

EndNote 20 and EndNote Online

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WAGENINGEN
UNIVERSITY & RESEARCH

EndNote 20 and EndNote Online

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1 Introduction

This is a brief manual for the Windows version of EndNote. It is intended to help new users of EndNote at Wageningen University and Research (WUR) to get started with the programme and addresses situations specific for WUR. Some basic skills in using Windows and MS Word are assumed.

In this brief manual not all possibilities of EndNote are dealt with. Original resources made by the producer are available through EndNote (*Help menu*) and are very detailed.

This manual is used as course material for the course Working with EndNote. During the course you will learn:

- How to use EndNote to store details of references
- How to add references to an EndNote library
- How to use EndNote to search online databases
- How to manage data in EndNote
- How to manage full articles in EndNote
- How to use EndNote to automatically insert references in your texts and create reference lists

1.1 What is EndNote?

EndNote is a reference database. It specializes in storing, managing, and searching for bibliographic references, figures and tables in your private reference library. EndNote is also a reference list generator. It builds lists of cited works automatically in any format or journal style within the word processing programme MS Word or OpenOffice.org Writer. For other word processors, please check the options in the EndNote manual by Clarivate Analytics (formerly Thomson Reuters), which can be found via Help in the EndNote programme.

1.2 Basic concepts

• library

In EndNote you work with libraries, also called Reference Library Files. They are the database files where your references are stored. EndNote libraries have the extension .enl. You can make as many libraries as you wish. The size of a library is unlimited. A [library name].DATA folder is automatically created for each library, in which settings, term lists, group information, figures, tables and PDFs are stored.

• reference

A library consists of references. EndNote automatically assigns a unique number to each reference. You cannot change this record number. EndNote shows this number in the temporary citations in MS Word.

• reference type

EndNote works with various reference types. There are reference types for journal articles, books, book chapters etc. In total there are 55 predefined and 3 customizable reference types. Choosing the right type is essential because EndNote manipulates the references when formatting a bibliography or reference list according to a specific journal style. Usually a book has to be formatted in another way than a journal article, and so on.

• field

An EndNote reference consists of fields, in which a particular piece of bibliographic information is stored, e.g. Author, Title, Year etc. This enables EndNote to arrange the field contents in different ways when formatting a reference according to a specific journal style, e.g. journal title in italics or volume numbers in bold. The maximum number of fields is 43 per reference. It is possible to enter long abstracts and notes—up to 64K, or approximately 16 pages of text, in any field.

• group

Groups are subsets of references within a library saved for easy retrieval. Some of the groups are

automatically generated, such as All References, Imported references, Unfiled, Trash. Custom groups and smart groups are user defined.

- **filter**

A filter is a file consisting of one or more templates that instruct EndNote how to interpret and import bibliographic data into the corresponding fields in an EndNote library. For each bibliographic database a unique import filter is required, because the organisation of data differs between databases. EndNote filters have the extension .enf (EndNote filter).

Filters developed for WUR can be downloaded from <https://www.wur.nl/en/Library/Students/EndNote/EndNote-filters-for-WUR.htm>. Store downloaded filters in the folder M:\My Documents\EndNote\Filters. For WUR Client users, these additional filters are included in EndNote.

- **(output) style**

A style is a file that contains information on how to arrange references for a wide variety of bibliographic formats. Styles format in-text citations, footnote citations and reference lists. They are specific for different journals, though they can also be based on more general style guides, such as the Chicago Manual of Style or the MLA Handbook. EndNote provides more than 6000 preconfigured styles, but it is also possible to create a new style. EndNote styles have the extension .ens (EndNote style). Store downloaded styles in the folder M:\My Documents\EndNote\Styles.

- **format bibliography**

The EndNote command Format Bibliography arranges the information of your EndNote references in such a way that the in-text citations and reference lists appear in a specific journal style when writing a document.

- **connection file**

EndNote is able to provide access to remote online bibliographic databases or catalogues when the sources use the information retrieval protocol called Z39.50. For this process EndNote uses connection files. EndNote provides several connection files. Connection files have the extension .enz.

1.3 EndNote at WUR

WUR has a campus wide licence for EndNote. Staff can download the software from Start > Microsoft Endpoint Manager > Software Center. Students can download the software from the [WUR AppStore](#).

To install EndNote on your private computer, download the installation file from the [EndNote page on the WUR Library website](#). Make sure you are logged in.

WUR Library supports the use of EndNote by introductory courses and WUR specific manuals, as well as additional styles which are not included in the programme itself. You can download these style from the URL <https://www.wur.nl/en/Library/Students/EndNote/EndNote-styles-for-WUR.htm>. Transfer these additional EndNote files into the appropriate folders at M:\My Documents\EndNote\. Files are added or updated on a regular base.

For specific questions on the use of EndNote, please contact the library service desk (tel. 86666 or email servicedesk.facilities@wur.nl). You can also ask your information specialist <https://www.wur.nl/en/Library/Researchers/Library-support.htm> for assistance.

2 Starting EndNote

Starting the programme depends on the way EndNote has been installed on your computer:

1. Double click the **EndNote** icon on the desktop area
2. Or: From the **Start** menu, select **EndNote** and then select **EndNote Program**
3. Or: Use File Explorer and select the drive and folder where the EndNote programme has been installed and (double) click on the file **EndNote.exe**

2.1 Create a new library

At first use, a dialog box named New Library appears (Figure 1) when starting EndNote. In later sessions this dialog box will be skipped and the most recently used library will be opened.

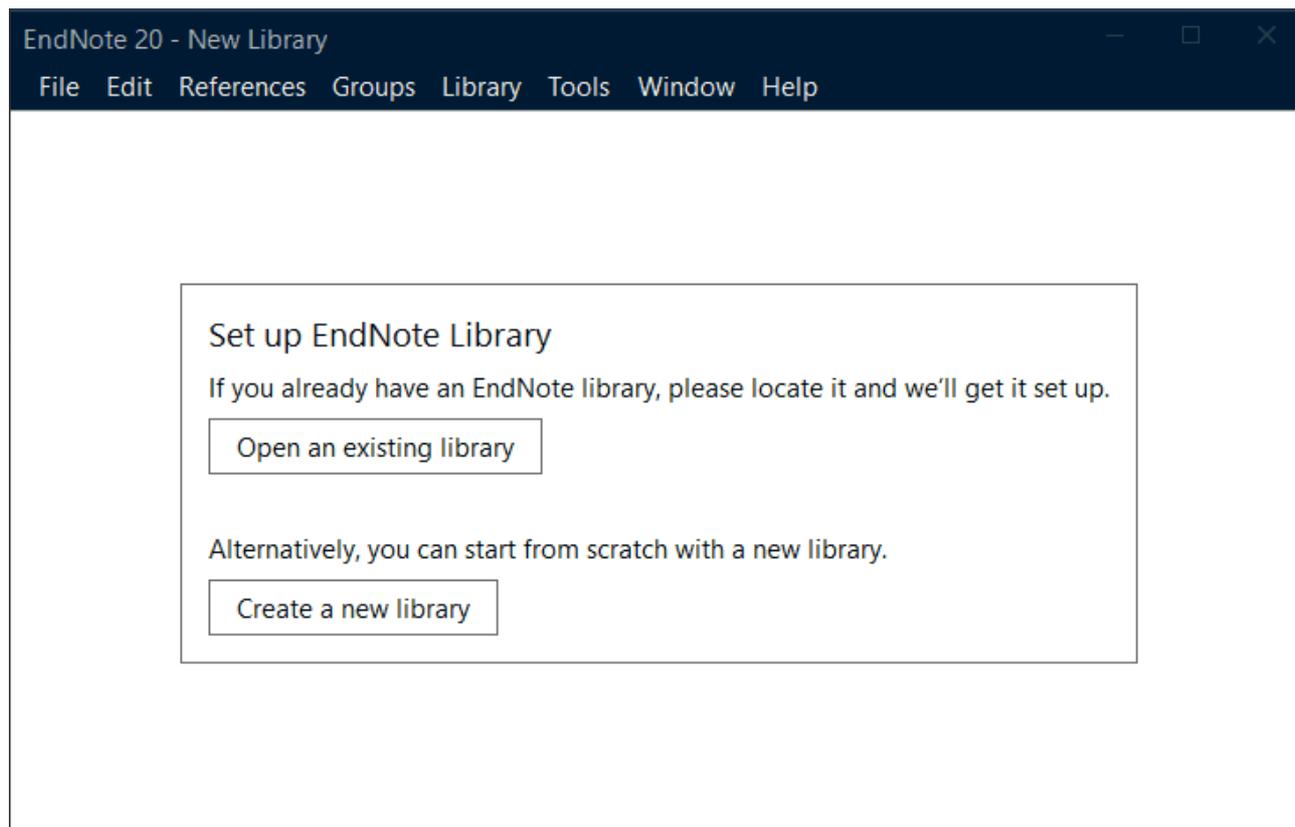


Figure 1. New Library dialog box

Create a new library:

1. Click on **Create a new library** (alternatively, on the **File** menu, choose **New**).
2. A pop up window appears (figure 2). Select the drive and folder where you want to save the library.
3. Enter the name of your new library in the **File name** box.
4. Click the **Save** button. The new library appears as an empty EndNote library (Figure 3).

