Mahidol University
Faculty of Science

Stang Mongkolsuk Library
and Information Division

Stang Library Training

EndNote 2025

EN

9 July 2025

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

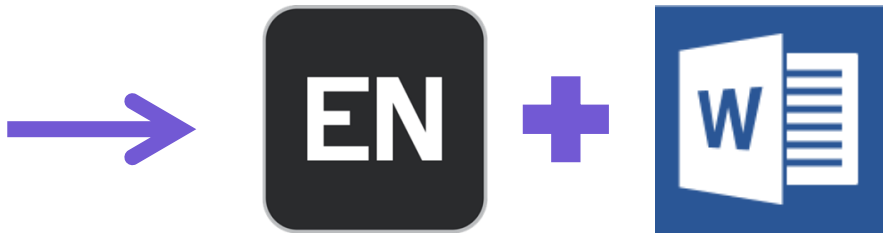
- Storing, managing, and searching for bibliographic references in your private reference library

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

Manuscript,
Thesis,
Report,
etc.

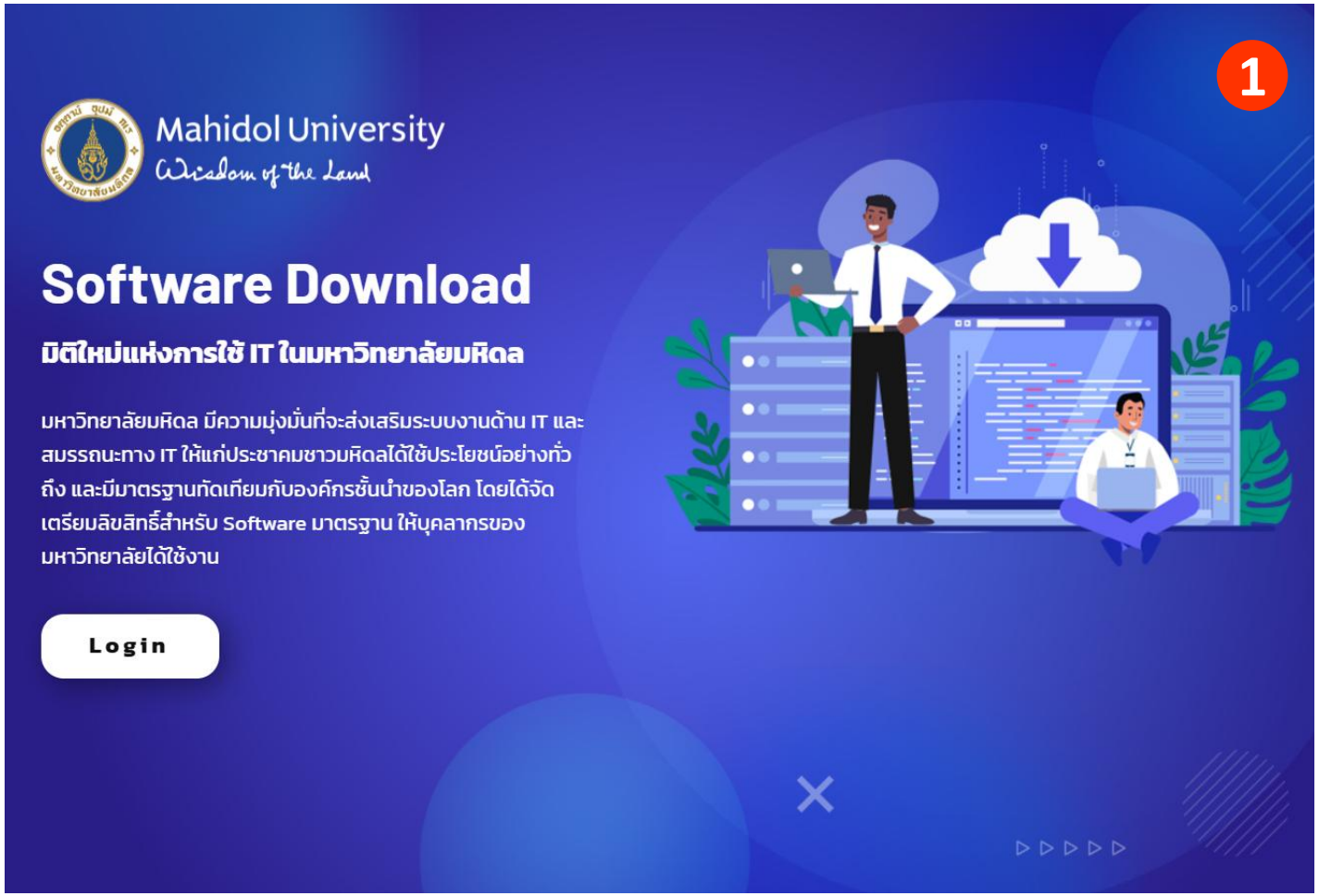
Compatibility and System Requirements

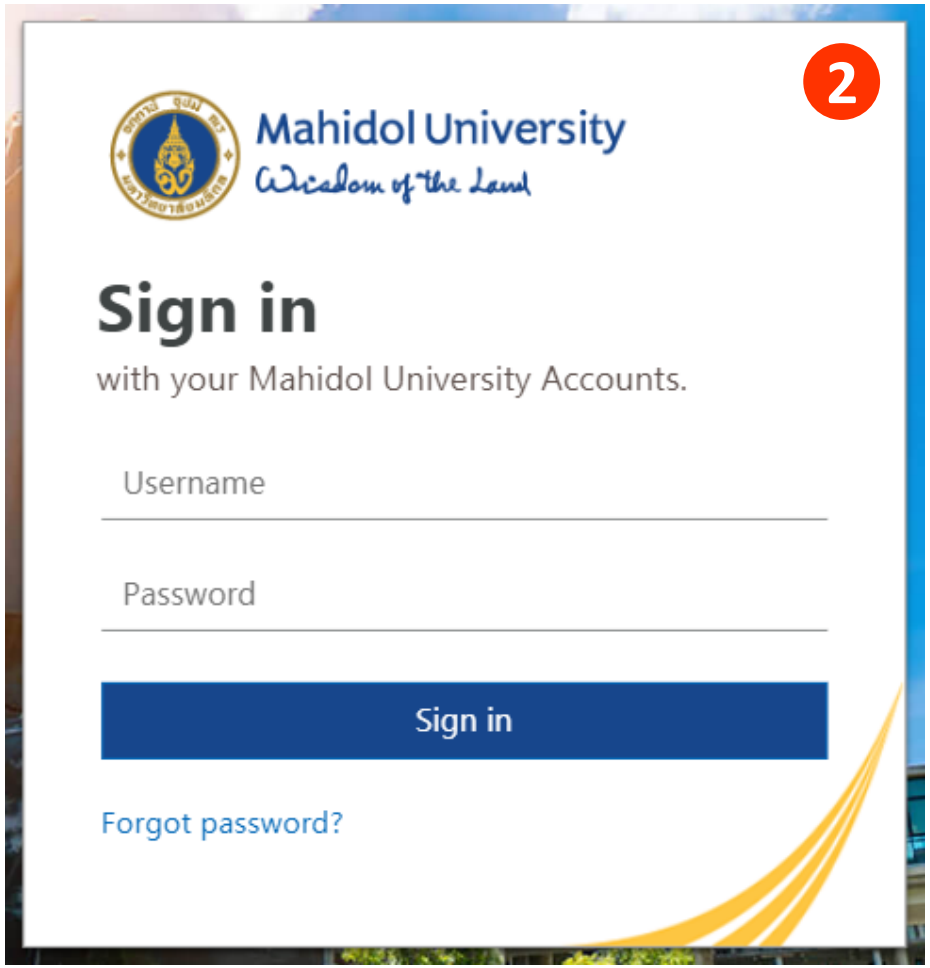
Operating System	Version	Word processor software
Windows	• Windows 10 • Windows 11	Microsoft Word [CWYW] : • 2016 • 2019 • 2021 • 2024 • Office 365 (desktop version only)
Macintosh	• macOS 10.14 • macOS 10.15 • macOS 11 • macOS 12 • macOS 13 • macOS 14 • macOS 15	Microsoft Word [CWYW] : • 2016 • 2019 • 2021 • 2024 • Office 365 (desktop version only)

Source: https://endnote.com/product-details/compatibility

Downloading EndNote Software (1)

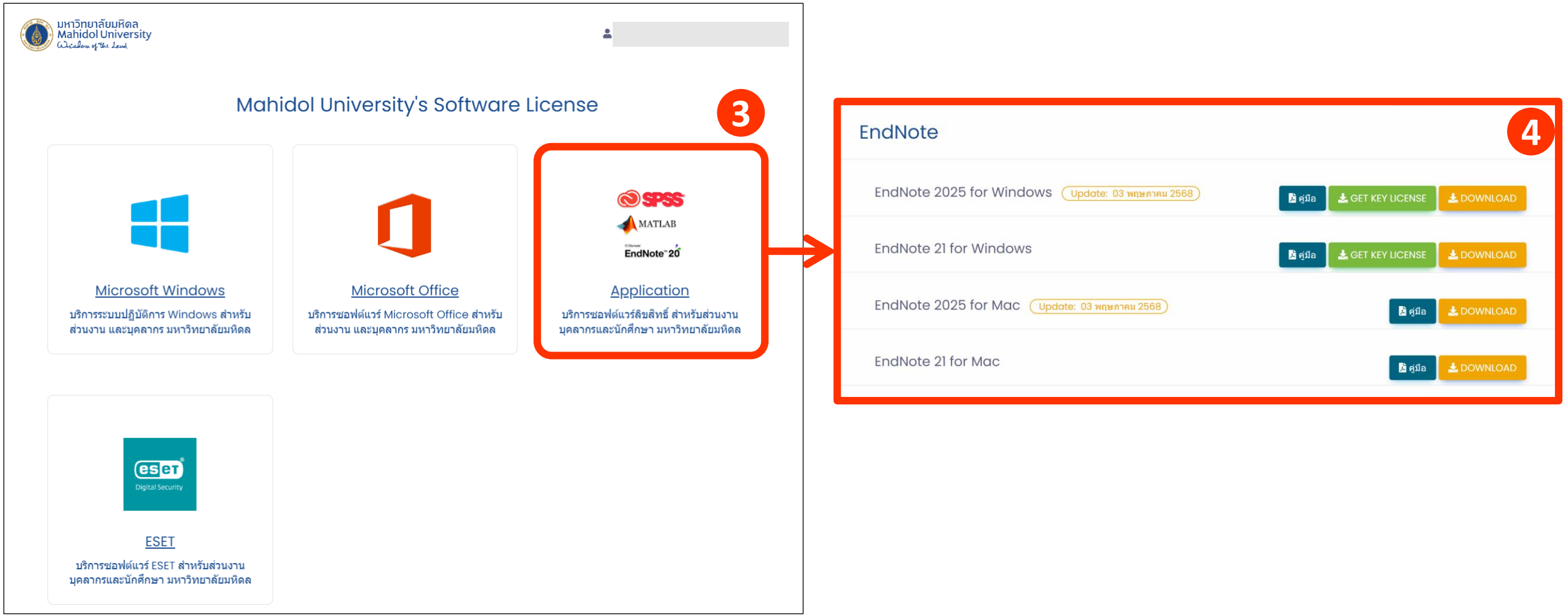
1. Go to https://softwaredownload.mahidol.ac.th/ (Access through MU-WiFi or VPN).
2. Login with the **MU Internet account**.





Downloading EndNote Software (2)

3. Select **Application** menu
4. Click **Download** an installer compatible with your operating system and key license.

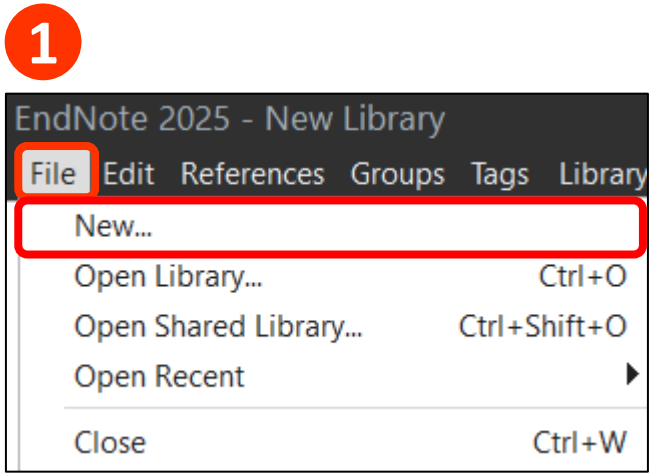


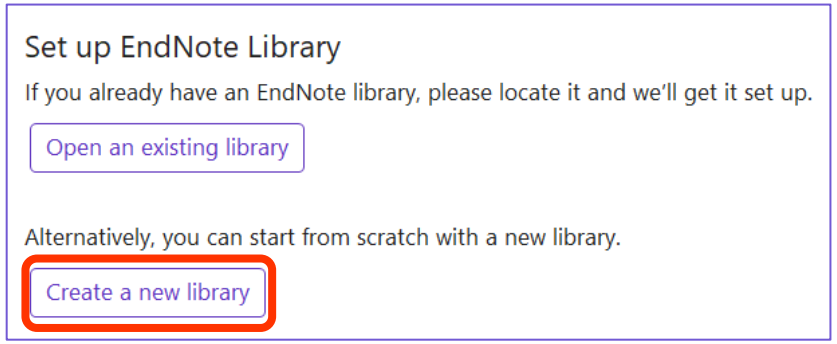
Get Started with EndNote

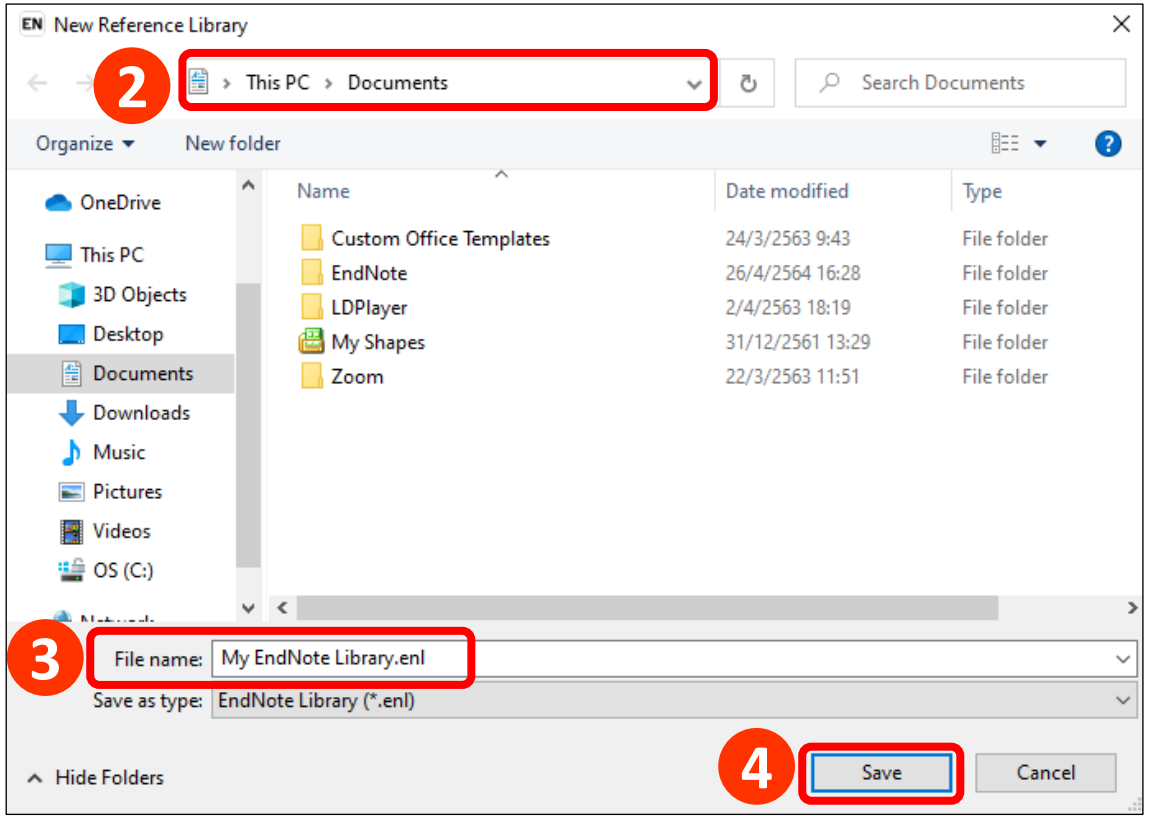
- Creating a New Library
- EndNote Library Components
- Library Overview
- Journal Term Lists

Creating a New Library

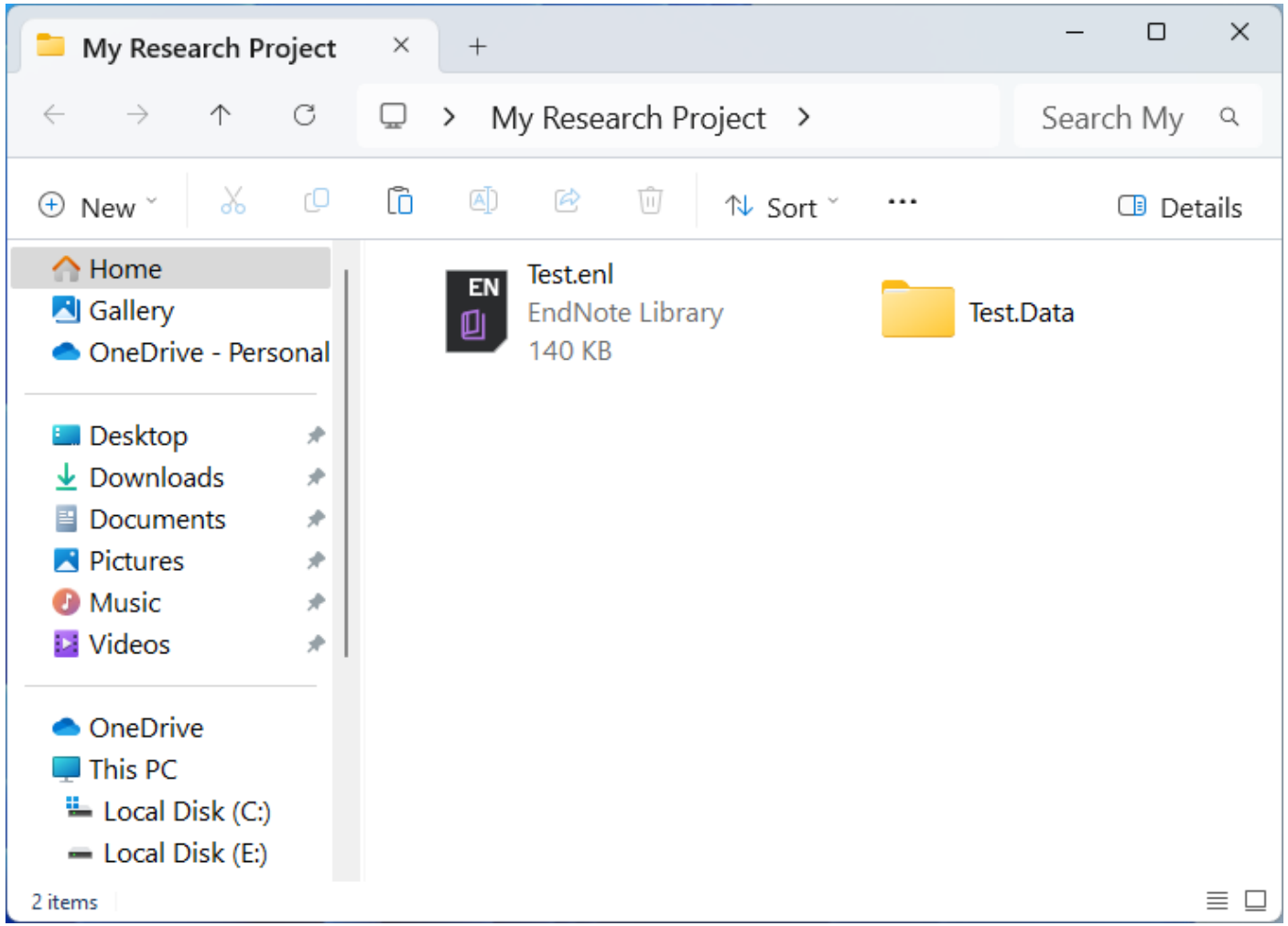
1. Go to **File > New…** or select **Creating a New Library** from the Setup Endnote Library box.
2. EndNote presents a dialog prompting you to select the location where you will save the library.
3. Enter a name for your new library. It is recommended to name it specific.
4. Click **Save**, then the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







EndNote Library Components



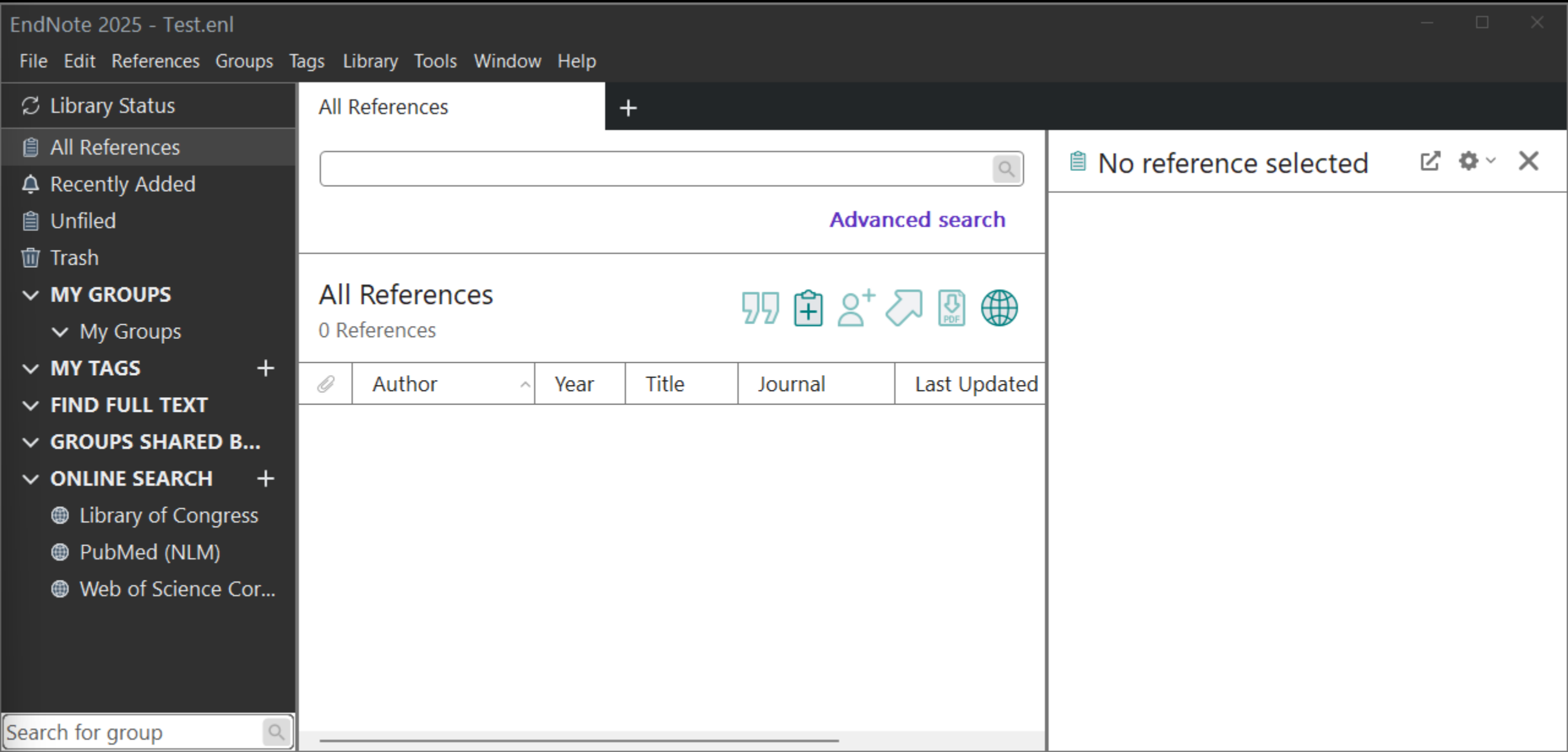
- EndNote libraries are made up of two parts:
  - **EndNote Library file (*.enl)**
  - **Data folder (*.Data)**

  These two parts must be kept together to work correctly.

- Keep EndNote libraries on your computer's local hard drive.

- EndNote libraries should not be stored in cloud-syncing folders such as Google Drive, OneDrive, etc., as cloud-syncing folders can damage EndNote libraries.

