INFORMATION SERVICES

EndNote Exercises

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

1

Opening EndNote

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

Open EndNote.

Go to *File > New* to create a "library". You can have more than one library for different projects or collections.

→ ✓ ↑ 👱 > This > hstewar1 (\\sg.datastore.ed	.ac.uk	\sg\usd\users) (M:) v ♂ Search hstewa	ar1 (\\sg.datasto	,
rganise 🔻 New folder				(
🔮 Documents	^	Name	Date modified	
🕂 Downloads		Today	24/09/2019 12:36	
👌 My Music		🖱 bedsores	22/07/2019 16:27	
📰 my pictures		🍧 Today-Dupl	06/06/2019 14:41	
📕 My Videos		👕 thesis PB	06/06/2019 14:39	
Windows (C:)		OvidExportNumbersCheckdedupsetexpo	07/05/2019 12:02	
hstewar1 (\\sq.datastore.ed.ac.uk\sq\usd\users) (M:)		OvidExportNumbersCheckdedupsetexpo	07/05/2019 12:02	
University (U:)		OvidExportNumbersCheck	07/05/2019 11:56	
www.docs.is.ed.ac.uk (\\WINWEBAT1) (Z:)		OvidExportNumbersCheck-Dupl	07/05/2019 11:56	
		2019_Today	01/05/2019 14:39	
P Network	~	<	01/04/2019 17:07	
File name: Project1				
Save as type: EndNote Library (*.enl)				

If you're on a University computer, *Save* your EndNote libraries to your University drive/personal space. You should have an empty library ready for references.

@) E	ndNote X8				
File	Edit References Groups To	s Window Help			
	Project1				×
	Annotated	- 🖻 🗏 Q 🕹 û Q 🖉 🗗 💴 🗟 💷 💭 🖉	± ₽2 - ?	😸 Show Search Panel	»
	My Library	Author Year Title	Rating	Journal	Last Up
	All References	0)			
	Configure Sync				
	Recently Added	0)			
	Unfiled Unfiled	0)			
	🔟 Trash	0)			
	My Groups				
		<			>
		Reference Preview Attached PDFs			₹
		Reference Type:		*	*
		No References Selected			
	Showing 0 of 0 references.	T.		🔚 Layout	•

EndNote libraries consist of multiple parts. 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.

-		01/01/2010 11101	characteristics,
Lindows (C:)	🍟 thesis PB	06/06/2019 14:39	EndNote Library
🛫 hstewar1 (\\sg.datastore.ed.ac.uk\sg\usd\us	Today	10/09/2019 16:20	EndNote Library
	Today.Data	10/09/2019 15:50	File folder

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

Go to library resources via MyEd's Studies > Library > "Search and access library resources"

	MyEd Student and Staff Portal					
	THE UN	NIVERSITY IBURGH	7			
	Home Studies 🛧	Accounts	udent Life 🗸	Careers 🗸		
	My Courses	Learning Re	sources	Library	Study Spaces	
	> My courses	> Learn		> Library	Book rooms and study	
	> Timetables	> Moodle		 Search and access lib 	space	
	Personal tutor	> Resource lis	its	resources	 Find a computer 	
	> Course options	> Study resou	irces	 Library homepage 		
Get to Disco box there, of "double for the wo Get to t databases in by subject	overEd by doing a sear eg: "carbon capture" quotes" mean the sear ords together in the ord have entered them. he abstracting and mentioned below, from then <i>Chemistry</i>	rch from the rch is ler you d indexing <i>Databases</i> –	Search Find ejourna research. Search Use Discove Search for t Library or organised • Databass • Databass • Help usi	h and access lib als, databases, ebooks, exam pape DiscoverEd rEd to find books, ebooks, ejourna ooks, journals, articles and more databases subscribes to a large number of or l by subject area. es by subject as by subject g Library databases	TATY FESOURCES ers, theses and subject specific resources for al articles and more	★ ryour study and Q Search
by Subject,	then onemistry		Subject Subject guid	guides les provide information on using t	he library resources, services and facilities f	or a particular
C Canadian Stud	dies		An Academi hold of read referencing.	c Support Librarian is assigned to ing material you know you want, l	each subject, and can help with literature so ibrary-related aspects of systematic review:	earching, getting s or on
Celtic & Scotti	sh Studies		 Subject ; 	guides		
Chemical prop	perties data					
Chemistry • Chinese Stu Classics Clinical decision Clinical Psychol	udies: see East Asian Studies on tools ology	SciFind	iFinder is a l ler (pers	key resource 🦪	and University IP addı	ress
Clinical trials Cognitive S 	cience: see Informatics	How to re VPN serv	egister for : ice	SciFinder		
• Computer S Counselling	Science: see Informatics	Access	Requi	res personal registration. Off-c /N service.	ampus, you must be accessing the Uni	versity network via
D			After 2	0 minutes of inactivity sessior	ns will be closed automatically.	
		Description	n: Biblio Cover bioch substa	graphic information and abstr s chemistry (all aspects), chem emistry, biotechnology, geneti ances.	acts of articles published from more th nical structures and patents, chemical e cs. Information on more than 50 millio	an 10,000 journals. engineering, n chemical

