Stang Library Training

EndNote 21 for Windows









1:00 PM - 3:00 PM



Google Meet

Kanokporn Ngamsawangrungrot, Librarian Stang Mongkolsuk Library & Information Division

Introduction

• What is EndNote?

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

What is EndNote?

Reference management software

Developed by Clarivate Analytics

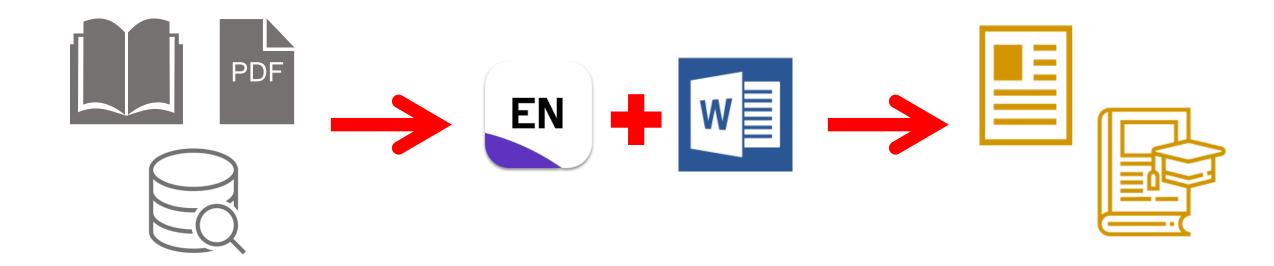
Personal Reference database

 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

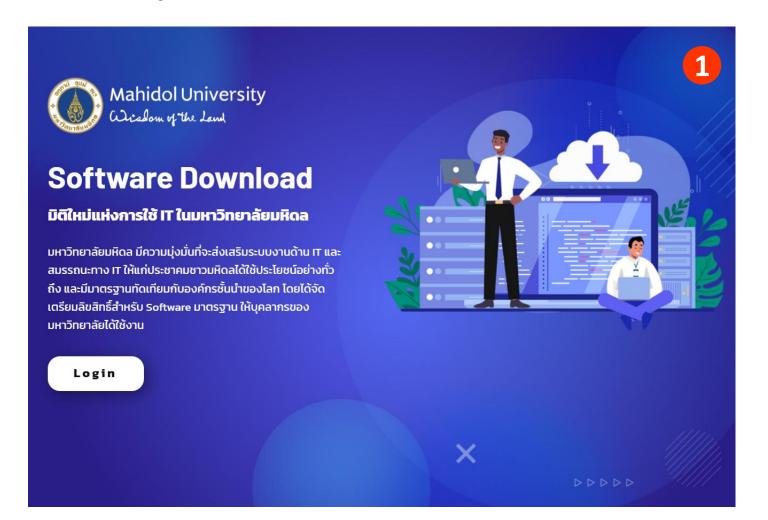
Report, Manuscript, Thesis, etc.

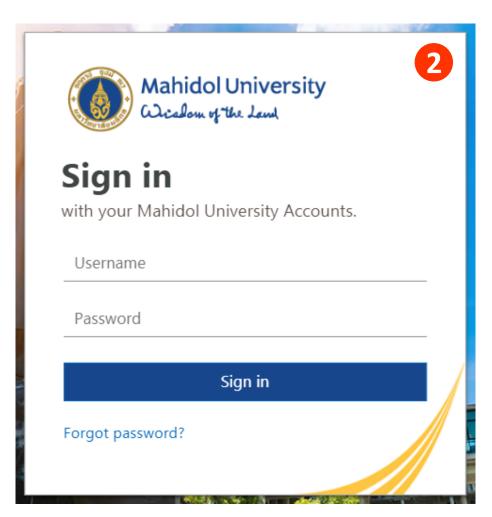
Compatibility and System Requirements

| Operating System | Version | Word processor software |
|------------------|--|---|
| Windows | Windows 10Windows 11 | Microsoft Word [CWYW]: 2016 2019 2021 Office 365 (locally installed desktop version only) |
| Macintosh | macOS 10.14 macOS 10.15 macOS 11 macOS 12 macOS 13 macOS 14 macOS 15 | Microsoft Word [CWYW]: 2016 2019 2021 Office 365 (locally installed desktop version only) |

Download EndNote (1)

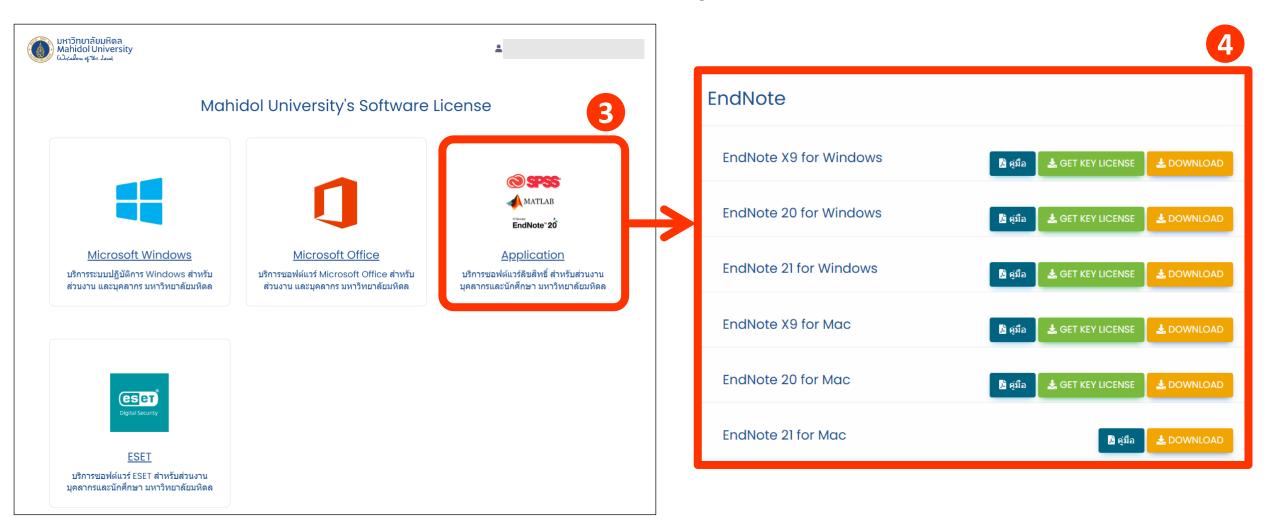
- 1. Go to https://softwaredownload.mahidol.ac.th/ (Access through MU-WiFi or VPN).
- 2. Login with the MU Internet account.





