



# Wichita State University Libraries

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## EndNote X4 Basics

### What is EndNote?

*EndNote* is a software program that helps you store and manage bibliographic references for your research projects and papers. It can format references and automatically create bibliographies in your research papers using a variety of styles, such as APA, MLA, Chicago, Turabian, IEEE, and many more.

### How can I download the EndNote software?

All WSU students, faculty, and staff can download the *EndNote* software for free. *EndNote* is available for both Windows PC and Mac platforms. To download:

- Login to your **myWSU** account -- <https://mywsu.wichita.edu>
- Click on **myTools** under **Student Tools** on the left-hand side of the screen
- Click on **Download EndNote** under **General** on the left-hand side of the screen, and follow the instructions

**CAUTION!** During the download process, you will need to choose between two installation types – **Typical** or **Custom**. If you choose **Typical**, you will download **only the most popular** styles, output filters, etc. You may need to go to the web frequently to download styles or filters that were not included. To save yourself extra steps, choose the **Custom** installation, which will download **all** of the available styles and filters (or those that you select).

If you have trouble downloading *EndNote*, contact Steve Dickerson ([steve.dickerson@wichita.edu](mailto:steve.dickerson@wichita.edu)), 978-3906, in University Computing for assistance.

### How do I use EndNote?

Screenshots in this guide are taken from *EndNote* as it appears on a Windows PC. *EndNote* looks somewhat different on a Mac, but the techniques described in this guide are essentially the same.

This guide will show you the following basic steps for using *EndNote*:

- Opening or creating an *EndNote* Library
- Adding bibliographic references or citations to your library
- Using *EndNote* with Microsoft *Word* to organize research papers, insert references using *Cite While You Write*, and create independent bibliographies

### More Information

For additional information about using specific features of *EndNote*, the following web sites may be useful.

EndNote Support & Services

<http://www.endnote.com/support/ensupport.asp>  
[http://www.endnote.com/Whats\\_New-ENX4.wmv](http://www.endnote.com/Whats_New-ENX4.wmv) (online tutorial)

Univ. of Medicine & Dentistry of N. J.-  
University Libraries

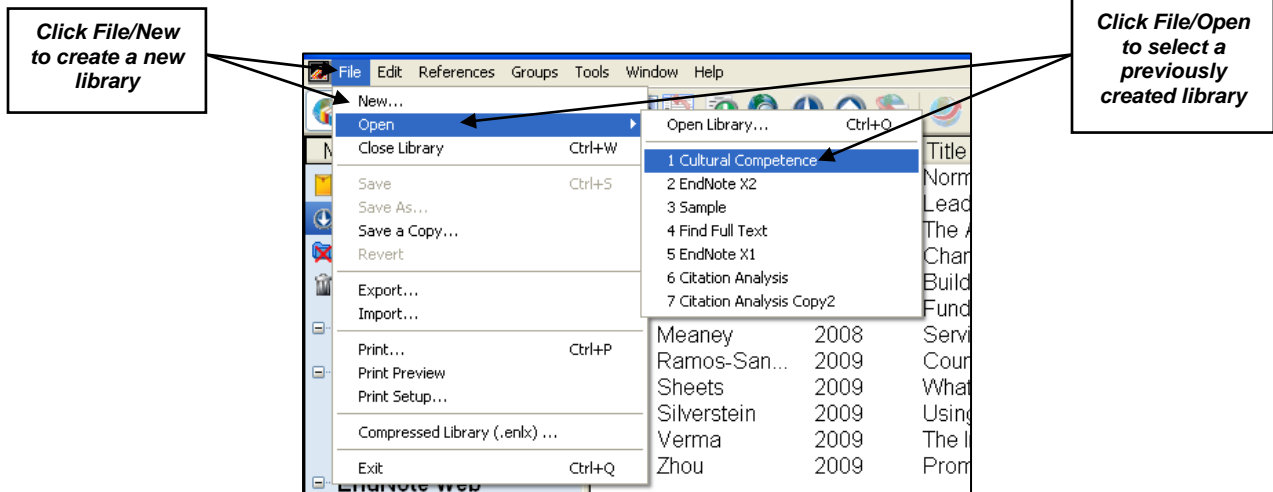
<http://www3.umdnj.edu/stlibweb/education/ENhandout.pdf>

Univ. of Portsmouth – University  
Library

<http://www.port.ac.uk/library/guides/filetodownload,103056.en.pdf>

## Opening or Creating an EndNote Library

- The file in which you store your bibliographic references is called a **library**. You may place all of your references in one library, or you may create multiple libraries. The first time you open *EndNote*, a dialog box will appear that allows you to **Create a new EndNote library** or to **Open an existing EndNote library**. On subsequent occasions, if this dialog box doesn't appear, click on **File/New** to create a **new** library, or **File/Open** to open an **existing** library.



- At the prompt, give your library a name, choose where you want to save the file, and then your new, blank, library will appear. Now you are ready to add references to your library. The graphic below shows an example of a library that has already had some references placed into it.

This screenshot shows the EndNote interface with several callouts explaining key features:

- Style Selection:** A callout on the left points to the 'Select Another Style...' dropdown menu, stating: 'Choose the format (or output style) in which you would like to display the references. If the style you need is not shown, click on "Select Another Style" for more options. Once you select a style, it will always be displayed in the drop-down box'.
- Column Headings:** A callout at the top points to the column headers (Author, Year, Title, Journal, Ref Type, URL) with the text: 'Column headings. Double click on a heading to sort list in alphabetical order by author or title, or in chronological order by date'.
- Library Subsets:** A callout points to the 'My Groups' section on the left sidebar, stating: 'Create subsets of your library'.
- Preview Pane:** A callout at the bottom right points to the preview area at the bottom of the window, stating: 'Preview Pane: click on an entry to view the complete reference'.

The main window displays a list of references with the following data:

Author	Year	Title	Journal	Ref Type	URL
en	2010	Throwaway Moms: Maternal Incarcer...	Affilia	Journal Arti...	
baker	2010	Justice Making in Groups for Homele...	The Journal...	Journal Arti...	
ss	2010	Have the Poor Gotten Poorer?: The ...	Journal of P...	Journal Arti...	
obson	2010	Personal Pronouns and Communicat...	Journal of A...	Journal Arti...	
n	2010	Assessing Trauma, Substance Abus...	Health & S...	Journal Arti...	
Krusi	2010	Social and structural barriers to housi...	Health & S...	Journal Arti...	
Lundstrom	2010	Trajectories Leading to Autism Spec...	Journal of ...	Journal Arti...	
Parsell	2010	'Homeless is What I Am, Not Who I A...	Urban Polic...	Journal Arti...	
Perلمان	2010	Timing and influence of early experie...	Children an...	Journal Arti...	
Reichle	2010	Task Engagement and Escape Main...	Journal of A...	Journal Arti...	
Sevlever	2010	An Examination of the State of Imitat...	Research i...	Journal Arti...	
Washington	2010	Risk Factors for Homelessness amo...	Journal of H...	Journal Arti...	
Wheeler	2010	Maternal Responses to Child Frustra...	Journal of In...	Journal Arti...	
Wong	2010	Randomized Controlled Trial for Earl...	Journal of A...	Journal Arti...	
Yang	2010	Stability and Change of Cognitive Att...	Research i...	Journal Arti...	

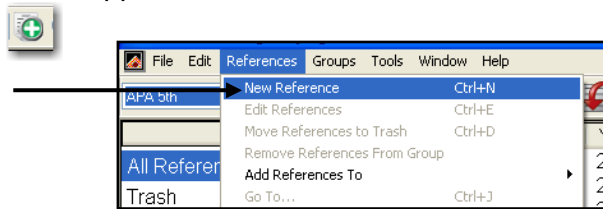
The preview pane at the bottom shows the full text of the selected reference: 'Perlman, S., & Fantuzzo, J. (2010). Timing and influence of early experiences of child maltreatment and homelessness on children's educational well-being. *Children and Youth Services Review*, 32(6), 874-883.'