Blank EndNote Library

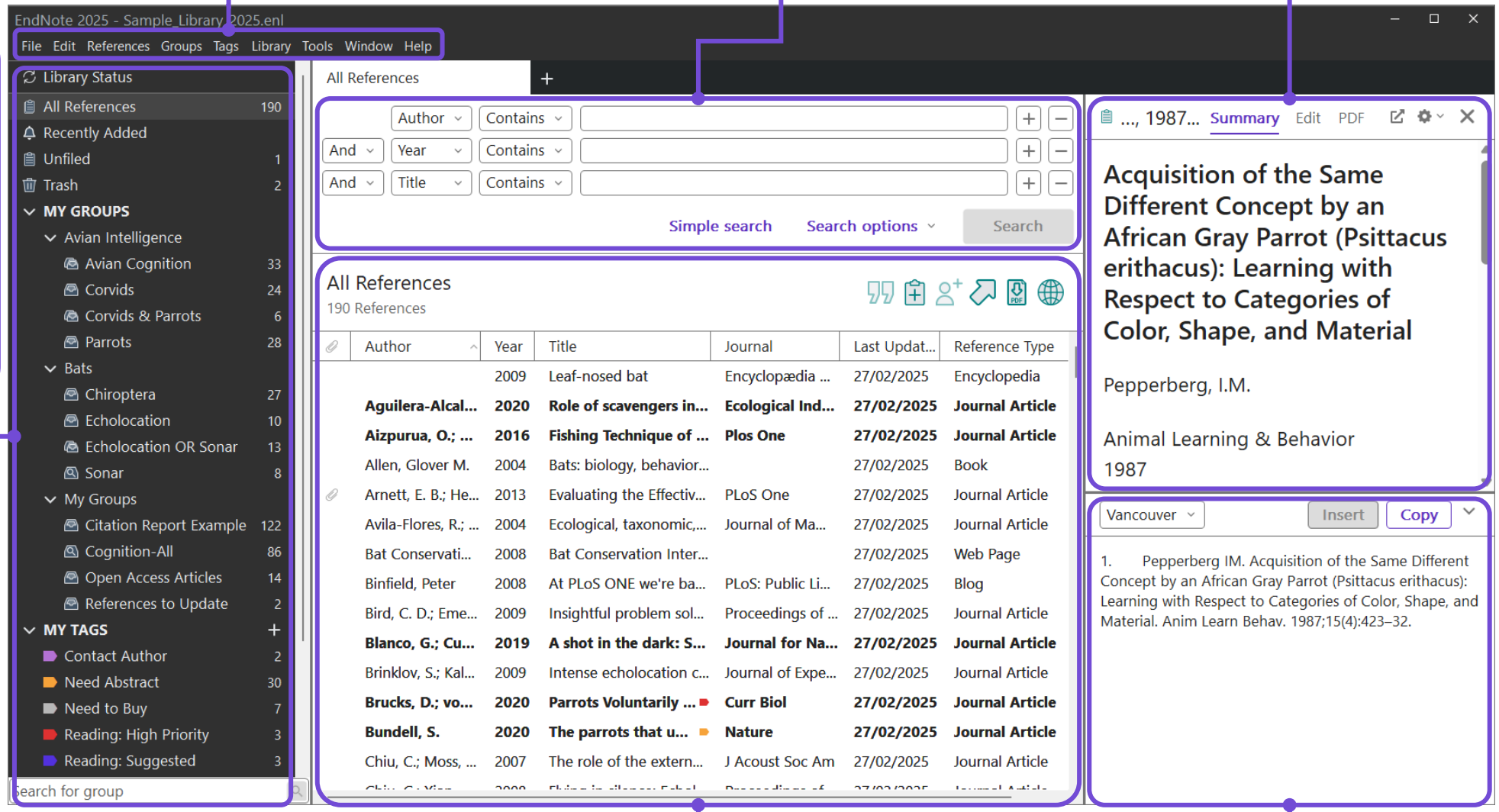


Library Overview

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 you create for your research projects.



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

Reference List panel shows you 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 (1)

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.

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 journal name

*PubMed** give abbreviated journal name

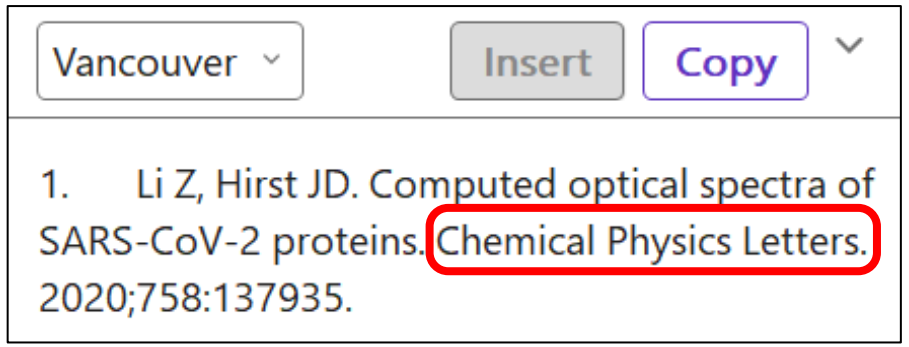
**Retrieving references from various sources may give the journal names in a different form.*

Journal Term Lists (2)

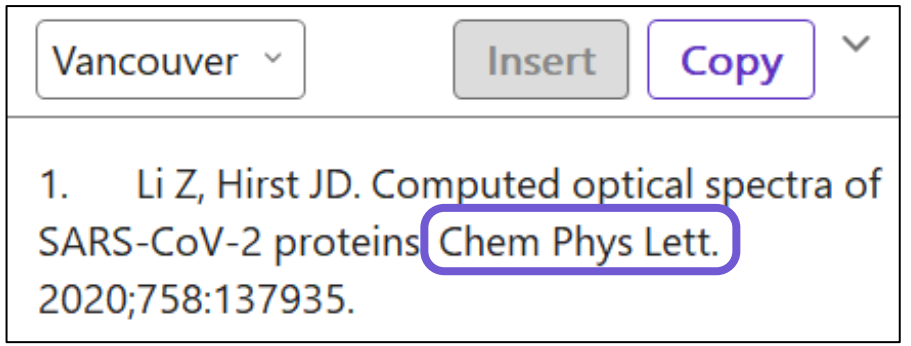
ScienceDirect

Give full journal name

Before defining Journal Term List

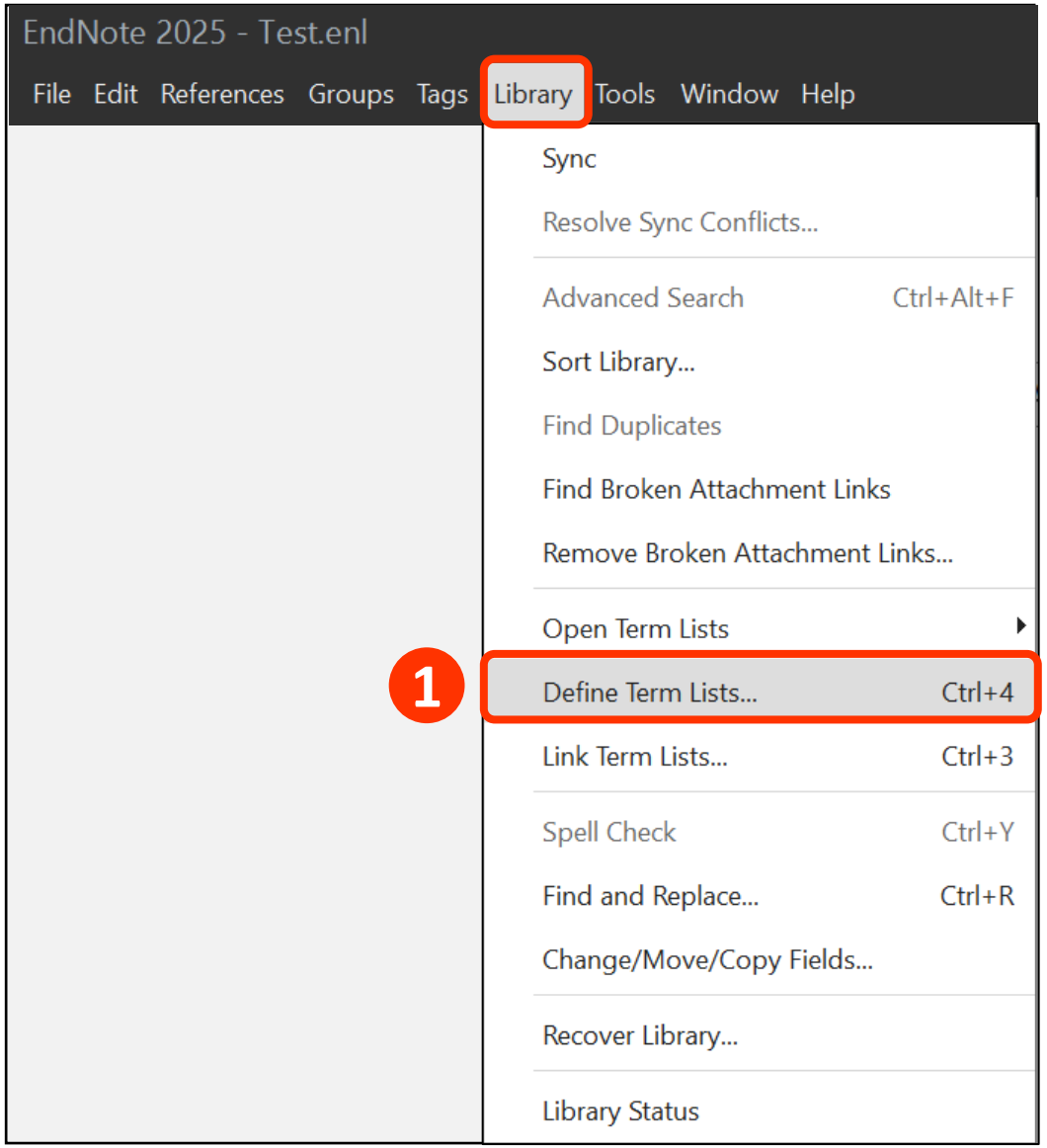


After defining Journal Term List



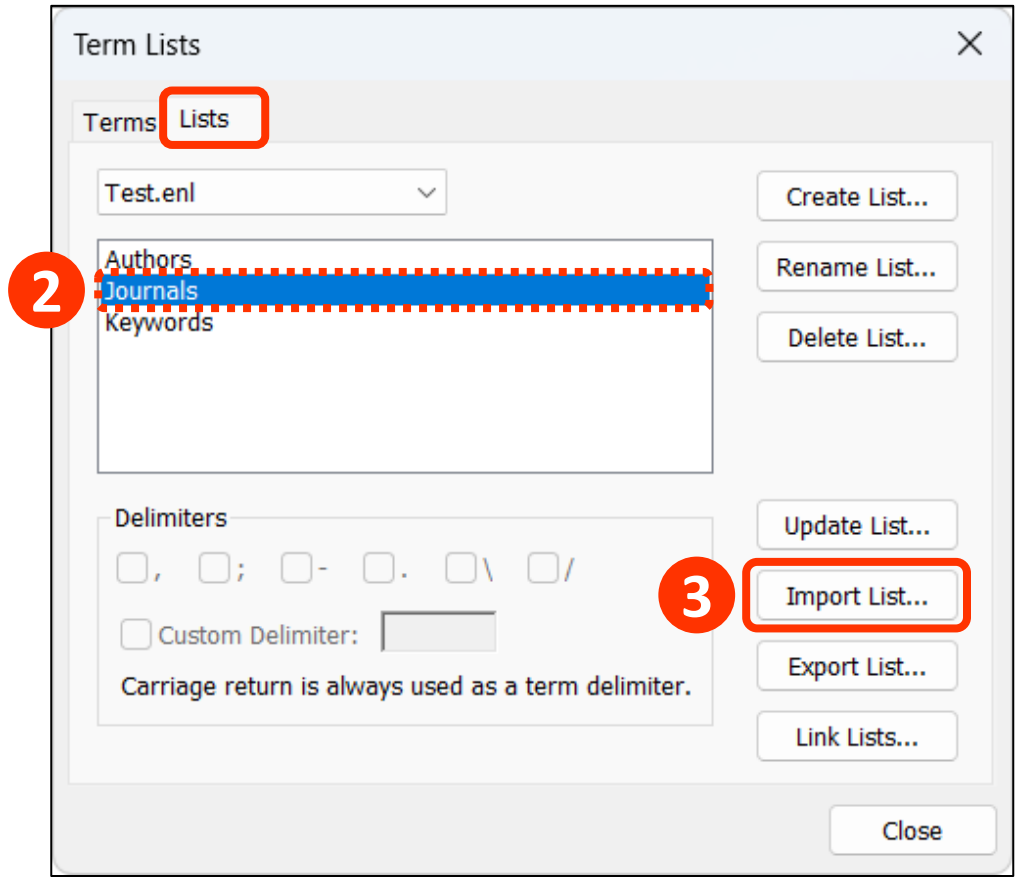
Vancouver Style uses the abbreviated journal names

Journal Term Lists (3)



Defining Journal Term Lists

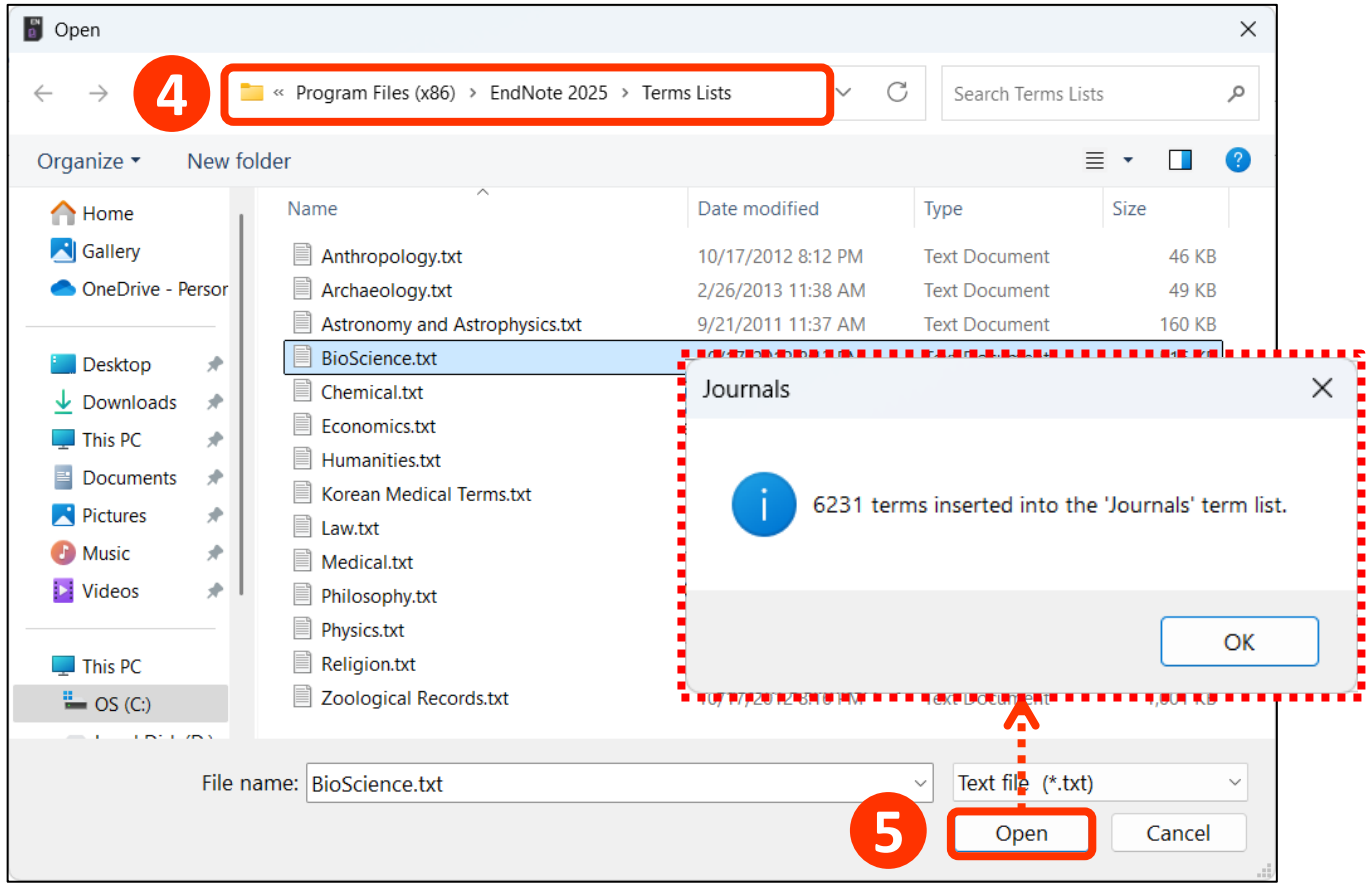
1. Go to **Library > Define Term Lists...**
2. In the Term Lists box, on **Lists** tab, select **Journals**
3. Click on **Import List...**

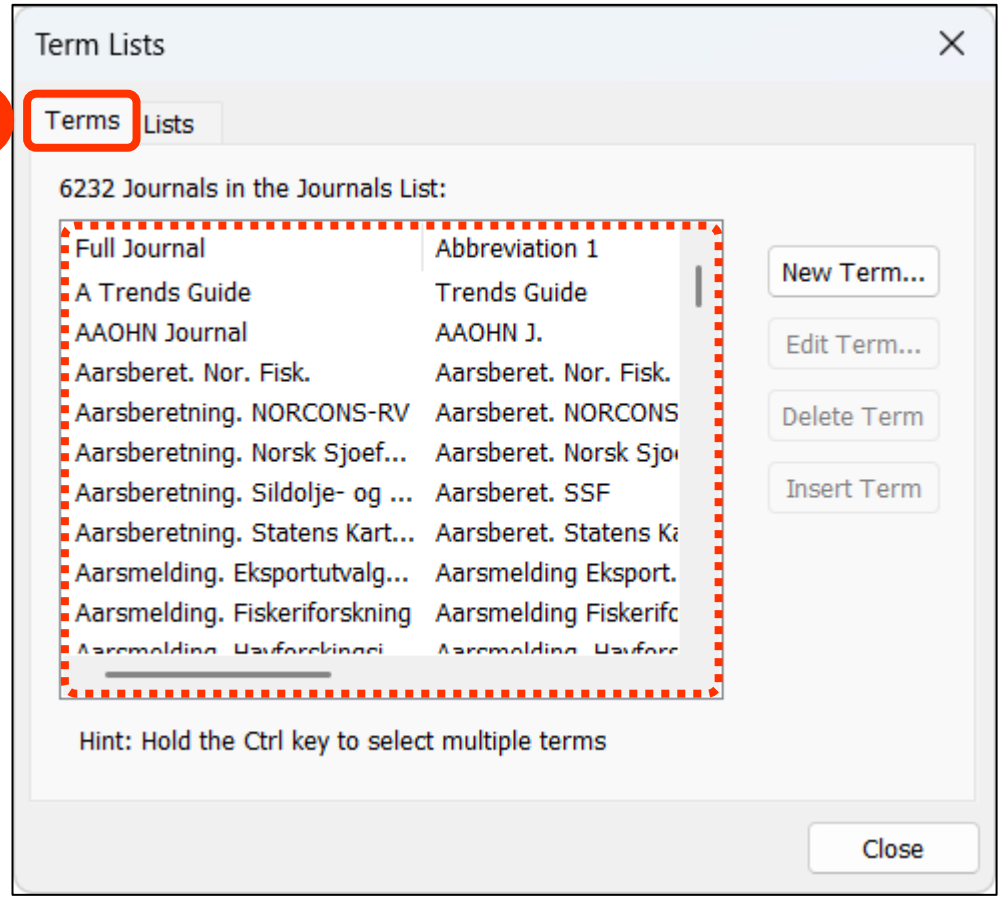


Journal Term Lists (4)

Defining Journal Term Lists (cont.)

4. Browse to **C:\Program Files (x86)\EndNote 2025\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

ScienceDirect

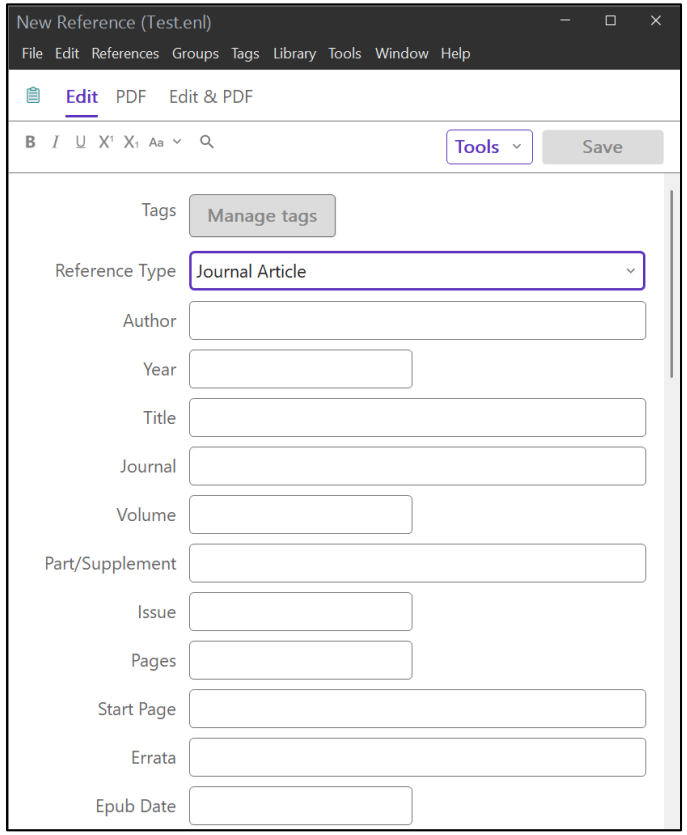
PubMed

Scopus®

Google Scholar

Import PDF

Manual Typing



Mahidol eJournal Access / EZproxy (1)

- 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 (2)

You can access it by:

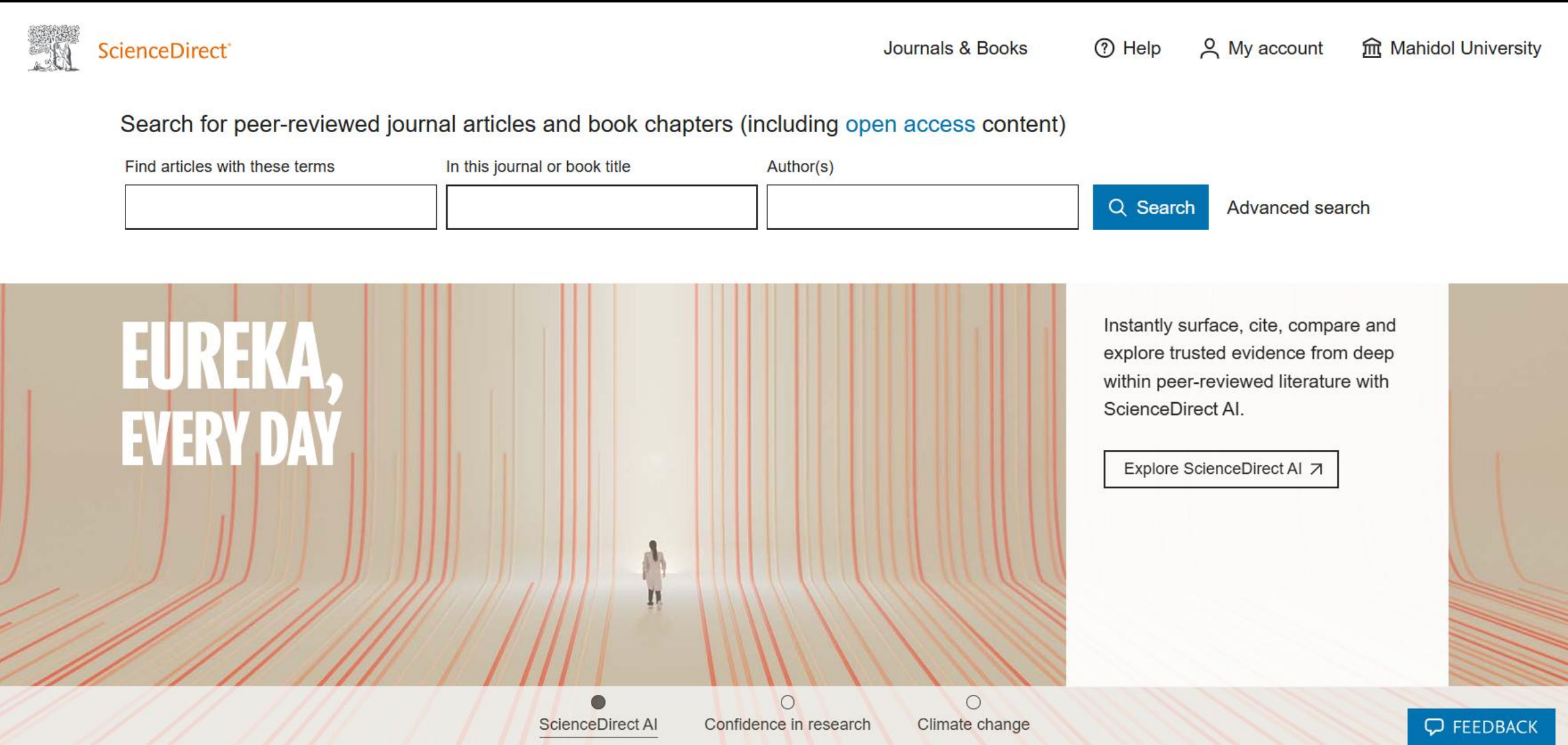
(A) Selecting the E-Resources menu to find E-Databases, E-Journals, or E-Books