Download EndNote (2)

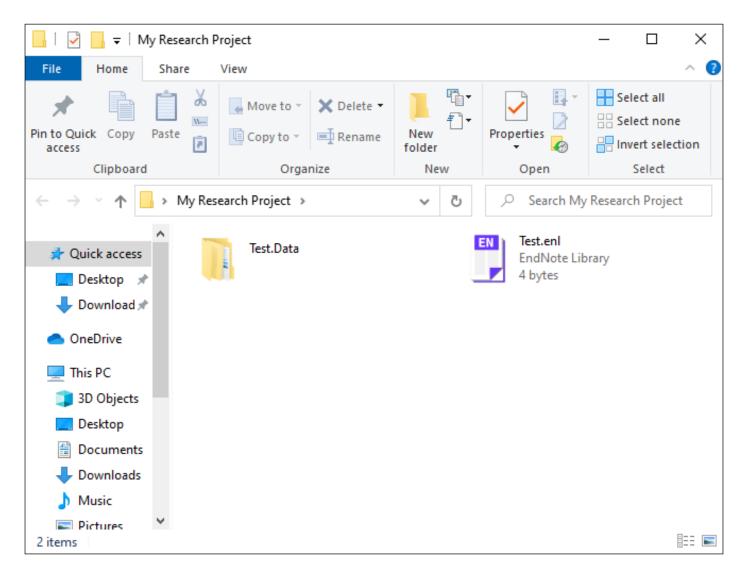
- 3. Select Application Menu
- 4. Download an installer compatible with your operating system and key license.



Get Started with EndNote

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

EndNote Library Components



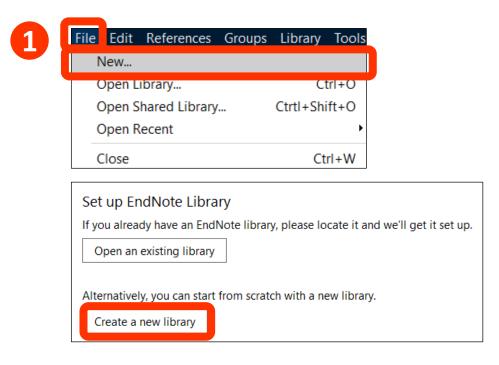
- EndNote libraries are made up of two parts:
 - EndNote Library file (*.enl)
 - Data folder (*.Data)

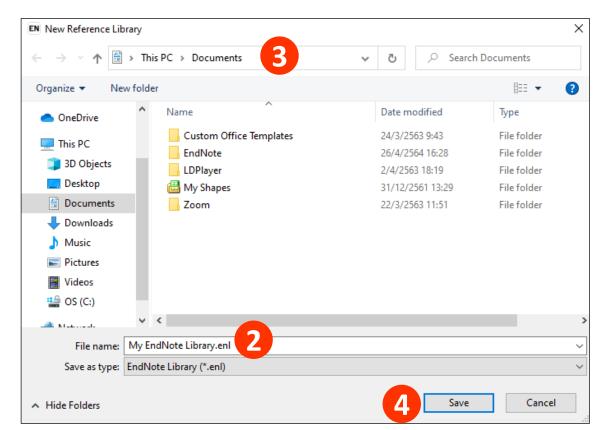
These two parts must be kept together to work correctly.

- ➤ 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.