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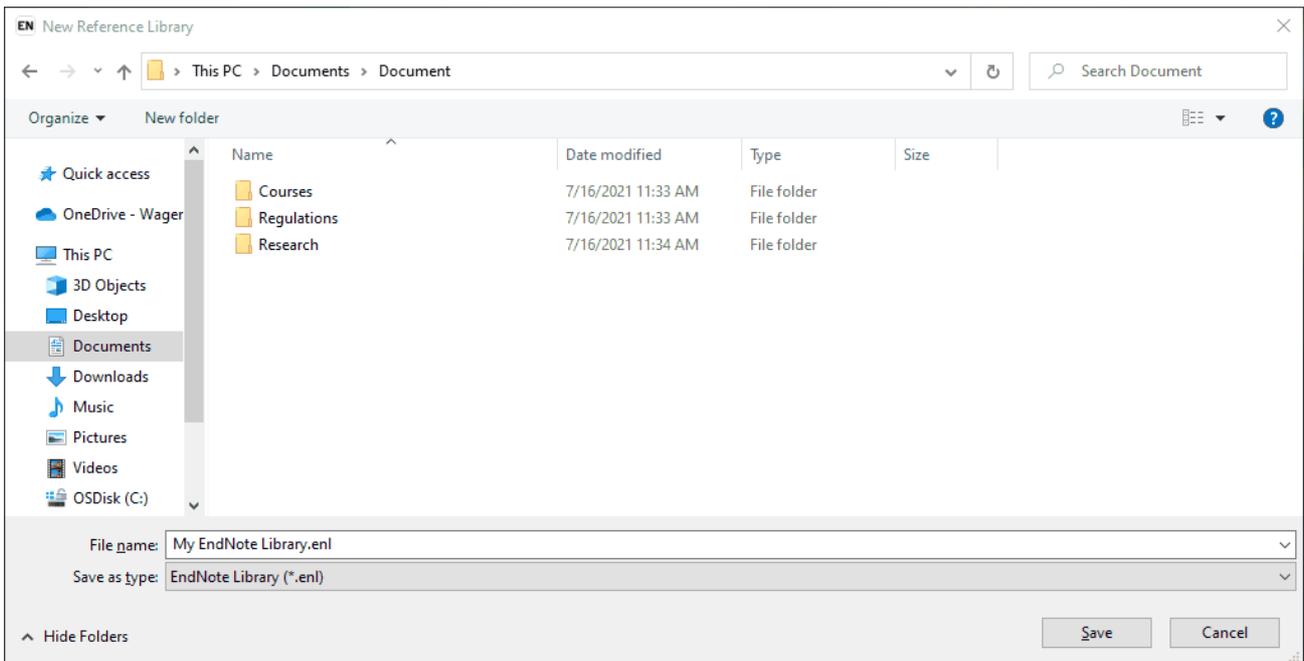


Figure 2. New library dialog box

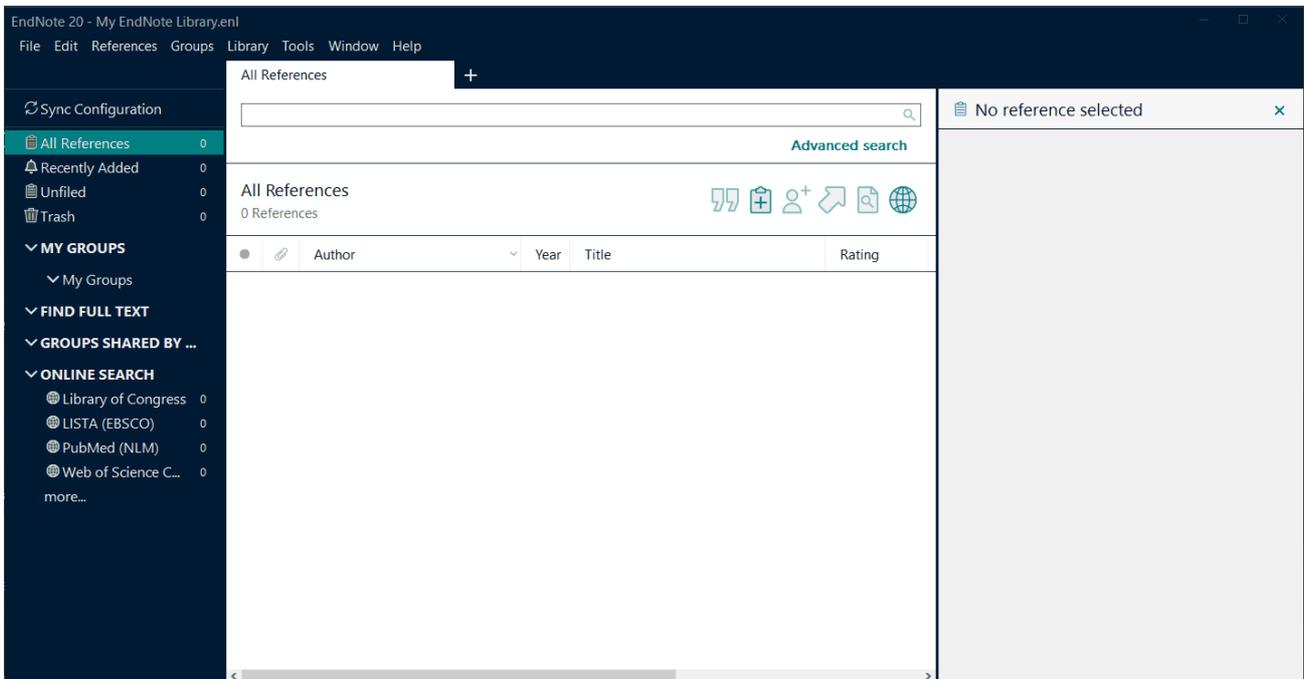


Figure 3. New library window

2.2 Open an existing library

Once a library has been created and saved, EndNote will remember that the library exists.

To open an existing library:

- From the **New library** dialog box, select **Open an existing library**. Alternatively, from the **File** menu select **Open Library**.
- The saved library's file name should be displayed in the submenu. If the library is not displayed, locate the library file on your computer.

2.3 Preferences for opening libraries

When EndNote starts it will open the most recently used library. To change this default setting:

1. Choose **Preferences** from the **Edit** menu.
2. Choose **Libraries** from the left menu in the window that pops up.
3. Click on the arrow behind **When EndNote starts: Open the most recently used library.**
4. Choose **Prompt to select a library** if you want to select a library from your folders.
5. Click **OK** to save the changes.

3 Add references to a library

There are several ways to add references to a library:

- You can [enter references manually](#)^[8] by **typing** the bibliographic information of a reference into the corresponding fields in EndNote.
- You can create new records from [PDF](#)^[17] files by importing a single file or a folder of files into your EndNote library.
- After performing a search in a bibliographic database, you can **export** your references to your EndNote library. When you choose Export after conducting a search, the EndNote programme will be opened and you will be asked to choose a library where you want the references to be placed. The references are then automatically transferred. In the background a [filter](#)^[4] is active. The export option is available in the databases [Web of Science](#)^[14], [Scopus](#)^[12] and [WUR Library Search](#)^[28], all [Ovid](#)^[19], [EBSCOhost](#)^[15] and [ProQuest](#)^[27] databases, [Google Scholar](#)^[26], and on many publisher's websites.
- If the Export function is not available in the bibliographic databases or does not work properly, you need to save your results in a text-file after conducting a search in a bibliographical database. After that you **import** these results into your EndNote library with a database specific [filter](#)^[4]. This option is available for almost every database. In this manual, the procedure is described for [Orbit](#)^[30], [Ovid](#)^[31] and [PubMed](#)^[33].
- You can use [Online Search](#)^[34] in the EndNote programme. With Online Search, you conduct a search in bibliographic databases or library catalogues using the search system of EndNote. It is a convenient option for known references, but may not work for every database.

3.1 Enter references manually

1. Select **New Reference** from the **References** menu. A window appears with New Reference in the title bar. This window is called the New Reference window (Figure 4).
2. Select the appropriate reference type from the **Reference Type** drop down list (book, journal article, conference proceedings etc.).
3. Enter bibliographic data into the fields of the New Reference window. Use your mouse to select a field or use Tab to select the next field and Shift+Tab to select the previous field.

Figure 4. New Reference window

Not all fields of the form need to be filled. The most important fields are discussed below.

- **Author**

There are several input options:

Niks, R.E.
 Niks, Rients E.
 R.E. Niks
 Rients E. Niks

In case of multiple authors, each author should be entered on a single line. If an author has more than one initial, make sure that full stops or spaces separate the initials, otherwise EndNote will interpret the initials as a first name.

For complex author names, it is advised to enter the last name first:

van Heyzen, Skye
 van der Heijden, Willem B.
 van der Heijden, W.B.
 de T. Alvim, Paulo
 de T. Alvim, P.

Enter corporate names with a comma at the end:

Food and Agriculture Organization,
 World Bank,

- **Year**

Complete the year with 4 digits: 2013

- **Title**

Font types and punctuation of the original title are generated automatically by EndNote when formatting the references. Exceptions are the use of capitals (e.g. DNA) and letters in italics (e.g. names of species).

- **Journal**

Fill in the complete journal title: European Journal of Plant Pathology

- **Alternate journal**

Used for the abbreviated journal title. In this example: Eur. J. Plant Pathol.

- **Volume**

Fill in the volume number: 136

- **Issue**

Fill in the issue number: 2

- **Pages**

Do not use commas. Separate page numbers by a hyphen: 393-405

- **Label**

Optional.

- **Keywords**

Optional. Used to improve retrieval of relevant articles.

- **Abstract**

Optional. Used to provide a short summary.

- **Research Notes**

Optional. Used to make notes about the article.

- **DOI**

DOI stands for Digital Object Identifier and is a unique number for each electronic article. In this case: 10.1007/s10658-013-0174-y EndNote needs a DOI in order to be able to search for full text to attach to the EndNote library

- **URL**

Optional. Complete this field with a relevant link to the online version of the journal article. The journal opens in your Internet browser by clicking the link, or <Ctrl+g>.

- **File attachments**

Optional. Used to link to a file of any format, e.g. pdf. By default, EndNote makes a copy of the file and places this file in a [library name].DATA folder.

4. Click on the **Save** button to save your new reference. Once the reference is saved (the save button become lighter in color), you can close the reference window.
5. The Library window is shown, with references sorted by first author name, publication year or title (Figure 5). You can easily change the order by clicking on the column headings.

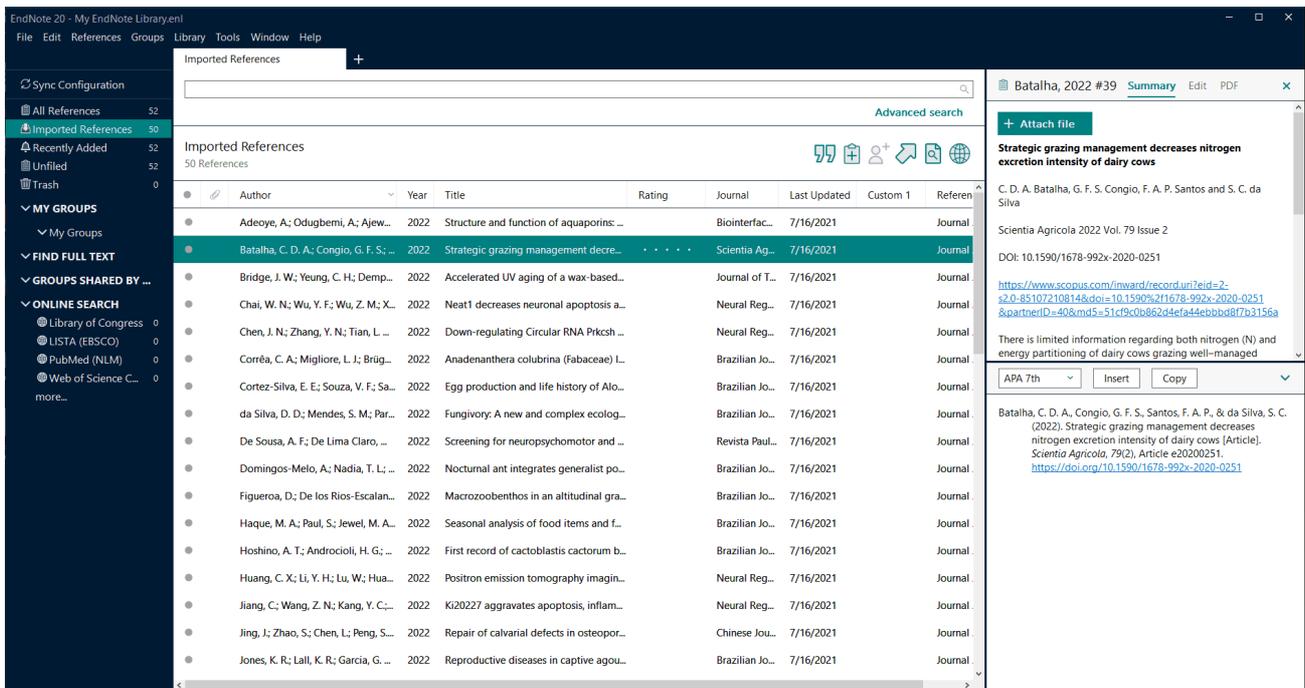


Figure 5. Library window

3.2 Import PDFs

You can create new records from PDF files by importing a single file or a folder of files into your EndNote library. EndNote uses metadata and DOI information to create a new reference and attaches the source PDF. Basic bibliography information will be added automatically for most journal articles, conference proceedings, conference papers, and reports.