(B) Clicking the URL at the top of the webpage

(C) Clicking the eJournal Access symbol

(D) Selecting the desired E-databases label from the bottom of the webpage

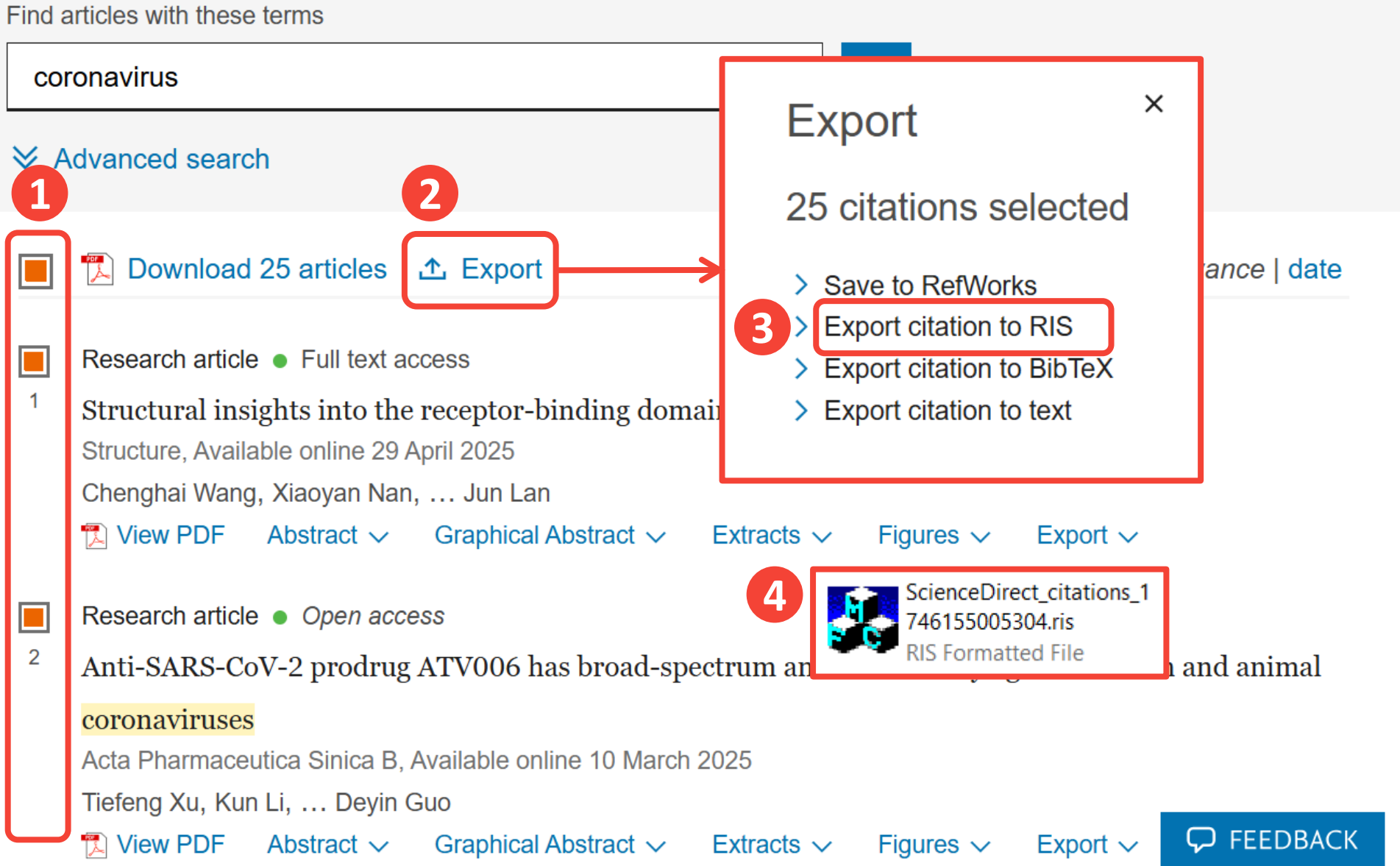
Direct export: ScienceDirect



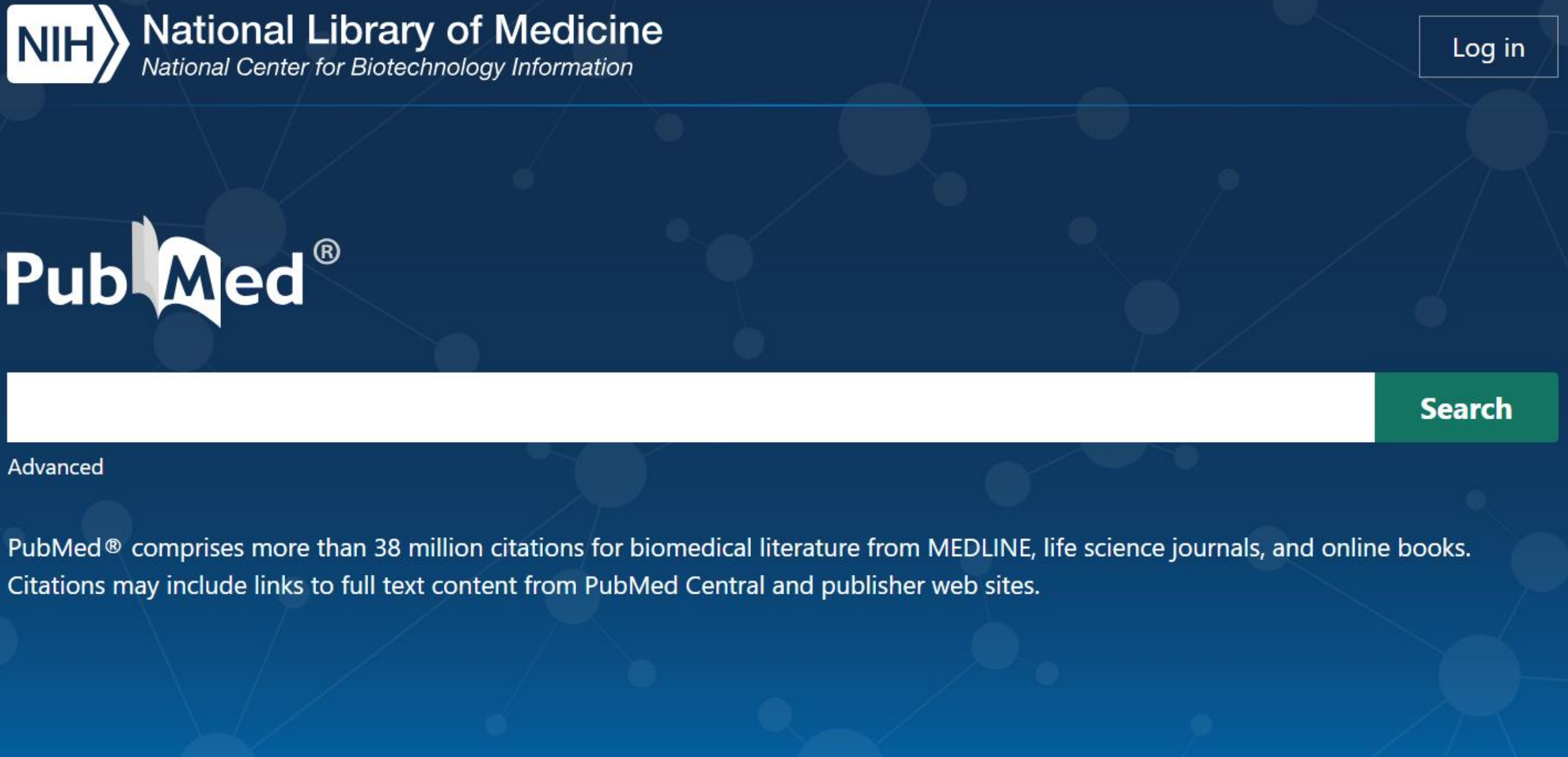
Direct export: ScienceDirect

ScienceDirect

1. Select the records you need.
2. Click **Export** at the top of the search results.
3. 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.



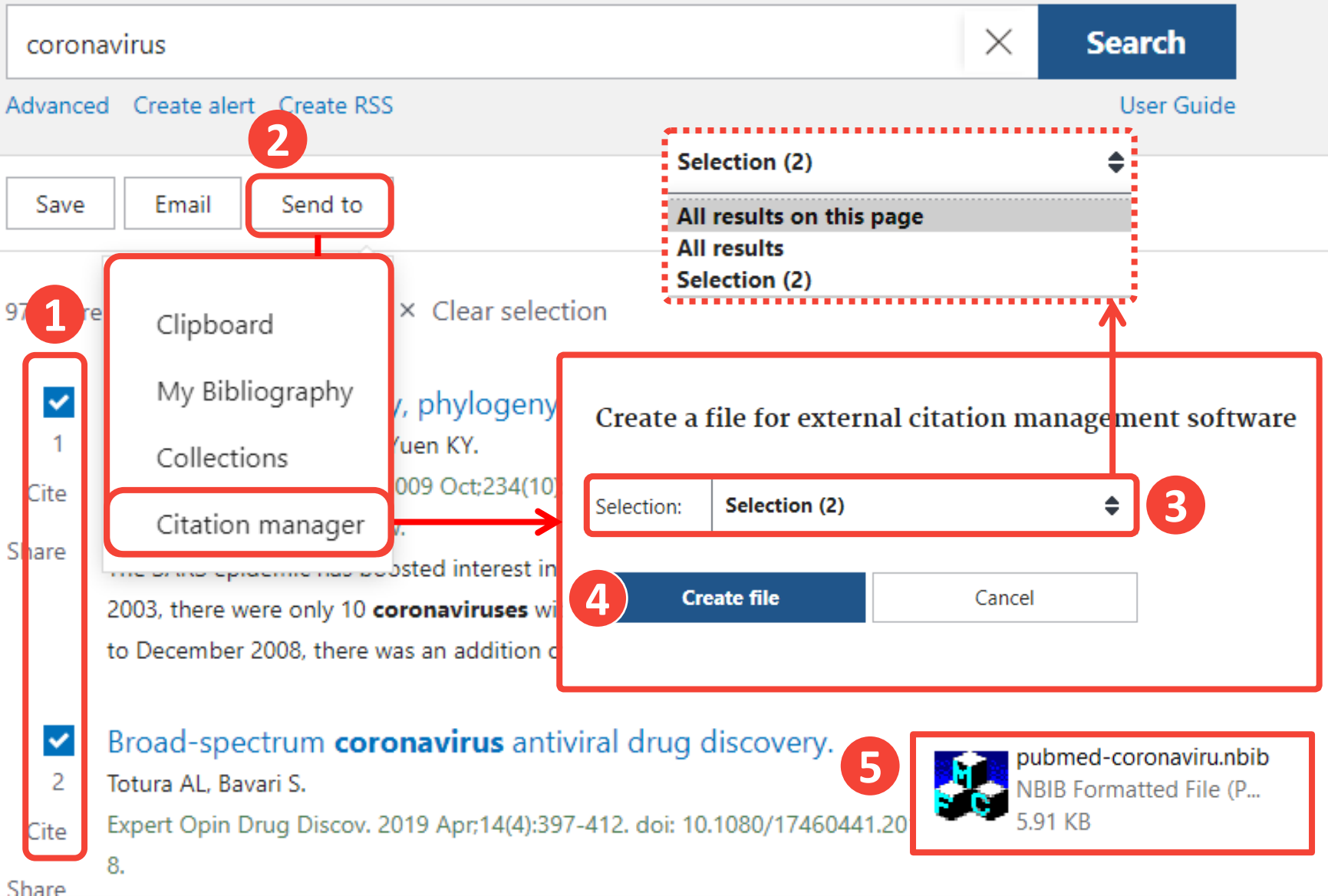
Direct export: PubMed



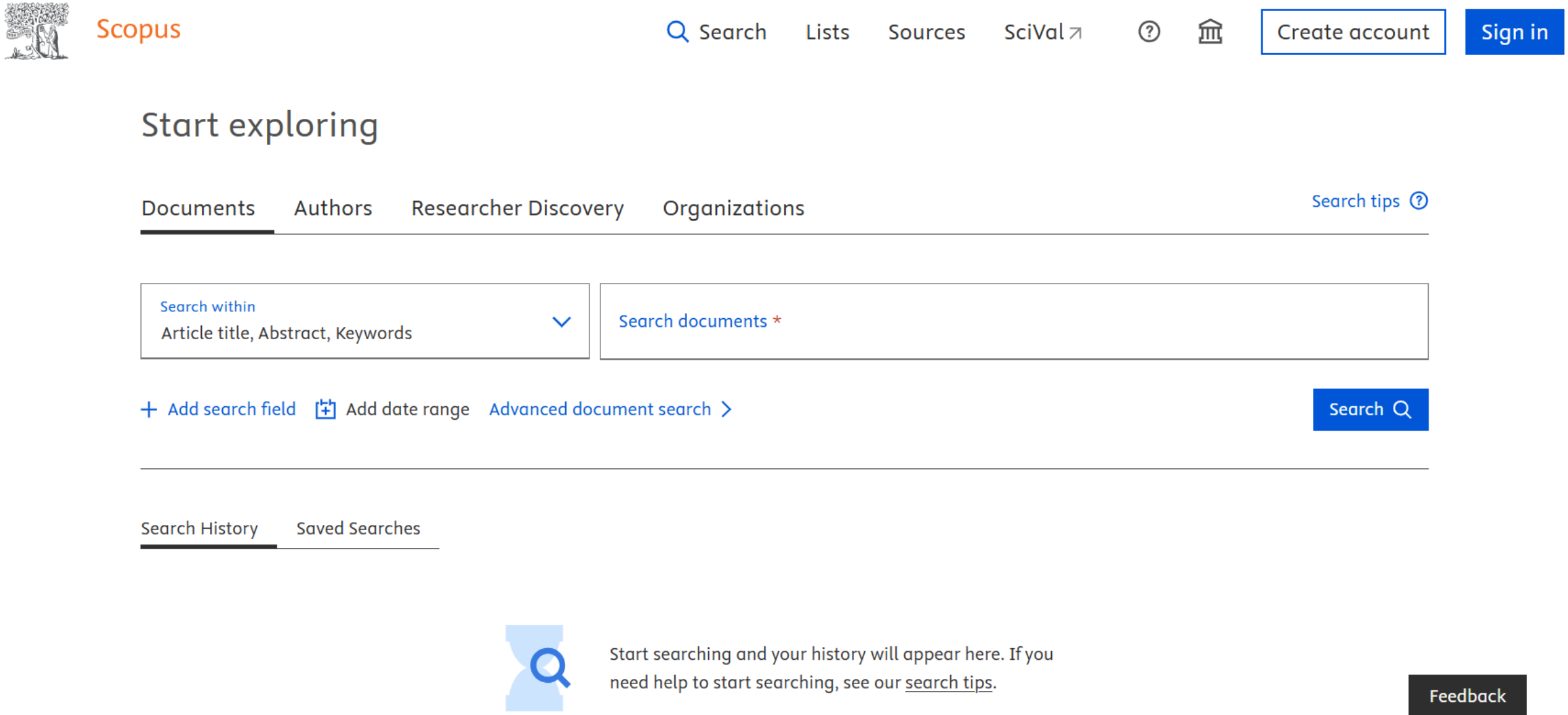
National Library of Medicine
National Center for Biotechnology Information

Direct export: PubMed

1. Select the records you need.
2. 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.

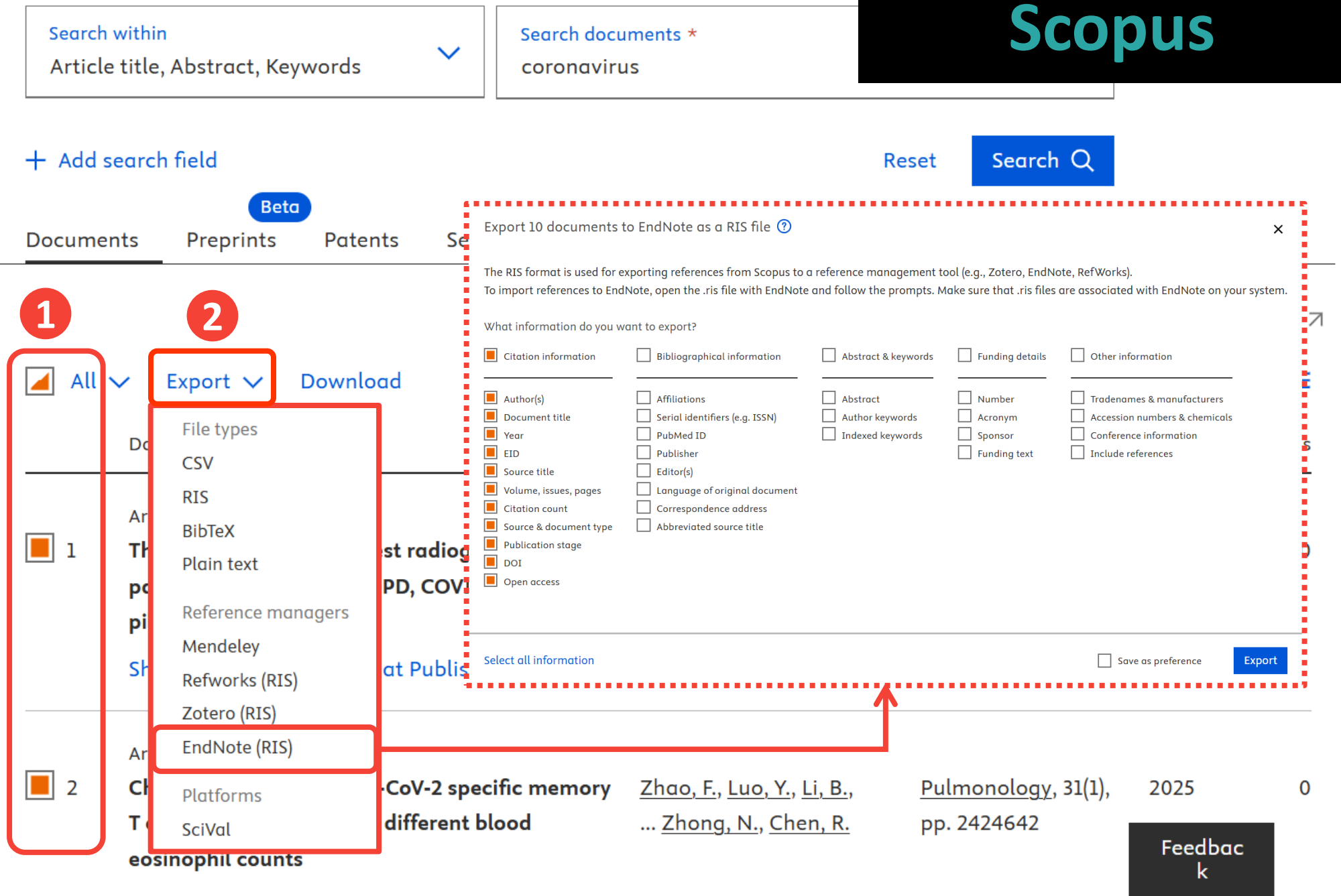


Direct export: Scopus



Direct export: Scopus

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



Direct export: Scopus

Export 10 documents to EndNote as a RIS file

The RIS format is used for exporting references from Scopus to a reference management tool (e.g., Zotero, EndNote, Refworks).

To import references to EndNote, open the .ris file with EndNote and follow the prompts. Make sure that .ris files a

3 at information do you want to export?

- [x] Citation information
  - [x] Author(s)
  - [x] Document title
  - [x] Year
  - [x] EID
  - [x] Source title
  - [x] Volume, issues, pages
  - [x] Citation count
  - [x] Source & document type
  - [x] Publication stage
  - [x] DOI
  - [x] Open access
- [ ] Bibliographical information
  - [ ] Affiliations
  - [ ] Serial identifiers (e.g. ISSN)
  - [ ] PubMed ID
  - [ ] Publisher
  - [ ] Editor(s)
  - [ ] Language of original document
  - [ ] Correspondence address
  - [ ] Abbreviated source title
- [ ] Abstract & keywords
  - [ ] Abstract
  - [ ] Author keywords
  - [ ] Indexed keywords
- [ ] Funding details
  - [ ] Number
  - [ ] Acronym
  - [ ] Sponsor
  - [ ] Funding text

Select all information

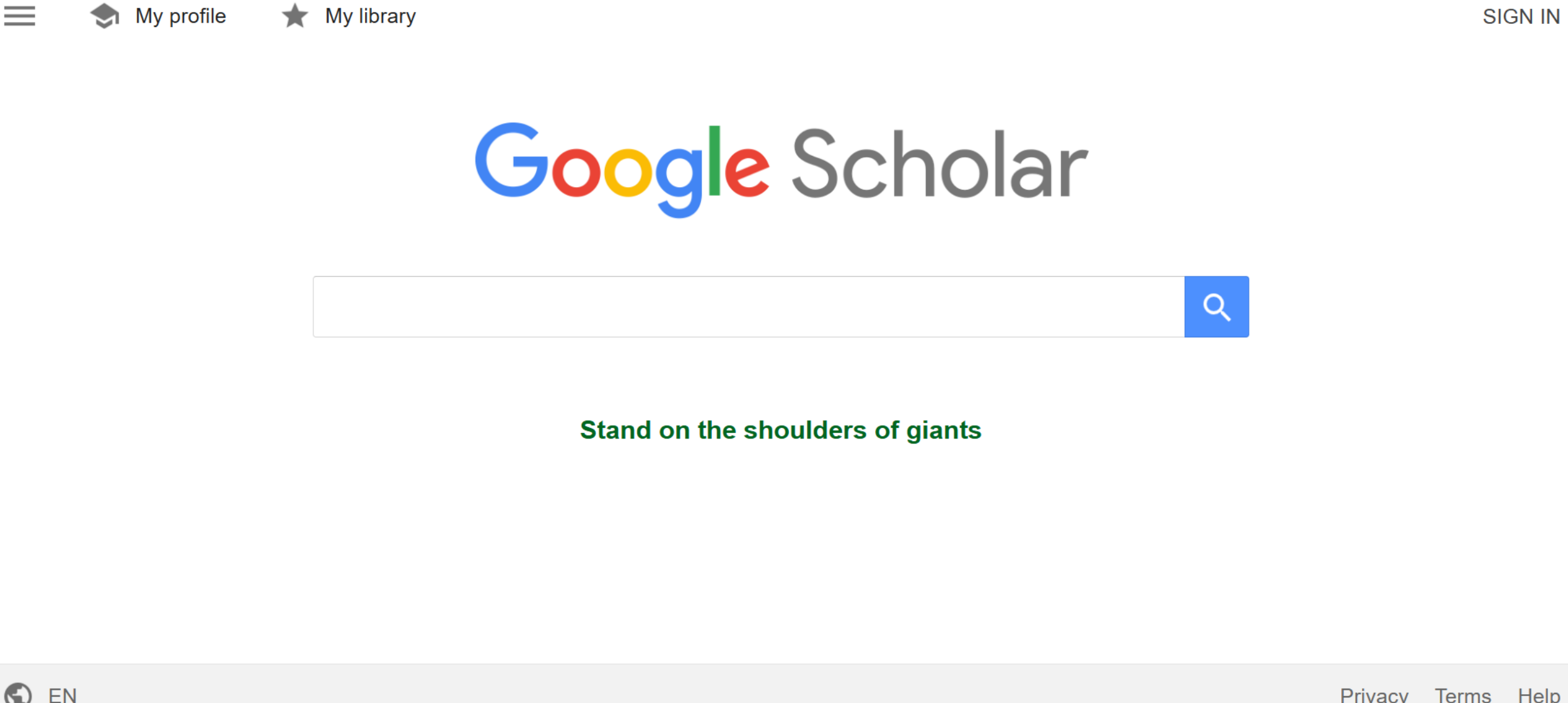
5 scopus.ris
RIS Formatted File
1.33 MB

Save as preference

4 Export

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.

Direct export: Google Scholar



Direct export: Google Scholar

Google Scholar

coronavirus

Articles

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

Any time
Since 2025
Since 2024
Since 2021
Custom range...