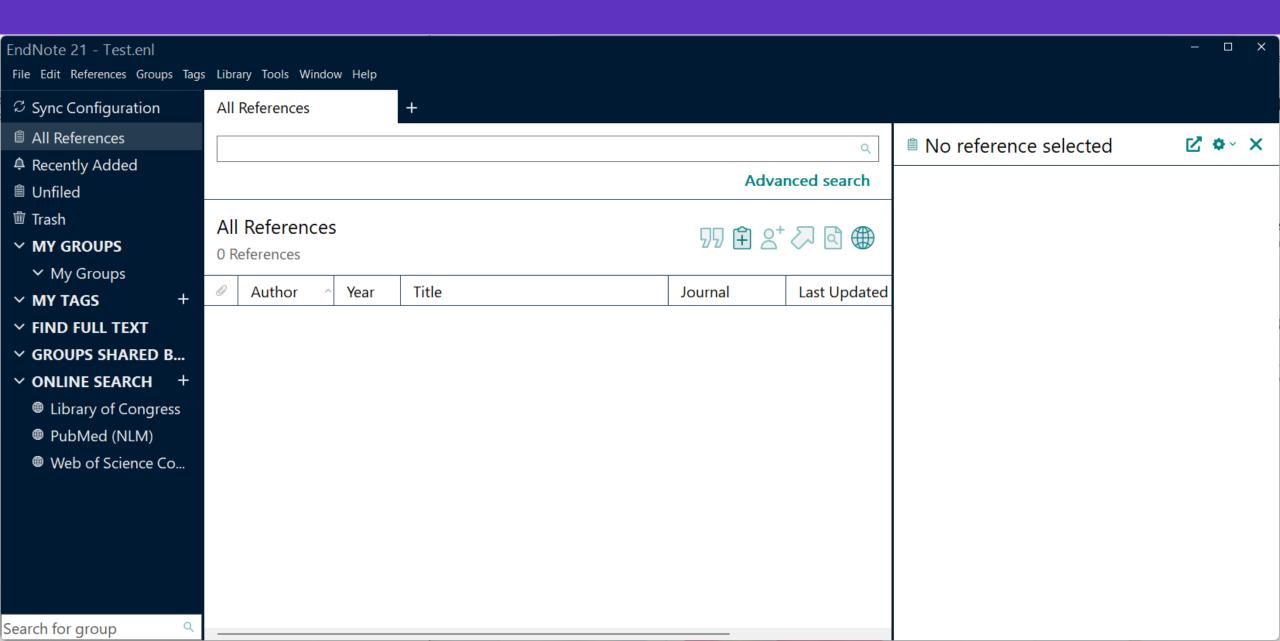
Creating a New Library

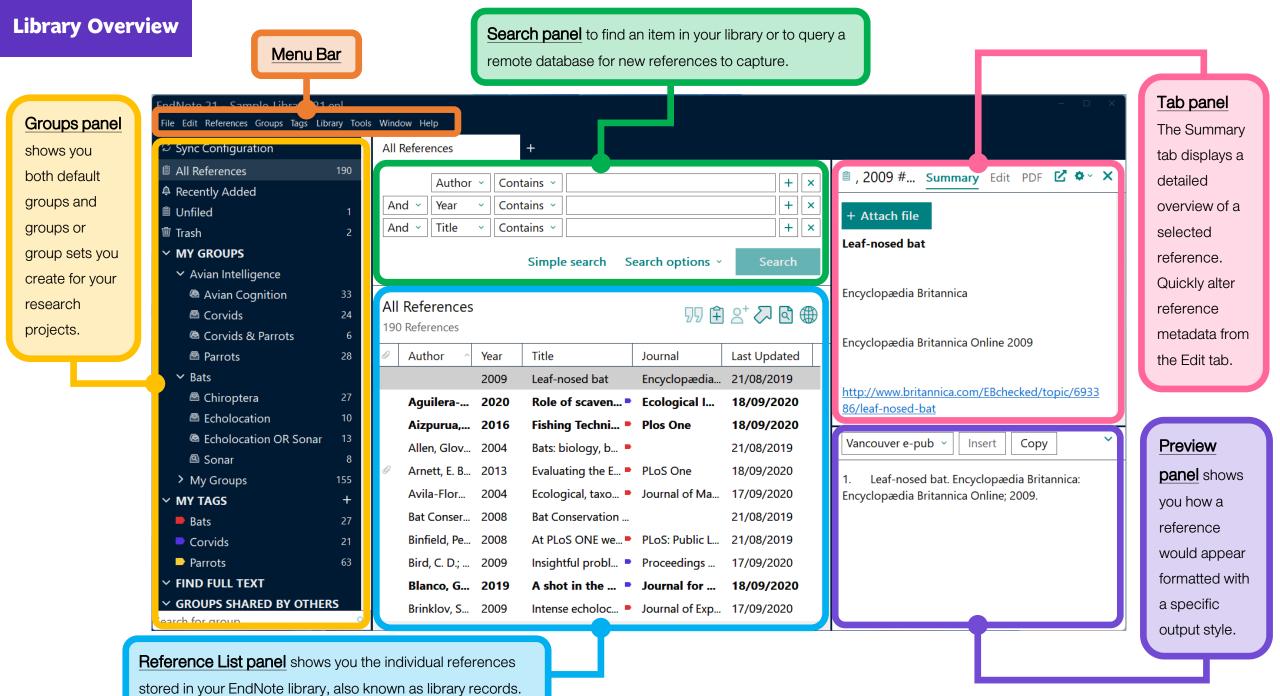
- 1. Go to File > New... or select Creating a New Library from the Setup Endnote Library box.
- 2. EndNote presents a dialog prompting you to enter a name for your new library.
- 3. Select the location where you will save the library.
- 4. Click **Save**, then the new Endnote library appears as an empty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





Blank EndNote Library

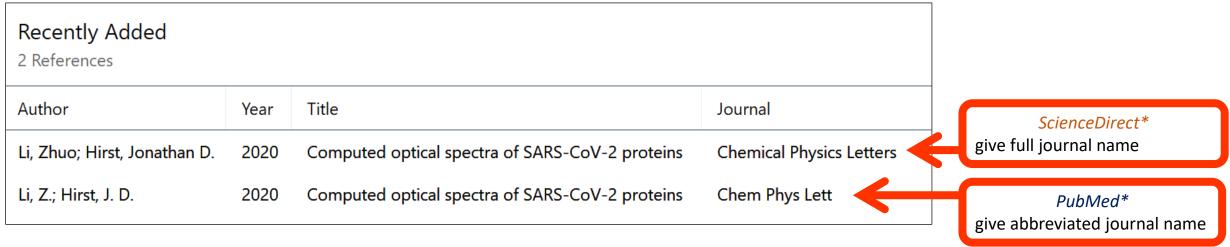




Journal Term Lists

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.



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

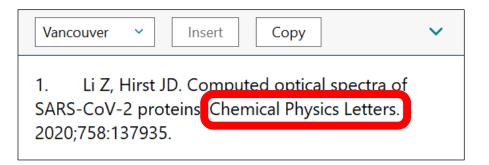
Before & After defining Journal Term Lists

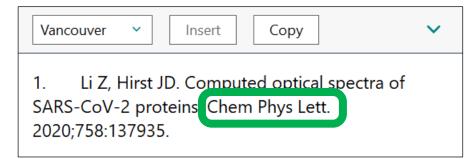
Before





Give full journal name

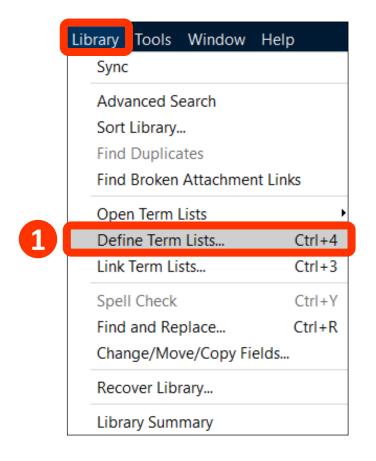


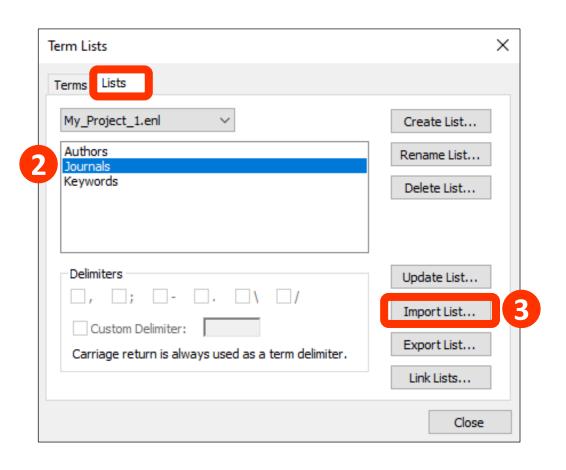


Vancouver Style uses the abbreviated journal names

Define Journal Term Lists (1)

