EndNote online Exercises (Health)

Register for EndNote online via Web of Science http://ezproxy.lib.ed.ac.uk/login?url=http://wok.mimas.ac.uk

[If you are off-campus you may have to be using the VPN Service as well www.ed.ac.uk/is/vpn]

Use "EndNote" in the very top menu to get to EndNote online. Choose the "Sign up" option and follow the steps.

You can use any email address (and you can have multiple, different EndNote online accounts with different email addresses).

N.B. If you are registering with your University email, use s123456@**sms**.ed.ac.uk instead of s123456@ed.ac.uk

Once registered, you can go directly to EndNote Online www.myendnoteweb.com

Exporting records from OVID databases
eg psycINFO, into EndNote online
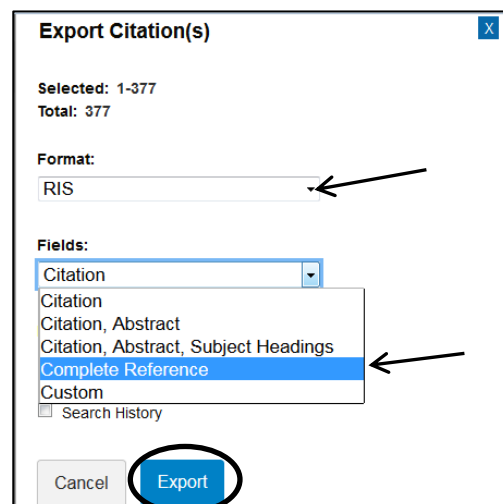
Choose the references you want and **then choose Export.**

Choose RIS from the drop down list and also **how much of the records** you want to keep, then **Export**.

Choose *Save File* if you have that option next **and see** *Importing Saved Files of References* **[page 2].**

Alternative:

Choose EndNote from Format: drop down menu and "Open with: ResearchSoft Direct Export Helper" at the next stage.

Then, if offered a choice of reference management software, choose EndNote Web and enter your EndNote Online login details if prompted to do so.
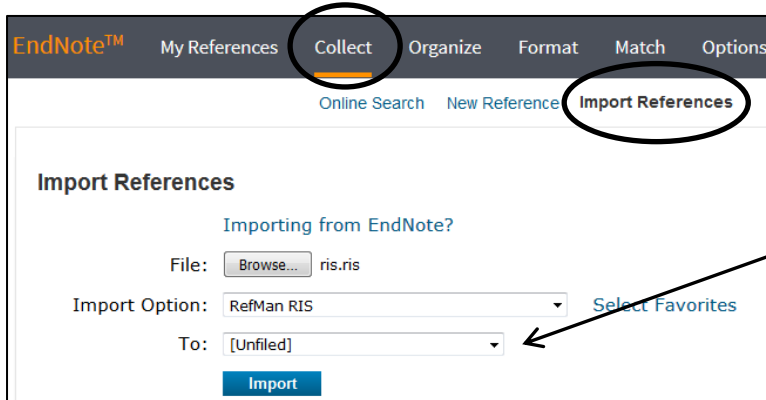
Importing Saved Files of References

From some reference sources/databases, you may have to save references as a file which you then import. If there is no option to save as EndNote file type, choose RIS which is a generic reference management software file type and should be recognised by any reference management tool.

Go to *Collect* **tab** and *Import References*, to get saved references into EndNote online:

File: Browse for the saved file.

Import Option: select the file type which you think matches where the references came from.

> If your Import Option choice is not obvious, or your first choice doesn't work, try the more generic *RefMan (RIS)* or *EndNote Import* options.

N.B. You may have to be using the University network to see all the import options. Off-campus, this requires using the VPN service www.ed.ac.uk/is/vpn

