



EndNote exercises (Nursing)

www.docs.is.ed.ac.uk/docs/Libraries/PDF/EndnoteonlineNursing.pdf

EndNote desktop is on the open access computers. In the Start menu.

EndNote desktop is freely available to download for your own devices.

www.ed.ac.uk/information-services/computing/desktop-personal/software/main-software-deals/endnote

Close all Microsoft Office applications before installing.

Compatibilities - <https://endnote.com/product-details/compatibility>

It has more functions than EndNote online. See a comparison table at:

www.docs.is.ed.ac.uk/mvm/BiblioManagersTable.pdf

EndNote online is freely available and may be useful for backing up and/or sharing a desktop library.

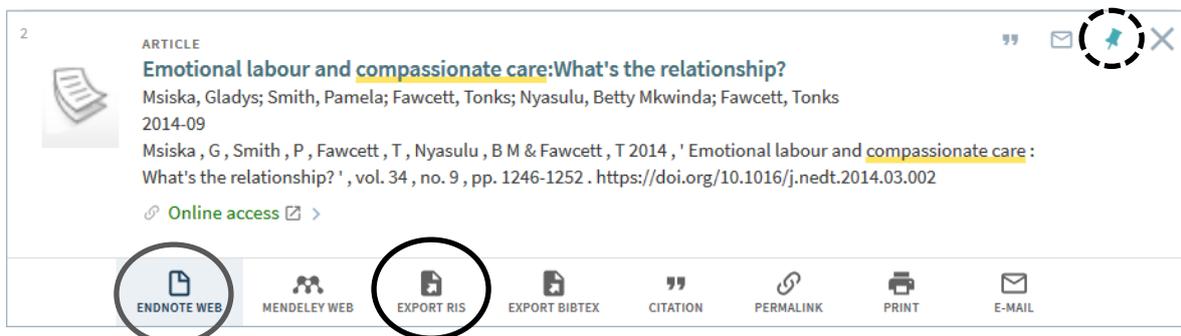
www.docs.is.ed.ac.uk/docs/Libraries/PDF/guideEndnotewebregistering.pdf

Exporting records from DiscoverEd into EndNote

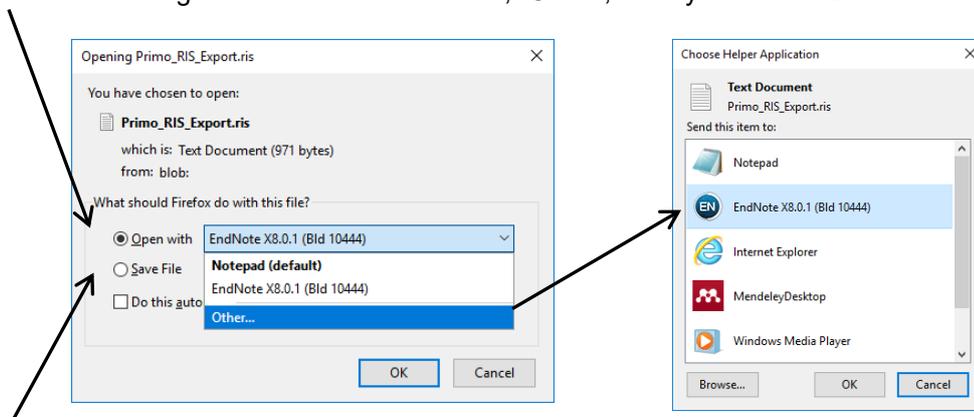
Search on a topic which interests you in DiscoverEd, which is where you find what books and journal titles the library has as well as article information and other resources. One way to get to DiscoverEd is via MyEd's Library tab.



Bring up the Actions menu by selecting the ellipsis, "...", and use the "EXPORT RIS" to add the record to an EndNote library. ("ENDNOTE WEB" option to add the details to your online EndNote library).



Choose "DOWNLOAD" and, to have the record go directly into the EndNote you have open, select "Open with" from the first dialogue box and from the menu, "Other", to let you choose EndNote from the next.