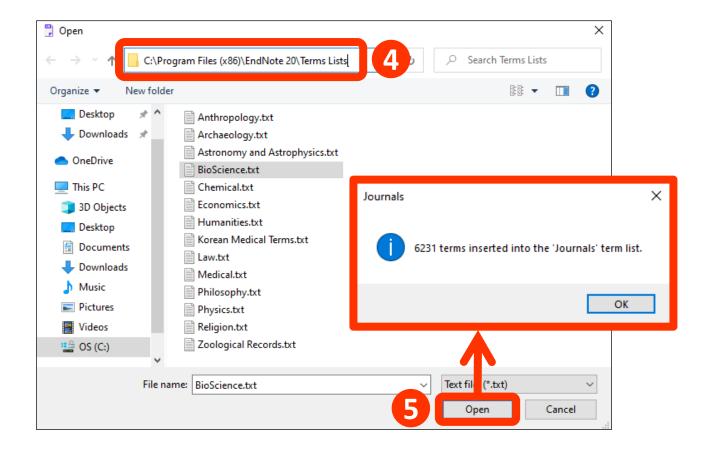
- 1. Go to **Library > Define Term Lists...**
- 2. In the Term Lists box, select tab **Lists**, then select **Journals**
- 3. Click on **Import List...**

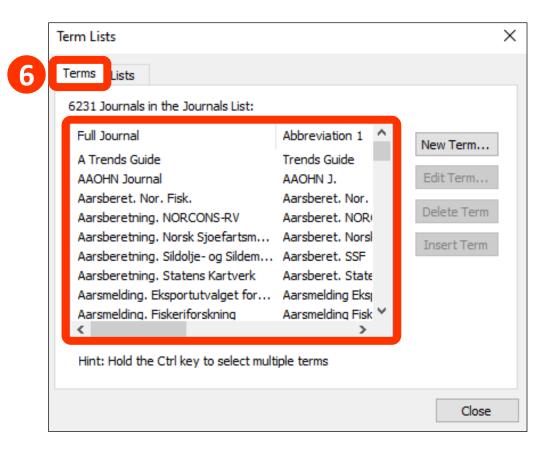




Define Journal Term Lists (2)

- 4. Browse to C:\Program Files (x86)\EndNote 21\Terms Lists
- 5. Choose the appropriate term list files (e.g. BioScience.txt), then click **Open** to complete.
- 6. Select tab **Terms** to view the imported journal lists, then close.





Entering Reference Data

Direct Export

Import PDF

Manual Typing

Entering Reference Data

Direct Export

Import PDF

Manual Typing



ScienceDirect



Google Scholar



| File Edit References Groups Library Tools Window Help B I U X¹ X₁ Q Save Reference Type Journal Article Author Year Title Journal Volume Part/Supplement Issue Pages Start Page Errata Epub Date Date Type of Article | New Reference (Manus | script.enl) | | | | | ^ |
|--|----------------------|-------------|---------|-------|--------|------|---|
| Reference Type Journal Article Author Year Title Journal Volume Part/Supplement Issue Pages Start Page Errata Epub Date Date | File Edit Reference | es Groups | Library | Tools | Window | Help | |
| Author Year Title Journal Volume Part/Supplement Issue Pages Start Page Errata Epub Date Date | B | Q | | | | Save | |
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| Title Journal Volume Part/Supplement Issue Pages Start Page Errata Epub Date Date | Author | | | | | | |
| Journal Volume Part/Supplement Issue Pages Start Page Errata Epub Date Date | Year | | | | | | |
| Volume Part/Supplement Issue Pages Start Page Errata Epub Date Date | Title | | | | | | |
| Part/Supplement Issue Pages Start Page Errata Epub Date Date | Journal | | | | | | |
| Issue Pages Start Page Errata Epub Date Date | Volume | | | | | | |
| Pages Start Page Errata Epub Date Date | | | | | | | |
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| Type of Article | Date | | | | | | |
| ** | Type of Article | | | | | | |

Mahidol eJournal Access (EZproxy)



- URL: https://ejournal.mahidol.ac.th
- 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



Journals & Books

? Help

My account

m Mahidol University

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

| Find articles with these terms | In this journal or book title | Author(s) | | |
|--------------------------------|-------------------------------|-----------|----------|-----------------|
| | | | Q Search | Advanced search |



Instantly surface, cite, compare and explore trusted evidence from deep within peer-reviewed literature with ScienceDirect AI.

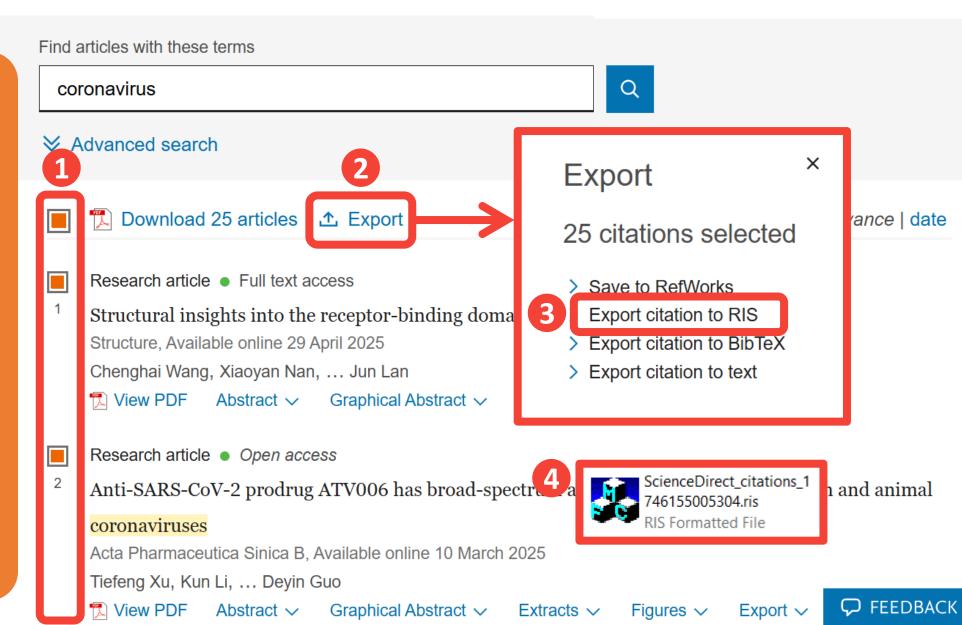
Explore ScienceDirect Al 7





Direct export: ScienceDirect

- 1. Select the records you need.
- 2. Click **Export** at the top of the search results.
- Click Export citation to
 RIS to download data to
 your device.
- 4. Double-click on the downloaded file to automatically open it in your library.