## Adding references to your library

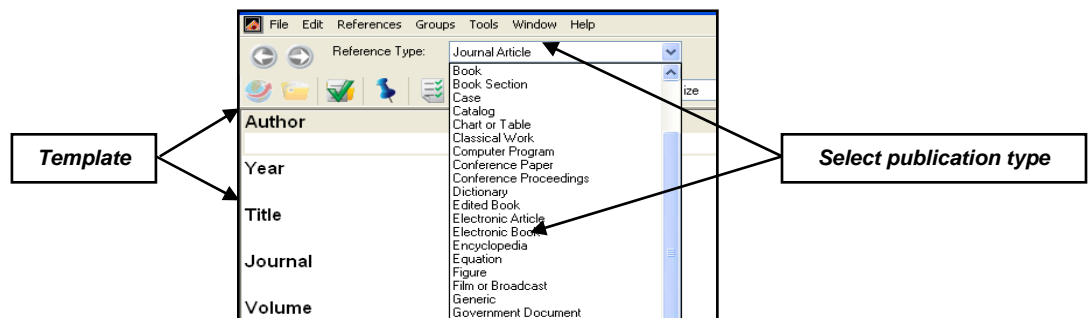
There are three ways to add references to your library: **manual**, **import**, or **online search**

### **Adding references manually** – use this technique when you have an article in hand, or want to add references found in lists of references at the ends of journal articles or book chapters

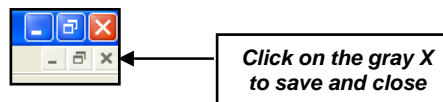
- Open your *EndNote* Library
- Click on **References** in the upper *EndNote* toolbar and then choose **New Reference**, or click on this icon on the toolbar:



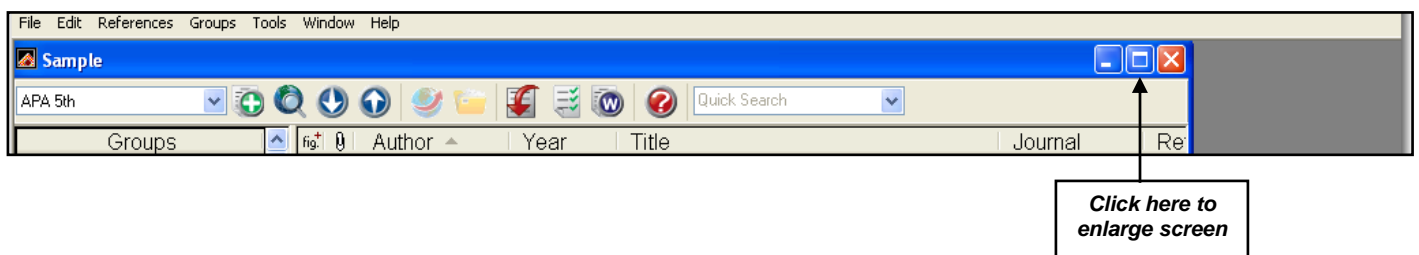
- You will see a template for typing in all of the elements of your reference
- Click on the drop-down arrow in the **Reference Type:** box, and select the publication type for which you are creating a reference (book, journal article, etc.). The template will reset to accommodate the publication type you choose.



- Click on a field (author, title, etc.) into which you want to enter information. Type in the information. Press [Tab] to move from one field to the next.
- **Close and save** the new reference by clicking on the **X in the gray toolbar** (not the red X) in the upper right of the screen.



- If you do not see the gray X, you can click on the maximize button in the lower blue toolbar of your library to enlarge the library window and make it appear:



# Tips for entering citation information

## Authors

- You may enter an author's name in a variety of ways:
  - last name, first name and middle initial** – Johnson, Jason A.
  - first name middle initial and last name** – Jason A. Johnson
  - last name, first and middle initials** -- Johnson, J.A.
  - first and middle initials last name** -- J A Johnson
- EndNote* can abbreviate first and middle names, so for maximum flexibility, enter whole names when possible
- If you use initials, include either a period or a space after each one
- If a publication has more than one author, type each author's name on a separate line
- If the author is an organization or association, place a comma at the end of the name:  
**American Medical Association,**

## Journal Article Titles

- Capitalize only the first word of an article title (as well as the first word after a colon)
- EndNote* can place capitalization **on** words, but it cannot take capitalization **off**
- Entering titles this way enables you to change references from one style to another

## Journal Names

- Enter full journal titles—do not abbreviate  
*EndNote* may not be able to supply the full title if you abbreviate

## Including a link to a PDF

You can add a link to the PDF version of a journal article or other document so that you can access it directly from *EndNote*.

- Save the document to your computer
- Open the template for the citation for that document (double click on it from your main *EndNote* library page)
- Scroll down the template to the **File Attachments** field or box
- Click and drag the PDF into the box, or right click on the box, click on **File attachments/Attach file**
- Locate where you saved the PDF on your computer, and double click on it
- The link to the document will appear in the box



## Importing references – use this technique when you want to add references you have saved from searches done in databases like ERIC, PsycINFO, ABI/INFORM, RILM Abstracts of Music Literature, etc.

The steps for importing references vary from database to database. To see instructions for importing from a specific database, click on **Edit/Import Filters/Open Filter Manager**. Then, **double click on the name of the database you want to use, and instructions for how to save records for importing will display**. Below are instructions for importing references from some of the most commonly used databases at Wichita State University.


### Cambridge Scientific Abstracts Databases (CSA)

Examples: *Aerospace & High Technology Database, ComDisDome, Criminal Justice Abstracts, Design and Applied Arts Index, ERIC, MEDLINE, MLA International Bibliography, Philosopher's Index, PsycINFO, Social Services Abstracts, and Sociological Abstracts.*

#### In the database


- Run your search
- Mark the references that you want to export into your *EndNote* library
- Click on the **Save, Print, Email** link near the top of the screen underneath the folder tabs
- On the upper part of the next screen, click on the drop-down arrow, and change *Short format* to **Full format** – this will allow the abstracts to be imported as well as the references
- Near the bottom of the screen, select your **file format** (PC, Macintosh, Unix) and click on the **Save** button
- At the *File Download* screen, click on **Save**
- Save the file to your Desktop – you can delete it after you've imported the references into *EndNote*
- Name the document – make sure that the **.txt** file extension is added to the end of the file name
- Click on **Save**
- When you receive the screen that says "Download Complete," click on **Close**

#### In EndNote

- Open *EndNote*
- Open the *EndNote* library into which you want to place the references
- Click on the **Import** icon on the toolbar: 
- In the **Import Data File** box, click on *Choose File* to locate the file you just saved. Double click on it.
- In the **Import Option box**, click on the drop-down arrow
  - If you have imported references from this database before, its name will show up as one of the import options. Click on it.
  - If you have not imported references from this database before, click on **Other filters**. Then, double click on the name of the database you are using – for example, *ERIC (CSA)*
- If the specific CSA database that you are using is not shown as an option, *select another CSA database* on the list of available filters – filters for databases from the same provider generally work the same way
- Leave the **Duplicates** and the **Text Translations** boxes as they are
- Click on the **Import** button
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## EBSCO Databases

Examples: *America: History & Life*, *CINAHL*, *Music Index Online*, *RILM Abstracts of Music Literature*, *SPORTDiscus*, and *Women's Studies International*.