To save the RIS file and put the record(s) in to a different library or later on, Shoose Save File.

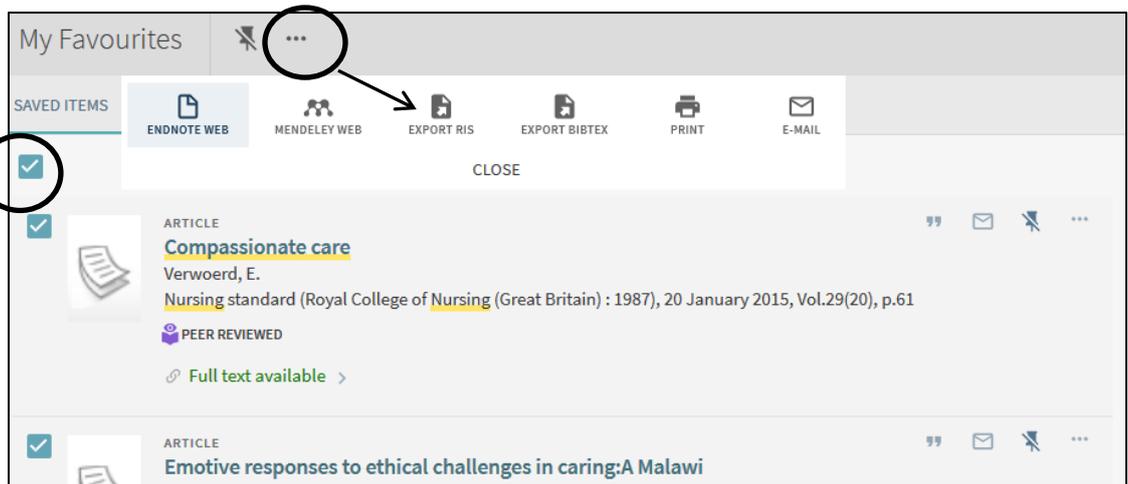
Add more than one DiscoverEd record at a time by: selecting ones to keep using the pushpin icon (the dashed circle in the screenshot above).



Use the pushpin icon at the top of DiscoverEd page, or the one hovering nearby, to "Go to My Favourites" where you will find the records you have saved. To save them permanently, Sign In to DiscoverEd.

When you have chosen the one(s) you want to add to add to EndNote, use the ellipsis again to get to the export options.

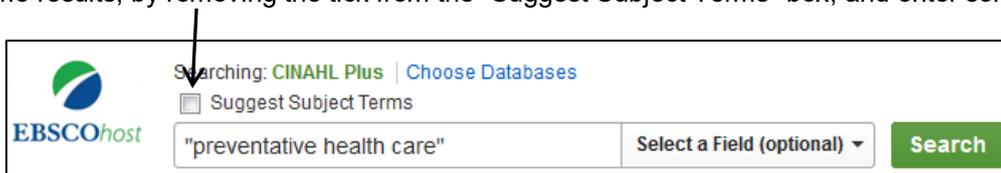
Choose all your favourites



Exporting records from CINAHL Plus into EndNote

CINAHL search tips at www.docs.is.ed.ac.uk/docs/Libraries/PDF/NursingMScCINAHL.pdf

Quickly get some results, by removing the tick from the "Suggest Subject Terms" box, and enter some keywords.



You can add records one at a time by clicking on the title to get the full record from where you will see "Export" in the Tools options.

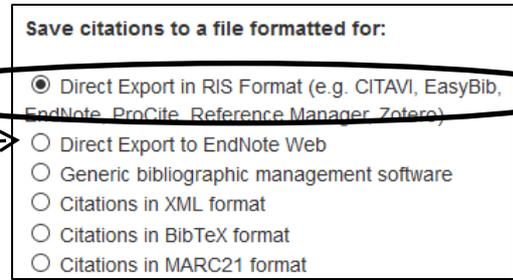
Add more than at once by selecting the references you want by clicking on the folder with a plus icon circled in the screenshot below. This adds records to a session "Folder".