Exporting records from DiscoverEd into EndNote

Do a search in DiscoverEd. Try the ADVANCED SEARCH to be more specific about what you want to read,

Eg Review article with the phrase carbon capture in its title:

Title contains Contains	Material Type Articles
AND Title contains review	Language Any language
	Publication Date
+ ADD A NEW LINE 5 CLEAR	niy year

For one of your results, bring up the Actions menu by selecting the ellipsis, "...", and use:



EXPORT RIS to add the record to your open EndNote library.

Also for any other reference management software tools as well, *eg* Mendeley or Zotero. ENDNOTE WEB to add the details directly into to your online EndNote account.

Choose DOWNLOAD.

To have the record go directly into an EndNote library you have open, select *Open with* from the first dialogue box and from the menu, *Other* lets you choose EndNote from the next dialogue box.



Save File to put the record(s) in to a different library or do it later.

Select records to export more than one record at once. A top ellipsis becomes available when you do this.

		You have	selected 3 records	s CHOOSE TOP 5	50 RESULTS	C DISMISS	ĺ	¥) …
	EXPORT TO EXCEL	ENDNOTE WEB	MENDELEY WEB	EXPORT RIS	EXPORT BIBTEX	RESOURCE LIST		
	E-MAIL							
				CLOSE				
	AR Ca	TICLE arbon capture b vestigations an	y physical ads d numerical m	orption: Mate odeling and s	rials, experime imulations – A	۲ ental <u>review</u>	77	*

Use the pushpin icon (dashed circle in the screenshot) to add selected results to your Favourites folder where they will remain for future visits.

Records in your Favourites folder (pushpin in DiscoverEd's top menu) are also available for export via an ellipsis options.

In EndNote – Imported records and editing (any) existing record

When records are added you get shown them, in Imported References, separated from any already in the library



To see all you have saved in this EndNote library, choose All References (solid lines in the screenshot below)

My Library Year Title Rating Database f My Library Imported References Oing, Meili; Flaig, 2019 Carbon capture and conversion using metal-organic framework Sreedhar, I.; Nahar, 2017 Carbon capture by absorption – Path covered and ahead Imported References Imported References Imported References Carbon capture by physical adsorption: Materials, experimental i Ben-Mansour, R; 2017 Internal corrosion of carbon steel pipelines for dense-phase CO Recently Added Rating Sreedhar, I.; Vaidhi 2017 Process and engineering trends in membrane based carbon cap Sreedhar, I.; Vaidhi 2017 Process and engineering trends in membrane based carbon cap Streedhar, I.; Vaidhi 2016 Property impacts on Carbon Capture and Storage (CCS) process Streedhar, I.; Vaidhiswaran, B. M. Kamani and A. Venugopal, <i>Renewable & sustainable energy reviews</i> , 2017, 68 , 659-684. Storeening one (0) Streedhar, R. Vaidhiswaran, B. M. Kamani and A. Venugopal, <i>Renewable & sustainable energy reviews</i> , 2017, 68 , 659-684.	Doday.enl		Show Search Panel
Image: Trash (0) Image: Trash (0) Image: Trash (0) Image: Trash (1) Image: Trash (1) (1) (1) Image: Trash	My Library All References Configure Sync Recently Added Unfiled	 Author Year Title Carbon capture and conversion using metal-organic framework Sreedhar, I.; Nahar, Carbon capture by absorption - Path covered and ahead Ben-Mansour, R; Carbon capture by physical adsorption: Materials, experimental i Barker, R; Hua, Y.; Membrane-based carbon steel pipelines for dense-phase Co Khalilpour, Rajab; Membrane-based carbon capture from flue gas: a review Sreedhar, I.; Vaidhi Process and engineering trends in membrane based carbon cap Tan. Yuting: Nonku. Carbon capture of a carbon capture and Storage (CS) process 	ating Database P
	Hash My Groups deduplicated OvidpscyMEDEmb ProQuestERICSocSciA screening one Find Full Text	 (0) Reference Preview Attached PDFs Ø (1) I. Sreedhar, R. Vaidhiswaran, B. M. Kamani and A. Venugopal, <i>Renewable & sustainable energy revie</i> (2) Attached PDFs Ø 	ews, 2017, 68 , 659-684.