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

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

… On 7th January the virus was identified as a **coronavirus** that had >95% homology with the bat **coronavirus** and > 7

☆ 1 Cite Cited

[PDF] springer.com
Full Text @ Mahidol Univ

[PDF] asm.org
Full View

[PDF] nih.gov

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

Cite

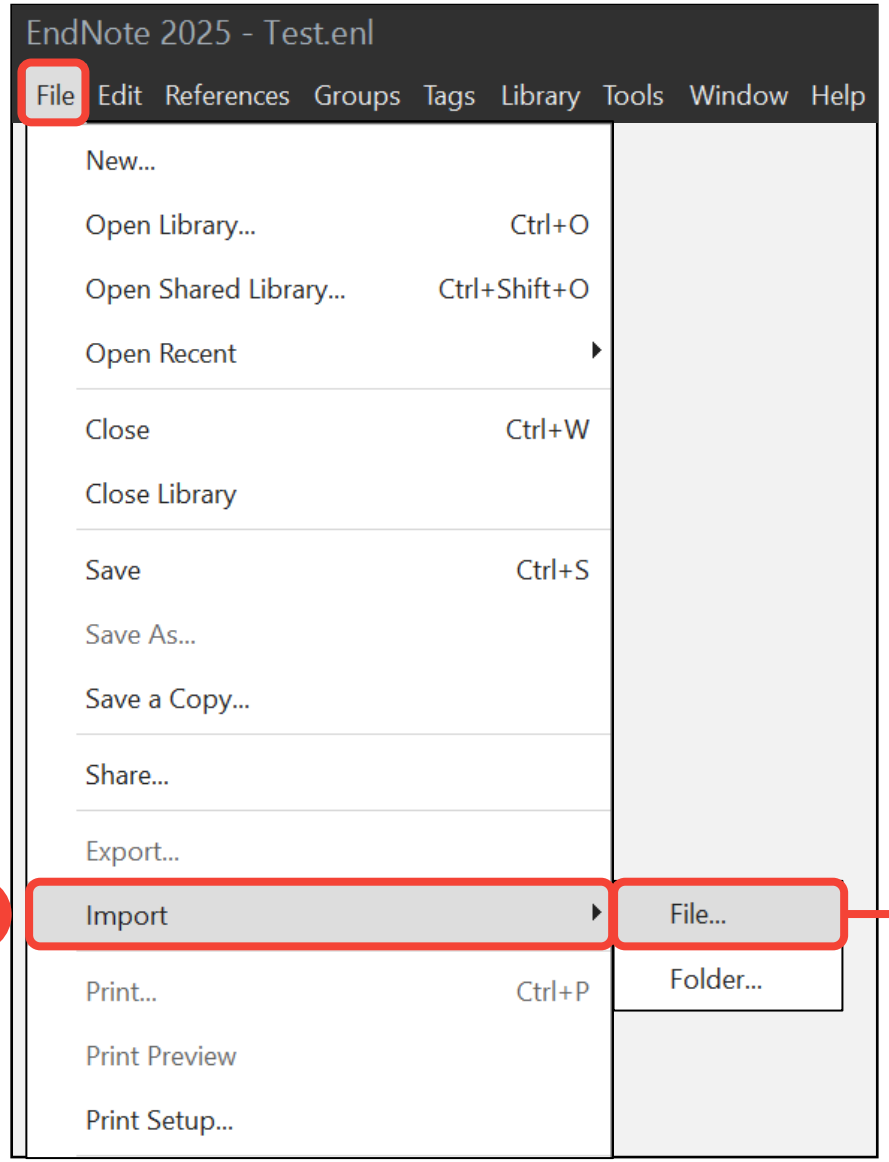
MLA	Singhal, Tanu. "A review of coronavirus disease-2019 (COVID-19)." *The indian journal of pediatrics* 87.4 (2020): 281-286.
APA	Singhal, T. (2020). A review of coronavirus disease-2019 (COVID-19). *The indian journal of pediatrics*, *87*(4), 281-286.
Chicago	Singhal, Tanu. "A review of coronavirus disease-2019 (COVID-19)." *The indian journal of pediatrics* 87, no. 4 (2020): 281-286.
Harvard	Singhal, T., 2020. A review of coronavirus disease-2019 (COVID-19). *The indian journal of pediatrics*, *87*(4), pp.281-286.
Vancouver	Singhal T. A review of coronavirus disease-2019 (COVID-19). The indian journal of pediatrics. 2020 Apr;87(4):281-6.

Bi 2 EndNote RefMan RefWorks

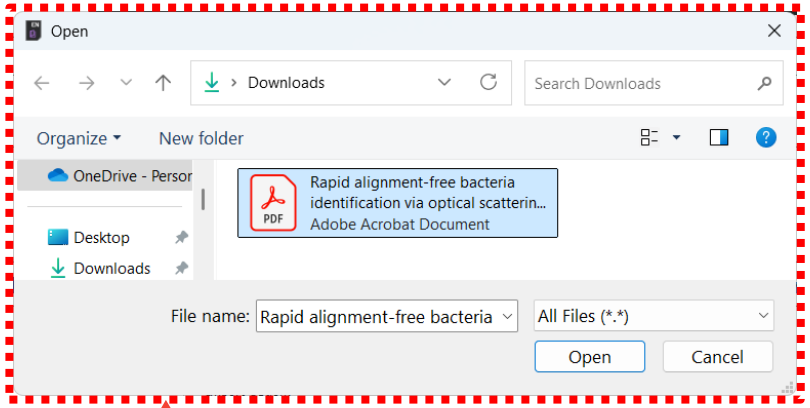
3

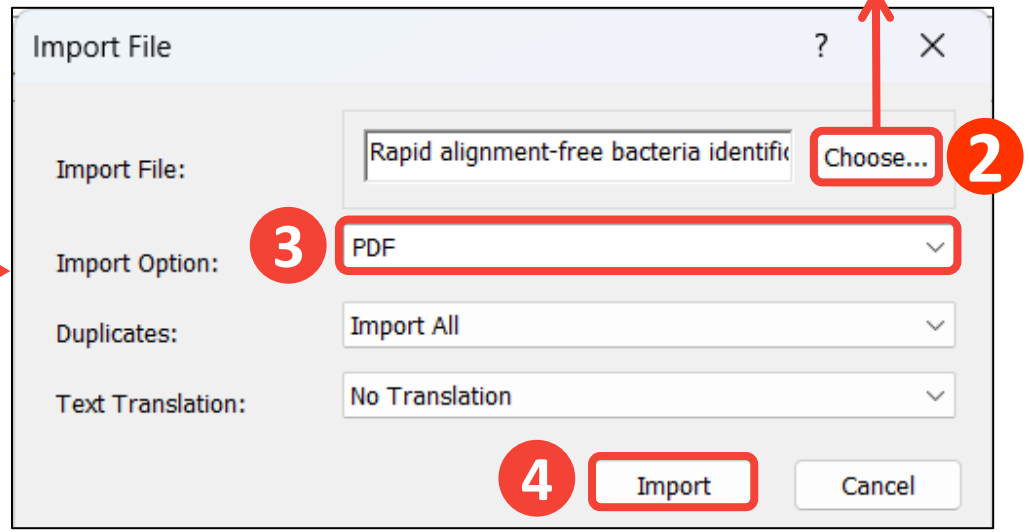
EN scholar.enw
EndNote Import File
188 bytes

Import PDF File (1)



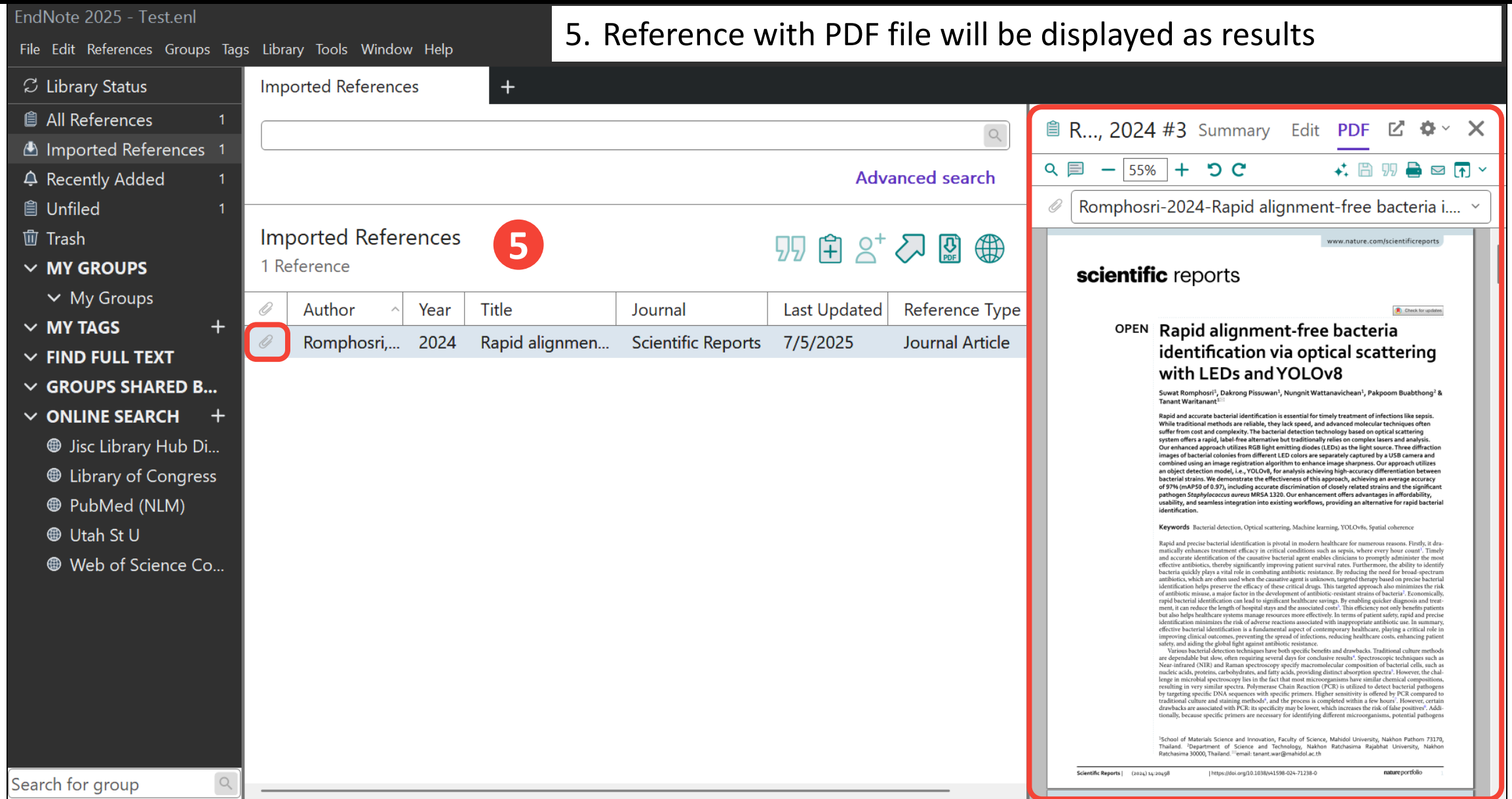
1. Go to **File > Import > File...** to open the Import File dialog.
2. Click **Choose** to select a PDF file from your hard drive.
3. Select Import Option as **PDF**
4. Click **Import** to import a PDF file into your library.





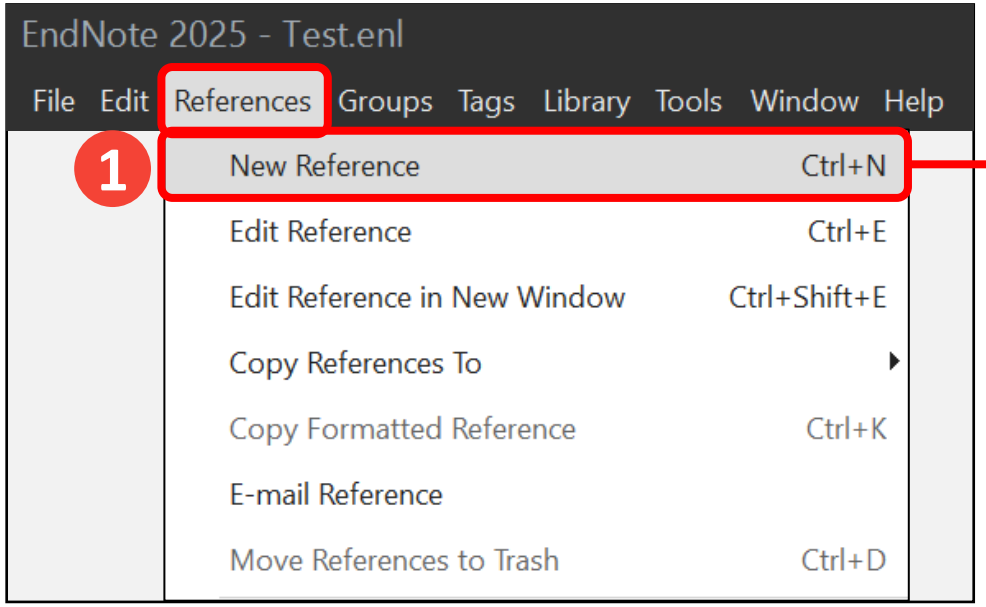
Import PDF File (2)

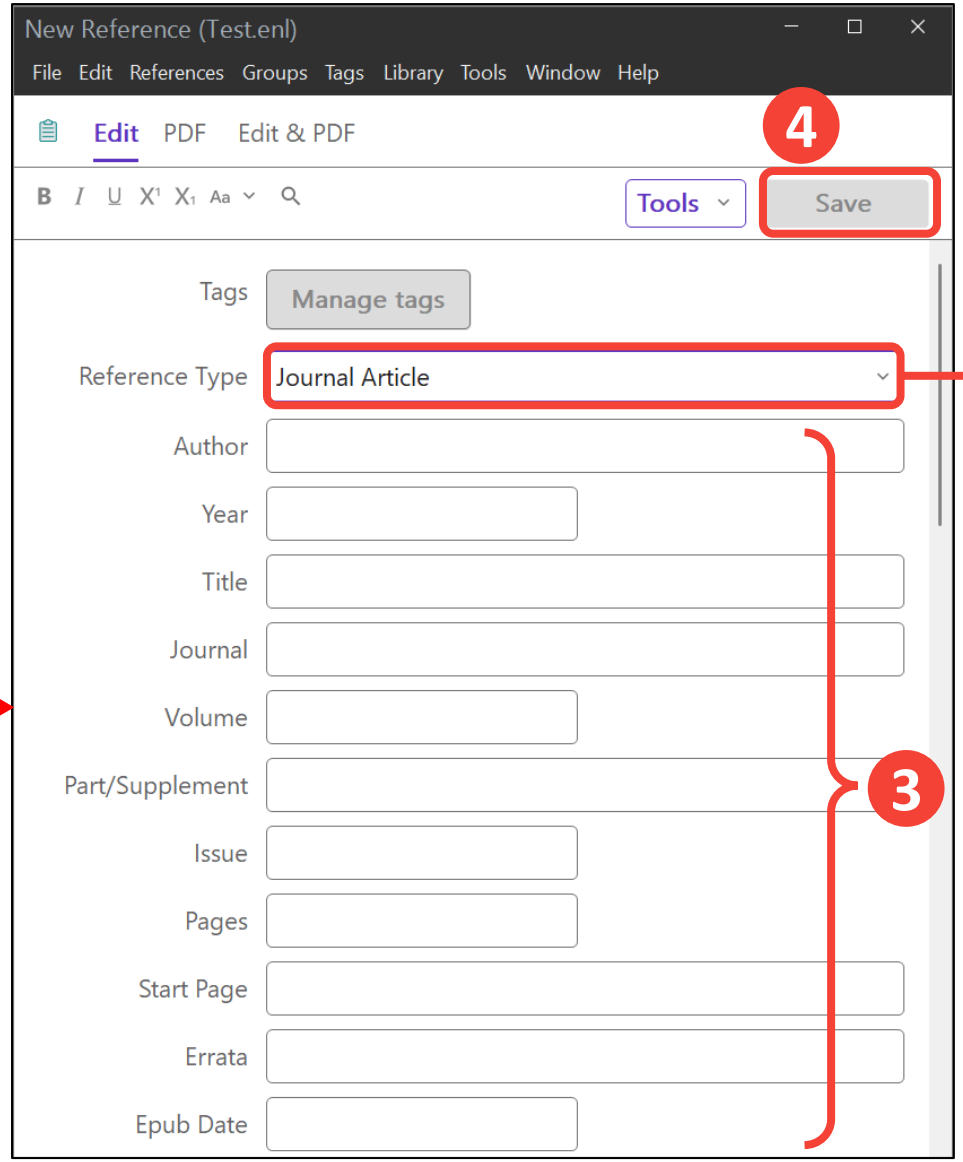
5. Reference with PDF file will be displayed as results

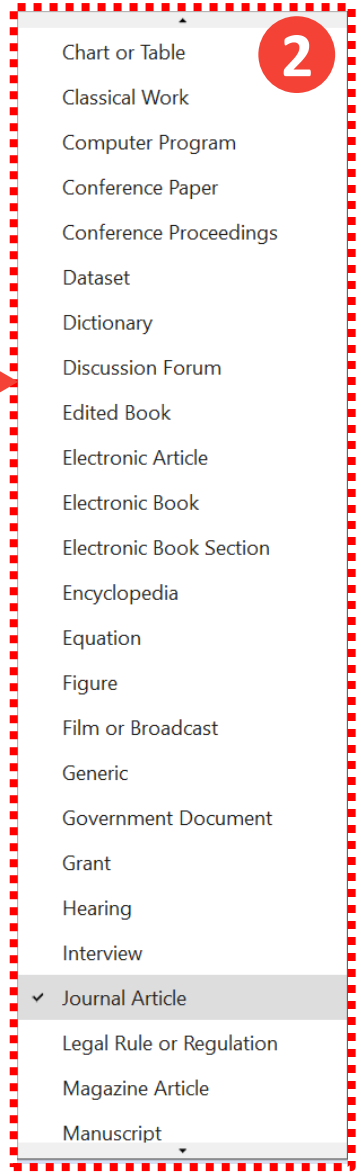


Manual Typing (1)

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. 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

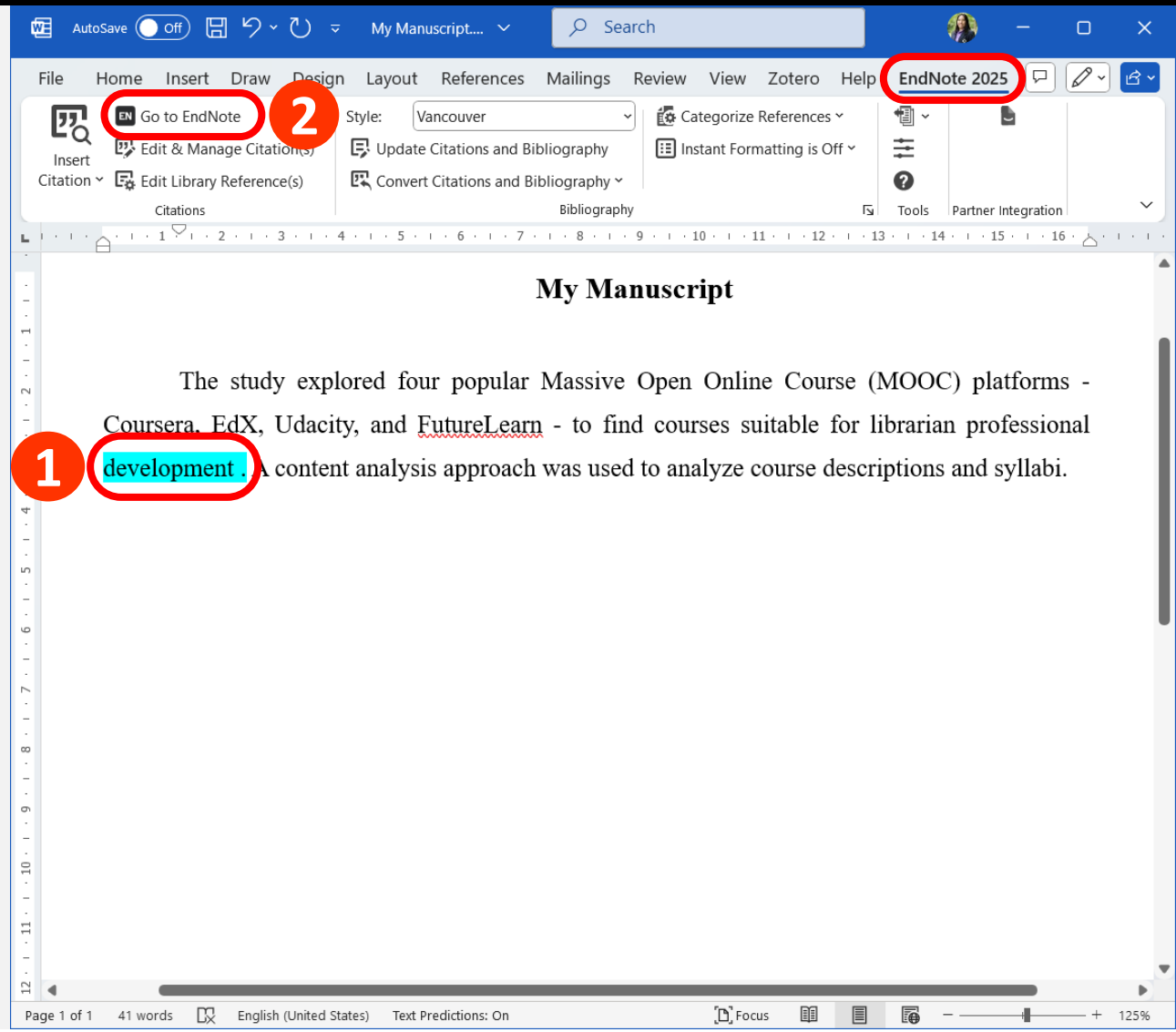
- add a comma after the name
  กนกพร งามสว่างรุ่งโรจน์,

Working with MS Word

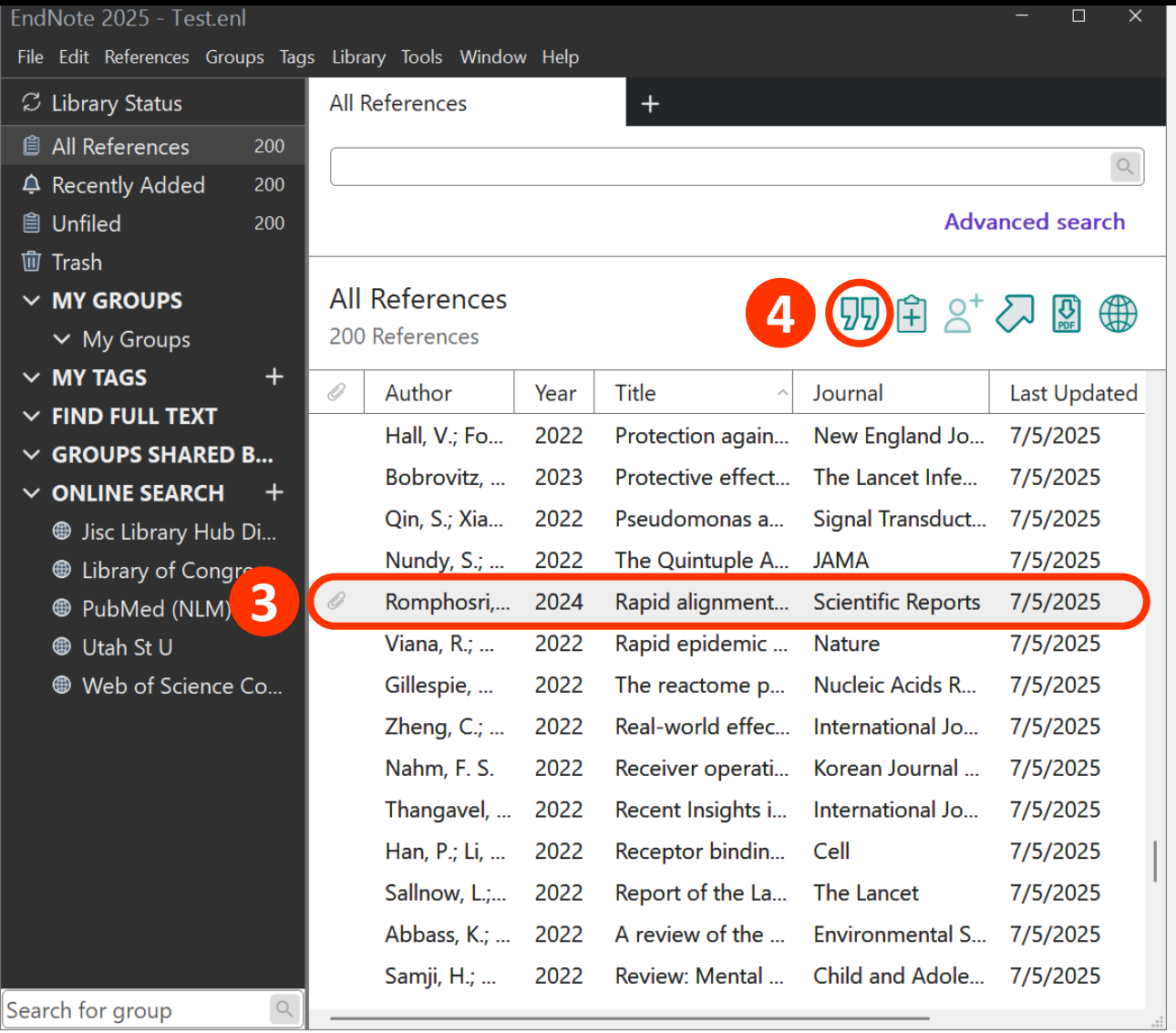
- Inserting Citations
- Edit & Manage Citations
- Configure Bibliography
- Convert Citations and Bibliography