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library by clicking on the **Add to folder** link below each reference
- Click on the **Folder View** link on the far right hand side of the screen, under the tan **Folder has items** heading
- Mark the references you want to send to your library again by clicking in the boxes to their left
- Click on the **Export** button or link to the right of your list of references: 
- Under **Save citations to a file formatted for:** on the right-hand side of the screen, click on **Direct Export to EndNote, ProCite, CITAVI, or Reference Manager**
- Click on the **Save** button
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## Ei Engineering Village Databases

Examples: *Compendex*

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references you want to export into *EndNote*
- Click on the blue **Download** button just above your search results
- Select **RIS, EndNote, ProCite, Reference Manager**
- Click on **Download**
- At the *File Download* screen, click on **Open**
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## Gale Cengage Databases


Examples: *Academic OneFile*, *Computer Database*, *Custom Newspapers*, *Expanded Academic ASAP*, *LegalTrac*, and *Nursing & Allied Health Collection*.

At present, there does not appear to be a way to import citations from *Business & Company Resource Center* and *Health & Wellness Resource Center*.

### In the database

- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library
- In the orange toolbar near the top of the screen, under the name of the database, click on **Marked Items** (the number of items you marked will be shown in parentheses)
- Mark the items a second time by clicking in the box to the left of the **Download** button
- Click on the **Download** button
- Under **Format Options**, choose **Plain text with bibliographic tags**, and click on the **Download** button
- At the **File Download** screen, click on **Save**
- Save the file to your Desktop – you can delete it after you've imported the references into *EndNote*
- Name the document
- Click on **Save**
- When you receive the screen that says "Download Complete," click on **Close**

### In EndNote

- Open *EndNote*
- Open the *EndNote* library into which you want to place the references
- Click on the **Import** icon on the toolbar: 
- In the **Import Data File** box, click on **Choose File** to locate the file you just saved. Double click on it.
- In the **Import Option box**, click on the drop-down arrow
  - If you have not imported references from this database before, click on **Other filters**. Then, double click on **InfoTrac (Gale)** as the filter for all of the databases above
  - If you have imported references from this database before, its name will show up as one of the import options. Click on it.
- Leave the **Duplicates** and the **Text Translations** boxes as they are
- Click on the **Import** button
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## Google Scholar

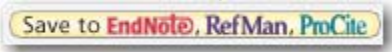
- Open the *EndNote* library into which you want to import your references
- Go to Google Scholar (**NOTE:** Access Google Scholar through the Library's list of **Electronic Databases** to take advantage of the full text of online journal articles to which the Library subscribes)
- Click on the **Scholar Preferences** link in the upper right-hand corner of the page
- Scroll down to **Bibliography Manager** at the bottom of the page
- Select the option to **Show links to import citations into**, click on the drop down arrow, and choose **EndNote**
- Click on the **Save Preferences** button
- Run your search
- When you see a reference you want to save into *EndNote*, click on the **Import into EndNote** link that now appears beneath each citation (you will have to import references one at a time)
- At the *File Download* screen, click on **Open**
- *EndNote* will come to the front of the screen. Watch the reference appear!
- The reference you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

**Note:** If this method does not work, try choosing **RefMan** instead of *EndNote* on the **Scholar Preferences** page, and then proceed as above. The import link will be changed to say **Import into RefMan**.


## HW Wilson (see WilsonWeb)

### ISI Web of Knowledge Databases

Examples: *Arts & Humanities Citation Index*, *BIOSIS Previews*, *MEDLINE*, *Science Citation Index*, *Social Sciences Citation Index*, *Web of Science*


- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to import into your *EndNote* library
- Scroll to the bottom of the screen, and choose your **Output** options
  - Step 1: Choose *Selected Records on page*
  - Step 2: Select the amount of information to import
  - Step 3: Click on this button 
- A *Processing Records* screen will appear for a few seconds while importing takes place
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## JSTOR

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- **Select all** or **mark** the references you want to import
- Click on the **Export Citation** link at the top of your list results list: 
- Click on the **RIS file (EndNote, ProCite, Reference Manager)** link
- At the *File Download* screen, click on **Open**
  
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library


## OCLC FirstSearch Databases

Examples: *Anthropology Plus*, *Dissertation Abstracts Online*, *Electronic Collections Online*, *GEOBASE* and *WorldCat*.

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* Library
- Click on the **Export** button 
- Next to **Export:** choose “Marked records from this search”
- Next to **Export to:** choose **EndNote**
- Click on the **Export** button
- At the *File Download* screen, click on **Open**
  
- *EndNote* will open with the **Choose An Import Filter** box displayed
- Double-click on the name of the database you used for your search—**Anthropology Plus (OCLC)**, for example
- Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## OvidSP Databases (formerly SilverPlatter)

Examples: *EconLit*

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library
- Click on the **Export** button just above your list of search results 
  - Click in the drop-down box next to **Export To** and select *EndNote*
  - Choose the amount of information you want to export—*Citation + Abstract* or *Complete Reference* would be good options
  - Click on the **Export Citation(s)** button
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## ProQuest Databases

Examples: *ABI/INFORM*, *Literature Online (LION)*, *ProQuest Nursing & Allied Health Source* and *Research Library*.


- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to import into your *EndNote* library
- Click on the **Export** link just above your list of references
- Click on **Export directly to ProCite, EndNote, or Reference Manager**
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## PubMed NLM (MEDLINE)

### In the database

- Run your search
- Mark the references that you want to import into your *EndNote* library
- Click on the **Send to** link on the upper right of the screen, and, in the resulting **Choose Destination** box, click on the **File** radio button
- A **new box** will drop down below the *Choose Destination* box. Under **Format**, select **MEDLINE** from the drop down list, and click on the **Create File** button
- At the *File Download* screen, click on **Save**
- Save the file to your Desktop – you can delete it after you've imported the references into *EndNote*
- When you receive the screen that says "Download Complete," click on **Close**

### In EndNote

- Open *EndNote*
- Open the *EndNote* library into which you want to place the references
- Click on the **Import** icon on the toolbar: 
- In the **Import Data File** box, click on *Choose File* to locate the file you just saved. Double click on it.
- In the **Import Option box**, click on the drop-down arrow
  - If you have not imported references from *PubMed* before, click on **Other filters**. Then, double click on **PubMed (NLM)**
  - If you have imported references from *PubMed* before, it will show up as one of the import options. Click on it.
- Leave the **Duplicates** and the **Text Translations** boxes as they are
- Click on the **Import** button
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## WilsonWeb (HW Wilson)

Examples: *Applied Science & Technology Full Text*, *Art Full Text*, *Business Full Text*, *Education Full Text*, *Humanities Full Text*, and *Social Sciences Full Text*.


- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- **Mark citations** by clicking in the box next to each reference you want to import
- Click on the **Get Marked link** just above your list of search results – the number of references you marked will be shown in parentheses
- Click on the **Export** link just above your list of references
- The next screen will show that you are preparing to import the references you marked. Under **Download Records into:** click on **The EndNote Filter**, and then click on the **Export** button
- At the **File Download** screen, click on **Open**
- *EndNote* will open with the **Choose An Import Filter** box displayed
- Scroll down the list of available filters, and double-click on **WilsonWeb**
- Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

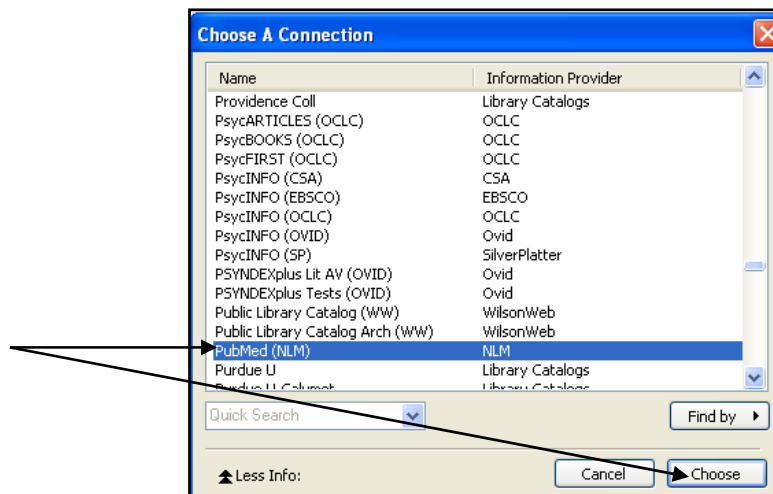
## Using Online Search – use this technique to search a remote database without leaving EndNote, and then add references directly to your library.