To import a single PDF file:

1. Start EndNote. Create a new library or open an existing one.
2. Select **Import** from the **File** menu and choose **File**. A pop up window named Import file appears (Figure 6).
3. Click **Choose**. Select the file you want to import and click on **Open**.
4. Select **PDF** from the Import Option drop down menu.
5. Click **Import** and a reference will be made and shown in your Endnote library. A copy of the PDF is made and placed in the [library name].DATA/PDF folder

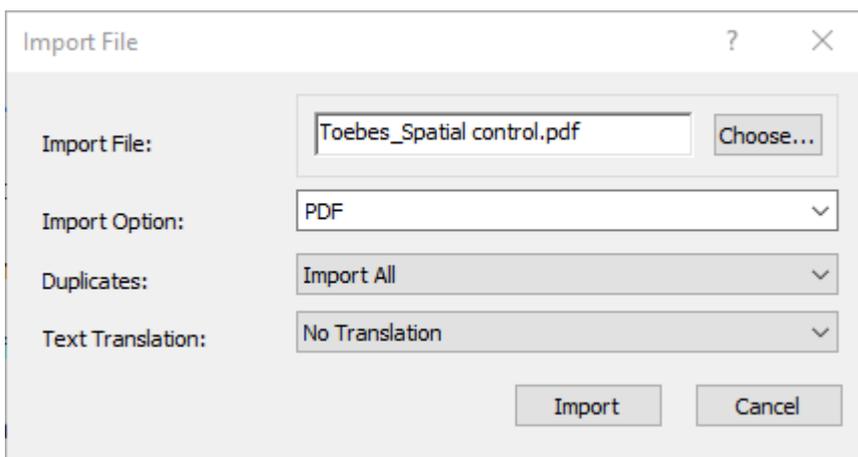


Figure 6. Import File window for importing a PDF file

To import a folder of PDF files:

6. Start EndNote. Create a new library or open an existing one.
7. Select **Import** from the **File** menu and choose **Folder**. A pop up window named Import Folder appears (Figure 7).
8. Click **Choose**. Select the folder you want to import and click on **OK**.
9. Check or uncheck the option **Include files in subfolders** depending on your preferences.

10. Check or uncheck the option **Create a Group Set** for this import depending on your preference.
11. Select **PDF** from the Import Option drop down menu (the only option).
12. Click **Import** and a list of references will be made and shown in your Endnote library. A copy of the PDFs is placed in the [library name].DATA/PDF folder.

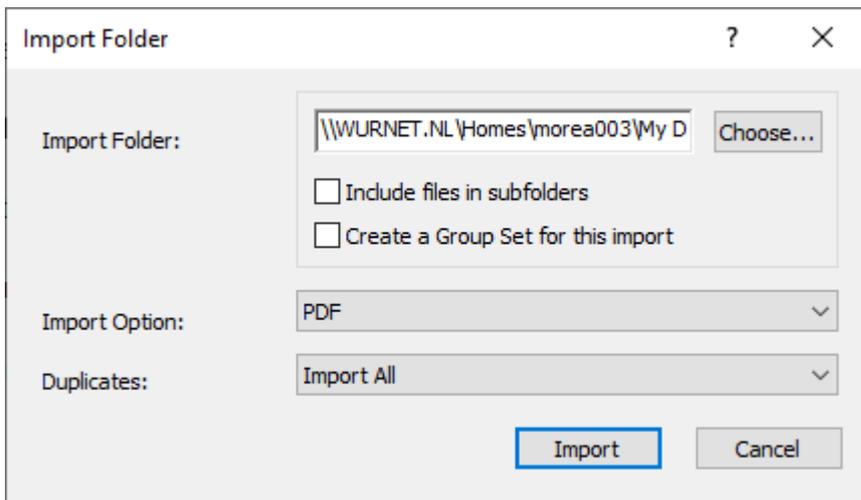


Figure 7. Import Folder window for importing multiple PDF files

3.3 Direct export from Scopus

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Select **Scopus**.
4. Perform a search in Scopus
5. Select individual records using the check boxes in front of the references or select the entire page or all references by clicking on the arrow next to **All**.

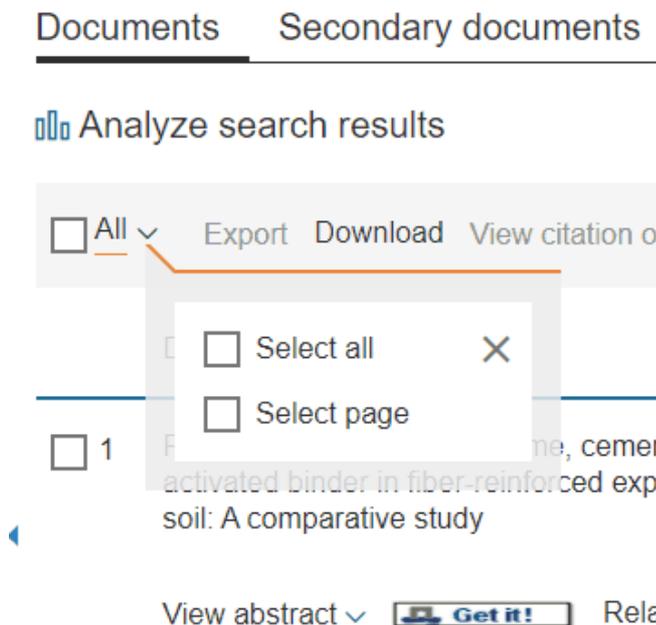


Figure 8. Select references to export from Scopus

6. Click on **Export**.
7. Choose **RIS Format (EndNote, Reference Manager)**. Default **Citation information** is selected.
8. Select all fields under the header **Bibliographical information** by checking the box in front of **Bibliographic information**.
9. Check the box in front of **Abstracts and Keywords** when you want to export this information as well (Figure 9).

Export document settings



You have chosen to export 20 documents

Select your method of export

- MENDELEY
- EXLIBRIS RefWorks
- SciVal
- RIS Format
EndNote, Reference Manager
- CSV
Excel
- BibTeX
- Plain Text
ASCII in HTML

What information do you want to export?

- | | | | | |
|--|--|---|--|--|
| <input checked="" type="checkbox"/> Citation information | <input checked="" type="checkbox"/> Bibliographical information | <input checked="" type="checkbox"/> Abstract & keywords | <input type="checkbox"/> Funding details | <input type="checkbox"/> Other information |
| <input checked="" type="checkbox"/> Author(s) | <input checked="" type="checkbox"/> Affiliations | <input checked="" type="checkbox"/> Abstract | <input type="checkbox"/> Number | <input type="checkbox"/> Tradenames & manufacturers |
| <input checked="" type="checkbox"/> Author(s) ID | <input checked="" type="checkbox"/> Serial identifiers (e.g. ISSN) | <input checked="" type="checkbox"/> Author keywords | <input type="checkbox"/> Acronym | <input type="checkbox"/> Accession numbers & chemicals |
| <input checked="" type="checkbox"/> Document title | <input checked="" type="checkbox"/> PubMed ID | <input checked="" type="checkbox"/> Index keywords | <input type="checkbox"/> Sponsor | <input type="checkbox"/> Conference information |
| <input checked="" type="checkbox"/> Year | <input checked="" type="checkbox"/> Publisher | | <input type="checkbox"/> Funding text | <input type="checkbox"/> Include references |
| <input checked="" type="checkbox"/> EID | <input checked="" type="checkbox"/> Editor(s) | | | |
| <input checked="" type="checkbox"/> Source title | <input checked="" type="checkbox"/> Language of original document | | | |
| <input checked="" type="checkbox"/> volume, issue, pages | <input checked="" type="checkbox"/> Correspondence address | | | |
| <input checked="" type="checkbox"/> Citation count | <input checked="" type="checkbox"/> Abbreviated source title | | | |
| <input checked="" type="checkbox"/> Source & document type | | | | |
| <input checked="" type="checkbox"/> Publication Stage | | | | |
| <input checked="" type="checkbox"/> DOI | | | | |
| <input checked="" type="checkbox"/> Open Access | | | | |

Cancel **Export**

Figure 9. Selecting the fields to be exported from Scopus

10. Click Export. You are asked to save the .ris file. After the exchange of data has been completed, EndNote automatically starts or you will have to select EndNote 20 as the application to open the file. According to your [settings](#) the most recently used library will be opened or you will have to select the name of the library in which you want to store the references. The references will be transferred to your library.
11. After the programme has finished uploading, a filled library is shown. Only the imported references are shown in the window. This window is called the Library window (Figure 10). By default, the library window displays the first author's last name, the year and the title of each reference. You can browse through the reference library by using the scroll bar, the scroll arrows, Page down, Page up, Home, End and Arrow keys. To see all references, click on the **All References** in the top left corner.
12. Select a reference to preview it in the preview window on the right of your screen. Click on Edit if you want to edit the reference.