Inserting Citations (1)

1. Place the cursor on the position where you would insert the citation in Word document.
2. Go to the EndNote 2025 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)



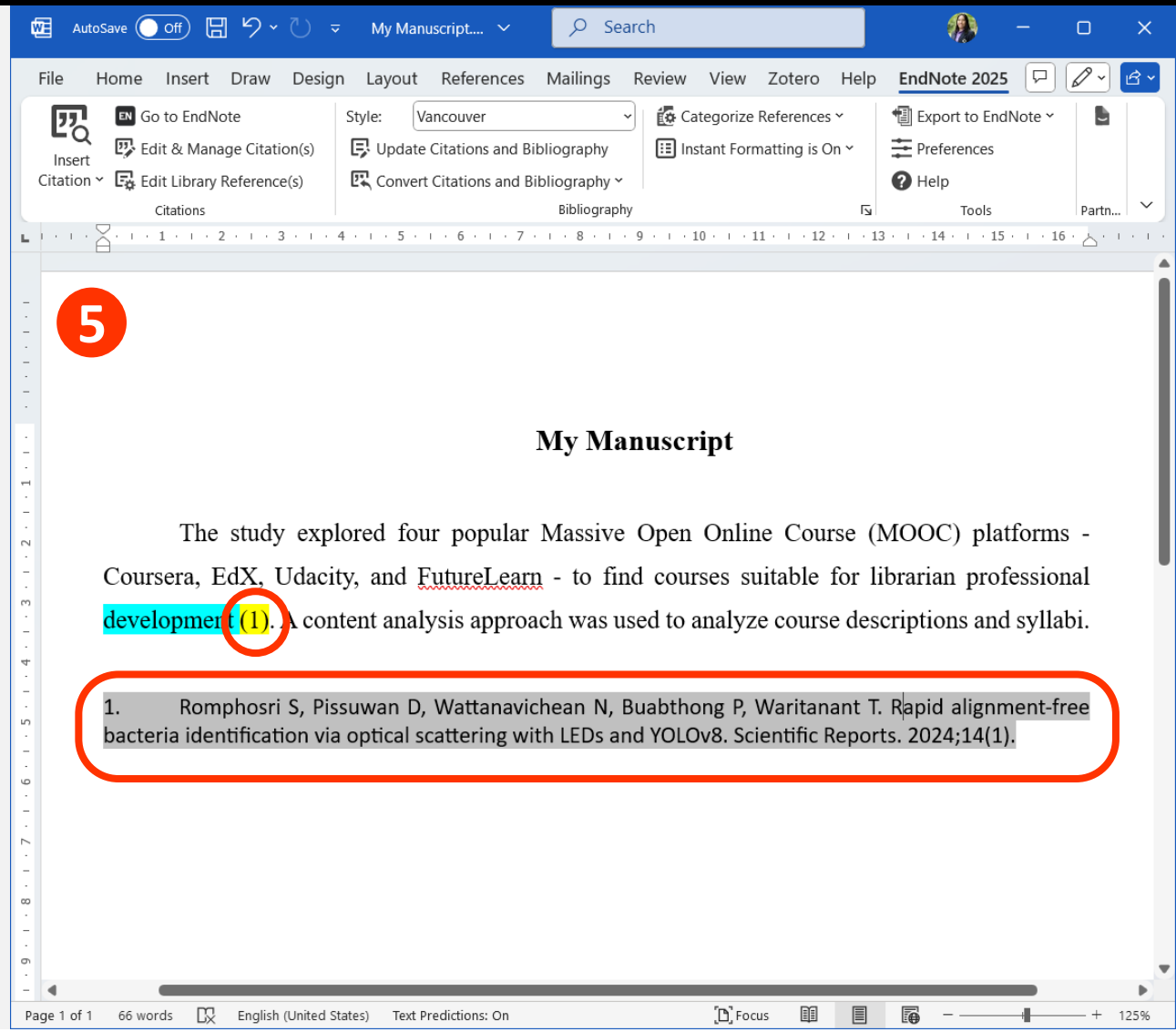
Inserting Citations (2)



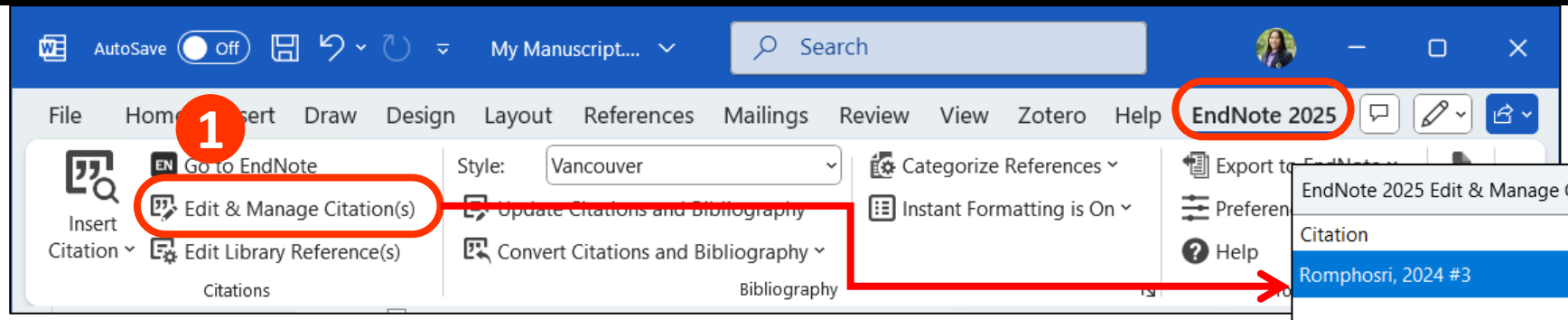
1. Place the cursor on the position where you would insert the citation in Word document.
2. Go to the EndNote 2025 menu, and select **Go to EndNote**
3. Select the desired references from your EndNote library.
4. Click **Insert** sign.
5. The inserted citation will appear in your manuscript. (show as **citation in text** and **bibliography** below)

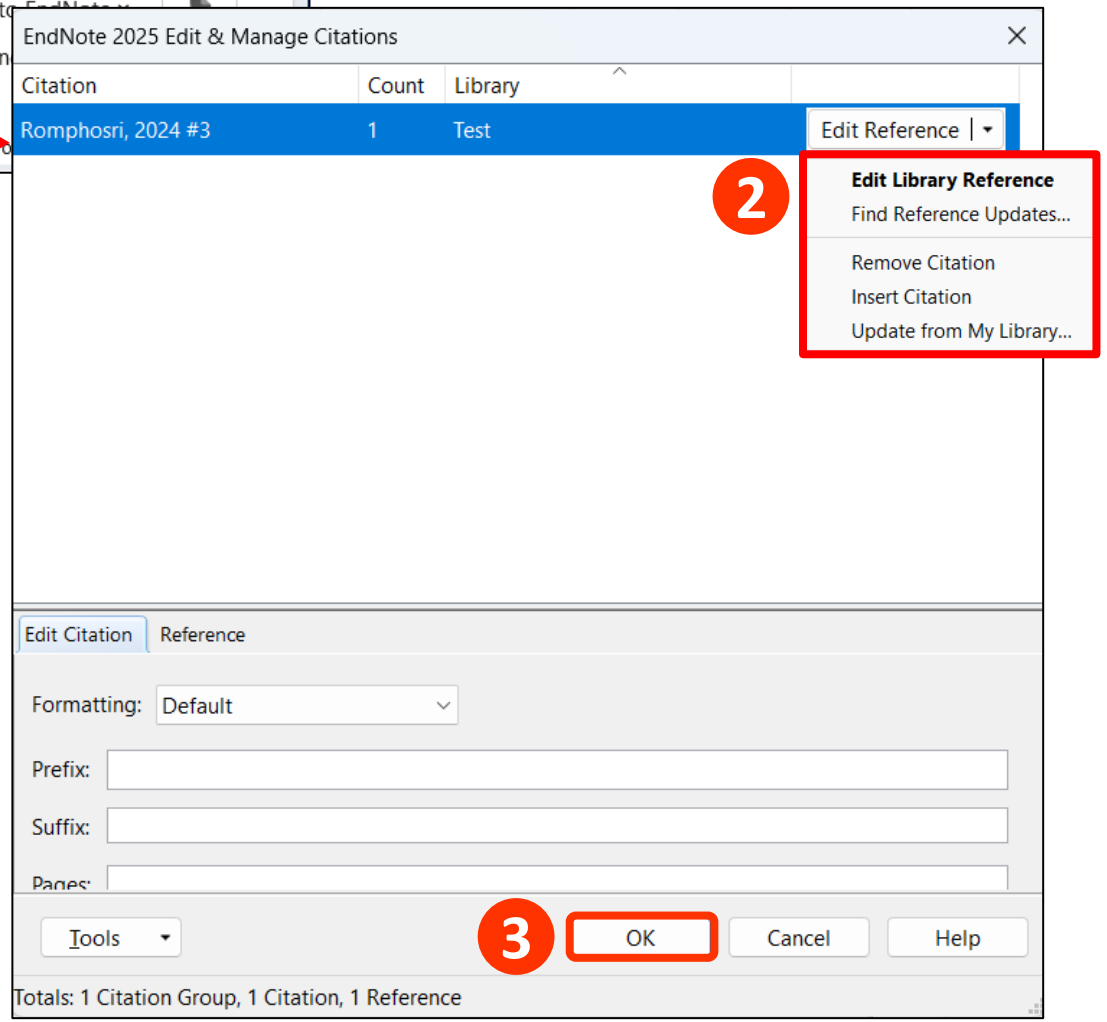
Inserting Citations (3)

1. Place the cursor on the position where you would insert the citation in Word document.
2. Go to the EndNote 2025 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)



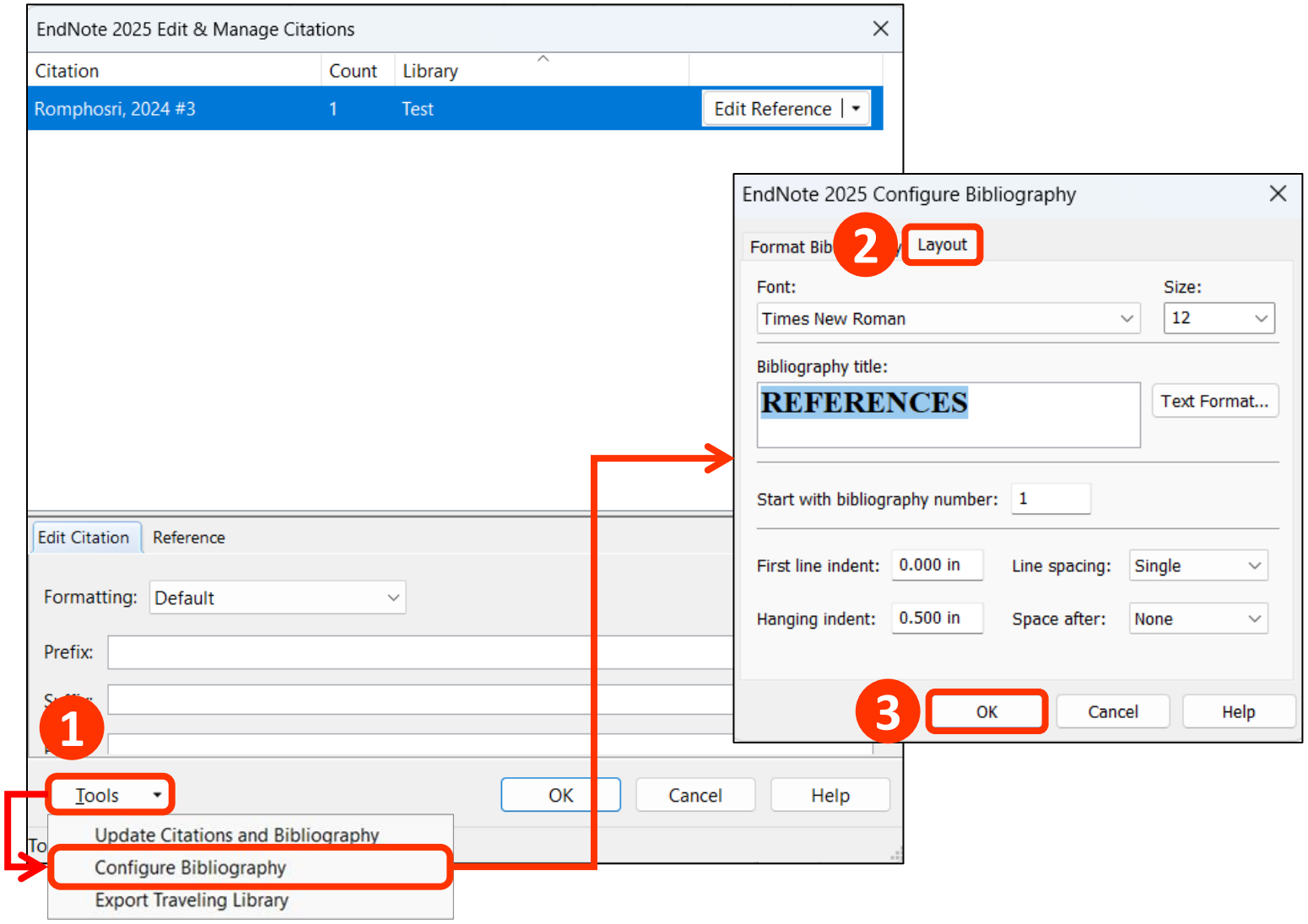
Edit & Manage Citation





1. Go to EndNote 2025 menu, select **Edit & Manage Citation(s)** to display EndNote 2025 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



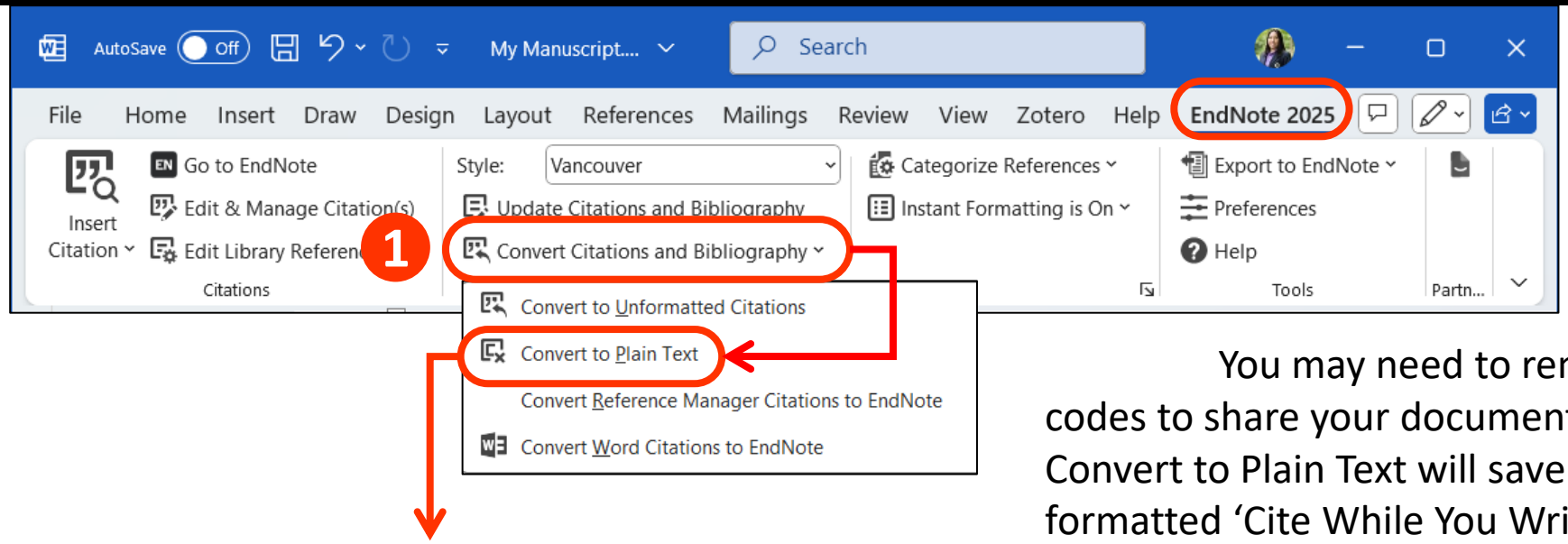
1. From EndNote 2025 Edit & Manage Citations box, click on the **Tools** menu at the lower left corner, select **Configure Bibliography**

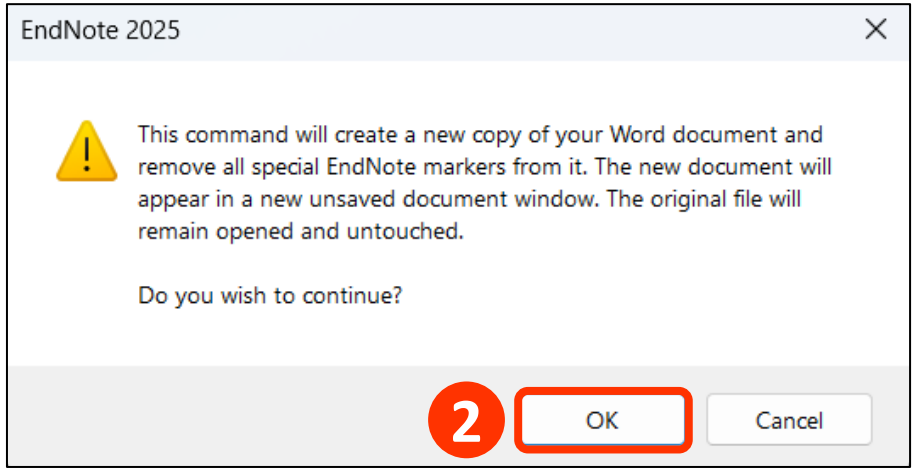
2. On the **Layout** tab, you can change or verify these settings:

   - **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





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 2025 menu, select **Convert Citations and Bibliography > 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 appear in a new document window. Then you can save a new name for a copy of your document.

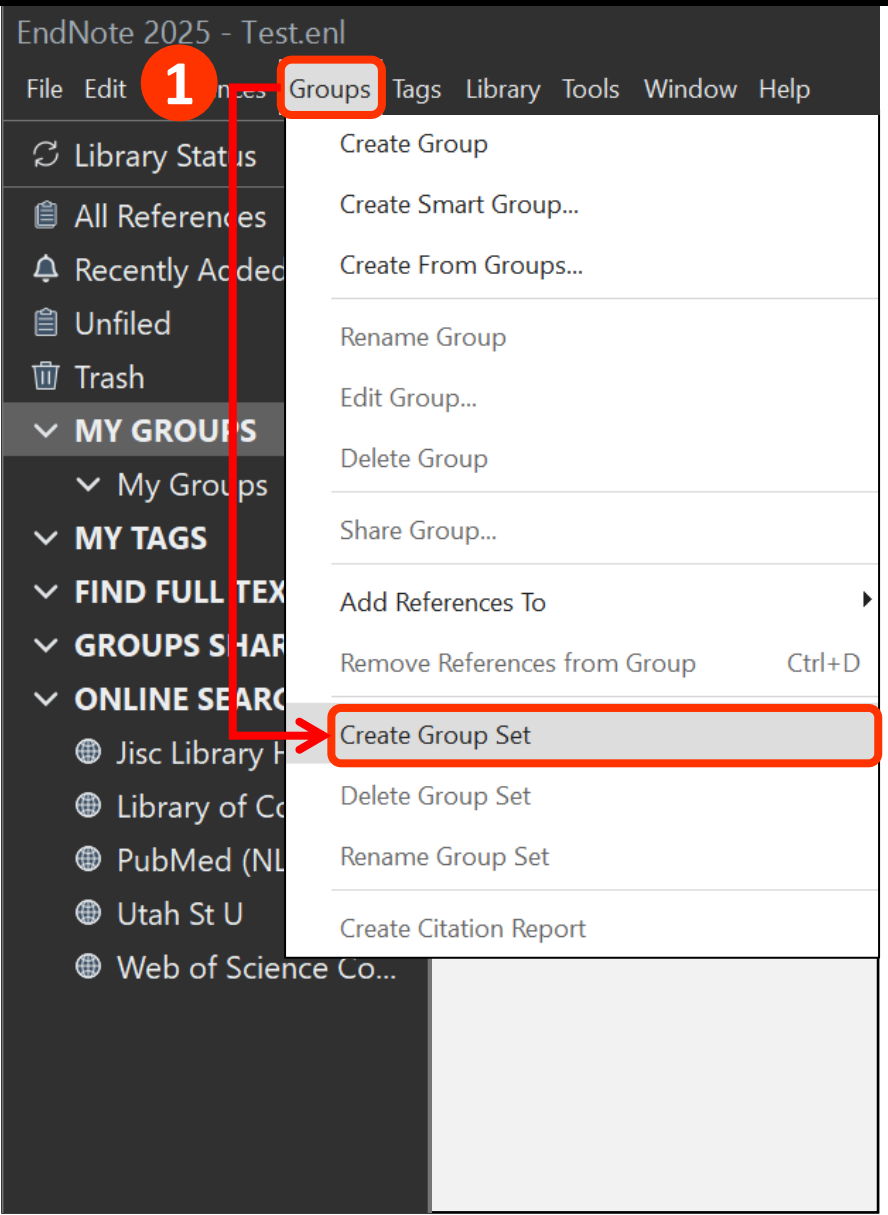
Groups & Tags

- Group Sets
- Custom Groups
- Smart Groups
- Combination Groups
- Tags

Groups & Tags

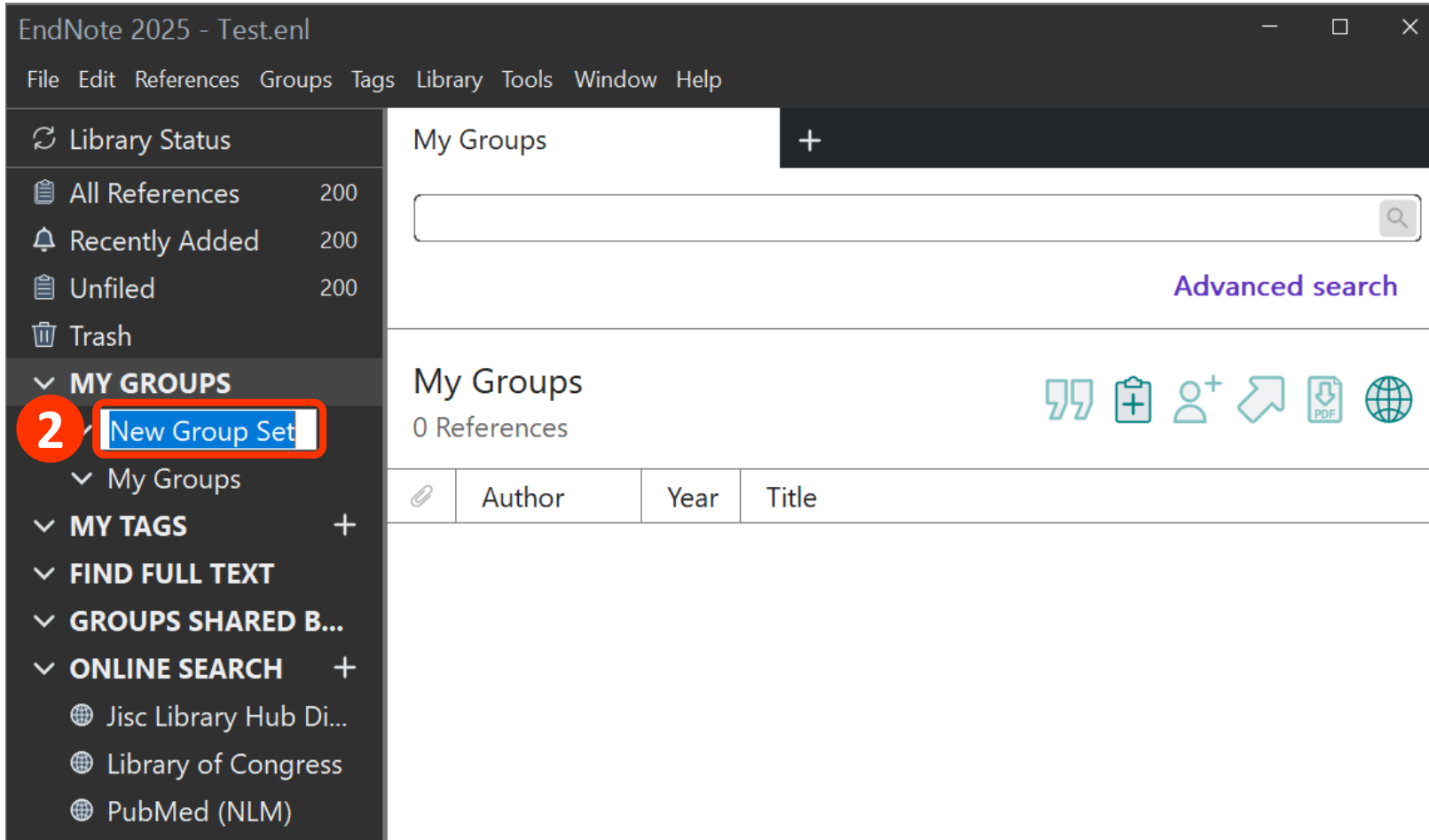
Group Sets	Group sets are the main categories you can use to organize subgroups in EndNote. They can contain any combination of custom groups and smart groups.
Custom Groups	Custom groups are groups you create to manually collect reference items. You can browse through your reference list and drag individual references to a custom group.
Smart Groups	Smart groups are built with search strategies. Smart groups are dynamically updated as you add references to and edit references in the library.
Combination Groups	Combination Groups are used to combine custom and smart groups under a single group.
Tags	Tags are used to organize your references into groups by color.