You can connect to and search a very limited number of remote databases from within *EndNote*. This feature works **only with databases that do not require you to login with your myWSU ID and password**, such as the free **PubMed** database and the **WSU Library Online Catalog**.

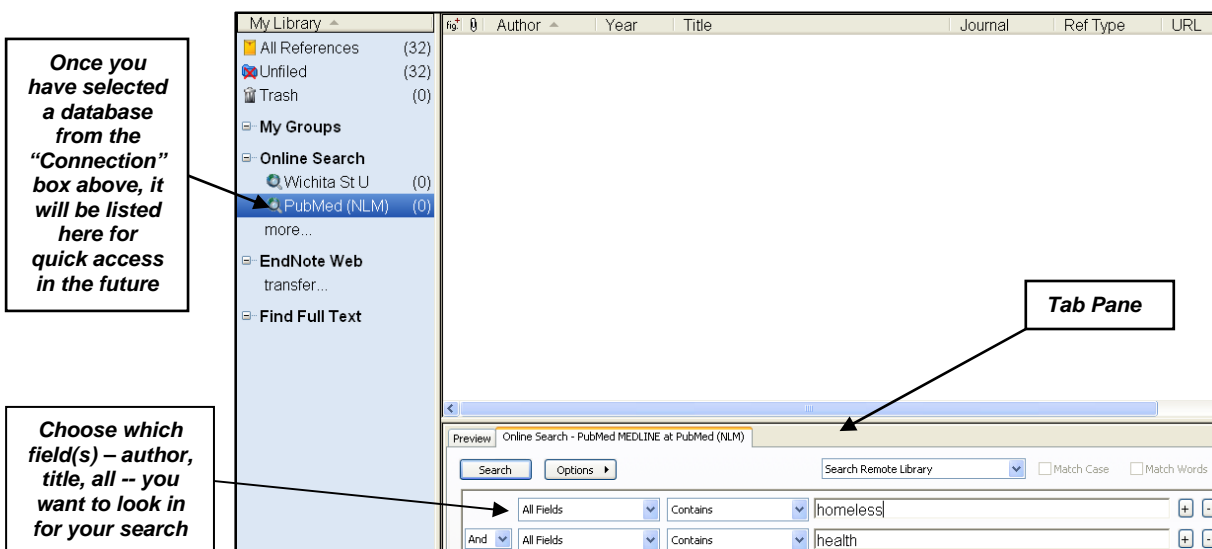
**NOTE:** It is usually a good idea to search the database itself first to get an idea of the search terms that will be successful. Many of the advanced search features of the database are not available when you connect through *EndNote*. Once you have determined your search terms, then connect to the database through *EndNote* for easy importing of your references.

### To search a database from within EndNote:

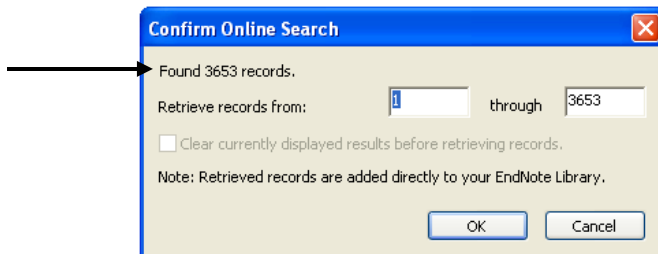
- Open the *EndNote* library into which you want to place references
- Click on **Tools/Online Search**, or click on the **Online Search** option on the toolbar: 
- Click on the name of the database to which you wish to connect -- *PubMed (NLM)*, for example
- Click on **Choose**



- A search window for that database will appear in the **Tab Pane** at the bottom of your screen. Type your search words into the boxes provided, and click on **Search**



- The number of items in your search results will be displayed. Note that you cannot actually view the references at this point. If you do not want to import all of them, you can change the second number, to 30 for example, to import only the first 30 references in the results list. Click on **OK**.

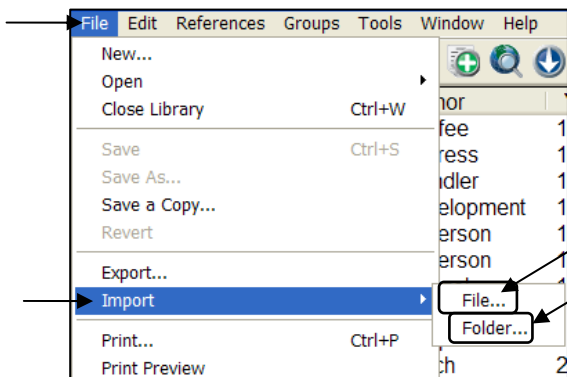


- The references will be automatically added to your *EndNote* library, but will appear first in a temporary window. If, after reviewing the references, you find that there are some you are not interested in keeping, click on them, and then click and drag them to the **Trash**. To send multiple references to the *Trash* at once, press the **Ctrl** button as you click on them, and then click and drag them all to the *Trash*. References will remain in the *Trash* until you empty it.



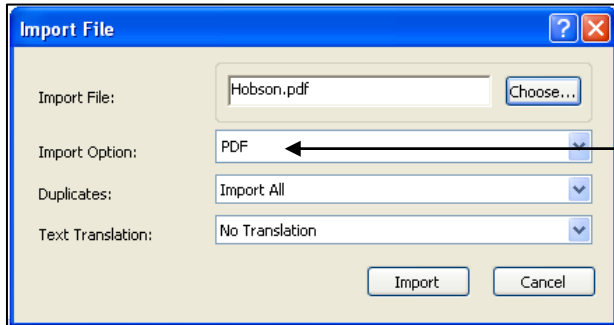
## Importing pdf's and folders of pdf's

You can convert single or multiple pdf's of journal articles into *EndNote* references, **if the documents contain doi** (digital object identifier) numbers. A **doi** is a unique string of numbers and letters that *EndNote* can use to locate the bibliographic (reference) information. A **doi** number typically looks something like this: **10.1080/01926180390223987**



- Open the *EndNote* library into which you want to import your pdf's
- Click on **File**, and then **Import**
- If you are importing a **single** pdf, click on **File**
- If you are importing a **folder** that contains **multiple** pdf's, click on **Folder**

## To import a single pdf:



- In the **Import File** box, click on the **Choose** button, and locate the pdf you want to import. Double click on it
- In the **Import Option** box, select **PDF** – it should already be listed as an option
- Click on the **Import** button

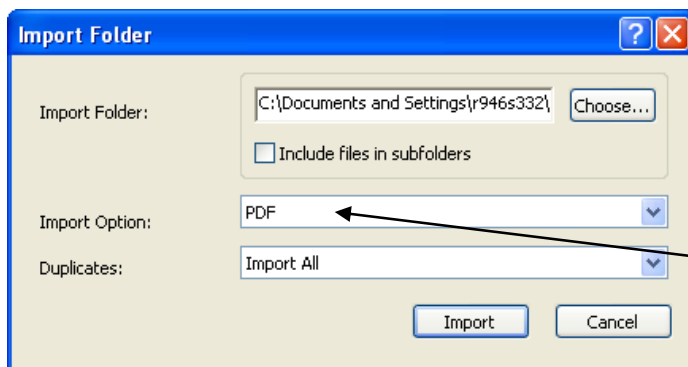
My Library	Author	Year	Title	Journal
All References (27)	Hobson	2009	Personal Pronouns and Communicat...	Journal of A...
Imported Referenc... (1)				

- You will see that the reference information for this article has been added to your library

The reference has been placed in a temporary group called **Imported References**. When the next new item is added to your library, this one will automatically be saved into your **All References** group. Notice the **paper clip** in front of the author's name—the **pdf** of the article has been attached to this reference!

