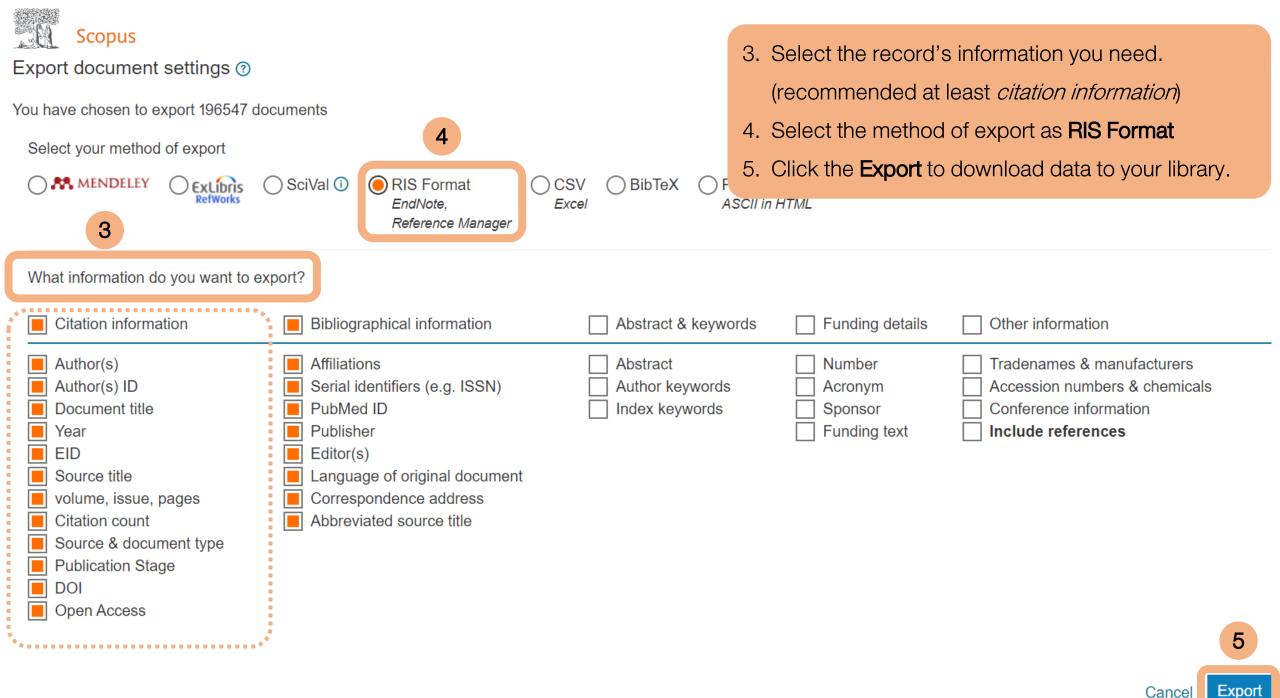
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# Direct export: Google Scholar

My profile

★ My library

SIGN IN



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Articles Case law

New! Track and manage your public access mandates

 Articles about COVID-19

 CDC
 NEJM
 JAMA
 Lancet
 Cell
 BMJ

 Nature
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### **Import PDF File (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
- 4. Click **Import** to import a PDF file or folder into your library.

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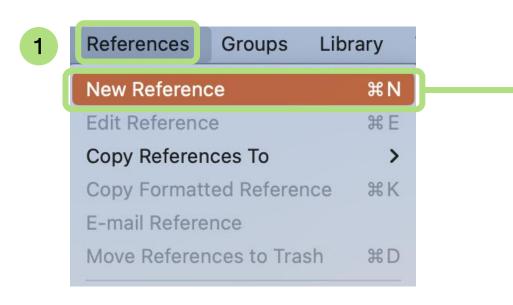
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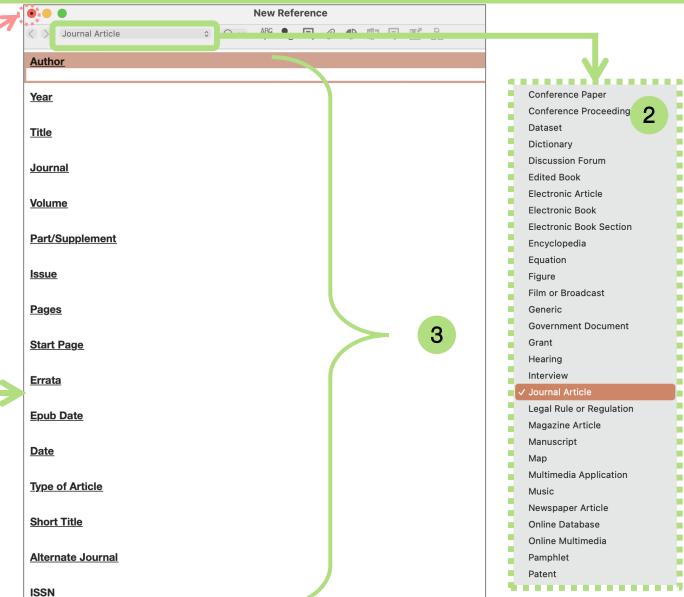
### Manual Typing (1)

#### 1. Go to **References > New Reference**.

A blank reference window appears.

- 2. Select a Reference Type from the drop-down menu. (the default type is Journal Article)
- 3. Enter bibliographic data into the fields.
- 4. Close the reference window to save automatically.