Group Sets

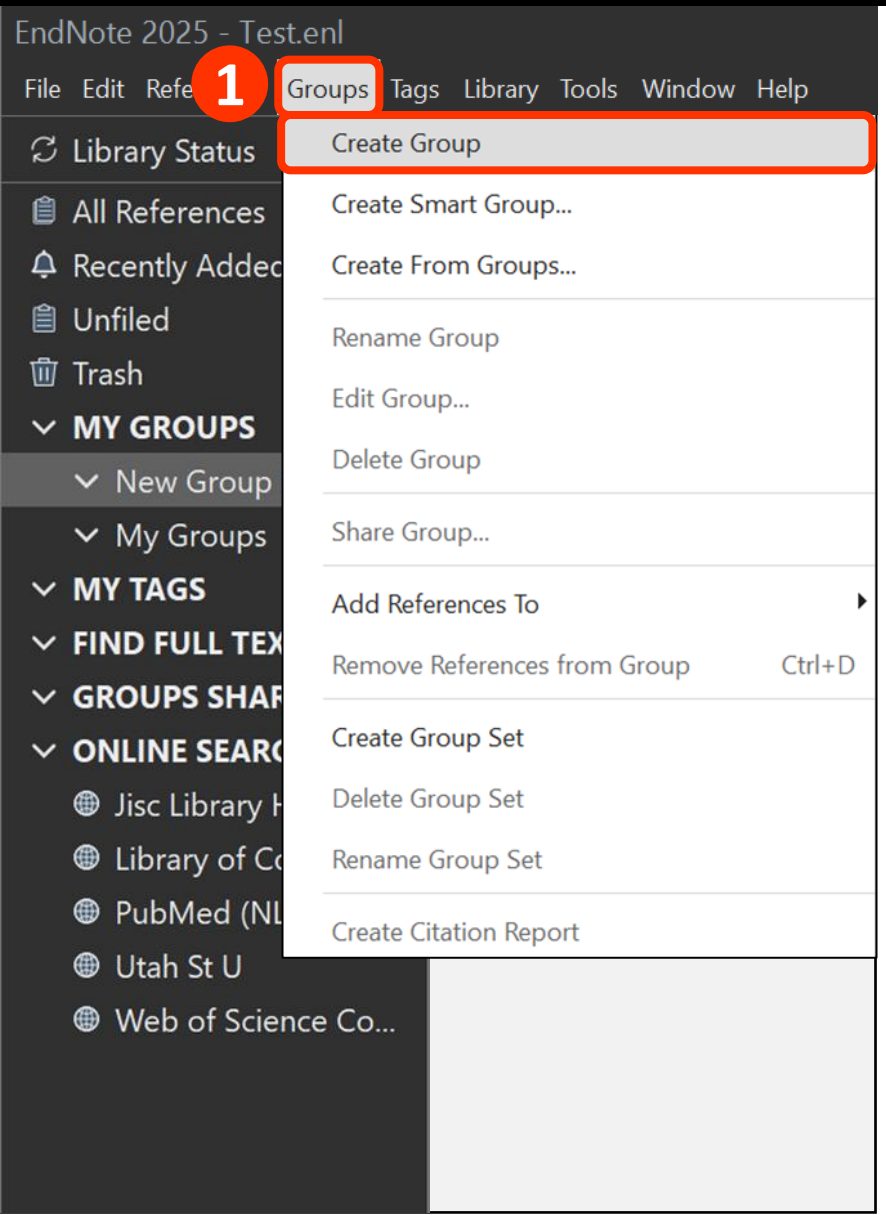


Creating a Group Sets

1. Go to **Groups > Create Group Set**
2. Enter a name for the group set

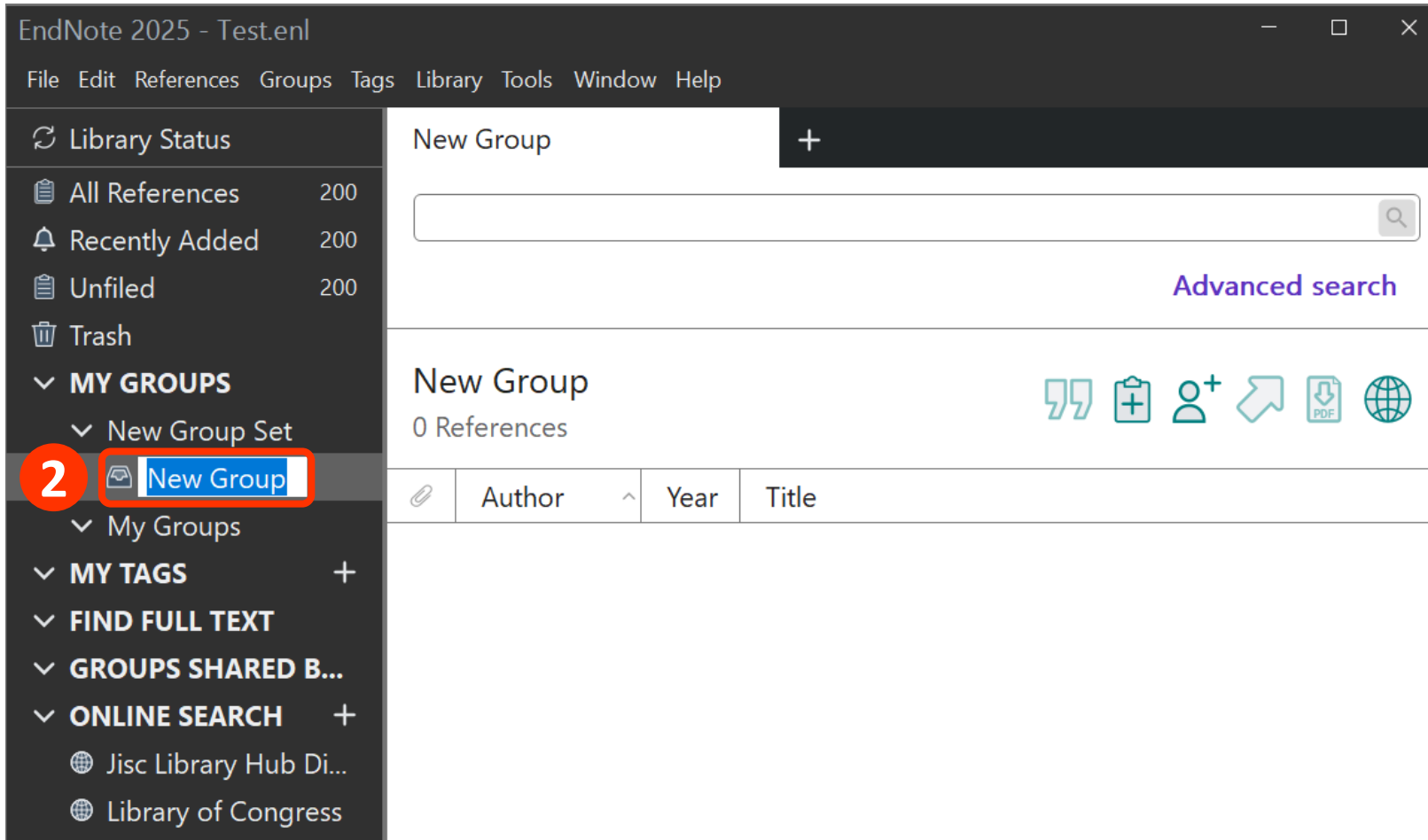


Custom Groups (1)



Creating a Custom Group

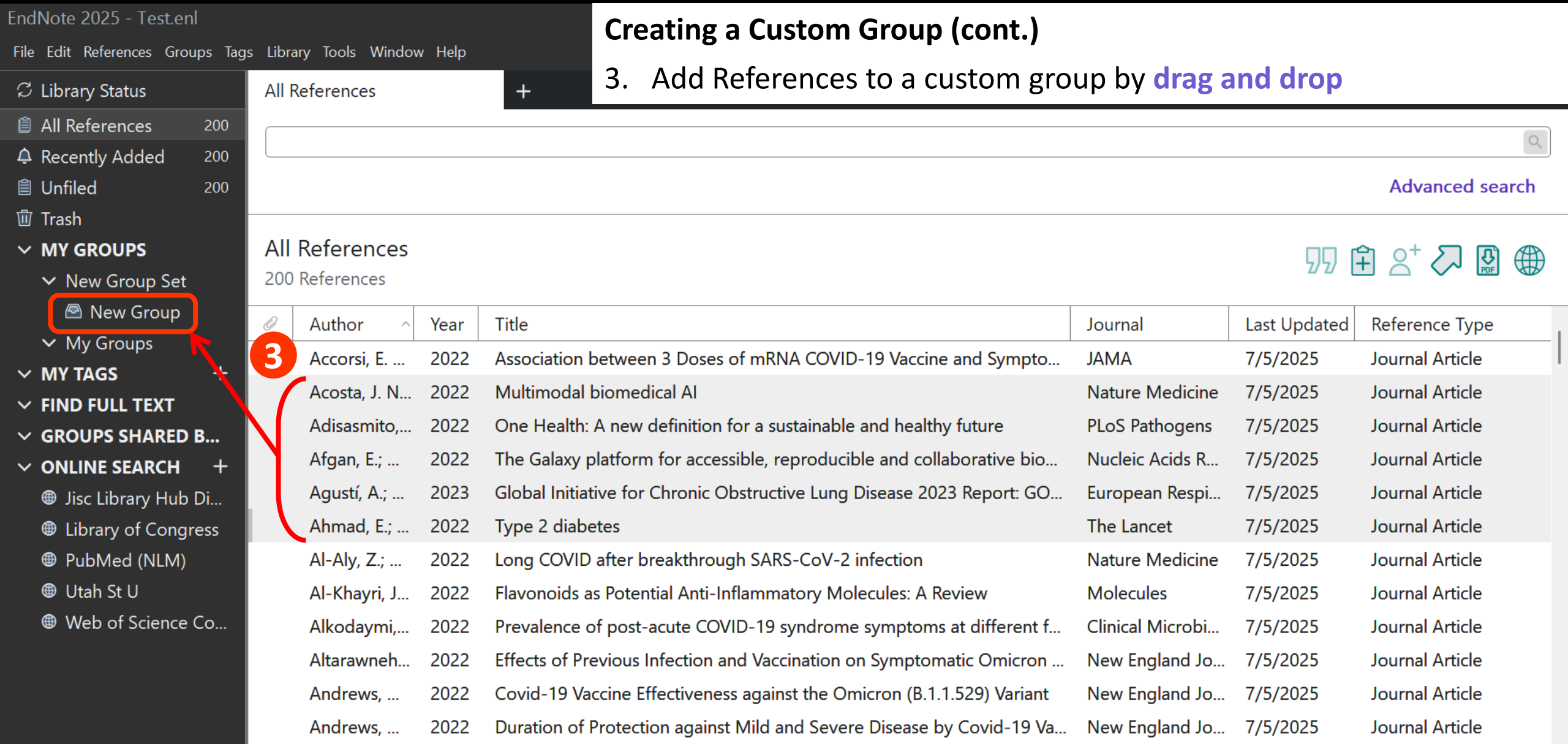
1. Go to **Groups > Create Group**
2. Enter a name for the custom group



Custom Groups (2)

Creating a Custom Group (cont.)

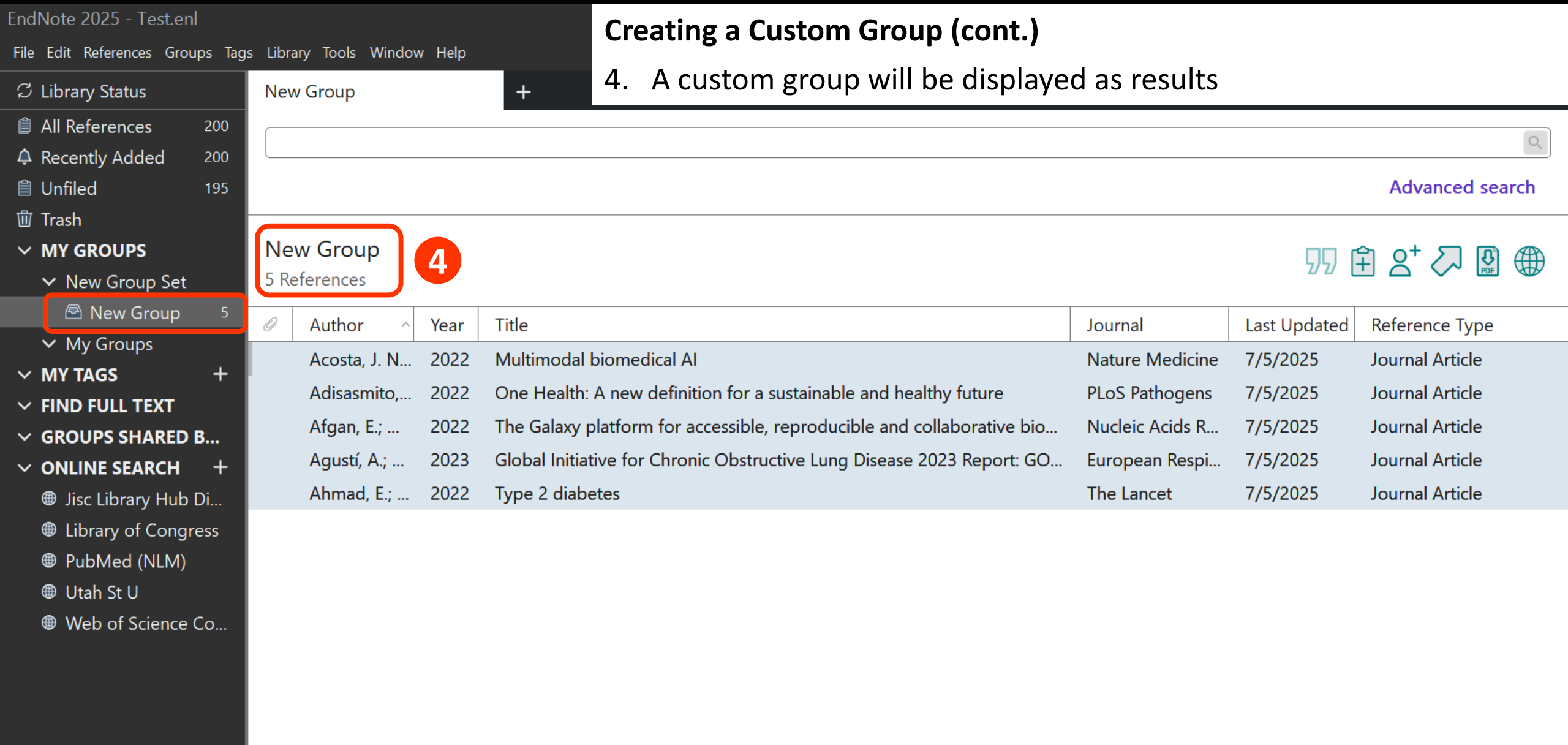
3. Add References to a custom group by **drag and drop**



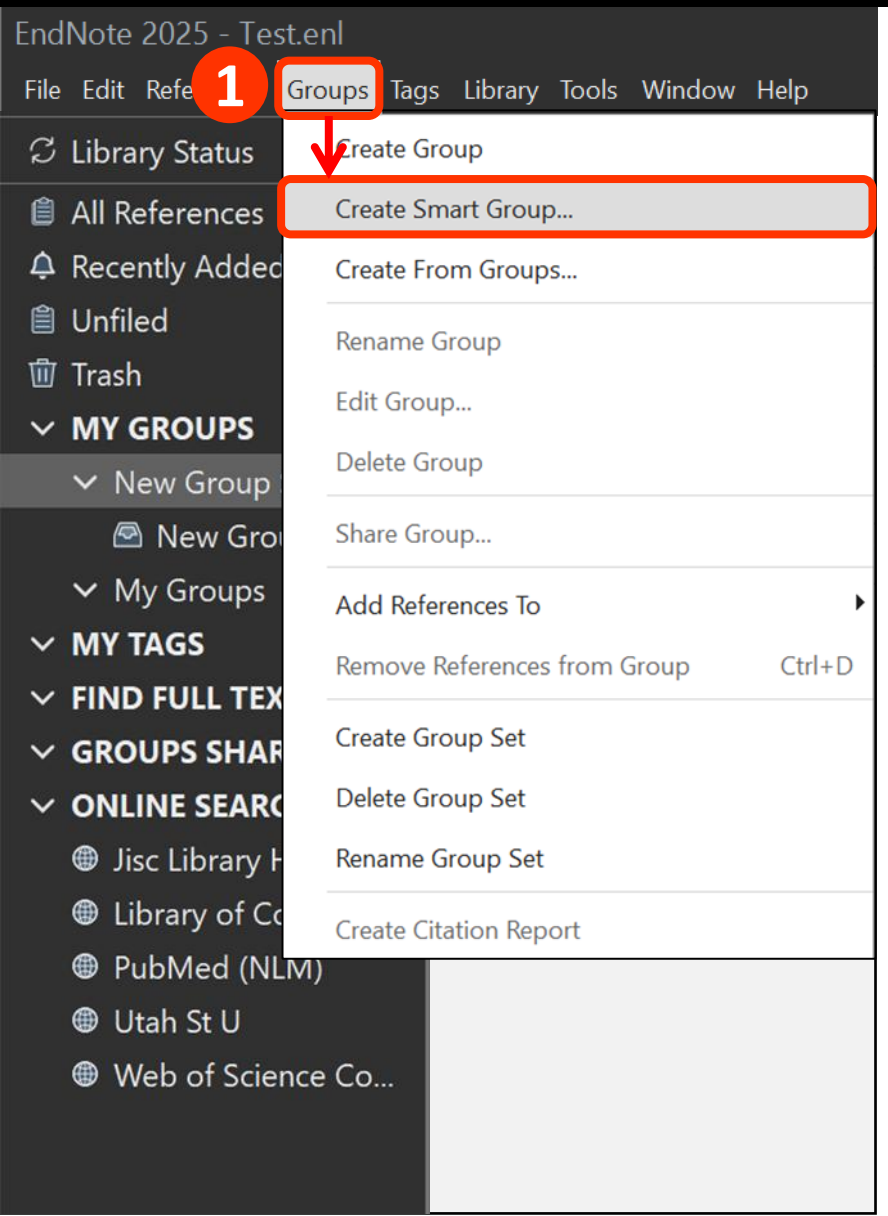
Custom Groups (3)

Creating a Custom Group (cont.)

4. A custom group will be displayed as results

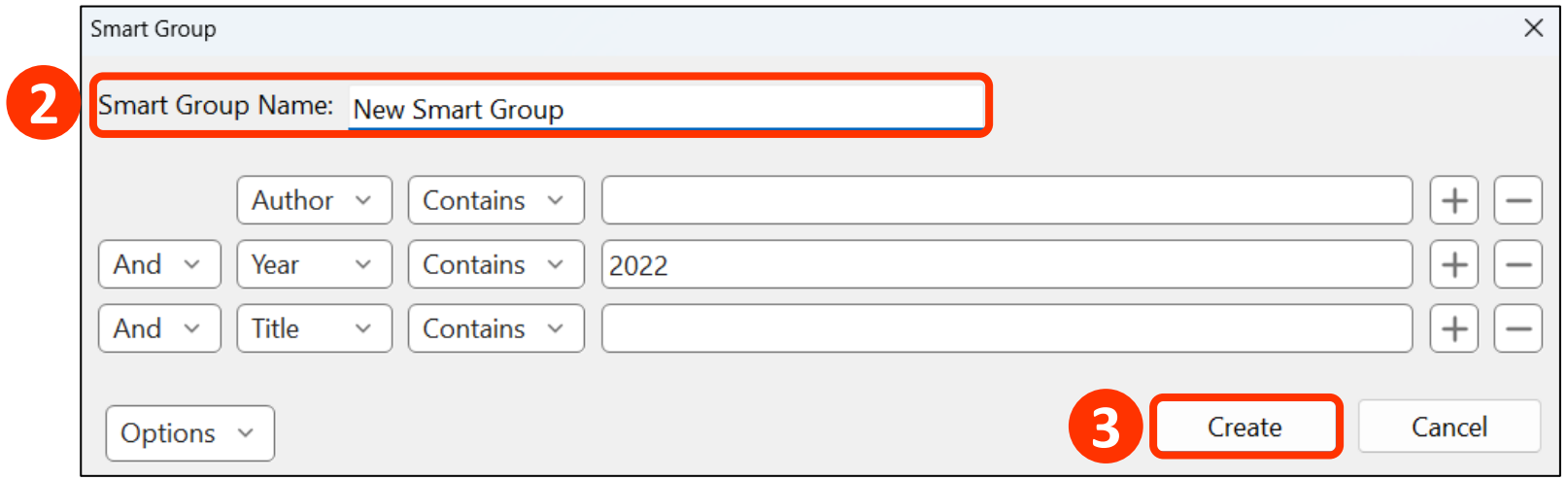


Smart Groups (1)



Creating a Smart Group

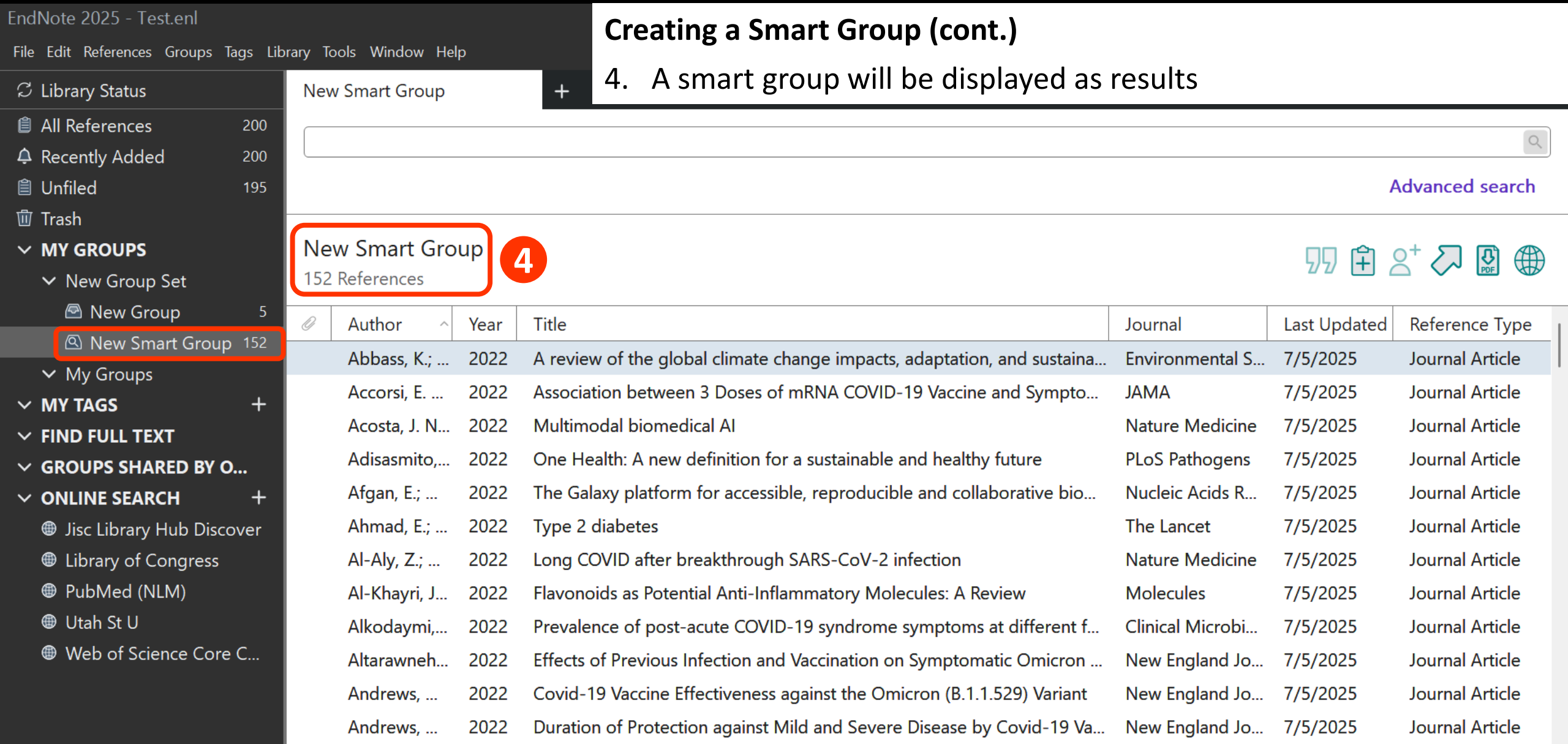
1. Go to **Groups > Create Smart Group...**
2. Enter a name for the new smart group
3. Set your search criteria, then click **Create**