Direct export: PubMed



Log in



Search

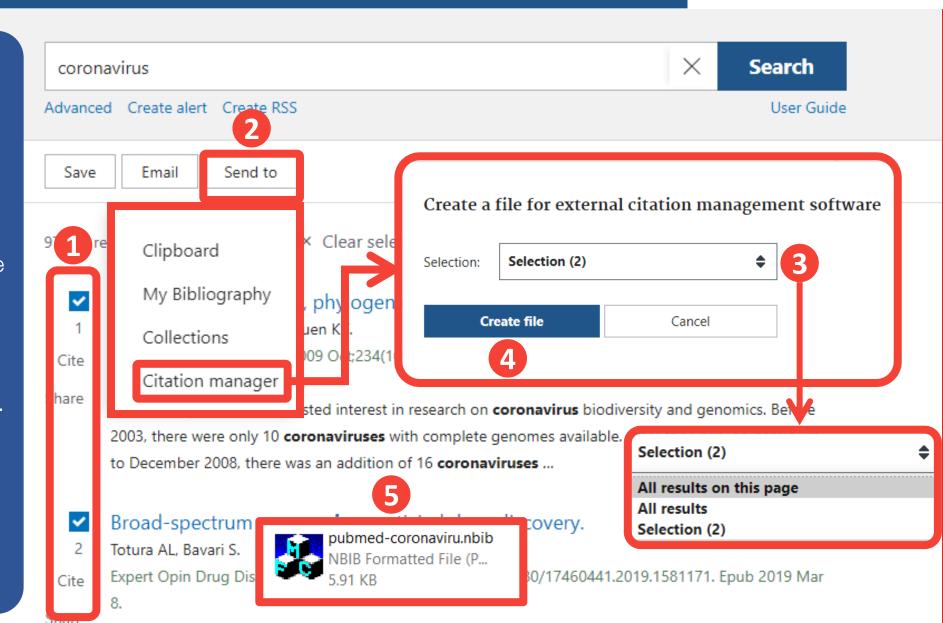
Advanced

PubMed® comprises more than 38 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.



Direct export: PubMed

- 1. Select the records you need.
- Click Send to at the top of search results, then select Citation manager.
- 3. Setup the **Selection** to choose number of the results.
- 4. Click the **Create file** to download data to your device.
- 5. Double-click on the downloaded file to automatically open it in your library.



Direct export: Scopus



Scopus

Q Search

Lists

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Create account

Sign in

Start exploring

Documents Authors Researcher Discovery Organizations

Search tips ③

Search within Article title, Abstract, Keywords

+ Add search field Add date range Advanced document search >

Search History Saved Searches



Direct export:

Scopus

Feedbac

Search within

Article title, Abstract, Keywords

SciVal

coronavirus

V

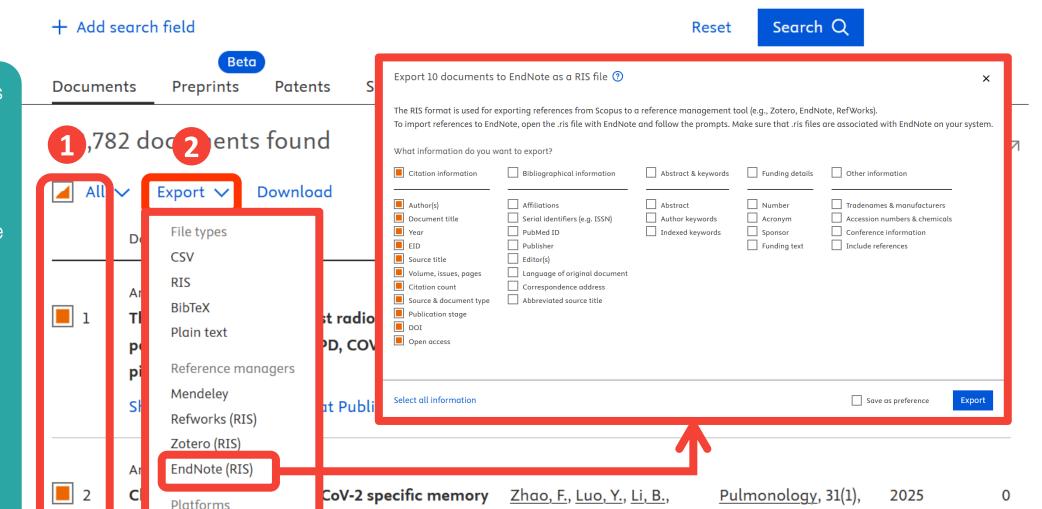
different blood

Search documents *

□ Save search

Set search alert

- 1. Select the records you need.
- Click Export and choose Reference managers as
 EndNote (RIS), then it will present an Export document setting
 Box



... Zhong, N., Chen, R.

pp. 2424642

Export 10 documents to EndNote as a RIS file 🔞

Direct export:

Scopus

The RIS format is used for exporting references from Scopus to a reference management tool (e.g., Zotero, EndNote To import references to EndNote, open the .ris file with EndNote and follow the prompts. Make sure that .ris files of

What inf 3 tion do you want to export?

- Citation information

 Author(s)
 Document title
 Year
 EID
 Source title
 Volume, issues, pages
 Citation count
 Source & document type
 Publication stage
- Affiliations
 Serial identifiers (e.g. ISSN)
 PubMed ID
 Publisher
 Editor(s)
 Language of original document
 Correspondence address

Abbreviated source title

Bibliographical information

- Abstract & keywords

 Abstract

 Author keywords

 Indexed keywords

 Sponsor

 Funding details

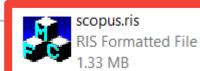
 Number

 Acronym

 Sponsor

 Funding text
- 3. Select the record's information. (at least the Citation information is recommended)
- 4. Click the Export to download data to your device.
- 5. Double-click on the downloaded file to automatically open it in your library.