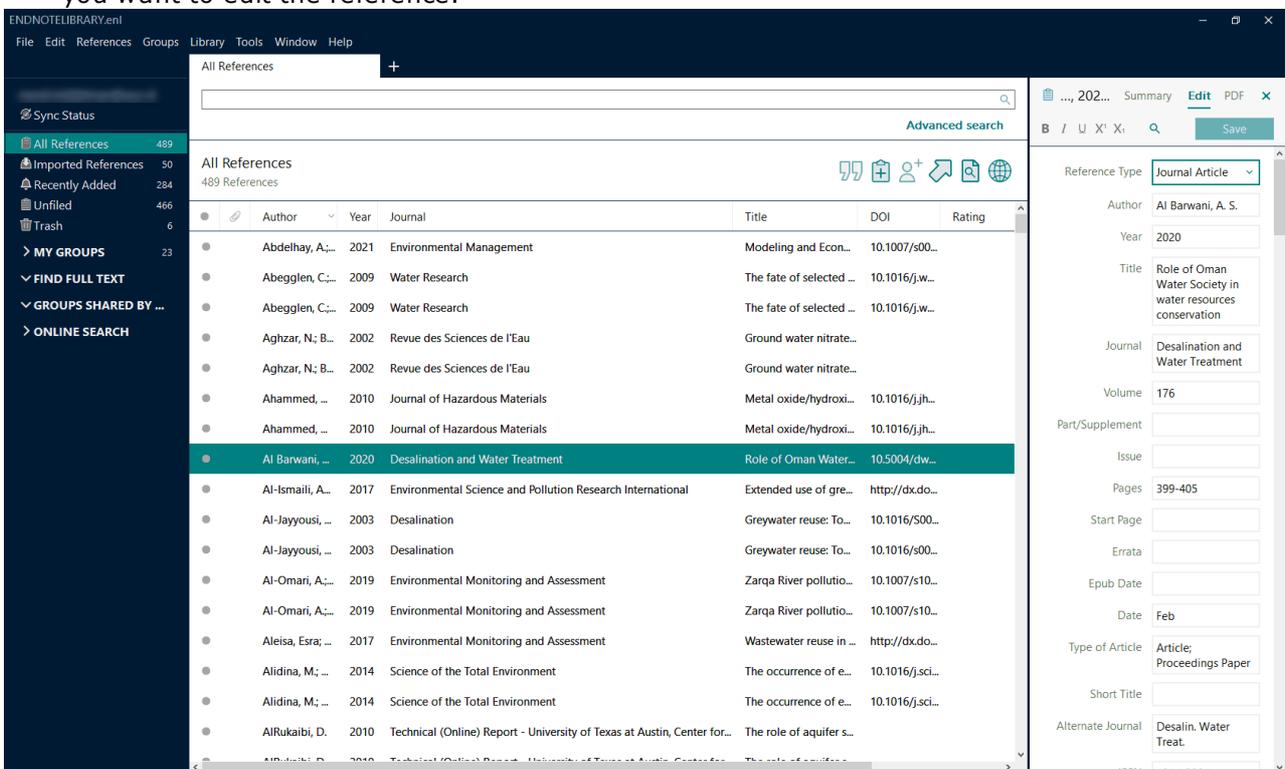


Figure 10. Library window EndNote 20

3.4 Direct export from Web of Science

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Select **Web of Science**.
4. Perform a search in Web of Science Core Collection.
5. Select individual records using the check boxes or use the upper check box to select all the results. Search for the **Export** button and click on it. In the drop-down menu select **EndNote desktop**. You may then select which and how many results you want to export. Then select **Full record** in **Record Content** (Figure 11).

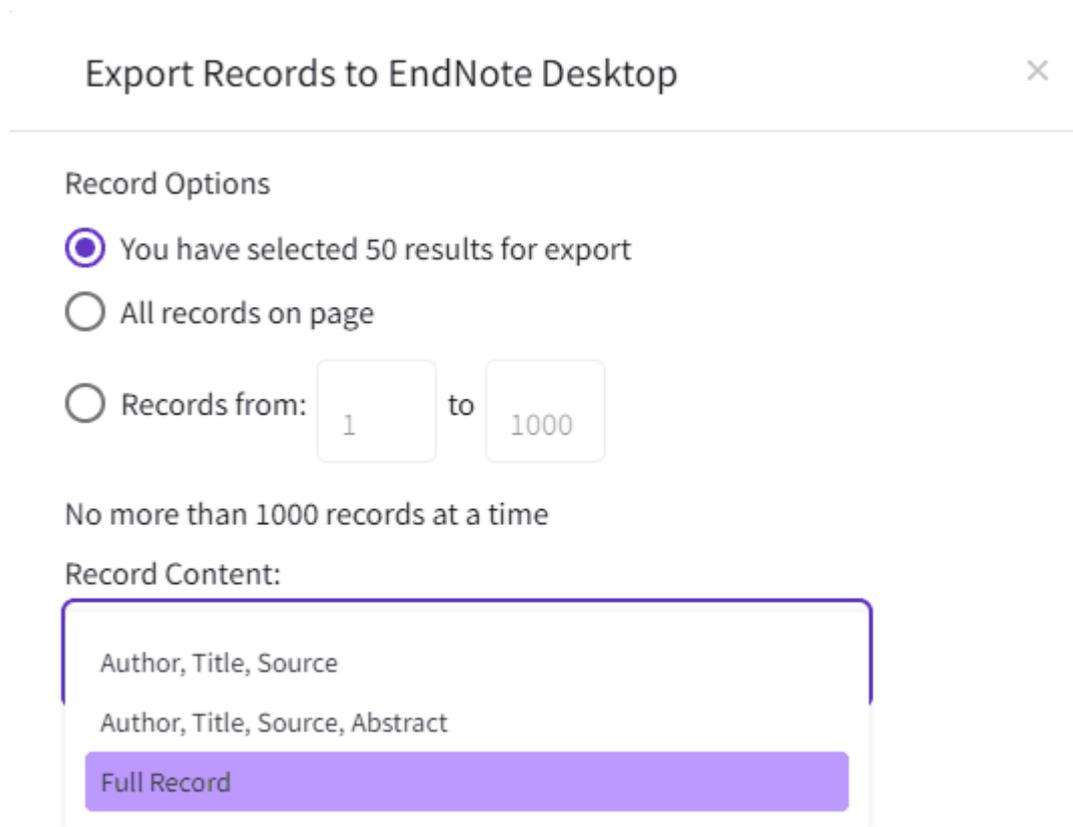


Figure 11. Output records frame in Web of Science

6. You are asked to save the **.ciw** file. After the exchange of data has been completed, EndNote automatically starts or you will have to select EndNote 20 as the application to open the file. According to your [settings](#)^[7] the most recently used library will be opened or you will have to select the name of the library in which you want to store the references.

3.5 Direct export from PubMed

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Select **PubMed**.
4. Perform a search.
5. Check references on the search results page and click on **Send to:**, if you don't check any references then all references will be sent to EndNote with a maximum of 200 at a time.
6. Choose Destination Citation Manager from the Send to drop-down menu. See Figure 12.
7. You can select whether to export all results, only the results on the page or only the selected results. Choose your preference and click on **create file**. Save the **.nbib** file on your drive and open in your EndNote library. The PubMed records will be put into this library. Sometimes you are asked for an import filter. If so, choose PubMed(WUR).

PubMed.gov

drinking water

Advanced Create alert Create RSS

Search

User Guide

Save Email Send to

Sorted by: Best match Display options

71,913 results

Clipboard Clear selection

My Bibliography

Collections

Citation manager

on of **Drinking Water** in Guadalajara, Mexico.

GJ, Smith C.

lth. 2018 Dec 27;16(1):67. doi: 10.3390/ijerph16010067.

MC article.

primary regions where **drinking water** supply is intermittent and unreliable, households adapt by storing **water** in cisterns or rooftop tanks. ...This pilot study was conducted in July 2018 to examine the microbiological quality of **drinking water** i ...

MY NCBI FILTERS

RESULTS BY YEAR

1869 2021

Figure 12. Direct export from PubMed Send to Citation Manager

3.6 Direct export from EBSCOhost

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Select CAB Abstracts. CAB Abstracts is a database that is hosted on two platforms: EBSCOhost and OVID. Select **via EBSCOhost**. Many other databases are hosted on EBSCOhost and exporting to EndNote works the same for all those databases. This manual uses CAB Abstracts to exemplify how to export references from a database that is hosted on EBSCOhost.
4. Perform a search.

To export a single reference:

5. Click on the title of a reference to see the detailed citation information (Figure 13).

Detailed Record

Get it! Find it in our Library

Find Similar Results using SmartText Searching

Result List Refine Search 1 of 1,661,624

An econometric estimation of irrigation water demand in Nadhour region (Tunisia).

Language: English

Authors: Maaroufi, A., author; Abdelhafidh, H., author; Kricha, N., author; Ayoub, T., author; Trabelsi, M. A., author

Source: Journal of New Sciences. 01 February 2021 80:4675-4684.

Address: Ecole Supérieure d'Agriculture de Mograne, Université de Carthage, Tunis, Tunisia.

Publisher Information: Monastir, Tunisia : Sunblo LC

Page Count: 10

Publication Date: 2021

Document Type: Journal Article

Tools

Google Drive

Add to folder

Print

E-mail

Save

Cite

Export

Create Note

Permalink

Figure 13. Part of the detailed citation window in EBSCOhost

6. Click **Export**
7. The Export Manager window appears (Figure 14). Choose **Direct Export in RIS Format**.
8. Click **Save**
9. EndNote will be opened automatically. Select a library and open it. The selected record will be transferred.