**NOTE:** If you see your *file name* followed by *pdf* -- <Homeless.pdf> -- in your library window, that means that the article did not have a doi number, and *EndNote* cannot locate the reference information.

## To import a folder with multiple pdf's:



- In the **Import Folder** box, click on the **Choose** button, and locate the folder of articles that you want to import
- Click on the folder name, and then click on **OK**. If the folder has subfolders, you may choose to import those as well
- In the **Import Option** box, select **PDF** – it should already be listed as an option
- Click on the **Import** button

My Library	Author	Year	Title	Journal
All References (33)	Allen	2010	Throwaway Moms: Maternal Incarcer...	Affilia
Imported Referenc... (3)	Reichle	2010	Task Engagement and Escape Main...	Journal of A...
	Wong	2009	Randomized Controlled Trial for Earl...	Journal of A...

- You will see that the references, and the pdf's, for these articles have been added to your library

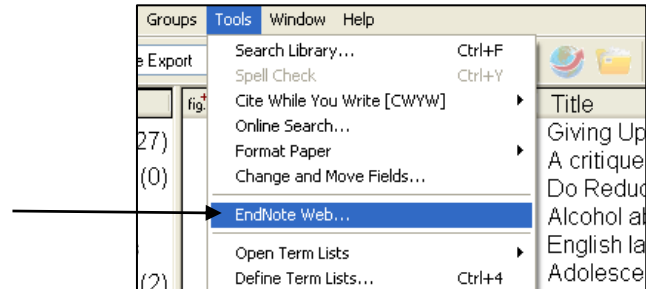
**NOTE:** If you see a *file name* followed by *pdf* -- <Homeless.pdf> -- in your library window, that means that the article did not have a doi number, and *EndNote* was not able to locate the reference information.

# Transferring references between *EndNote desktop* & *EndNote Web*

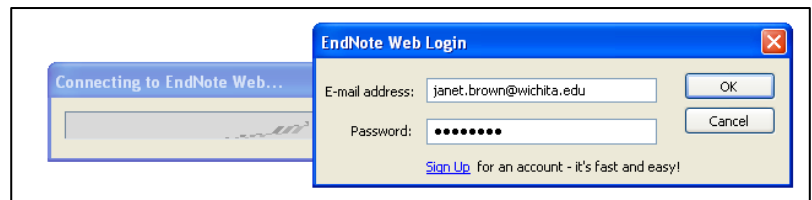
**NOTE: All transferring between *EndNote desktop* and *EndNote Web* is accomplished from within *EndNote desktop***

## In *EndNote desktop*

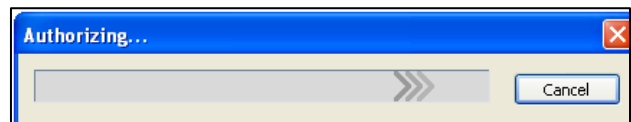
- Click on **Tools/EndNote Web**



- Login to your EndNote Web account** using your E-mail address and password; click on **OK**



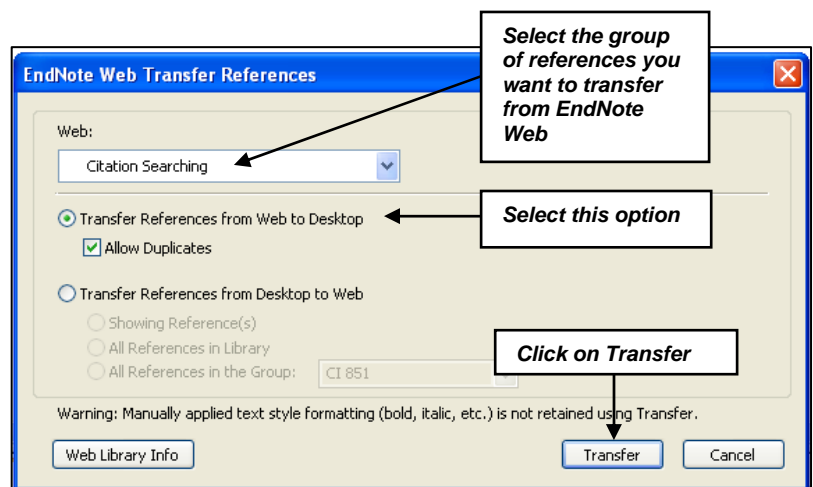
- This box will display while you are being logged into your **EndNote Web** account



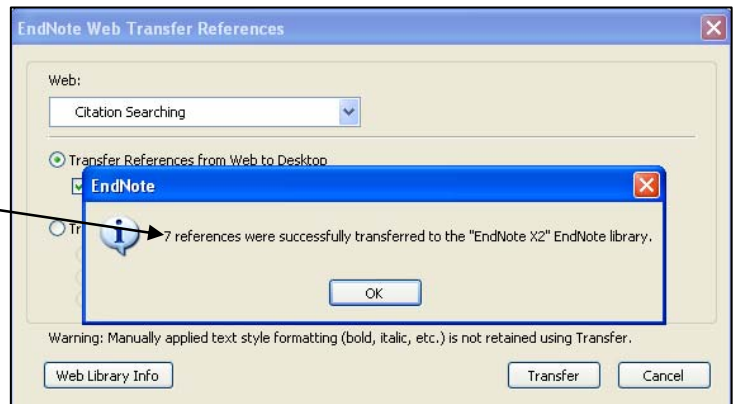
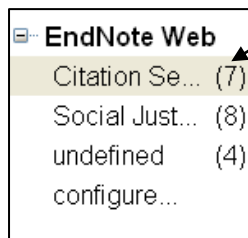
- Select the direction for your transfer — you can either transfer from **Web to Desktop**, or from **Desktop to Web**.

## Transferring from Web to Desktop:

- Select the group** of references you want to transfer. Click on the drop-down arrow to see the list of groups that you have created in *EndNote Web*
- Choose Transfer References from Web to Desktop**, and decide if you want to allow duplicates to be transferred
- Click on **Transfer**

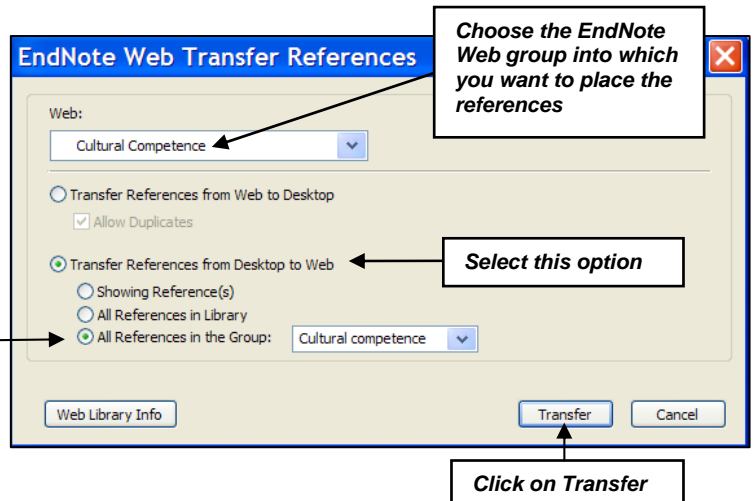


- The references will be added to **All References** in *EndNote desktop*, and the group will be displayed under an *EndNote Web* heading on the lower left-hand side of your *EndNote desktop* library window.