5





Open access

DOI

Direct export: Google Scholar



Google Scholar

Q

Stand on the shoulders of giants

Help

coronavirus

Direct export:

Google Scholar

Articles

About 2,390,000 results (**0.06** sec)

Any time

Since 2025

Since 2024

Since 2021

Custom range...

Sort by relevance

Sort by date

Any type

Review articles

include patents

include citations

Create alert

A review of **coronavirus** disease-2019 (COVID-19)

T Singhal - The indian journal of pediatrics, 2020 - Springer

... On 7th Jarry the virus was identified as a **coronavirus** that had >95% homology with the

bat coronavirus and > 7

☆ Save 奶 Cite Cite

Coronavirus disea

K Dhama, S Khan, R Tiw

... Coronaviruses can c coronavirus 2 (SARS-C

☆ Save ⑰ Cite Cite

Coronavirus path

SR Weiss, JL Leibowitz -

... of murine coronaviru

(... We also review the fu

☆ Save 夘 Cite Cite

Singhal, Tanu. "A review of coronavirus disease-2019 (COVID-MLA

Cite

- 19)." The indian journal of pediatrics 87.4 (2020): 281-286.
- Singhal, T. (2020). A review of coronavirus disease-2019 APA
 - (COVID-19). The indian journal of pediatrics, 87(4), 281-286.
- Singhal, Tanu. "A review of coronavirus disease-2019 (COVID-Chicago

19)." The indian journal of pediatrics 87, no. 4 (2020): 281-

286.

Singhal, T., 2020. A review of coronavirus disease-2019 Harvard

(COVID-19). The indian journal of pediatrics, 87(4), pp.281-

286.

Singhal T. A review of coronavirus disease-2019 (COVID-19). Vancouver

The indian jour pediatrics. 2020 Apr;87(4):281-6.

BibTeX

RefMan RefWorks

- 1. Click the **Cite** icon for the record you need.
- 2. Click the **EndNote** to download data to your device.
- Double-click on the downloaded file to automatically open it in your library.

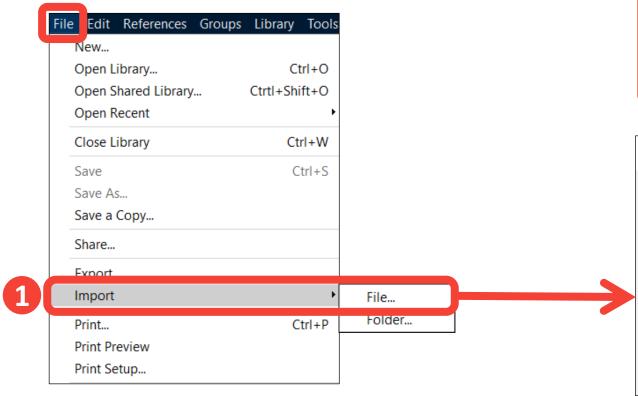


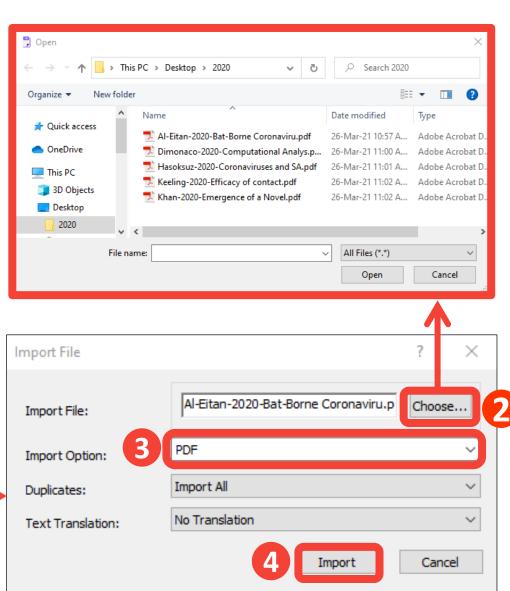


scholar.enw **EN** | EndNote Import File 188 bytes

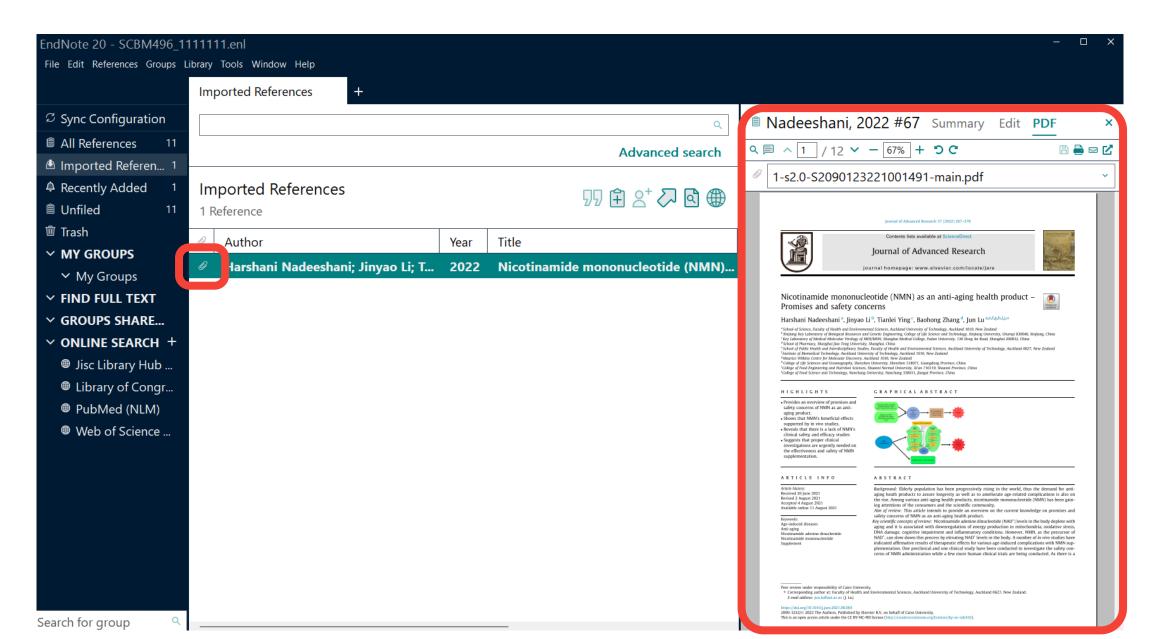
Import PDF: File (1)

- 1. Go to File > Import > File... to open the Import File dialog.
- 2. Click **Choose** to select a PDF file from your hard drive.
- 3. Select Import Option as **PDF**
- 4. Click **Import** to import a PDF file into your library.