### 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

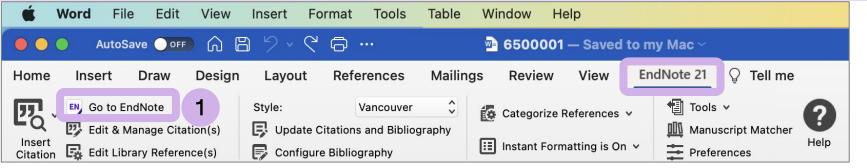
- Inserting Citations or Selected Citations
- Edit & Manage Citations
- Configure Bibliography
- Convert Citations and Bibliography

### **Inserting Citations (Find & Insert)**

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Rest Citation	Corcoran 2014 Bats jamming bats: Food competition through sonar interference		
Insert Selected Citation(s)	de Oya 2019 Current Progress of Avian Vaccines Against West Nile Virus		
E Insert Note	Emery 2006 Cognitive ornithology: the evolution of avian intelligence		
	Emery 2009 Tool use and physical cognition in birds and mammals		
Insert Figure	Grothe 2000 Structure and function of the bat superior olivary complex		
Open the Word document and place the cursor on the position where you	Hartle 2008 Alex & Me: How a Scientist and a Parrot Discovered a Hidden World of A		
	Pepperberg 1993 A REVIEW OF THE EFFECTS OF SOCIAL-INTERACTION ON VOCAL LEAR		
would insert the citation.	Pepperberg2006Grey parrot numerical competence: a reviewPepperberg2006Ordinality and inferential abilities of a grey parrot (Psittacus erithacus)		
	Pepperberg 2008 Difficulties with "humaniqueness"		
1. Go to the EndNote 21 menu, and select Insert Citation to display the	Reference Type         Journal Article		
	Record Number 23 Author Corcoran, A. J. Conner, W. E.		
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cite, then press Enter.	Journal Science		
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### **Inserting Selected Citations (from EndNote)**



Open the Word document and place the cursor on the position where you would insert the citation.

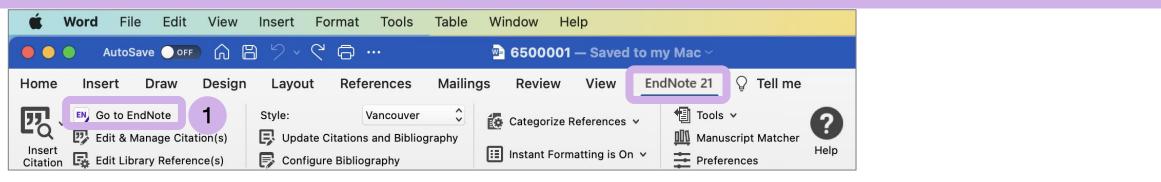
- 1. Go to the EndNote 21 menu, select Go to EndNote.
- 2. At your EndNote library, select the desired references.
- 3. Go to Endnote's **Tools** menu, select

Cite While You Write [CWYW] > Insert Selected Citation(s)

The inserted citation will appear in your manuscript.

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### **Inserting Selected Citations (from Word)**

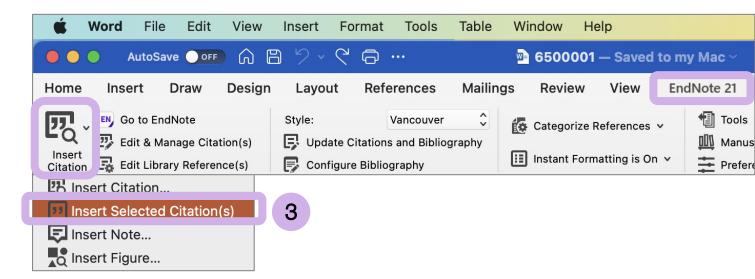


Open the Word document and position the cursor at the location where you would insert the citation.

- 1. Go to the EndNote 21 menu, select Go to EndNote.
- 2. At your EndNote library, select the desired references.
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The inserted citations will appear in your manuscript.

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### **Edit & Manage Citation**

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Totals: 4 Citation Groups, 5 Citations, 5 References

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

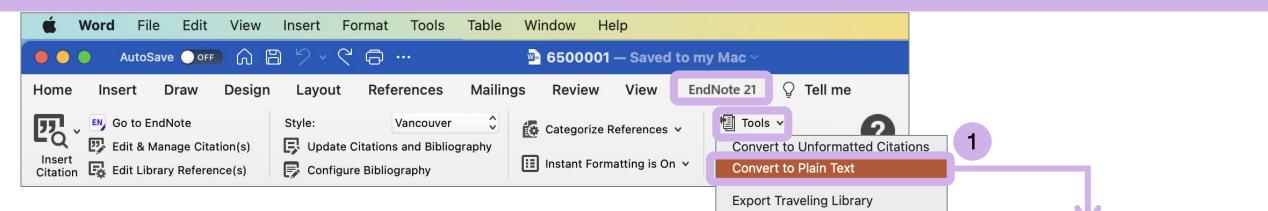
### **Configure Bibliography**

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		1		Format Bibliography Layout 2

- 1. Go to the EndNote 21 menu, select Configure Bibliography
- 2. On the **Layout** tab, you can 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.
- 3. Click **OK** to implement your changes.

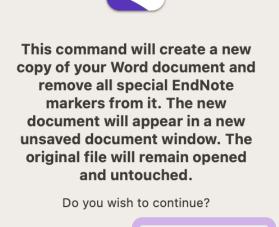
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### **Convert Citations and Bibliography**



You may need to remove the 'Cite While You Write' field codes 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;

- 1. Go to the EndNote 21 menu, select Tools > Convert to Plain Text.
- 2. Word presents the notification box, read and click OK to continue.
- 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.



OK

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