To: Put the imported references into a group. Choose [Unfiled] if you don't want to assign your references to a group.
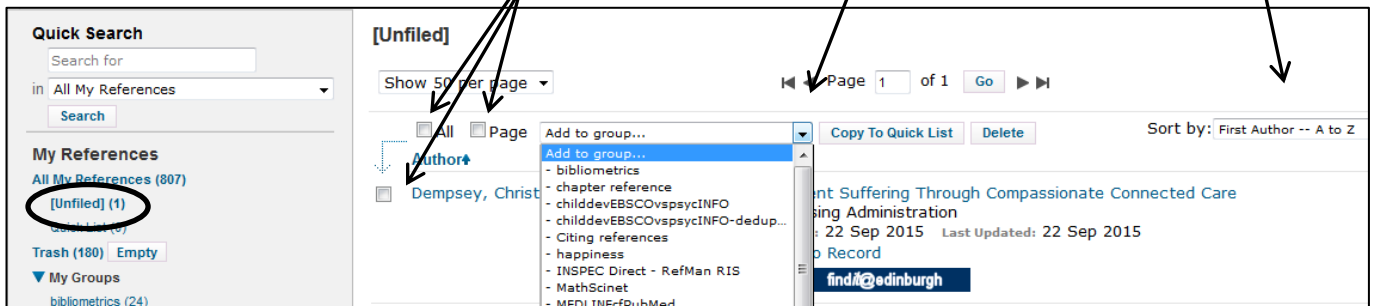
When you select Import, the number of records imported should match the number you exported.

Seeing references imported into EndNote online

Go to Unfiled where the new records will be, unless you imported a file and chose a group to put them in.

> Re-order your references from the menu options in *Sort by*. Choose *Added to Library – newest to oldest* to get those added that day at the top of a list.

Select any which you want to keep together in a group, choosing *New group* as necessary.

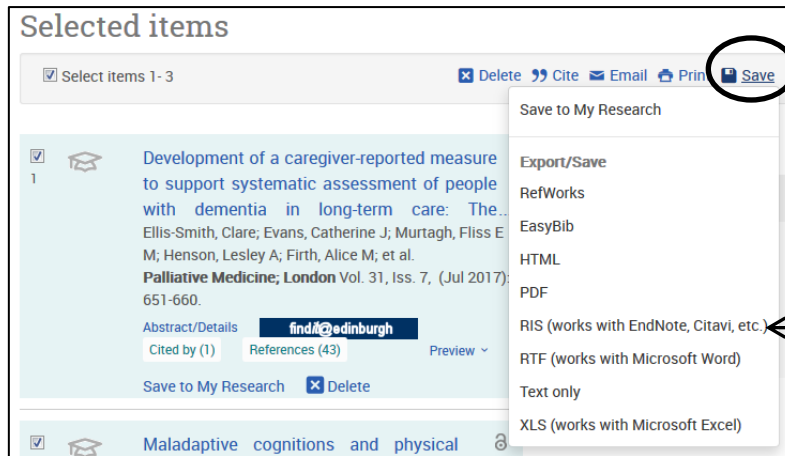# Exporting records from ProQuest databases *eg* ASSIA into EndNote online

Select the references you want to keep.

Your selections are remembered so you can select each page of references from a results list or do another search and select from that. **The "Selected items" should accumulate.**

Go to Selected Items

Deselect as necessary and **from Save** choose *RIS (works with EndNote, Citavi, etc.)*

Scroll down the box which displays next and **choose Continue.** Then, see *Importing Saved Files of References* [page 2].

Manually Adding References to EndNote online

In the *Collect* **tab and choose** *New Reference* **from the menu.**

Enter the citation etc details as you have them.

N.B. i) Important for "Cite While you Write", is to choose the correct **Reference Type:**

ii) Enter author details as instructed in the guidance. One author per line.

Open a field's entry for addition or editing, **by clicking** in an empty box or in the information that is already there.

Save the reference and **go to Unfiled to see it and add it to a group.**

Editing EndNote online References

Open an EndNote record to add more information **by selecting/clicking on the title.**

If necessary, click on *Show Empty Fields* (look to the top right of to the record to see this).

The information in the records is searchable. Add words and phrases you associate with a reference to the Research Notes field.