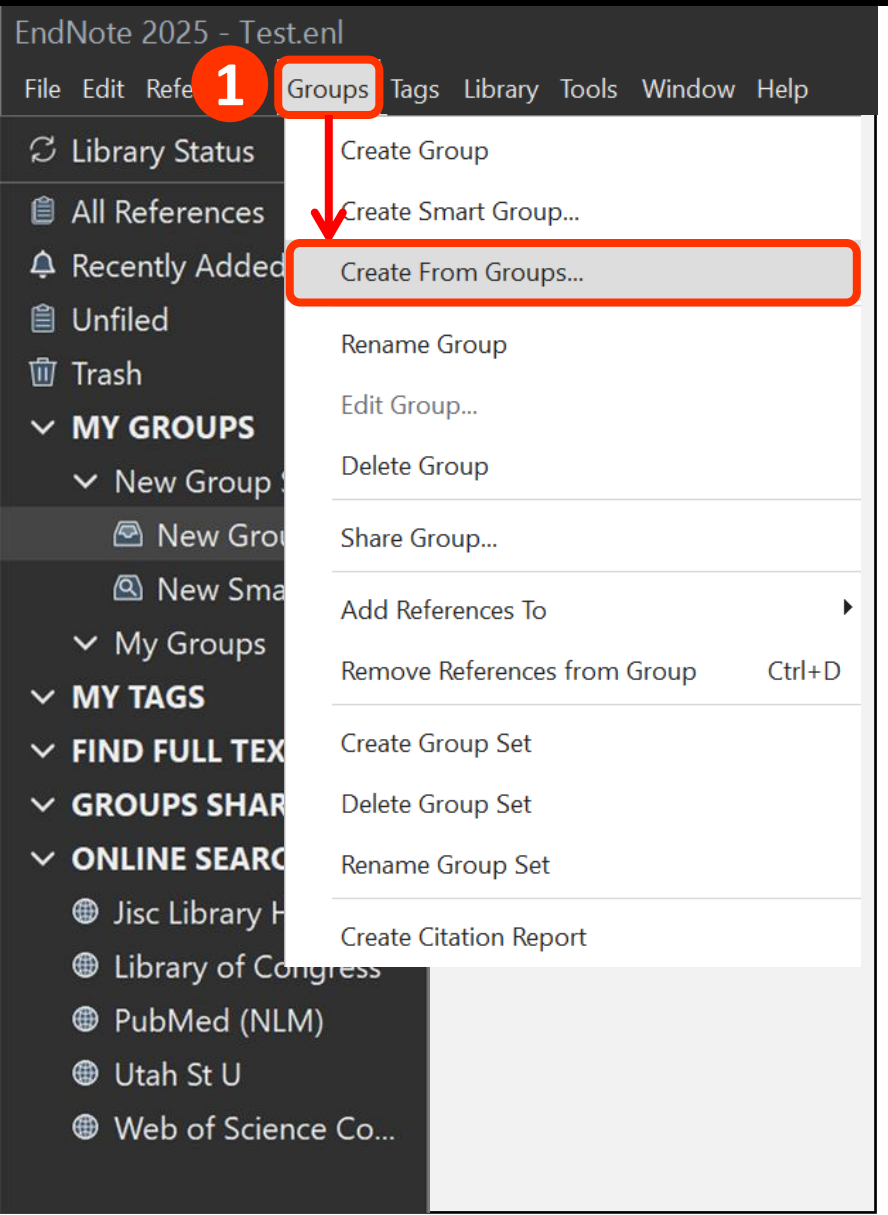
Smart Groups (2)

Creating a Smart Group (cont.)

4. A smart group will be displayed as results

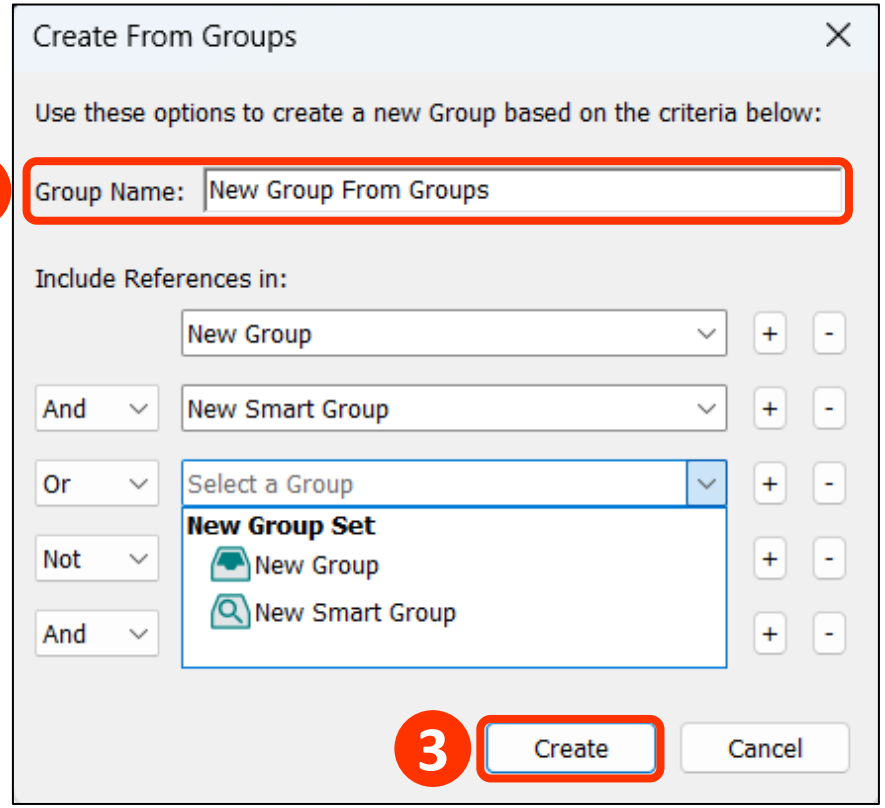


Combination Groups (1)



Creating a Combination Group

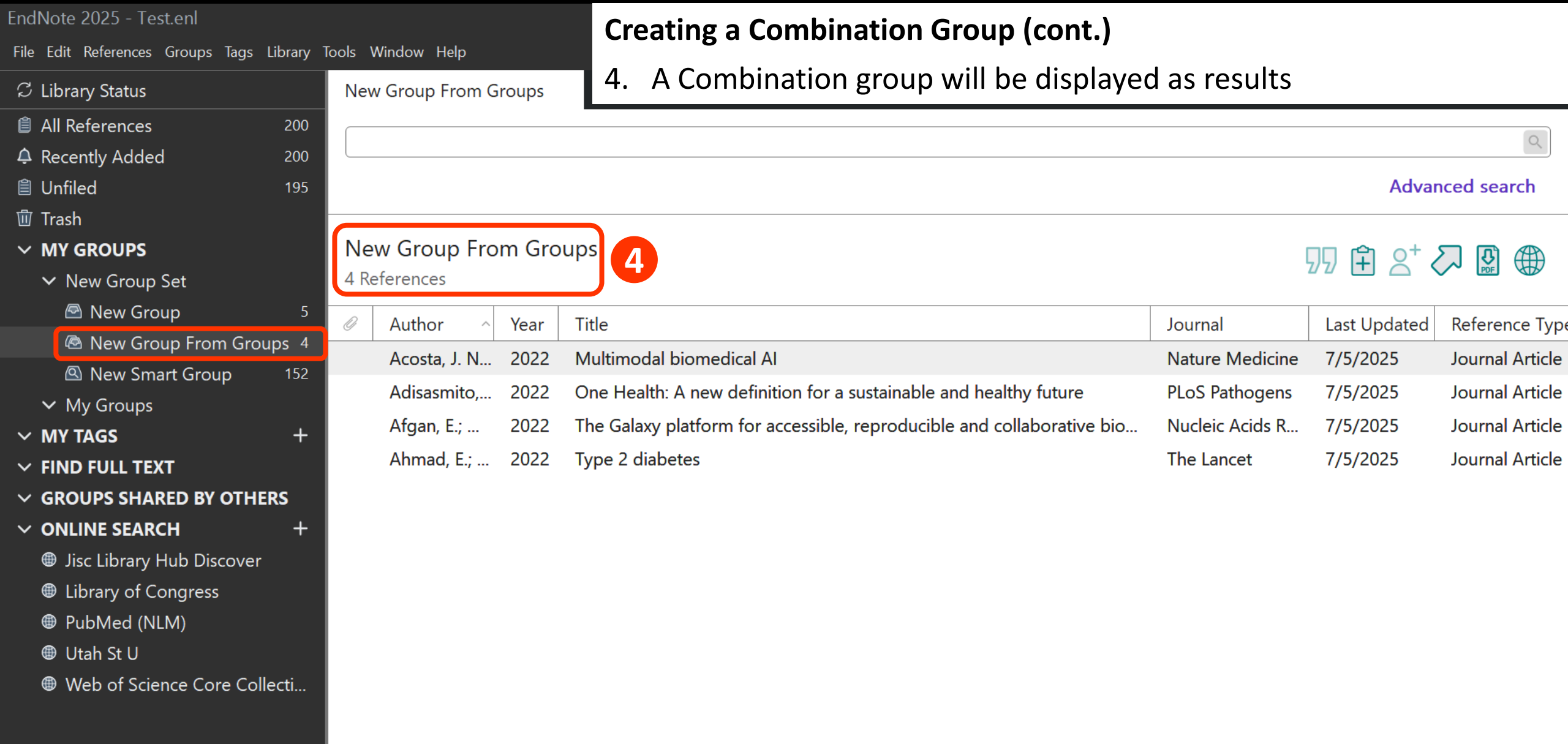
1. Go to **Groups > Create From Groups…**
2. Enter a name for the combination group.
3. Select custom or smart groups to combine using AND, OR, NOT to include or exclude in the combined group set. Then click **Create**



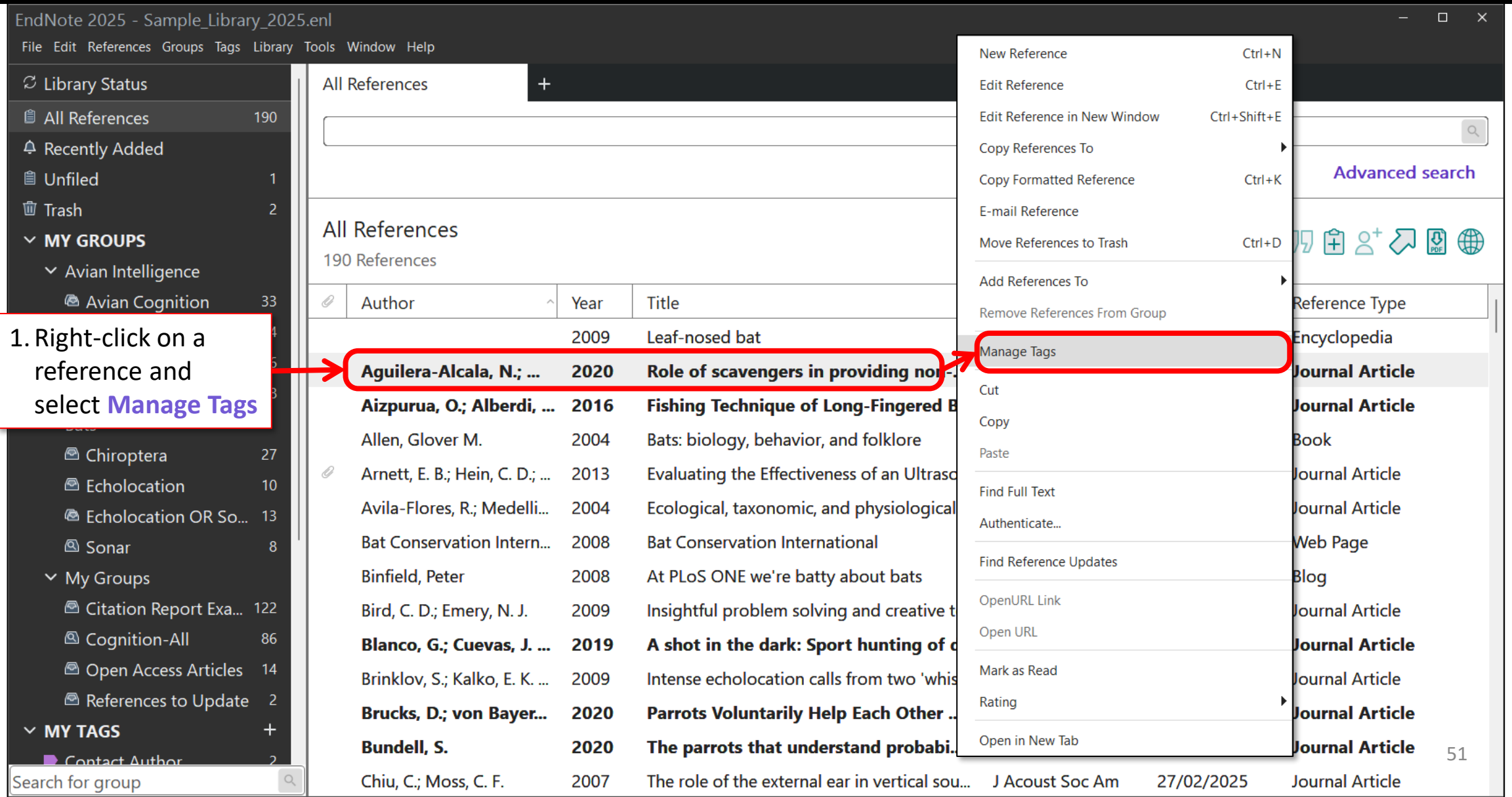
Combination Groups (2)

Creating a Combination Group (cont.)

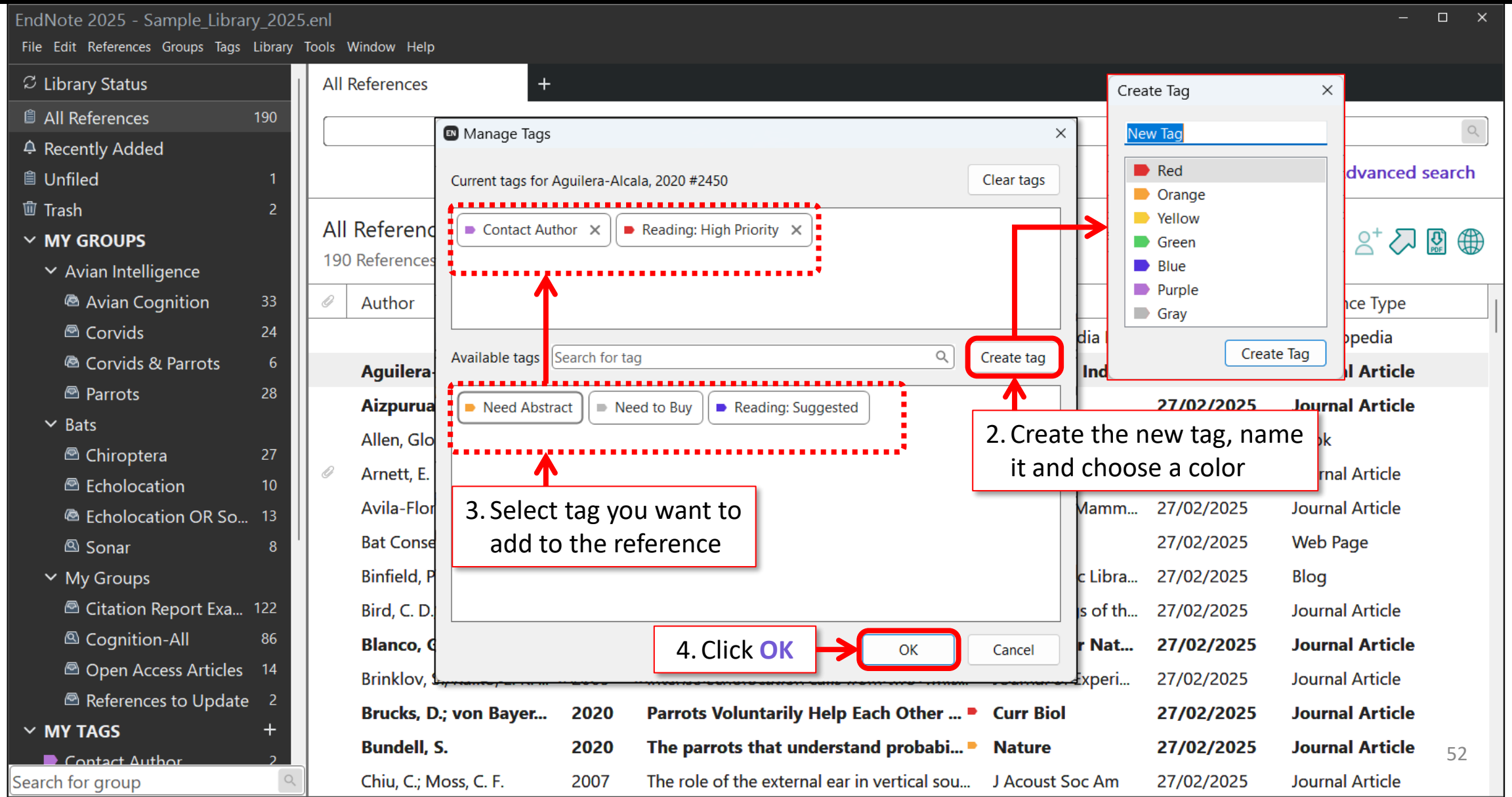
4. A Combination group will be displayed as results



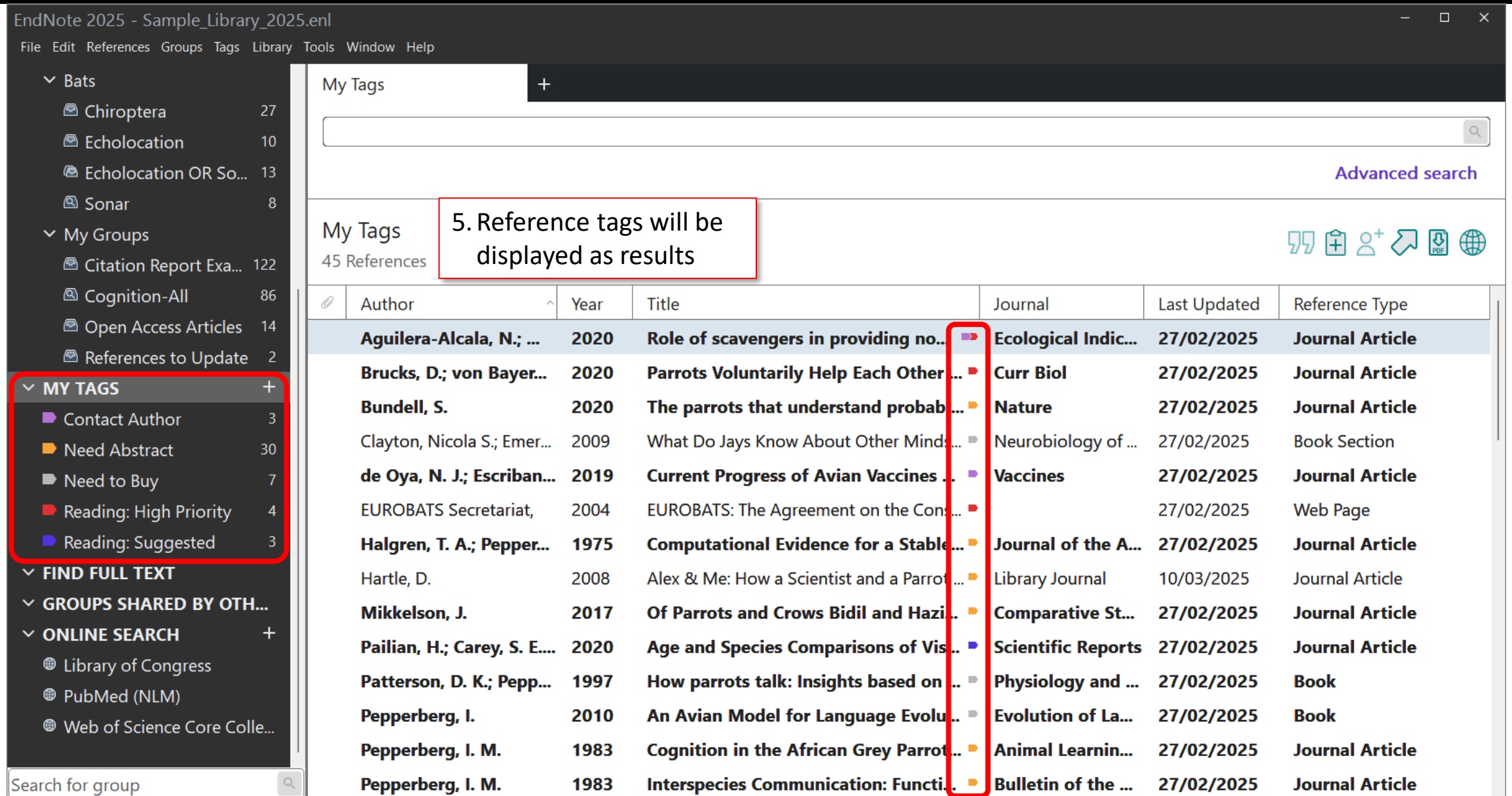
Tags (1)


EndNote 2025 - Sample_Library_2025.enl
File Edit References Groups Tags Library Tools Window Help
Library Status
All References 190
Recently Added
Unfiled 1
Trash 2
MY GROUPS
Avian Intelligence
Avian Cognition 33
Chiroptera 27
Echolocation 10
Echolocation OR So... 13
Sonar 8
My Groups
Citation Report Exa... 122
Cognition-All 86
Open Access Articles 14
References to Update 2
MY TAGS
Search for group
All References
All References
190 References
Advanced search
Author
Year
Title
Reference Type
2009 Leaf-nosed bat Encyclopedia
Aguilera-Alcala, N.; ... 2020 Role of scavengers in providing no... Journal Article
Aizpurua, O.; Alberdi, ... 2016 Fishing Technique of Long-Fingered B... Journal Article
Allen, Glover M. 2004 Bats: biology, behavior, and folklore Book
Arnett, E. B.; Hein, C. D.; ... 2013 Evaluating the Effectiveness of an Ultrasc... Journal Article
Avila-Flores, R.; Medelli... 2004 Ecological, taxonomic, and physiological... Journal Article
Bat Conservation Intern... 2008 Bat Conservation International Web Page
Binfield, Peter 2008 At PLoS ONE we're batty about bats Blog
Bird, C. D.; Emery, N. J. 2009 Insightful problem solving and creative t... Journal Article
Blanco, G.; Cuevas, J. ... 2019 A shot in the dark: Sport hunting of c... Journal Article
Brinklov, S.; Kalko, E. K. ... 2009 Intense echolocation calls from two 'whis... Journal Article
Brucks, D.; von Bayer... 2020 Parrots Voluntarily Help Each Other ... Journal Article
Bundell, S. 2020 The parrots that understand probabi... Journal Article
Chiu, C.; Moss, C. F. 2007 The role of the external ear in vertical sou... J Acoust Soc Am 27/02/2025 Journal Article
New Reference Ctrl+N
Edit Reference Ctrl+E
Edit Reference in New Window Ctrl+Shift+E
Copy References To
Copy Formatted Reference Ctrl+K
E-mail Reference
Move References to Trash Ctrl+D
Add References To
Remove References From Group
Manage Tags
Cut
Copy
Paste
Find Full Text
Authenticate...
Find Reference Updates
OpenURL Link
Open URL
Mark as Read
Rating
Open in New Tab
1. Right-click on a reference and select Manage Tags

Tags (2)


EndNote 2025 - Sample_Library_2025.enl
File Edit References Groups Tags Library Tools Window Help
Library Status
All References 190
Recently Added
Unfiled 1
Trash 2
MY GROUPS
Avian Intelligence
Avian Cognition 33
Corvids 24
Corvids & Parrots 6
Parrots 28
Bats
Chiroptera 27
Echolocation 10
Echolocation OR So... 13
Sonar 8
My Groups
Citation Report Exa... 122
Cognition-All 86
Open Access Articles 14
References to Update 2
MY TAGS
Search for group
All References
Manage Tags
Current tags for Aguilera-Alcala, 2020 #2450
Clear tags
Contact Author
Reading: High Priority
Available tags
Search for tag
Create tag
Need Abstract
Need to Buy
Reading: Suggested
3. Select tag you want to add to the reference
4. Click OK
OK
Cancel
Create Tag
New Tag
Red
Orange
Yellow
Green
Blue
Purple
Gray
Create Tag
2. Create the new tag, name it and choose a color
Author
Brucks, D.; von Bayer... 2020 Parrots Voluntarily Help Each Other ... Curr Biol 27/02/2025 Journal Article
Bundell, S. 2020 The parrots that understand probabi... Nature 27/02/2025 Journal Article
Chiu, C.; Moss, C. F. 2007 The role of the external ear in vertical sou... J Acoust Soc Am 27/02/2025 Journal Article