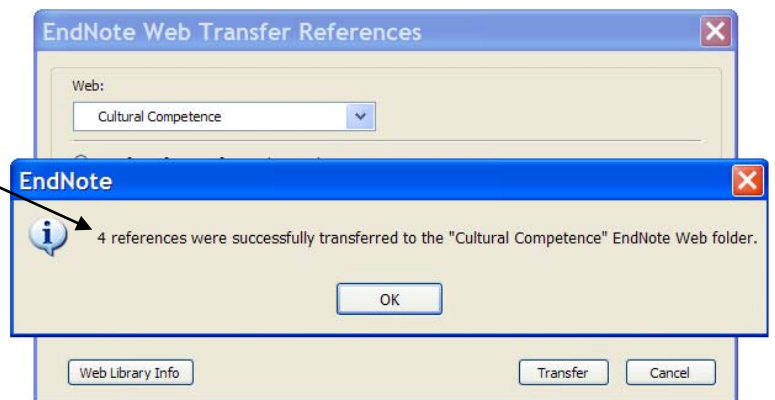


### Transferring from Desktop to Web:

- Choose the **EndNote Web group** into which you want to place the references
- Choose **Transfer References from Desktop to Web**, and then select which references you want to transfer
- Click on **Transfer**



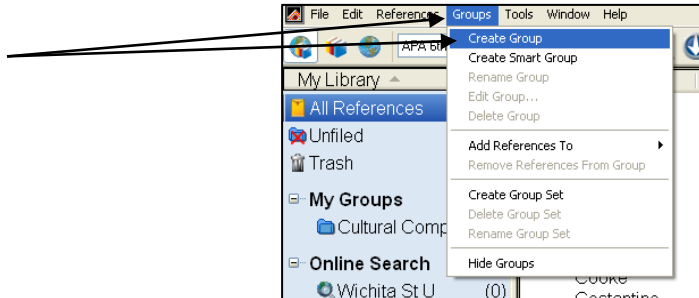
- The references will be added both to the **group** you specified, and to **All My References** in *EndNote Web*



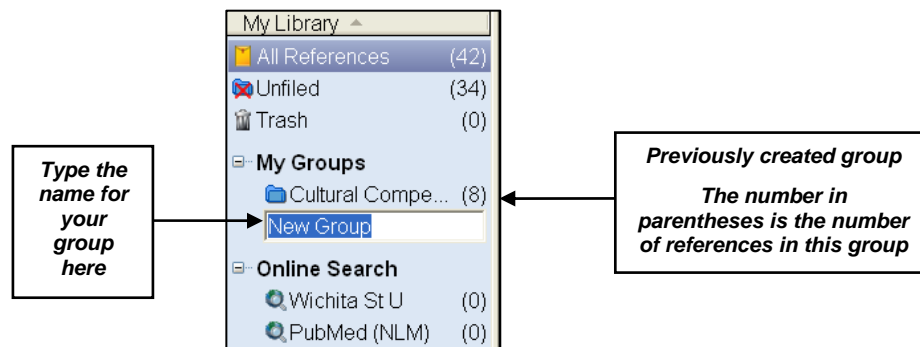
## Working with Groups

*EndNote* allows you to create “groups,” or subsets, of references from your library. This means that you can create a group of the relevant citations for each of your research projects. Here’s how:

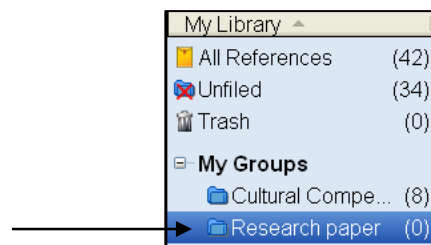
- From the **Groups** menu, click on **Create Group**



- A box will appear in the **My Library** pane with the words **New Group** highlighted in blue; **type in the name** you would like to give this group of citations



- That group name will now appear as one of your custom groups



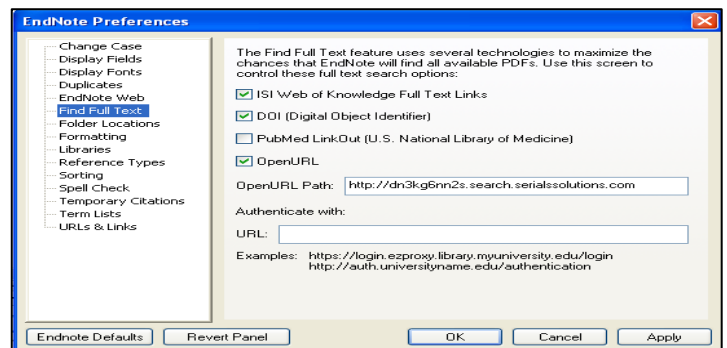
- To place a reference into a group, first click on the reference in your main library window. Then click and drag it over to the group name. This will place **a copy of the reference** into the group. The original reference will still be retained in your main library

# Using Find Full Text – works only from on campus!


EndNote can try to locate and attach the full text of articles to your references. It will not be able to locate all of them, but it will typically find at least a few. It's worth a try!

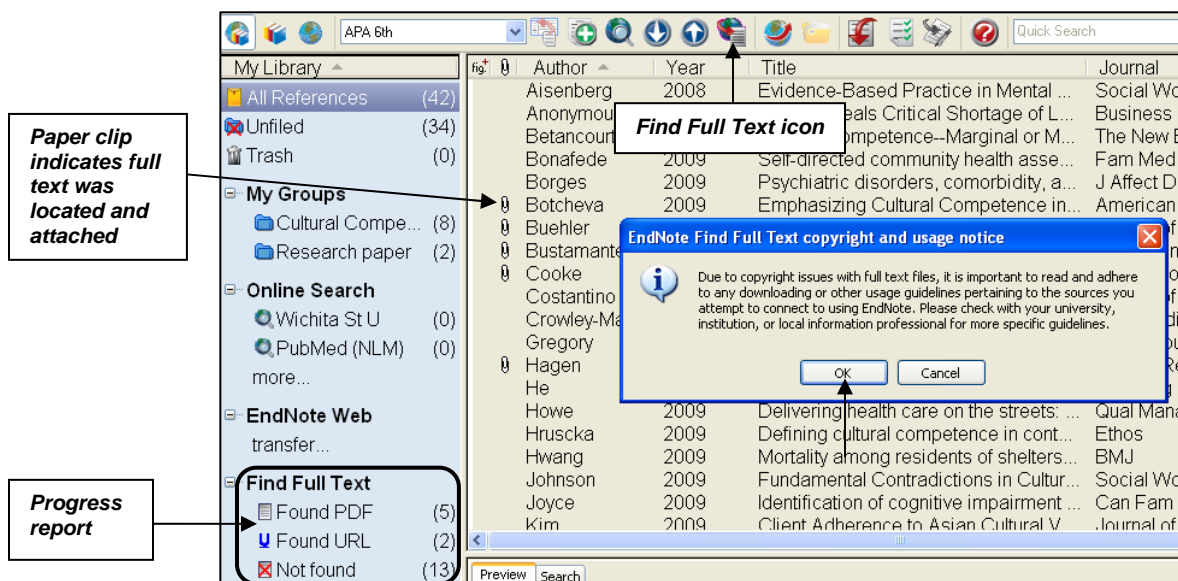
## The setup

- Click on **Edit/Preferences**
- Click on **Find Full Text** in the left-hand panel of the preferences box
- Type the following URL into the **OpenURL Path** box:  
<http://dn3kg6nn2s.search.serialssolutions.com>
- Click on **Apply**, and then **OK**