Change the *Preview* style from the drop down options (dashed lines in the screenshot above).

Click on a column heading to sort the records by a category which is helpful, eg Rating or Year

	•	C	Author	Year	Title	Rating	Journal	Last Updated	Reference Type
Ш			Armor, J. N.	2007	Addressing the CO2 dilemma	****	Catalysis Letters	04/10/2019	Journal Article
Ш	0		Almahdi, M.; Din	2016	Analysis and assessment of methanol production	. **	International Jo	04/10/2019	Journal Article
			Zhang, Q.; Wang,	2015	Photoreduction of carbon dioxide by graphene		Materials Scien	04/10/2019	Journal Article

Right click on the column heading space to see other fields you can add to the menu. For more options, go to *Edit* > *Preferences* > *Display Fields*

	Almahdi, 2016 #2175
Open a record by double clicking on it in the list	Reference Attached PDFs
Edit fields by clicking in the space and typing.	
Note the <i>Reference Type</i> matches the sort of material recorded.	Reference Type: Journal Article
Reference type determines how a citation appears, if using the <i>Cite While You Write</i> function in Word.	Rating * * · · · · Author
Select a number of stars to rate a record.	Almahdi, M.
Ratings can be used to sort records (see above) and searched.	Washington
Add your own (searchable) information about why an article is useful to you, <i>etc</i> in the field, <i>Research Notes</i> (a field not used to generate citations in Word, for which see below).	Research Notes essay1 URL

Adding references from SciFinder and Reaxys to EndNote

Find the SciFinder entry in the Chemistry databases webpage at: www.ed.ac.uk/is/databases-subjects > Chemistry.

You can search by sentences in Explore > REFERENCES and by chemical structure in SUBSTANCES and REACTIONS.

If you have not registered for SciFinder, you will need to use the link "<u>How to register for SciFinder</u>" You may need to use email format @sms.ed.ac.uk

Find relevant papers using a sentence in which your concepts are separated, eg degumming of flax fibres, rather than degumming flax fibres. This splits concepts which SciFinder then combines for better result relevancy.

Advice on searching SciFinder: www.cas.org/support/training/scifinder

Select some records and then Export from the main top menu.

CAS Solutions	NDER						Preferences SciFind	er Help 🔻 Sign Out
Explore Save	ed Searches 🔻	SciPlanne	r				Save	Print Export
REFERENCES	🛉 SUBSTANC	ES	REACTIONS					
Research Topic	Chemical S	tructure	Reaction Structure	-				
Author Name	Markush							
Company Name	Molecular i	Formula		t Related ations	😤 Tools 🔻		Posted Alert	Send to SciPlanner
Document Identifier	Property							
Journal	Substance	Identifier						Display Options
Patent							A A Page	e: 1 of 2 🕨 🗎
Analyze by: 😨							11 1 - 3	
Author Name	- · (🛛)	1. Label-free	Chemical Imaging of F	ungal Spore V	alls by Raman Microscopy	and Multivariate Cur	ve Resolution Analys	is 🔒
Ando Macabiro		3. Quick View	C Other Sources					9 <u>1</u> 0
Ando Masaniro	2	By Noothalapati H	emanth; Sasaki Takahiro; K amaguchi Hiro, Ou ot al	aino Tomohiro; Ka	wamukai Makoto; Yamamoto Tat	suyuki; Kaino Tomohiro; Kav	vamukai Makoto; Yamamoto	o Tatsuyuki; ~º🏠
Brunton V G	2	From Scientific rep	orts (2016), 6, 27789. L	anguage: English	Database: MEDLINE			
		Fungal cell v	valls are medically im	portant since t	hey represent a drug targ	et site for antifungal r	nedication. So far the	ere is no