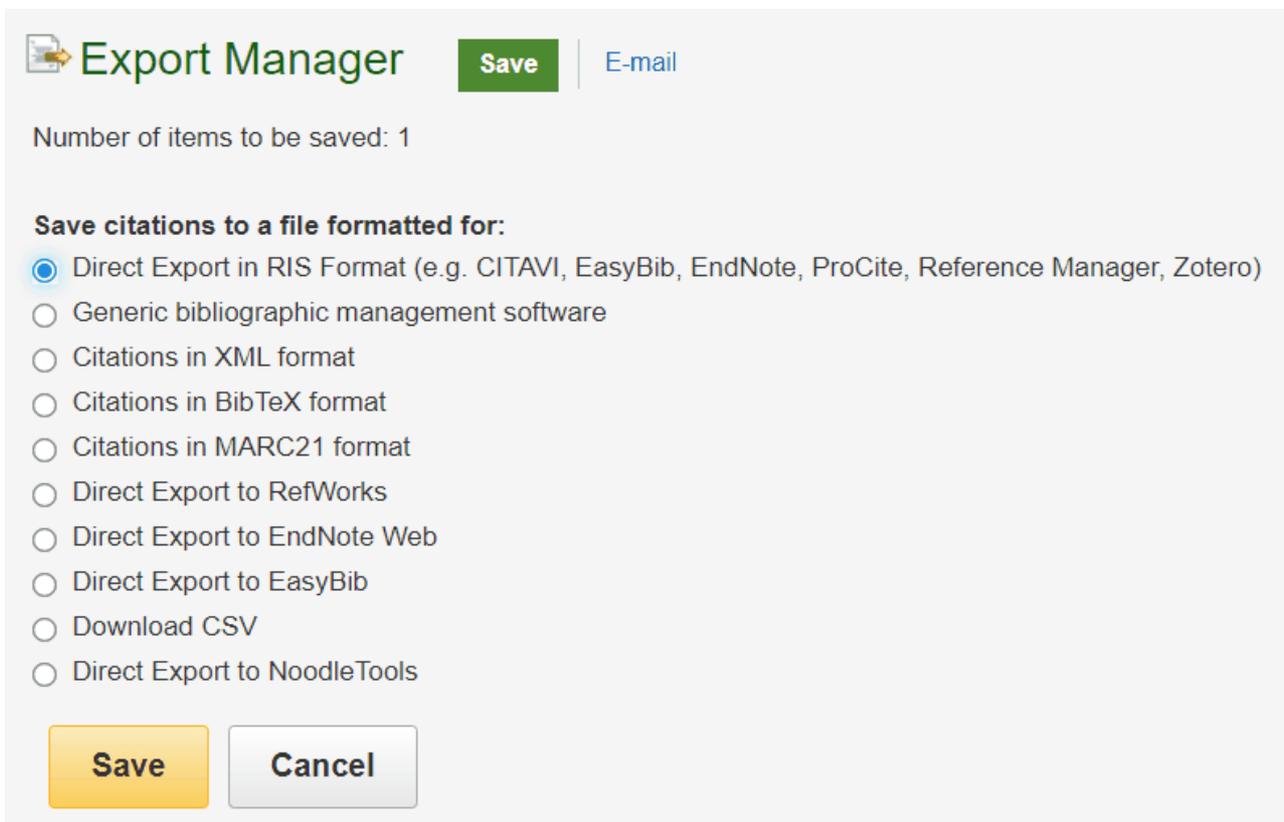


Figure 14. Completed Export Manager screen in EBSCOhost

All references from a page can be downloaded into EndNote after putting them in a folder first:

- Put all references from a page into a folder by clicking on the Share button. Select for adding to folder Results 1-10 (Figure 15).

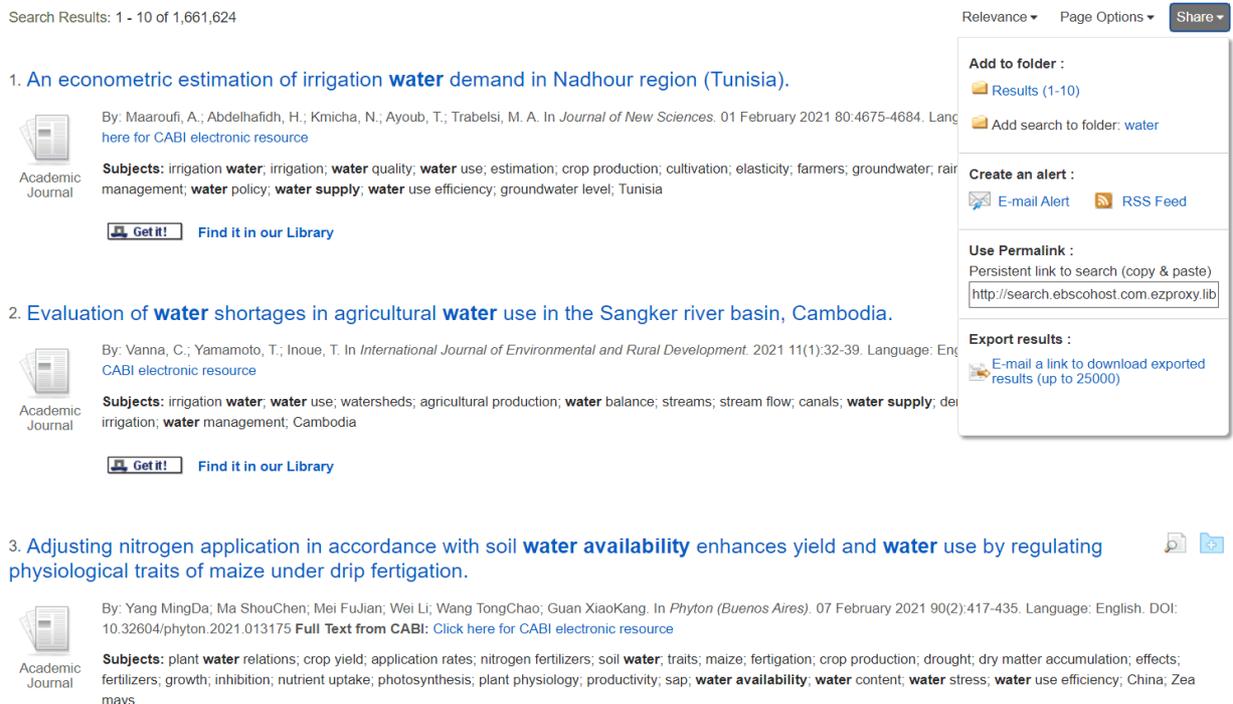


Figure 15. Results list in EBSCOhost with Add to Folder options

- Click on **Folder** in the blue menu bar on top of the page.
- Select individual or select all references to be downloaded by checking the relevant checkboxes.
- Click **Export**
- The Export Manager window appears. Choose **Direct Export to RIS Format**, and choose whether you want to remove the items from the folder after saving.

15. Click **Save**
16. EndNote will be automatically opened. Select a library and open it. The selected records will be transferred.

Tip: By default 10 results per page are shown. Go to Page Options and indicate how many references you want to be displayed. The maximum is 50 (Figure 16).

Search Results: 1 - 10 of 1,661,624

1. [An econometric estimation of irrigation **water** demand in Nadhour region \(Tunisia\)](#)

By: Maaroufi, A.; Abdelhafidh, H.; Kmicha, N.; Ayoub, T.; Trabelsi, M. A. In *Journal of New Sciences*. 01 English. **Full Text from CABI: [Click here for CABI electronic resource](#)**

Subjects: irrigation **water**; irrigation; **water** quality; **water** use; estimation; crop production; cultivation; crop surface **water**; **water** management; **water** policy; **water** supply; **water** use efficiency; groundwater level

[Get it!](#) [Find it in our Library](#)

Relevance ▾ Page Options ▾ Share ▾

Result Format:

Standard

Title Only

Brief

Detailed

Image QuickView:

View thumbnails of the images in an article right from the Result List.

On

Off

Items per page:

5

10

20

30

40

50

10 ▾

Page Layout:

2. [Evaluation of **water** shortages in agricultural **water** use in the Sangker river basin \(Cambodia\)](#)

By: Vanna, C.; Yamamoto, T.; Inoue, T. In *International Journal of Environmental and Rural Development*. Full Text from CABI: [Click here for CABI electronic resource](#)

Subjects: irrigation **water**; **water** use; watersheds; agricultural production; **water** balance; streams; stream volume; **water** requirements; rivers; irrigation; **water** management; Cambodia

[Get it!](#) [Find it in our Library](#)

Figure 16. Page options in EBSCOhost

Exporting all references from a search is possible by sending an email with a link to a zipped file to yourself.

1. In the Search Results screen, click on Share.
2. The last option is Export results: Email a link to download exported results.
3. Choose **RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)** and fill out the email address you want to send it to.
4. After around 5-10 minutes you receive an email from support@ebSCO.com
5. Unzip the zipped file, save the RIS file on your drive, go to EndNote and import this RIS file using the Reference Manager (RIS) filter (Figure 17, 18). All the references of your search will now be transferred.