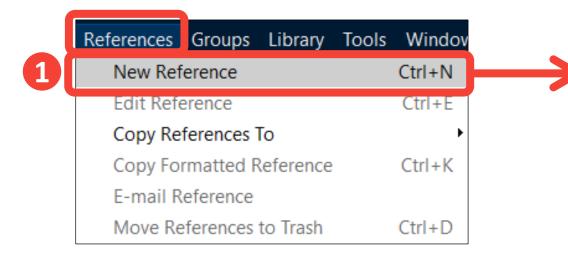


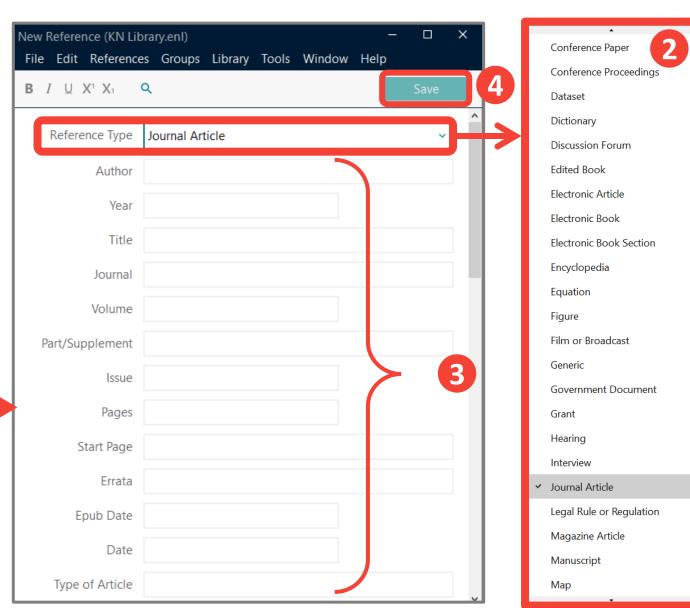
Import PDF: File (2)



Manual Typing (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. Saving reference by clicking the **Save.**





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.

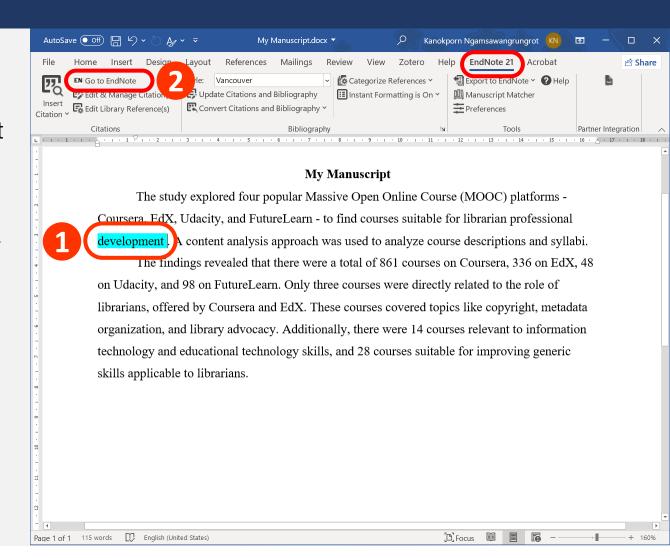
กนกพร งามสว่างรุ่งโรจน์,

Working with MS Word

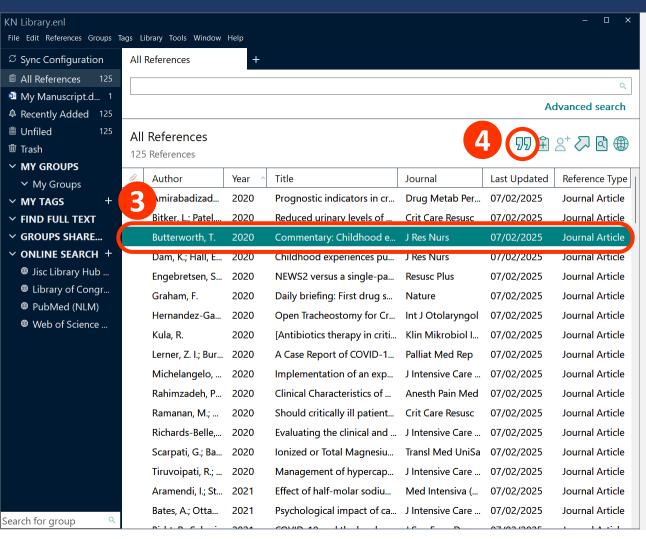
- Inserting Citations
- Edit & Manage Citations
- Configure Bibliography
- Convert Citations and Bibliography

Inserting Citations (1)

- 1. Place the cursor on the position where you would insert the citation in Word document.
- 2. Go to the EndNote 21 menu, and select Go to EndNote
- 3. Select the desired references from the EndNote library.
- 4. Click Insert sign.
- 5. The inserted citation will appear in your manuscript. (show as citation in text and bibliography below)



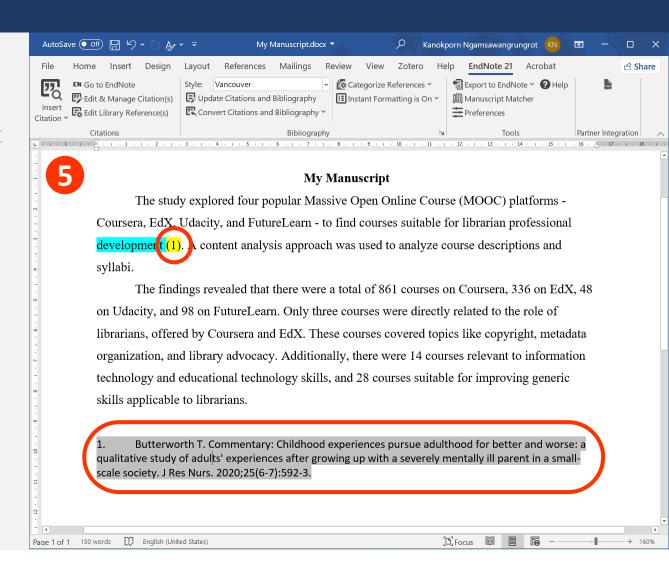
Inserting Citations (2)