In the *For* column, under *Citation Manager*, keep the default option ie *Citation export format (*.ris)*. RIS files are generic reference management software files and should be recognised by any reference management tool.

If you think it will be helpful, in the *Details* column, you can change the resulting file's name. **Export** and **Open with** to have selected records go straight into EndNote whichever Library is open. (Save File to save the .ris file for import into a different library for example - see *Importing RIS files into EndNote* below).

Reaxys Export is also the command to use in the Reaxys database. Choose *Literature Management Systems* as the file type to export.

Exporting records from Web of Science Core Collection into EndNote

Go to Web of Science Core Collection from the Databases by subject webpage for Chemistry as above and search on a topic which interests you.

First!.....Search functions it may be useful to know about, include:

Truncation, eg pharma*kinetic* for word variants.

The asterisk (*) is common and at the end of a word usually stands for no or any number of characters and means you don't have to worry about different

Phrase marks, eg "persistent organic pollutant*"

"double quotes" mean the search is for the words together in the order you have entered them.

	Select a datab	Web of Science Core	Collection	•			
	Basic Search	Cited Reference Search	Advanced Search	Author Search	Structure Search		
	"persistent	organic pollut*"	6	Торіс		•	
	And 💌	photocataly*	(Торіс	+ Add row	Search	
Refining to selecting RE the Refine F Sort by: Tin list, the mos	eg, revie EVIEW fro Results me nes Cited, t cited arti	w articles in your om the <i>Document</i> onu. , to have at the top cles you've found.	results list by <i>Types</i> filter in of your results	Document Types ARTICLE (168) REVIEW (34) PROCEEDINGS P BOOK CHAPTER CALLY ACCESS (1 more options / value)	APER (15) (3)) es Refine	find <i>it@</i> 7. Research p By: Qu Jiuhi JOURNAL 2008 find <i>it@</i>	edinburgh Full Te progress of novel ad ui DF ENVIRONMENTAL edinburgh Full Te
Sort by: Date	Page	Usage Count Relevance	e More v I List III Ar	1 of 4 nalyze Results reate Citation Report	In this scre has been other piece clicking on	eenshot, the Le used and refer es of work. Find the number.	e et al paper enced in 548 those 548 by
1.	Recent develo in water treatr By: Lee, Kian Mu WATER RESEAF JAN 1 2016	pments of zinc oxide based nent technology: A review n; Lai, Chin Wei; Ngai, Koh Sing; RCH Volume: 88 Pages: 428-44	ohotocatalyst Time (from Collec et al. 8 Published: Y	es Cited: 548 Web of Science Core ction) Highly Cited Paper	If lots of c and used a one for you	other researche an article, it ma ı to read.	rs have read ay be a good

Search History to add concepts to combine different concepts or to add to a search as you go along.