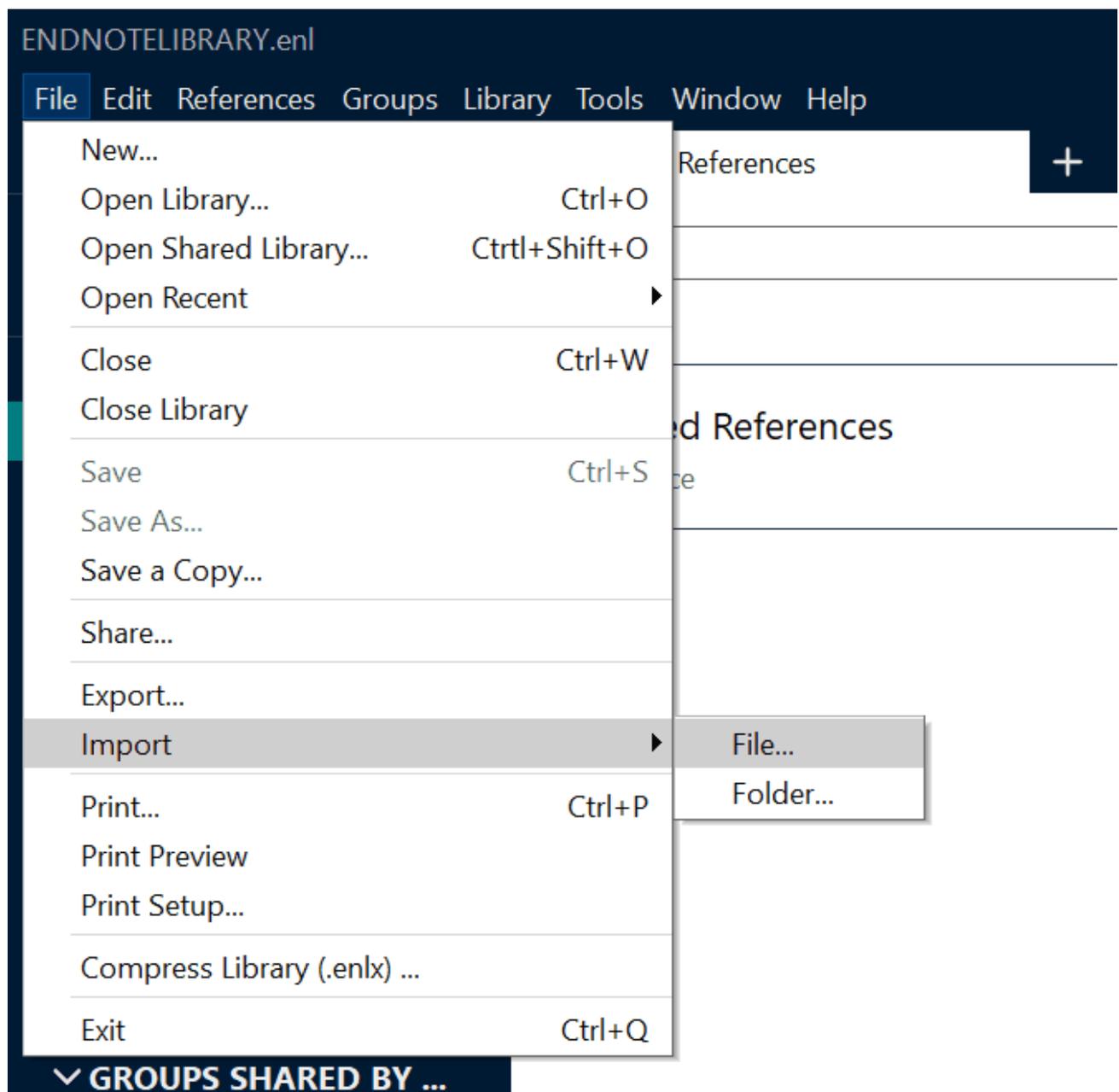


Figure 17. Import a single file in EndNote

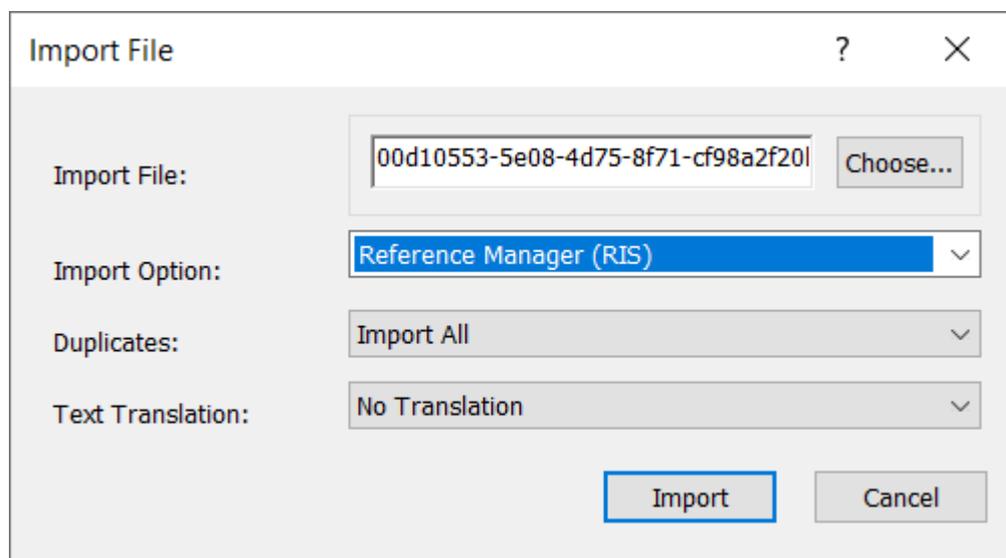


Figure 18. Select the Reference Manager (RIS) filter to import RIS files

3.7 Direct export from Ovid

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab Databases & Collections.
3. Select CAB Abstracts. CAB Abstracts is a database that is hosted on two platforms: EBSCOhost and OVID. Select via OVID. Many other databases are hosted on OVID and exporting to EndNote works the same for all those databases. This manual uses CAB Abstracts to exemplify how to export references from a database that is hosted on OVID.
4. Perform a search.
5. Select individual records using the check boxes in front of the references or select all references by checking the checkbox at the top of the results list or select a range of references by typing the range in the Select Range box.
6. Click Export (Figure 19).

The screenshot shows the OVID search results interface. On the left, there is a sidebar with 'View By' (Text: 15 Results, Multimedia: 2 Results) and 'Search Information' (You searched: (water and child and dog). af., Search terms used: child, dog, water, Search Returned: 15 text results, Sort By: -). The main area displays a search result for 'Human health risk assessment of metals exposure through subsistence foods consumption and subsistence harvest activities near a mining transport road in northwest Alaska.' by Garry, M. R., Shock, S. S., Salatas, J. The abstract text is visible, and there are links for 'Abstract Reference', 'Complete Reference', and 'Plantwise' (with a 'Get It!' button).

Figure 19. Results page in OVID.

7. An export citation list appears. Complete this list as indicated in Figure 20. Select **EndNote**, then select **Complete Reference** and **Include URL**.

Export Citation(s)



Selected: 1-2

Total: 2

Format:

EndNote

Fields:

Complete Reference

Include:

- Link to External Resolver
- URL

Cancel

Export

Figure 20. Export citation list from Ovid

8. Click **Export**
9. EndNote will be opened automatically or you will have to first save the .cgi file on your drive. Select an EndNote library and open it. If a library is already open, the references will be transferred to this library.
10. If a window appears named Choose an import filter, choose a filter with the name of the database and (OvidSP) in the file name, e.g. CAB Abstracts (OvidSP) see Figure 21. If filters with these names are not available in the list, download them from the library website (see [Basic concepts](#))^[4].
11. If this procedure fails, try the option [Save+Import from](#) ^[3][Ovid](#) ^[3].

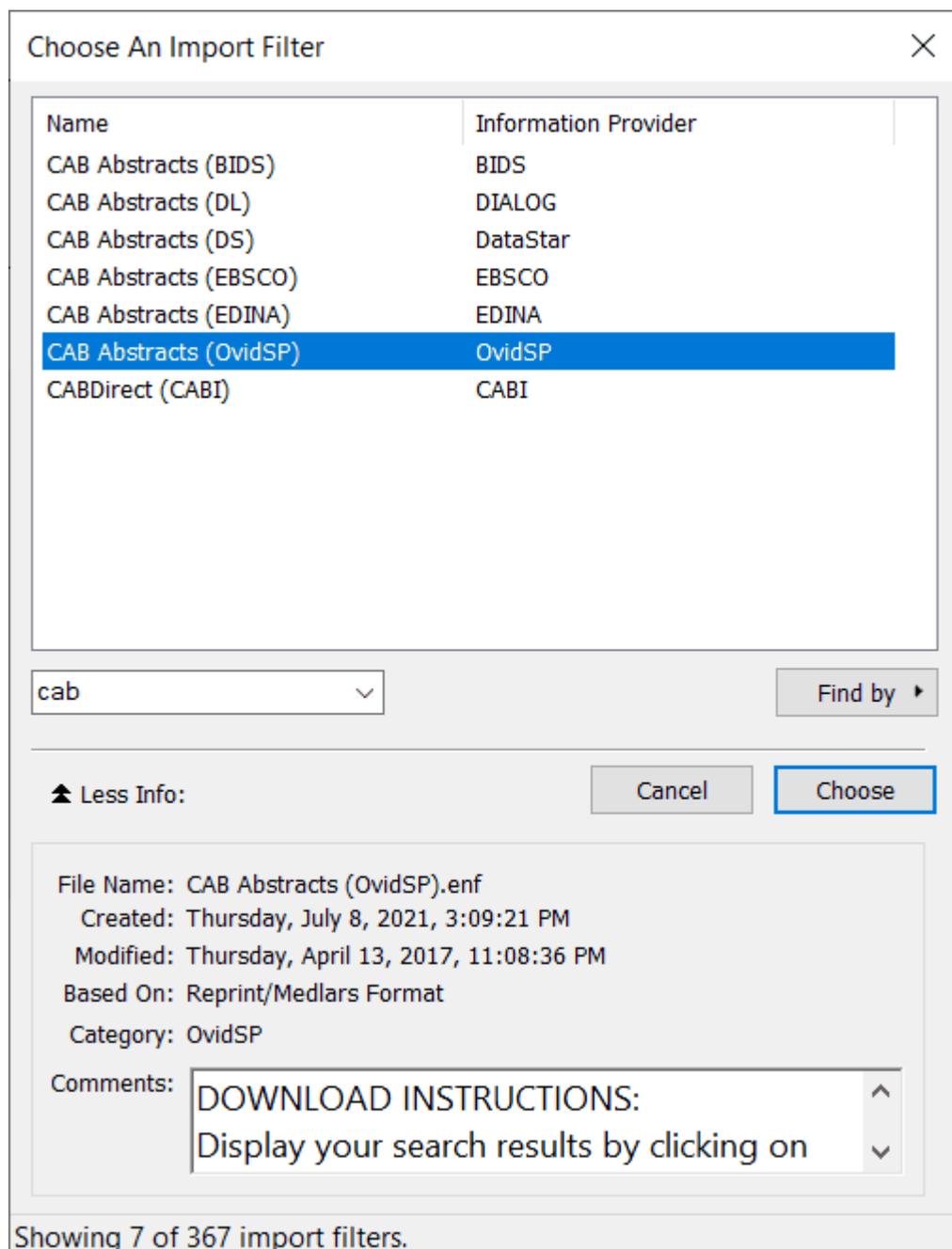


Figure 21. Import OvidSP filter in EndNote

3.8 Direct export from ProQuest

ProQuest is the platform for ASFA (Aquatic Sciences and Fisheries Abstracts), ABI/INFORM Collection and Natural Science Collection.. This manual will use ASFA to exemplify how to export from the Proquest platform.

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab Databases & Collections.
3. Select **ASFA**
4. Perform a search in the selected database (Figure 22).

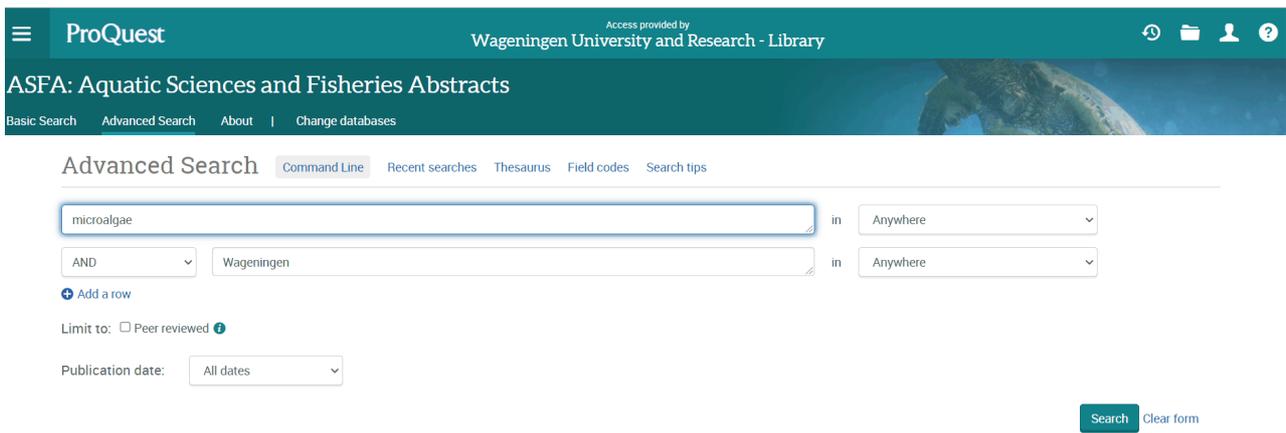


Figure 22. ProQuest Advanced Search screen

5. Select individual records using the check boxes in front of the references or select all references on page. Default is 20. You can change this number at the bottom of the page, the maximum is 100.
6. Click on the icon with the double quotation marks that says **cite** (Figure 23)