Tags (3)


EndNote 2025 - Sample_Library_2025.enl
File Edit References Groups Tags Library Tools Window Help
Bats
Chiroptera 27
Echolocation 10
Echolocation OR So... 13
Sonar 8
My Groups
Citation Report Exa... 122
Cognition-All 86
Open Access Articles 14
References to Update 2
MY TAGS
Contact Author 3
Need Abstract 30
Need to Buy 7
Reading: High Priority 4
Reading: Suggested 3
FIND FULL TEXT
GROUPS SHARED BY OTH...
ONLINE SEARCH
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My Tags
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45 References
5. Reference tags will be displayed as results
Author
Year
Title
Journal
Last Updated
Reference Type
Aguilera-Alcala, N.; ... 2020 Role of scavengers in providing no... Ecological Indic... 27/02/2025 Journal Article
Brucks, D.; von Bayer... 2020 Parrots Voluntarily Help Each Other ... Curr Biol 27/02/2025 Journal Article
Bundell, S. 2020 The parrots that understand probab... Nature 27/02/2025 Journal Article
Clayton, Nicola S.; Emer... 2009 What Do Jays Know About Other Minds... Neurobiology of ... 27/02/2025 Book Section
de Oya, N. J.; Escriban... 2019 Current Progress of Avian Vaccines ... Vaccines 27/02/2025 Journal Article
EUROBATS Secretariat, 2004 EUROBATS: The Agreement on the Cons... 27/02/2025 Web Page
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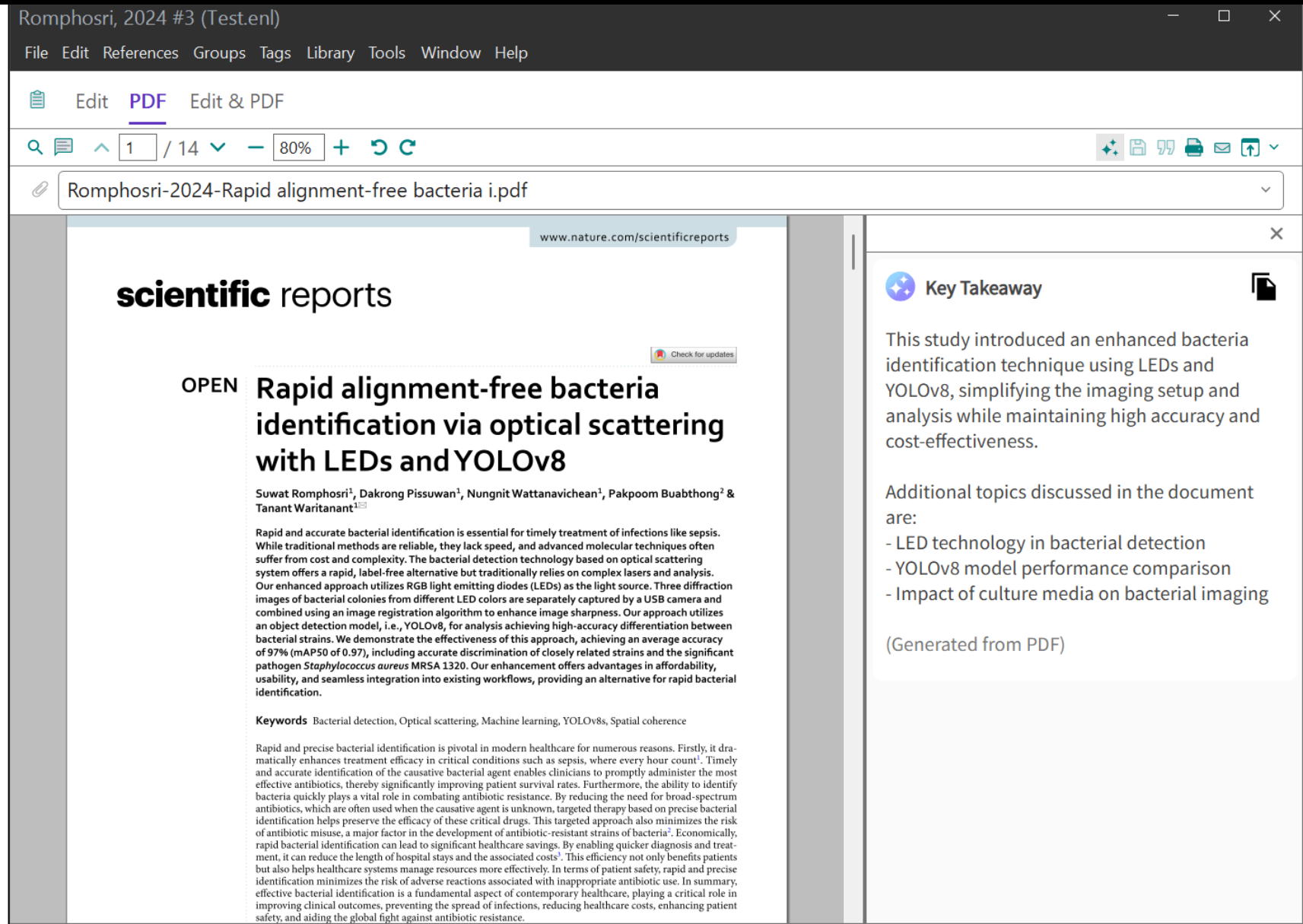
Mikkelson, J. 2017 Of Parrots and Crows Bidil and Hazi... Comparative St... 27/02/2025 Journal Article
Pailian, H.; Carey, S. E.... 2020 Age and Species Comparisons of Vis... Scientific Reports 27/02/2025 Journal Article
Patterson, D. K.; Pepp... 1997 How parrots talk: Insights based on ... Physiology and ... 27/02/2025 Book
Pepperberg, I. 2010 An Avian Model for Language Evolu... Evolution of La... 27/02/2025 Book
Pepperberg, I. M. 1983 Cognition in the African Grey Parrot... Animal Learnin... 27/02/2025 Journal Article
Pepperberg, I. M. 1983 Interspecies Communication: Functi... Bulletin of the ... 27/02/2025 Journal Article

New Features!!!

- AI Key Takeaway
- Cite from PDF

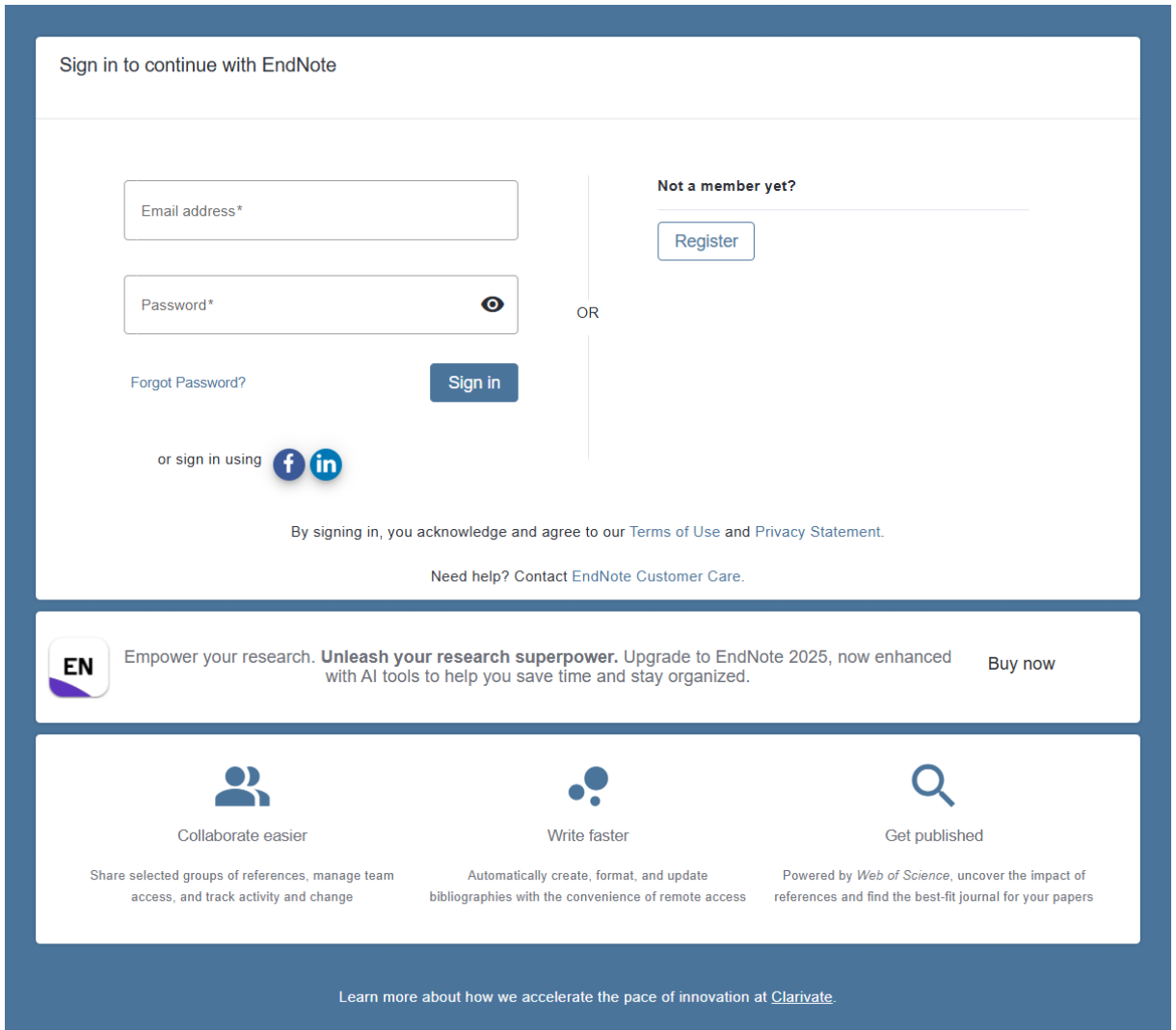
AI Key Takeaway (1)

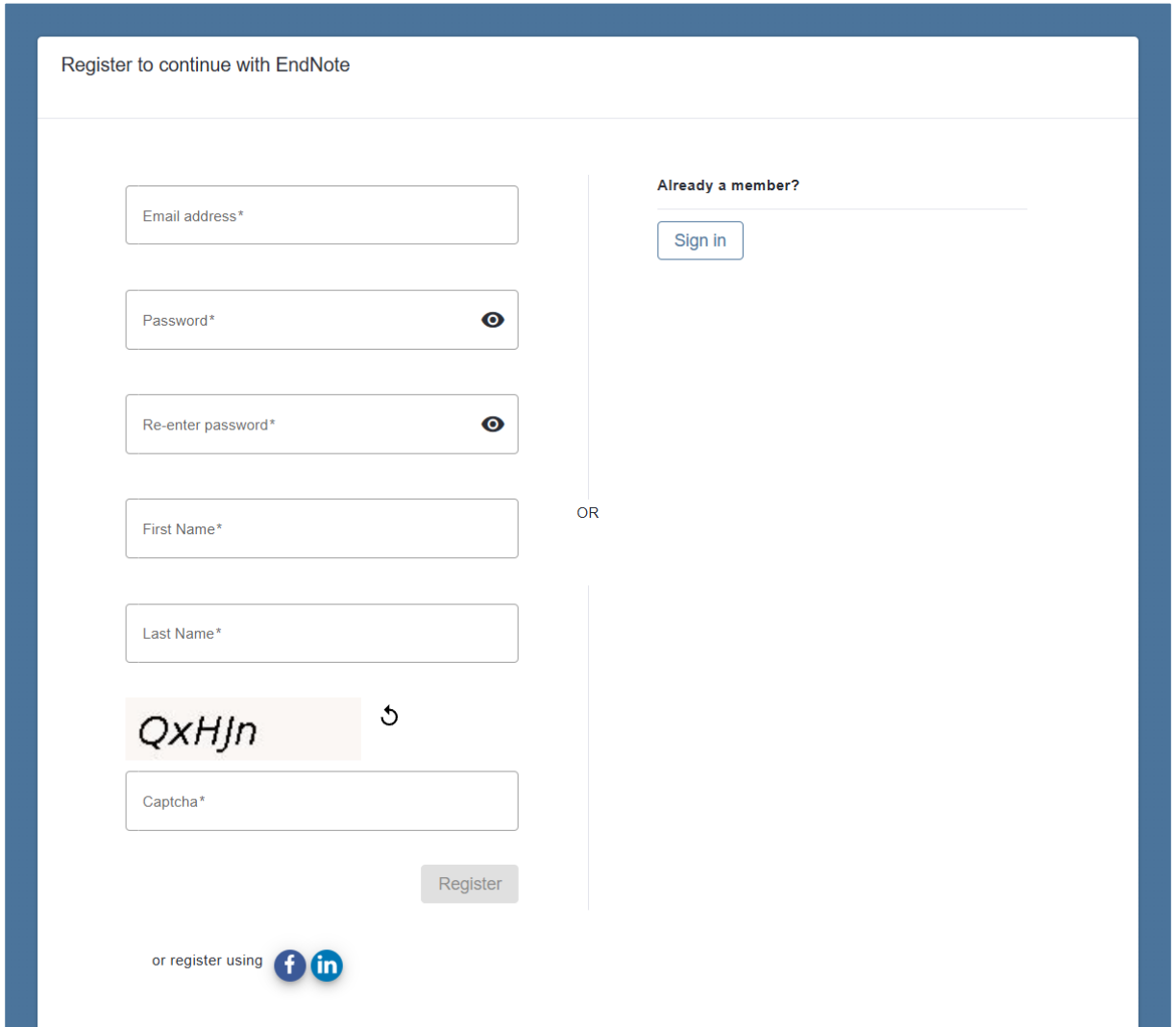
- In EndNote 2025 Clarivate is introducing its first artificial intelligence (AI) feature for EndNote: **The Research Assistant**
- **AI Key Takeaway** is the Research Assistant feature uses AI to independently analyze the contents of the journal article from its PDF and provide a short summary of the key points in the article
- User must have the **EndNote account** to use this feature



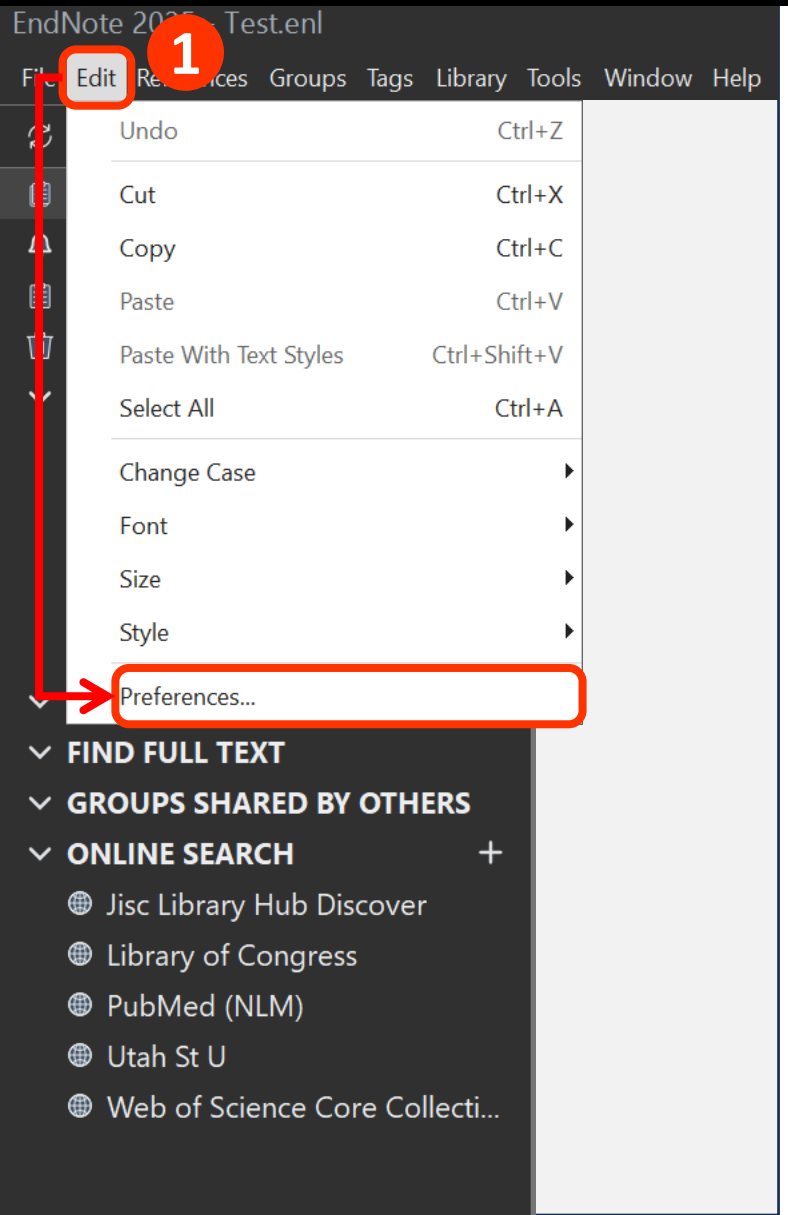
AI Key Takeaway (2)

Sign in or register for free EndNote account via http://www.myendnoteweb.com/



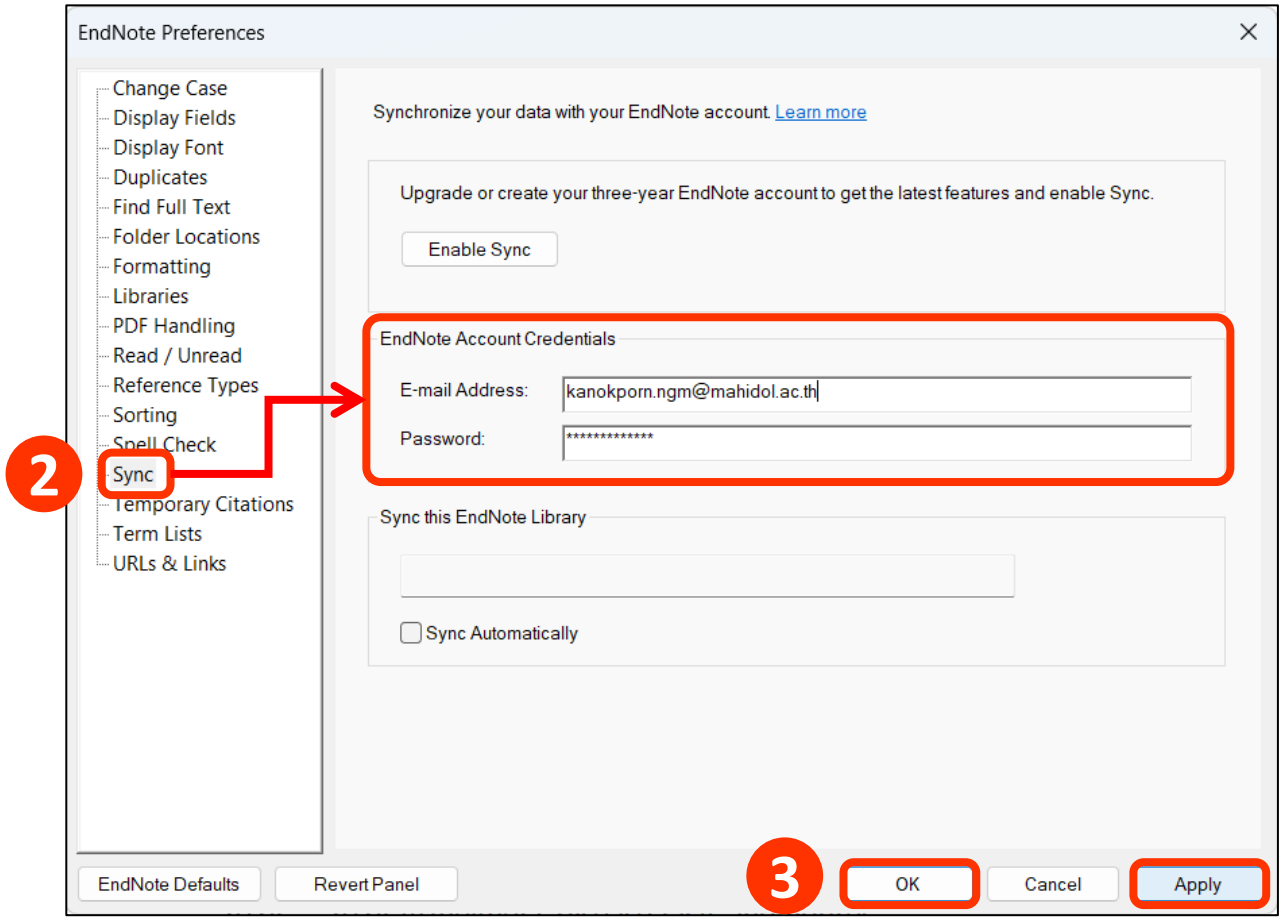


AI Key Takeaway (3)

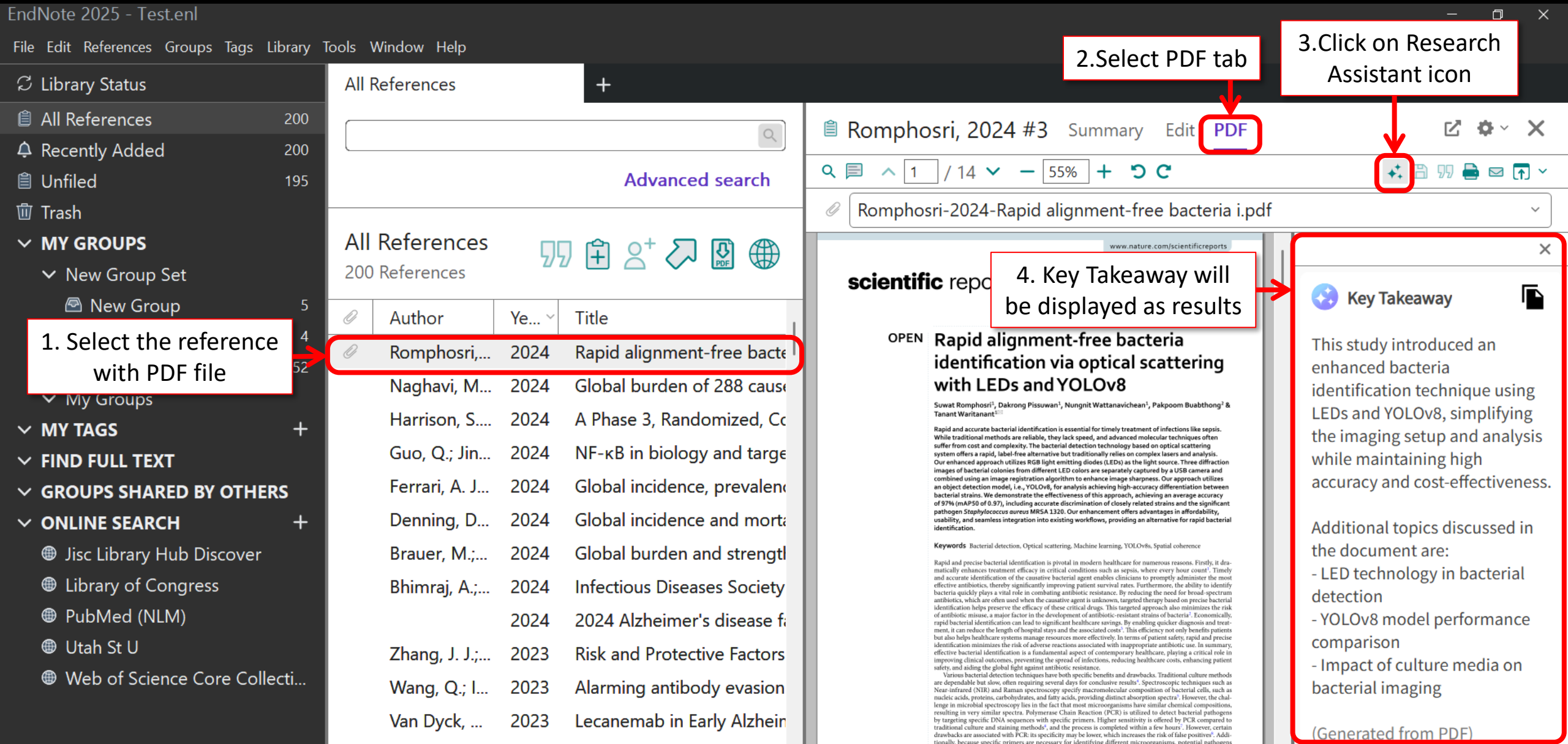


Set up EndNote Account Credentials

1. Go to **Edit > Preferences…**
2. Select **Sync** section, then enter your EndNote account and password
3. Click **Apply** and **OK**



AI Key Takeaway (4)



Cite from PDF

You can insert quotations from PDFs attached to your EndNote references directly into your Word documents, with the citation to match the quotation automatically inserted following the quotation.