You can add to the Folder during your session on CINAHL Plus, then at the end go to it. In "Folder View", choose the articles you want and then "Export".



Choose "Direct Export to in RIS Format".



If you are using EndNote online, choose instead, "Direct Export to EndNote Web"

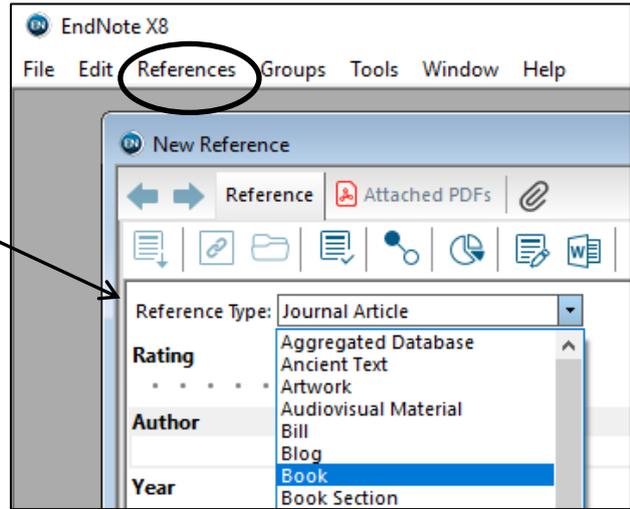
Editing and Manually Adding references to EndNote

Open a full EndNote record and click in/select a field you want to edit and enter or change as required.

Create a record from scratch by going to References and choosing "New Reference" from the menu.

Choose the correct "Reference Type" for the material you are recording so that it appears correctly in an automatic citation you generate.

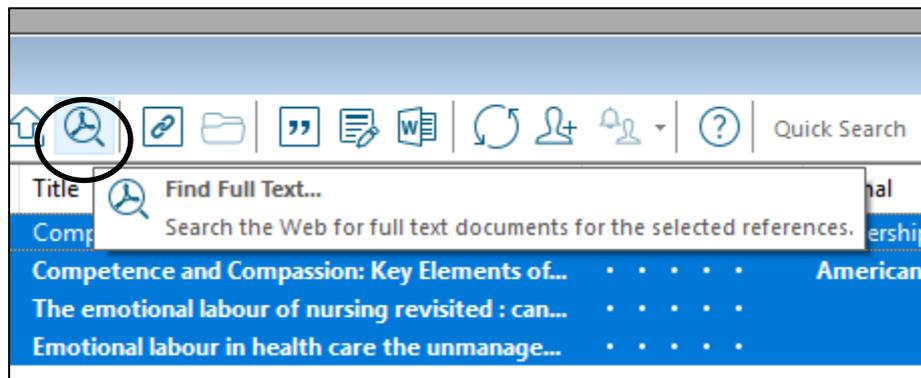
In the Author field, enter one author per line.



Adding full text files to EndNote online records.

EndNote can seek full-text of records you have saved in it. This works better for journal articles.

Select/Highlight records in EndNote you hope to find full-text and use the "find full-text" option. It is also in References > Find Full Text.



If you have a file saved which you want to attach to particular record look for the "Attach file" option.



In EndNote online you can only use the "Attach files" option.

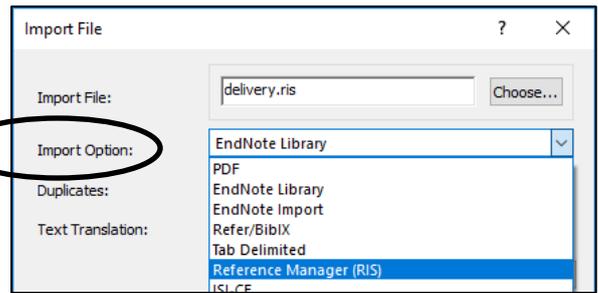


Importing saved files into EndNote.

To import a File > Import > File...