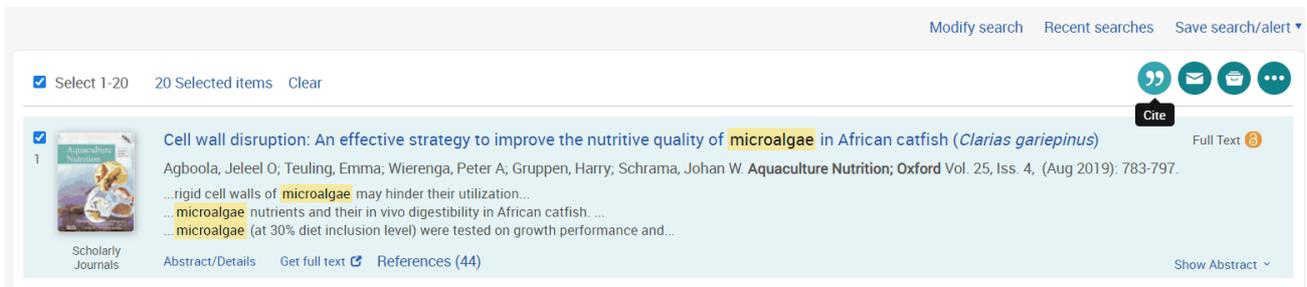


Figure 23. Export references in Proquest using the Cite button

7. In the screen that pops up, scroll down to **export to a citation manager or file** and select **RIS (works with EndNote, Citavi etc.)**. A new screen appears (see Figure 24) confirming the exchange of data from ProQuest to your local computer. Select your preferences and click on Continue.
8. According to your settings the most recently used library will be opened or you will have to save and open the .ris file first. The references will be transferred to the EndNote Library of your selection.

Export/Save



Items selected: **20** Deselect items when done

Output to: RIS (works with EndNote, Citavi, etc.) ▼

Content:
(where available) Citation, abstract, indexing ▼

Bibliography: Include bibliographic citations at the end

Citation style: APA 6th - American Psychological Association, 6th Ed ▼

Include:

- Recent searches
- Cover page/header
- Table of contents
- Document numbering

Create or sign into My Research for fewer interruptions.



Figure 24. ProQuest direct export

3.9 Direct export from SciFinder n

SciFinderⁿ is a bibliographic database covering all areas of chemistry and chemical engineering. First time users have to register.

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Select **SciFinderⁿ**. Working from your own device, either login with your existing account or first request an account.
4. Perform a search (Figure 25).

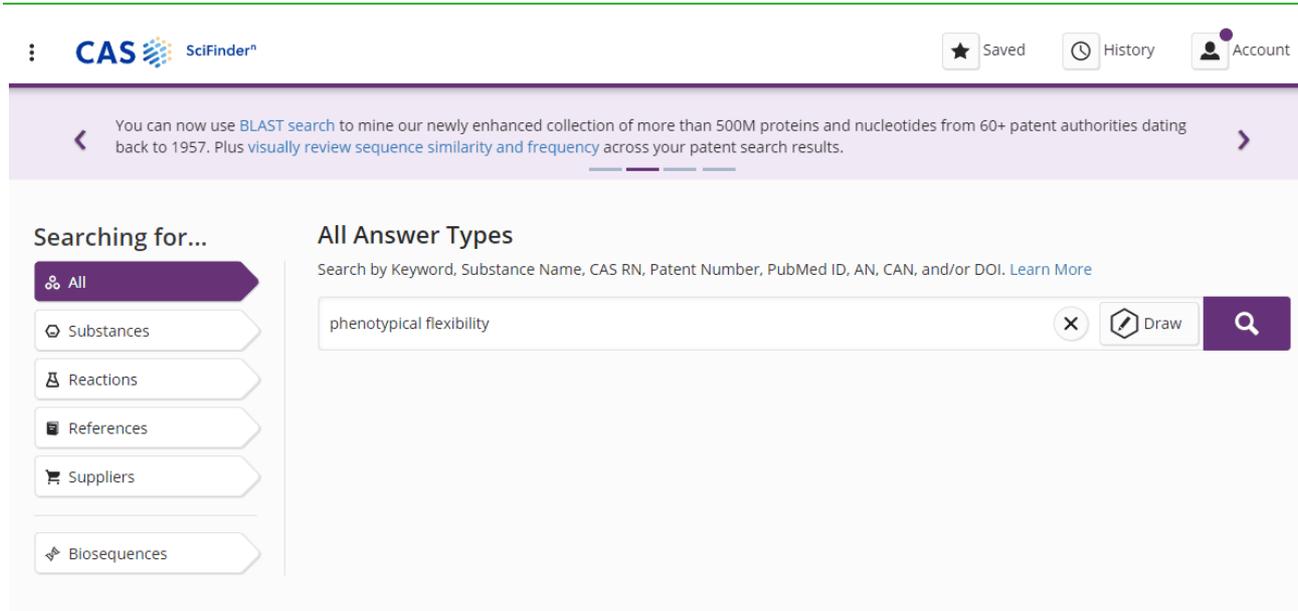


Figure 25. SciFinderⁿ Search

5. On the next screen you will see the results answer type. Click on **References** to see all references (Figure 26).

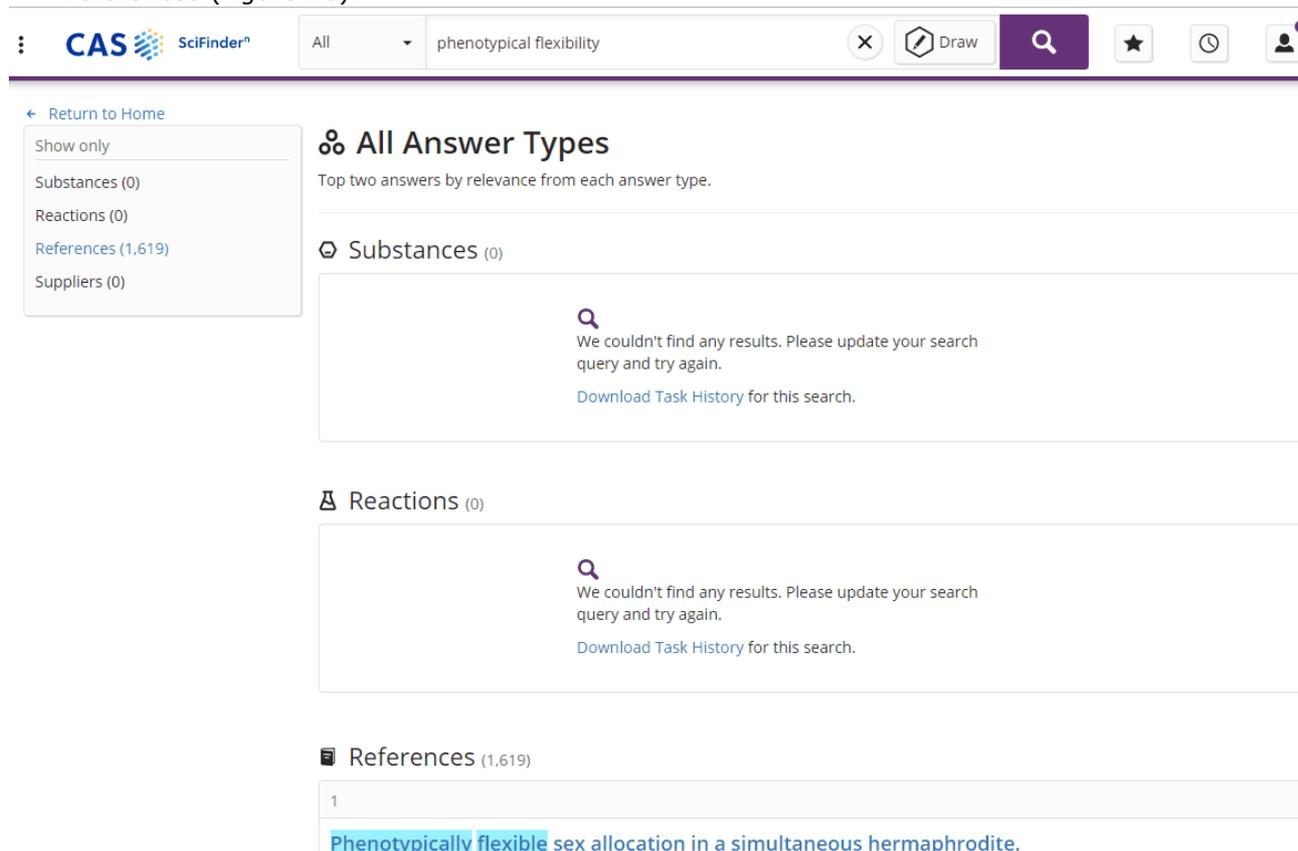


Figure 26. SciFinderⁿ Get References screen

6. On the next screen: Select individual records using the check boxes or select all references (Figure 27).

CAS SciFinder[®] References phenotypical flexibility

← Return to Home

Based on your query, we've returned the most relevant results. Would you like to load the entire result set? [Learn about result relevance.](#)

Load More Results

References (1,619) Sort: Relevance View: Partial Abstract

1 Selected Substances Reactions Cited By

1

Phenotypically flexible sex allocation in a simultaneous hermaphrodite.
 By: Brauer, Verena S; Schäfer, Lukas; Michiels, Nico K
 Evolution; international journal of organic evolution (2007), 61(1), 216-22 | Language: English, Database: MEDLINE

Previous studies on sex allocation in simultaneous hermaphrodites have typically focused either on evolutionary or one-time, ontogenetic optimization of sex allocation, ignoring variation within an individual's lifetime. Here, we study whether hermaphrodites also possess facultative sex allocation, that is, a phenotypic flexibility, allowing them to distribute resources to either sex in an opportunistic way during their adult lifetime. We used the simultaneously hermaphroditic free-living flatworm *Macrostomum lipiano* and raised individuals in pairs and groups of eight worms (further called oct...

[View More](#)

Full Text Substances (0) Reactions (0) Cited By (20) Citation Map

2

Genetic and phenotypically flexible components of seasonal variation in immune function.
 By: Versteegh, M A; Helm, B; Kleynhans, E J; Gwinner, E; Tieleman, B I
 The Journal of experimental biology (2014), 217(Pt 9), 1510-8 | Language: English, Database: MEDLINE

Animals cope with seasonal variation in environmental factors by adjustments of physiology and life history. When seasonal variation is partly predictable, such adjustments can be based on a genetic component or be phenotypically flexible. Animals have to allocate limited resources over different demands, including immune function. Accordingly, immune traits could change seasonally, and such changes could have a genetic component that differs between environments. We tested this hypothesis in genotypically distinct groups of a widespread songbird, the stonechat (*Saxicola torquata*). We compared...