Look for the paper clip "Attach files" to store a file associated with the EndNote online reference, eg the full-text pdf of an article you have downloaded for your own personal use.
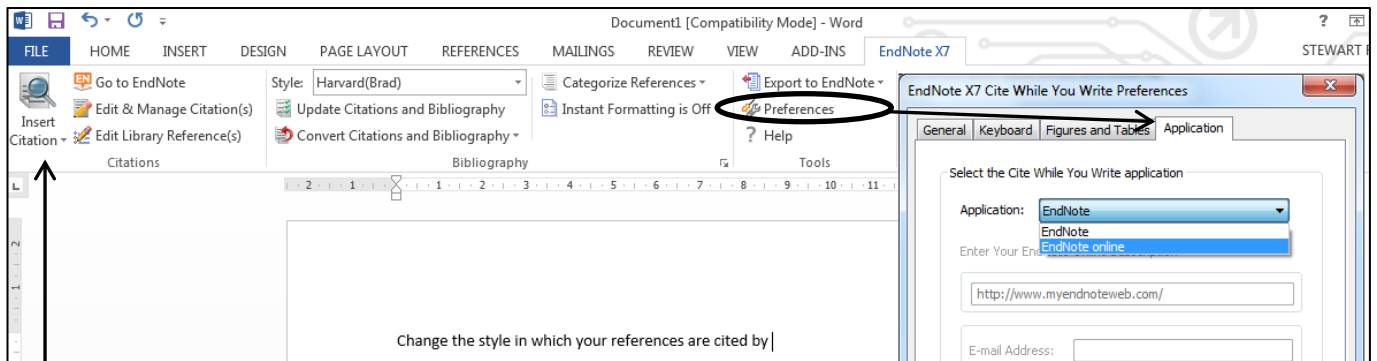

Use the findit@edinburgh in an EndNote record to find out if you can **read a journal article online**.

Automatically format in-text citations and Reference Lists in Word

Open Word and type in some text.

If the EndNote tab reads "EndNoteX7" go to **Preferences**>**Application tab**>**Select EndNote online** and choose **OK.**
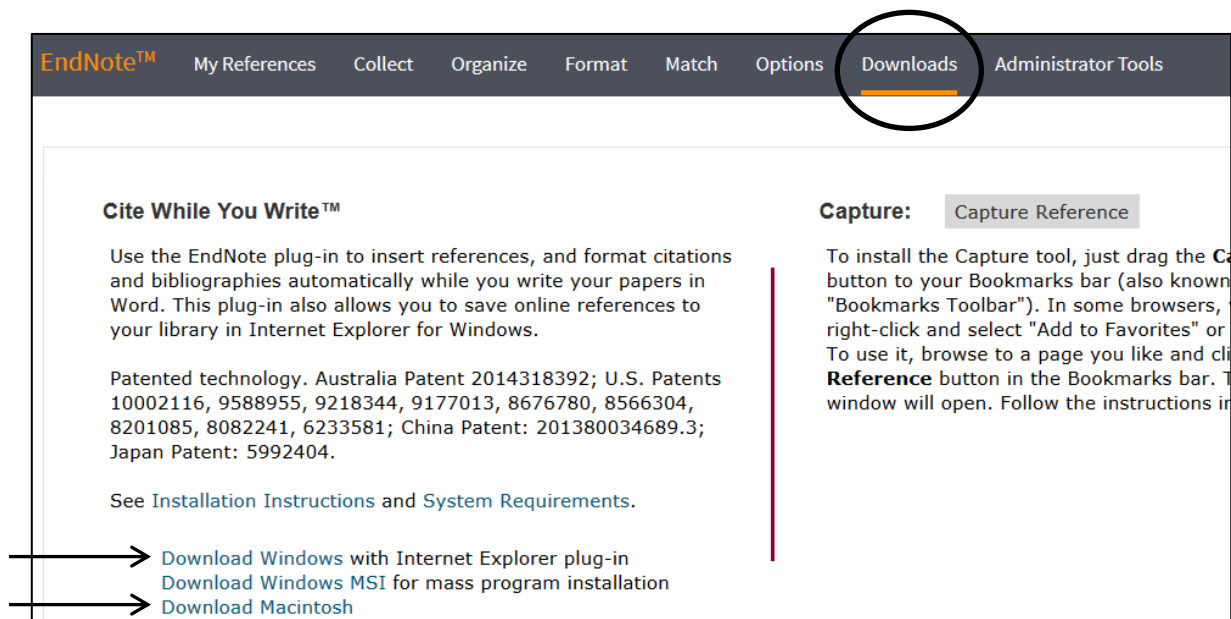

Go to "Find Citations" and get listed one of your EndNote online references.

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).

For your own computer you need to download the Cite While you Write (CWYW) plug-in from the Download tab.

See also **EndNote online exercises (Nursing):**
www.docs.is.ed.ac.uk/docs/Libraries/PDF/EndNoteonlineNursing.pdf

For further help or advice, please contact your Academic Support Librarian
Rowena Stewart (rowena.stewart@ed.ac.uk, Tel: +44 (0)131 650 5207)

Nov18