Tools 🗸 Searches and alerts -Search History Marked List Combine Sets Edit

	Set	Results	Save History / Create Alert Open Saved History	Sets	● AND ○ OR
Click on the number of \mathbf{N}					Combine
results a particular search has found to see	#6	194	#5 AND #3 AND #2 AND #1 Indexes=SCI-EXPANDED, SSCI, A&HCI, CPCI-S, CPCI-SSH, BKCI-S, BKCI-SSH, ESCI, CCR-EXPANDED, IC Timespan=All years	Edit	
	#5	231,211	TOPIC: (tb OR tubercul*) Indexes=SCI-EXPANDED, SSCI, A&HCI, CPCI-S, CPCI-SSH, BKCI-S, BKCI-SSH, ESCI, CCR-EXPANDED, IC Timespan=All years	Edit	
that set of	#4	1,267	#3 AND #2 AND #1 Indexes=SCI-EXPANDED, SSCI, A&HCI, CPCI-S, CPCI-SSH, BKCI-S, BKCI-SSH, ESCI, CCR-EXPANDED, IC Timespan=All years	Edit	
results.	#3	1,839,052	TS=(resistan*) Indexes=SCI-EXPANDED, SSCI, A&HCI, CPCI-S, CPCI-SSH, BKCI-S, BKCI-SSH, ESCI, CCR-EXPANDED, IC Timespan=All years	Edit	
	#2	51,672	TOPIC: (streptomyc*) Indexes=SCI-EXPANDED, SSCI, A&HCI, CPCI-S, CPCI-SSH, BKCI-S, BKCI-SSH, ESCI, CCR-EXPANDED, IC Timespan=All years	Edit	
	#1	1,407,149	TOPIC: ("in vitro") Indexes=SCI-EXPANDED, SSCI, A&HCI, CPCI-S, CPCI-SSH, BKCI-S, BKCI-SSH, ESCI, CCR-EXPANDED, IC Timespan=All years	Edit	
					\sim

Exporting records from Web of Science Core Collection into EndNote

Go to Web of Science Core Collection from the Databases by subject webpage for Chemistry as above and search on a topic which interests you.

For tips on streamlining your search process, see above.

Have open the EndNote library in which you want records to be saved.

Select some results and choose *Export...* from the results menu.



Other File Formats to gets you a RIS file which all reference management software programmes, Mendeley, Zotero (and EndNote) etc, can use.

Choose how much of the Web of Science record you want to send to EndNote, eg an abstract is probably sensible addition if not included in the default option. Then *Export*.

∖	Export Records to EndNote Desktop
\mathbf{X}	You have selected 2 results for export
	⊖ All records on page
	○ Records from: 1 to 55 No more than 500 records at a time.
\mathbf{X}	Record Content:
N	Author, Title, Source, Abstract
N	Author, Title, Source
•	Author, Title, Source, Abstract
	Full Record
}eamo	Full Record and Cited References

To have the record go directly into an EndNote library you have open, select *Open with* from the first dialogue box and from the menu, *Other* lets you choose EndNote from the next dialogue box.

	Choose Helper Application $\qquad imes$
Opening Primo_RIS_Export.ris ×	Text Document
You have chosen to open:	Primo_RIS_Export.ris Send this item to:
Primo_RIS_Export.ris which is: Text Document (15.8 kB) from: blob:	EN EndNote X9.2 (Bid 13018)
What should Firefox do with this file?	Internet Explorer
Copen with EndNote X9.2 (Bld 13018) Save Elle	Kaltura Capture
\square Do this <u>a</u> utomatically for files like this from now on.	MendeleyDesktop
OK Cancel	Snagit Editor 🗸
	Browse OK Cancel

Save File to put the record(s) in to a different library or do it later.

Add to Marked List in Web of Science, lets you collect records from different searches and send them all at once, rather than one at a time. When you want to send what you've collected, go to Marked List



Use *Select Page* to select a whole page of records at one time.

Change the number of records on a page from the options at the bottom of the page.

Show: 10 per page
208 records matched your query of the 74,001,090 in the data limits you selected. Key: 🏹 = Structure available.

In EndNote – Adding full-text

Attach files to an individual record by using any of:

- the paper clip icon.
- *right click* in an opened record or selected in a list, then > *File Attachments* > *Attach File*
- References in the top menu, then > File Attachments > Attach File



Have EndNote find the full-text for you.

Off-campus, this works better if you are using the Virtual Private Network www.ed.ac.uk/is/vpn

Select one or multiple records from a list and use the Find Full Text...icon.

		• 🖪 🗐 🕲	1 公 :	<u>ĉ</u> &		
	Ø	Author	Year	Title	🔊 Find Full Text	Ia
		Armor, J. N.	2007	Addre	Search the Web for full text documents for the selected references	. y
0		Almahdi, M.; Din	2016	Analy	sis and assessment of methanol production $\star\star\star\cdot$ Inte	erna

• Or, *References* in the top menu, then > *Find Full Text*.

In the left panel of your EndNote Library, the ... Find Full Text section indicates how well things are going.