## To find and download full text

1. **Select the references** for which you want to find full text
  - for full text for a **single** reference, highlight just that reference
  - for **several** references, hold down the **Ctrl** key, and click on the references
  - for **all** the references in your library (up to 1,000 at a time), click on the first reference in your library, and then hold down the **Shift** key and click on the last reference in your library
2. Click on the **Find Full Text** icon 
3. Click on **OK** on the “copyright and usage notice” box
4. EndNote will begin to search for the full text in the background
5. You will begin to get some feedback under the **Find Full Text** heading in the left-hand **My Library** pane so that you can see what progress is being made
6. If the full text of an article is located and downloaded, you will now see a **paper clip** to the left of the author's name in your main library window
7. To view the article, double click on the reference to open it, and scroll down to **File Attachments**
8. Double click on the attachment, and the article should come to the screen



# Using EndNote with Microsoft Word

EndNote has several handy features that will help you compose your research papers using **Microsoft Word**. If you are a **Windows** user, you can use these features with **Word 2003**, **Word 2007**, and **OpenOffice.org Writer 3 for Windows**. If you are a **Mac** user, you can use these features with **Word 2004**, **Word 2008**, and **Apple Pages '09**. EndNote X4 is compatible with the **32-bit** version of **Word 2010**, but **not the 64-bit version**.

## Using Cite While You Write (CWYW)

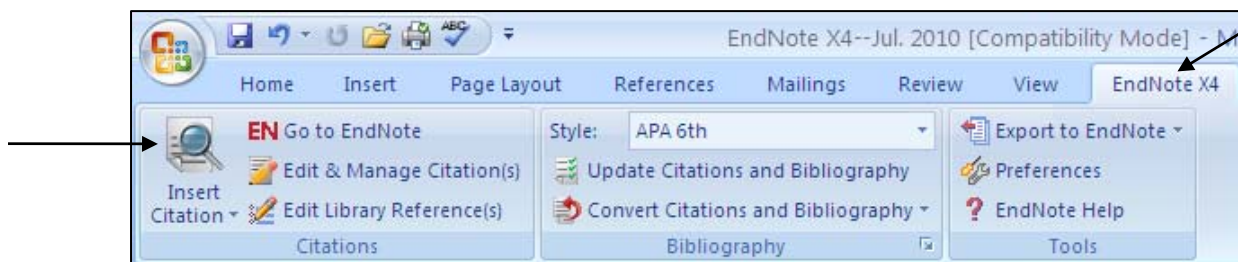
The *Cite While You Write (CWYW)* feature in EndNote allows you to insert references from your EndNote library directly into a Microsoft Word document. Your bibliography will be automatically composed at the end of your paper as you insert references.

When you downloaded the EndNote software, an EndNote toolbar should have been automatically added to your Microsoft Word program. This toolbar will assist with easy insertion of your references.

In **Word 2003**, the toolbar looks like this:

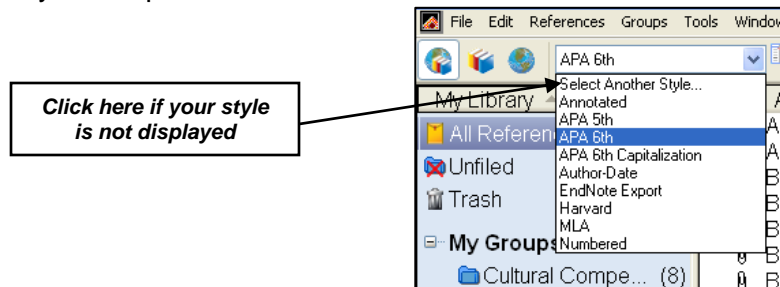


In **Word 2007**, the toolbar is located under a special **EndNote** tab:



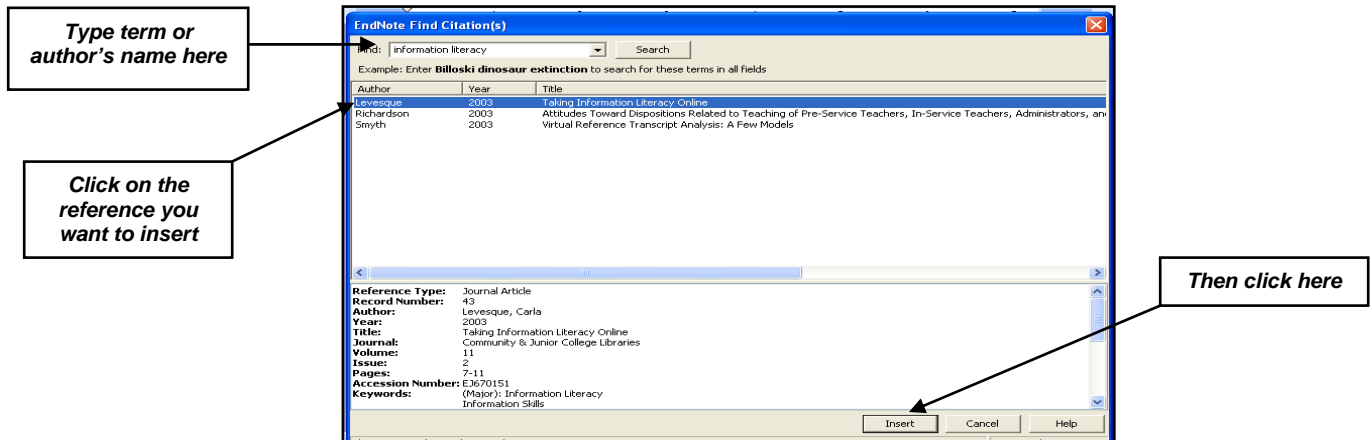
## To insert references and create your bibliography:

- Open your **EndNote library**
- **Select the style** that you want to use in your paper by clicking on the drop-down arrow in the box in the tool bar. If the style you want to use is not displayed, click on **Select Another Style** at the top of the list of options, and click on the style you want. It will now always be displayed as an option on your drop-down list.

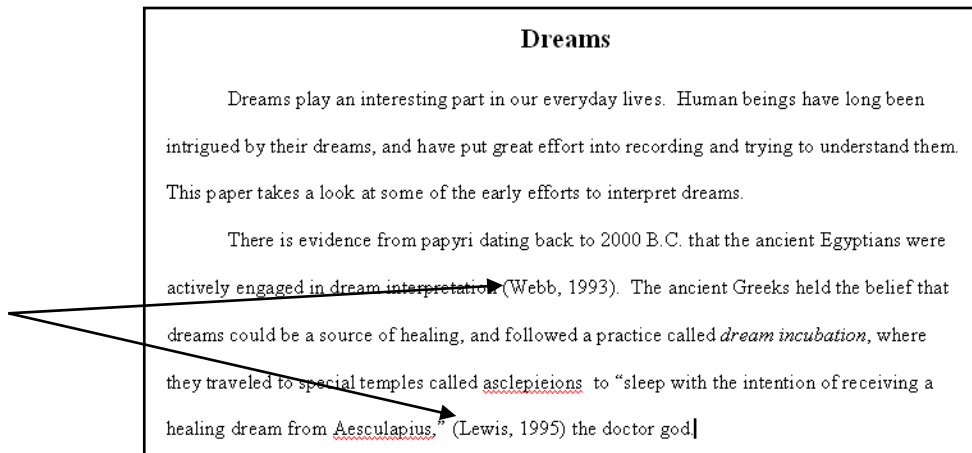


- Open the paper you are writing in **Microsoft Word**

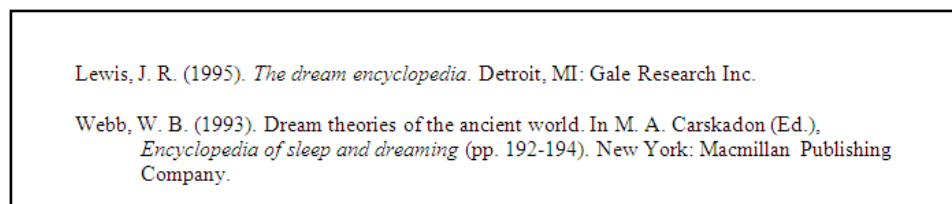
- When you come to a place in your paper where you want to insert a reference, place the cursor exactly where you want the reference to go
- Click on the **Find Citation** or **Insert Citation** icon (magnifying glass) in the *EndNote* toolbar as shown above (In *Word 2003*, if you don't have the toolbar, go to **Tools/EndNote/Find citation** and select it)
- Enter a term or an author's name in the **Find** box to search for the reference in your *EndNote* library
- Click on the reference you want to insert, and then click on the **Insert** button