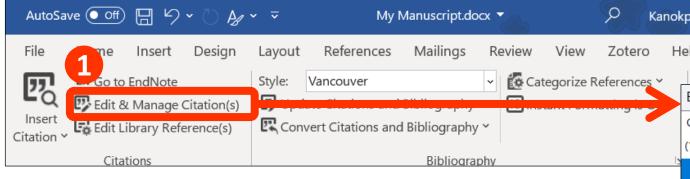
- Place the cursor on the position where you would insert the citation in Word document.
- 2. Go to the EndNote 21 menu, and select Go to EndNote
- 3. Select the desired references from your EndNote library.
- 4. Click Insert sign.
- The inserted citation will appear in your manuscript.(show as citation in text and bibliography below)

Inserting Citations (3)

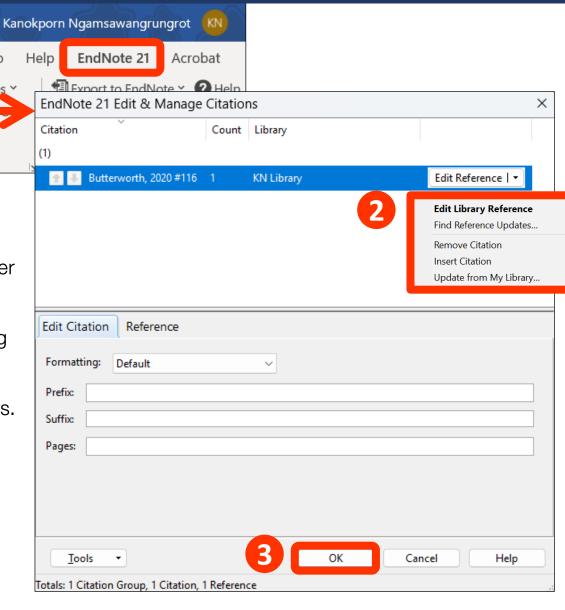
- 1. Place the cursor on the position where you would insert the citation in Word document.
- 2. Go to the EndNote 21 menu, and select Go to EndNote
- 3. Select the desired references from the EndNote library.
- 4. Click Insert sign.
- The inserted citation will appear in your manuscript.
 (show as citation in text and bibliography below)



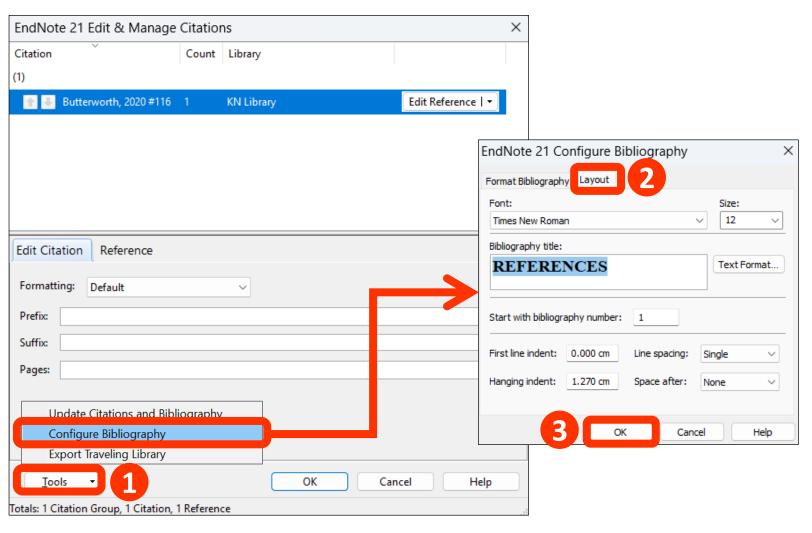
Edit & Manage Citation



- 1. Go to EndNote 21 menu, select Edit & Manage Citation(s) to display EndNote 21 Edit & Manage Citations box.
- 2. You can add or remove citations from multiple citations or change the order of citations.
 - Edit Library Reference: select this command to edit the corresponding references in EndNote directly.
 - 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 the display.
- 3. Click **OK** to implement your changes.



Configure Bibliography

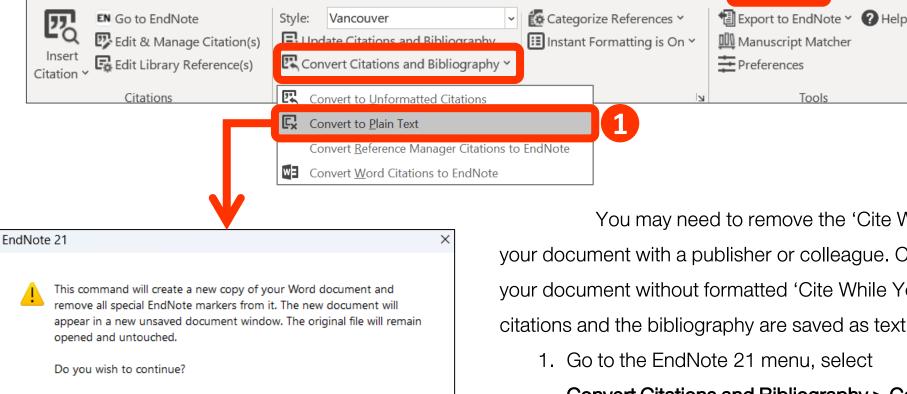


- From EndNote 21 Edit & Manage Citations
 box, click on the Tools menu at the lower left
 corner, select Configure Bibliography
- 2. On the **Layout** tab, you can change or verify these settings:
 - Font and Size: these are the text font and size used for the bibliography.
 - Bibliography Title: to 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.

Convert Citations and Bibliography

Zotero

View



Cancel

References

My Manuscript.docx ▼

Mailings

Review

AutoSave Off 📙 🗸 🗸

Design

Layout

File

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;

Acrobat

1. Go to the EndNote 21 menu, select Convert Citations and Bibliography > Convert to Plain Text

Kanokporn Ngamsawangrungrot

Help

EndNote 21

- 2. Word presents the notification box, read, and click **OK** to continue.
- 3. A copy of the document, without field codes will appear in a new document window. Then you can save a new name for a copy of your document.

Contact Library

For more information or online service, please contact:



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