For saved RIS files exported from academic literature databases etc) choose from the "Import Option" drop down menu "Reference Manager (RIS)"

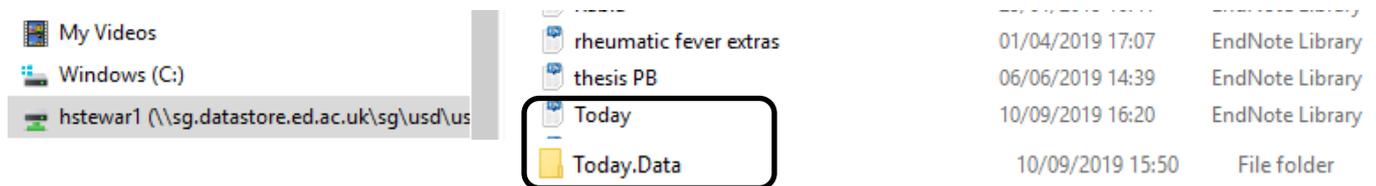
If you have pdfs saved of journal articles, etc EndNote can add a record from them (and attach them to that record). In which case, choose "PDF" from the "import Option" drop down menu instead.



Where and what to save to use your EndNote libraries

Save onto your university M drive if you are using multiple machines but they are all on the University network.

EndNote libraries consist of multiple "bits". There is the "Endnote library" file which is the one you look for to open. For it to work it needs the corresponding name.Data folder.



Save both if you are backing up or using more than one machine and reading from a USB etc.

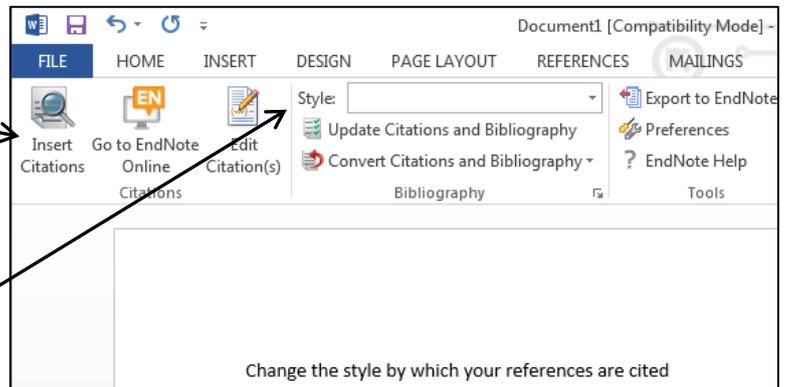
Automatically format references and reference lists in Word

Open Word and type in some text.

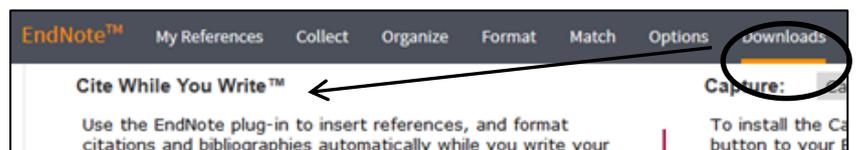
Go to "Insert Citations" to search for the reference you want to cite.

Choose a reference and then "Insert". The citation appears in the text and reference list starts below any text.

Drop down the "Style:" menu to choose a different format for your referencing (eg APA, Harvard).

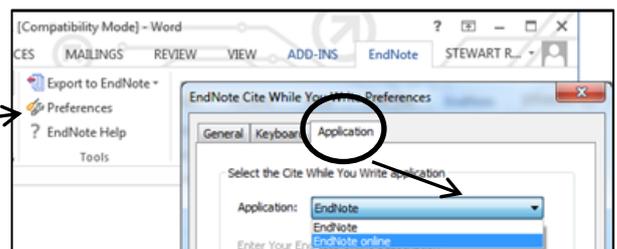


If you are using EndNote online, download the Cite While you Write (CWYW) plug-in from Downloads tab.



In Word, you may need to change the EndNote library you want it to read, from EndNote desktop to online or vice versa.

Do this in:
Preferences>Application tab



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For further help, please contact,
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