🕲 Today		- • •
Harvard	▲ 🖻 🗏 🍳 🕹 🏵 🖉 🖉 🗁 💴 🗭 💷 💭 🚣 🔧	₹ - ?)
My Library	Author Year Title Rati	ing Journal 🔨
All References (3	Armor, J. N. 2007 Addressing the CO2 dilemma ★	★★★ Catalysis Le
Imported References (Almahdi, M.; Din 2016 Analysis and assessment of methanol production ★	★ Internation
🛃 Search Results	Chang, Q.; Wang, 2015 Photoreduction of carbon dioxide by graphene	Materials 2
💽 Configure Sync	Xu, L. J.; Ha, M 2017 Photothermal catalytic activity of combustion	Rsc Advan
Recently Added (3)	5) • Wilcox, J.; Wilco 2012 The Role of CO2 Reduction Catalysis in Carbon	Carbon Caj 🗸
Unfiled (3	5) <	>
<u> T</u> rash	Reference Preview Armor-2007-Addressing the CO2 dilemma.pdf	Ŧ
🖃 My Groups		
📑 deduplicated		
📑 pm))	^
□ Find Full Text	Catalysis Letters, Vol. 114, Nos. 3-4, April 2007 (© 2007) DOI: 10.1007/s10562-007-9065-3	115
C Found PDF	9	
2 Found URL	2)	
🙋 Not found	Addressing the CO_2 Dilemma	

Records for which full-text is found have files attached which you can see as *paper clip* icons, from changes in the preview pane's *Attached PDF* tab and from entries in the *File Attachments* field (open a record to see this).



In EndNote – Searching and sticky notes

Your EndNote libraries (collections of records) are searchable.

If search boxes are not visible in the library you have open, go to Tools, >Search Library.. or look for the option on the icons menu which opens Show Search Panel Д Ŀ Ŧ (?)R 🗟 Quick Search Add more rows if your search needs to be specific (circled in the screenshot below) Show Search Panel - - X Ar . Q -(?)Quick Search ٠ Options + Match Case Match Words Search Search Whole Library PDF \sim Contains graphene \sim kumar Autho ontains And \vee C • Author Year Title Rating Journal Last Updated Referen ^ 2017 04/10/2019 Psarras, P. C.; Co... Carbon Capture and Utilization in the Industrial... Environmental ... Journal Carbon Cap Nanotechnolog... Prakash, T.; Mari... 2011 ure and Recycling by Photocatalyst... 04/10/2019 Book

You can search attached pdfs. Choose PDF from the "field" drop down menu options.

You can add "sticky notes" to your pdfs which are also searchable.

Get to a pdf document attached to one of your records. Highlight some text and choose the *Sticky Note* function, circled in the screenshot below.

Click on the sticky notes icon which now appears near the text to open a dialogue box into which you can type.



Choose Save, the floppy disc icon.

Choose PDF Notes (or an option which includes it) from the "field" drop down menu options.

	Sea	rch Options	L,		Search Whole Libr	rary 🗸 🗌	Match Case 🗌 M	atch Words
		PDF Notes		 ✓ Contains ✓ hyenas 				+ -
•	C	Author	Year	Title	Rating	Journal	Last Updated	Reference 1
0	C	Najafabadi, A. T.	2015	Emerging applications of graphene and its deriva		Renewable & S	04/10/2019	Journal Arti

Manually adding references to EndNote

Go to *References* and choose *New Reference* from the menu.

Check the *Reference Type:* because this dictates a reference's format when using EndNote's *Cite While you Write* function in Word [see Automatically format in-text citations and reference lists in Word below].

New Reference	ce		
🖛 📦 Refer	ence 🔊 Attached PDFs	Ø	
🗐 🖉 e	∋ 🔍 🍫	Plain F	ont
Reference Type:	Journal Article	•	
Rating	Encyclopedia Equation	^	
	Figure		
Author	Film or Broadcast Generic		
	Government Document		
Year	Grant		
	Hearing		
Title	Journal Article		

Add author details, one per line and with the punctuation:

Last name, First names Last name, Initial. Enter corporate authors in full with a comma at the end, eg University of Edinburgh,

You are unlikely to be able to enter information against each bibliographic field so enter what you can but do include an *Access Date* for online sources such as websites.

Close the record to get the option to Save.