- The reference notation will be added to your paper



- The complete reference will automatically be added to the bibliography being created at the end of your document

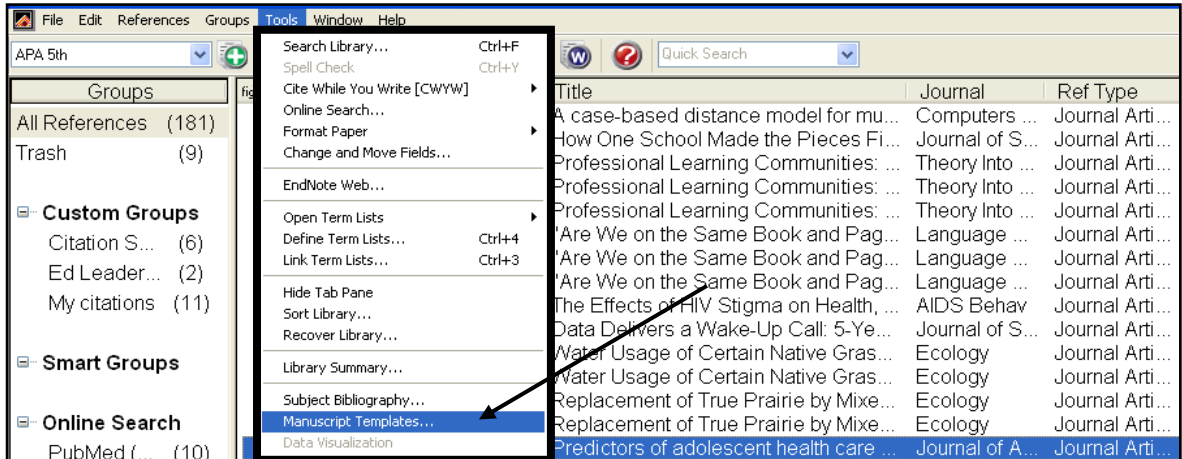


- Continue to add references in this manner
- References listed in your bibliography will automatically be updated and displayed in proper order for the style you have chosen, not in the order in which you added them to your document

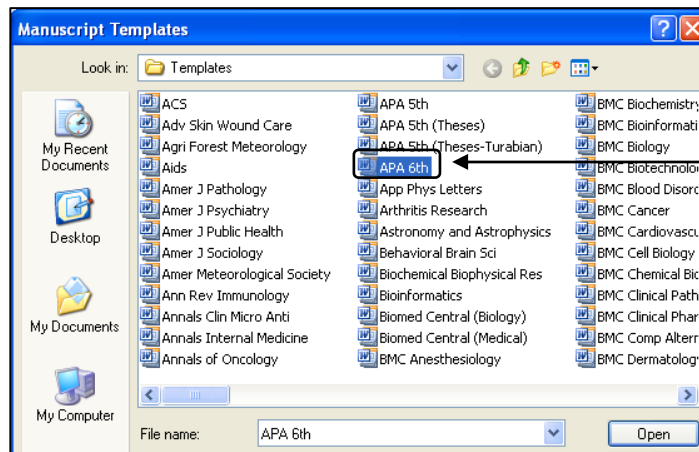
## Using Manuscript Templates

EndNote can help you format your paper according to hundreds of different styles, including APA, MLA, Chicago, and IEEE. It can also help you set up papers according to the styles required by many journals to which you might wish to submit papers for publication consideration.

- Open your **EndNote library**
- Click on **Tools/Manuscript Templates**



- Click on the style you want to use, and then click on **Open** (or double-click on the name of the style)



- Word will automatically open with the **EndNote Manuscript Wizard** setup box displayed. Click on the **Next** button to continue

**NOTE:** If a **Security Warning** box appears, check the box in front of **Enable this content**, and then click on the **OK** button to continue

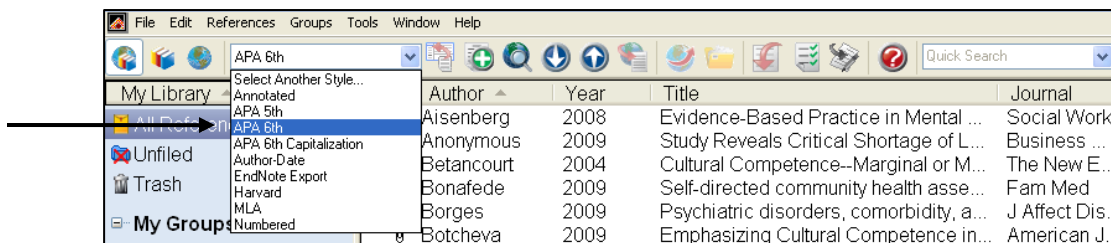
- **Title:** Type in the required information about the title of your paper; then click on **Next**
- **Author:** Click on the **Add Author** button once for each author, and then click on **New**. Type in the required information. Then, to have the authors added to the title page of your paper, highlight them one at a time and click on **OK**. Click on **Next** to continue
- **Sections:** Now, decide which sections you want to include in your paper. Uncheck any that you do not want, and click on **Next**
- **Keywords:** List keywords that describe your paper topic

- Click on **Finish**, and you will see that your paper has been set up for you with the title page completed, and the rest of the sections ready for the insertion of your text
- Use the **Cite While You Write** techniques described above for inserting references from your *EndNote* library into your paper as you compose it

## Creating Independent Bibliographies

You can easily to create a separate or independent bibliography of the references in your *EndNote* library.

- Open your *EndNote* library and **choose the style** that you want to use



- Highlight the references you want to include in your bibliography. You can highlight the entire library, or you can hold down the **Ctrl** button and click on individual references to include



- After highlighting the references you need, right click in the highlighted area, and then click on **Copy Formatted**, as shown above.
- Open up a new blank *Word* document. Right click on the page, and click on **Paste**. Your bibliography will appear! It may be necessary to do some additional formatting, such as adding a heading, or creating additional spacing between references, to get it just the way you want it.

Aisenberg, E. (2008). Evidence-Based Practice in Mental Health Care to Ethnic Minority Communities: Has Its Practice Fallen Short of Its Evidence? *Social Work*, 53(4), 297-306.

Betancourt, J. (2004). Cultural Competence--Marginal or Mainstream Movement? *The New England journal of medicine*, 351(10), 953.

Borges, G., Nock, M. K., Medina-Mora, M. E., Hwang, J., & Kessler, R. C. (2009). Psychiatric disorders, comorbidity, and suicidality in Mexico. *J Affect Disord*. doi: S0165-0327(09)00482-0 [pii]. doi: 10.1016/j.jad.2009.10.022

Botcheva, I., Shih, J., & Huffman, L. C. (2009). Emphasizing Cultural Competence in Evaluation: A Process-Oriented Approach. *American Journal of Evaluation*, 30(2), 176-188. doi: 10.1177/1098214009334363