Adding reference management software export links to Google Scholar

In Google Scholar (<u>www.scholar.google.com</u>) Settings, under Bibliography manager (in Search Results), choose, unintuitively, *RefMan* (rather than EndNote) from the Show links to import citations into options.

Bibliography manager	
 Don't show any citation import link 	S.
Show links to import citations into	RefMan 💲

Do a search and look beneath a result to see the link and use it.

Add findit@edinburgh against Google Scholar results you can read because the library subscribes to the journal etc, by going to *Settings > Library Links* and search for, then choose, University of Edinburgh.

Importing RIS files into EndNote

From some reference sources/databases, you may have to save references as a file which you then import. Open the Library you want to put the references in. Choose RIS which is a generic reference management software file type and should be recognised by any reference management tool.

To get these references into EndNote, go to File, >Import, >File...

Use Choose... to browse for the saved file.

From Import Option: select the file type Reference Manager (RIS).

Import File		? ×
Import File:	Reference_11_06_2019_131444.ris	Choose
Import Option:	Reference Manager (RIS)	~
Duplicates:	Import All	~
Text Translation:	No Translation	~

Importing PDF articles into EndNote

Do as you would to import a .ris file, but choose PDF from the Import Option: menu in the screenshot above.

An EndNote record is created and the whole file attached to it.

To import multiple articles, put them in a folder and then to *File, >Import, >Folder...* Still choose PDF from the Import Option, as above.

Create a Group Set for this import puts the records and attached files together in a Group in the Library into which they have been imported. Use with *Include files in subfolders* to recreate a file folder arrangement as groups in the EndNote library.



Grouping records in an EndNote Library

Select records, perhaps by searching to get a list of ones with something in common and select all or relevant ones. Right click and *Add References To* and *Create Custom Group* or go to *Groups* and *Create Groups*.

Smart Groups get added to automatically after you define what a record must have to be included in it. New records added, will be included in there without you having to do anything to make them so.

Automatically format in-text citations and reference lists in Word

Open Word and type in some text.

If the *EndNote* tab does not have *EndNote* X go to *Preferences* > *Application* tab. Select *EndNote* from the menu and then *OK*.

File Home Insert Design Layout Refer	erences Mailings Review View EndNote X8 Q Tell me STE	WART Rowena
Go to EndNote Go to EndNote Style: APA 6th Go to EndNote Go to	and Bibliography	
Citations	E EndNote X8 Cite While You Write Preferences	
Right click or go to Groups in the menu and choose the relevant	nt option. General Keyboard Figures and Tables Application Select the Cite While You Write application	t Effects
	Application: EndNote ~ EndNote	

Go to Insert Citations and search for a reference you know you have saved in your open EndNote Library.

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

Drop down the *Style:* menu (in the *Bibliography* section) to choose a different citation style for your document (eg Vancouver or Royal Society of Chemistry). Edit your text and choose *Update Citations and Bibliography*, to have the reference list (at the bottom of your document) match what you've cited in your text.

You may need to download the Cite While you Write (CWYW) plug-in from EndNote Online's *Format* or *Downloads* sections where you will see the option to install the Cite While You Write Plug-in.



To create an EndNote Online account:

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

Back in EndNote, go to *File, Export...* to get records out of EndNote to then copy and paste as a bibliography for example.

For those using LaTeX, BibTeX is available from the *Output style*: Choose *Select Another Style…* if BibTex is not listed in what you see.

More Styles (eg lots of different Harvards)

https://endnote.com/downloads/styles/

Download individual styles from the big list on the website, or bulk download with instructions at the bottom of the page.

Help

The Digital Skills and Training programme makes available the documentation used during classroom sessions. See: www.ed.ac.uk/is/skills

Cite Them Right online gives context and explanation for how to cite different types of media. It is especially strong on Harvard/Author-Date style. See: <u>www.citethemrightonline.com.ezproxy.is.ed.ac.uk/Basics</u>

Or contact your Academic Support Librarian www.ed.ac.uk/is/ASL

Academic Support Librarian for Chemistry is Rowena Stewart (<u>rowena.stewart@ed.ac.uk</u>, Tel: +44 (0)131 650 5207, rm3.21 Murchison House)

Oct20