[View More](#)

Full Text Substances (0) Reactions (0) Cited By (12) Citation Map

Filter Behavior

Filter by Exclude

Document Type

- Journal (1,560)
- Patent (9)
- Review (92)
- Clinical Trial (14)
- Commentary (17)

[View All](#)

Language

- English (1,461)
- Russian (54)
- German (30)
- Chinese (15)
- Japanese (14)

[View All](#)

Publication Year

Figure 27. SciFinder[®] selecting references

7. Click on the **Download** button, on the right top of the page (Figure 27)
8. Select Citation export format (*.ris) in the pop-up window and click on Download (Figure 28)

Figure 28. Download screen SciFinder¹

9. A screen appears confirming the exchange of data from SciFinder to your local computer. Save the .ris file or open the file immediately in your EndNote library.

3.10 Direct export from Google Scholar

1. Start your browser and go to the [WUR Library](#).
2. Click on the green tab **Google Scholar**.
3. Perform a search.
4. Go to **Bibliography Manager** on the Scholar Settings page (Figure 29)
5. Mark **Show links to import citations into EndNote**
6. **Save** the settings
7. Select a reference that you want to export to EndNote and click on the link **Import into EndNote**. Only basic bibliographic information will be downloaded into EndNote, no abstract, no keywords.

Figure 29. Google Scholar Settings window

8. To export multiple references at the same time, you save the references of your choice in My Library by clicking the star icon underneath the reference (Figure 30.) For this you will have to be logged in.
9. Click on My Library and select the references you want to export to EndNote. Find the download/export button and select EndNote (Figure 31).
10. Save the .enw file on your drive or open the file immediately in your EndNote library.

About 8.270.000 results (0,03 sec)

My profile My library

The supercooling of water

EK Bigg - Proceedings of the Physical Society. Section B, 1953 - iopscience.iop.org
It is shown that suspension of drops at the interface of two insoluble liquids represents a satisfactory method of studying the supercooling of water. The temperatures of supercooling thus found depend on the volume of the sample and the rate of cooling. The inter-relation ...
★ Cited by 626 Related articles All 6 versions Import into EndNote

[Managing water in the home: accelerated health gains from improved water supply](#) who.int

MD Sobsey, S Water. World Health Organization - 2002 - apps.who.int
This document is not issued to the general public and all rights are reserved by the World Health Organization. The document may not be reviewed, abstracted, quoted, reproduced or translated, in part or in whole, without the prior written permission of WHO. No part of this ...
★ Cited by 681 Related articles All 3 versions Import into EndNote

Figure 30. Save references to My Library in Google Scholar

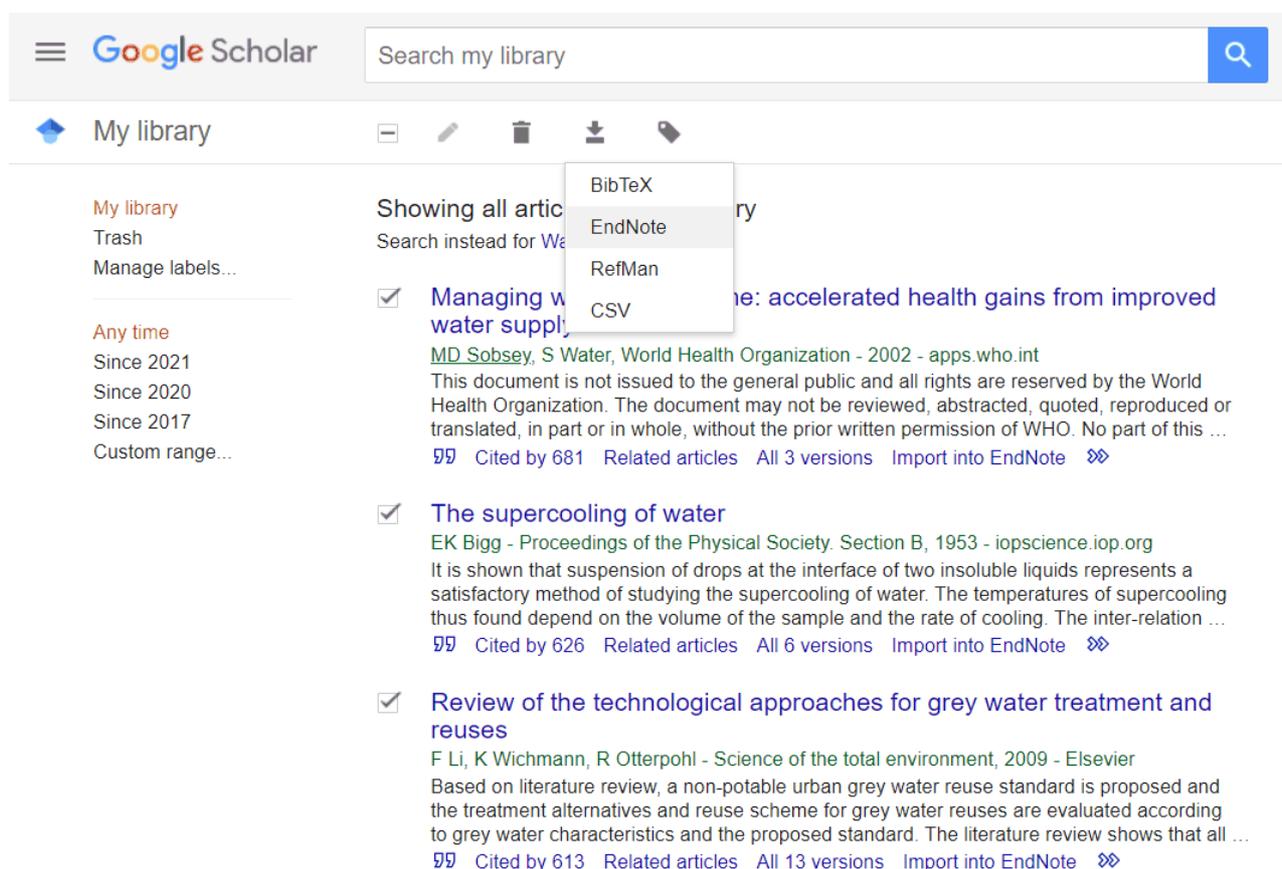


Figure 31. Export multiple references to EndNote in Google Scholar

3.11 Direct export from WUR Library Search

1. Start your browser and go to the [WUR Library](#).
2. By default you will start in the WUR Library Search box. See the green tab WUR Library Search.
3. Perform a search. Do not forget to log in with your WUR account in the top right corner.
4. After performing a search, a new webpage will open.
5. You can export one reference at a time by clicking on **Cite** and select **Export to EndNote** (Figure 32).

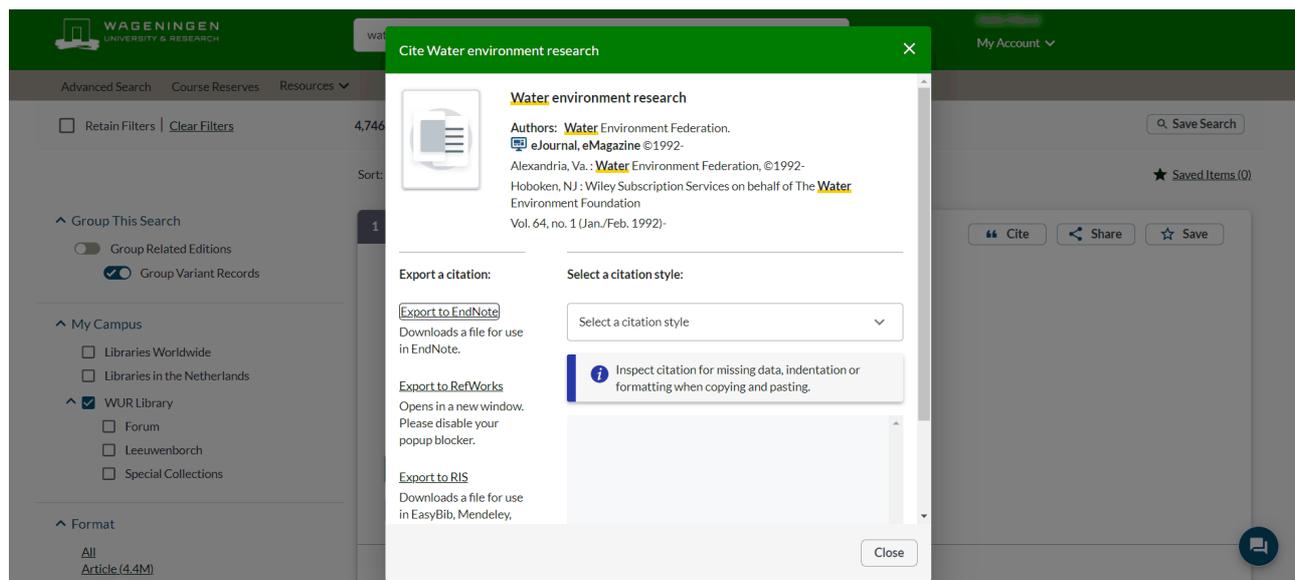


Figure 32. Direct export to EndNote from WUR Library Search via the Cite button

6. To export multiple references at once, first save the references of your choice by clicking on **Save**. This will save the reference in **Saved Items**.

- Go to **Saved Items**, select the references you want to export and click on **Cite** (Figure 33). Select **Export to EndNote**.
- Save the .ris file and open in EndNote or open the file in EndNote immediately.

My Items (2)

Delete your list of saved items before leaving a public computer. Your items are visible to others temporarily. Create a personal list or save these items to an existing personal list for later reference.

Select All Items

Water environment & technology
by [Water Pollution Control Federation](#), [Water Environment Federation](#).
eJournal, eMagazine
Database: WorldCat

Water environment research
by [Water Environment Federation](#).
eJournal, eMagazine
Database: WorldCat

Figure 33. Export saved references to EndNote from WUR Library Search

3.12 Direct Export from Nexis Uni

- Start your browser and go to the [WUR Library](#).
- On the homepage click on the green tab **Databases & Collections**.
- Select **Nexis Uni (news)**
- Perform a search
- Select individual records using the check boxes or select all references on the page. The maximum is 10 per page.
- Click on the **Export Citations** button (Figure 34).

Nexis Uni® Menu ▾ All Nexis Uni ▾ Water EN ▾ History ▾ Help Sign In | Register

Results for: Water | Actions ▾

News (10,000+) Group Duplicates: On Off

2 SELECTED ▾

Sort by: Relevance ▾

1. **Tender Notice: MUNICIPAL UNITARY ENTERPRISE VODOKANAL OF THE CITY OF NOVOROSSIYSK Seeks "Performing Laboratory Tests and Tests of Water of Water Sources, Drinking Water, Waste and Purified Wastewater, Water Surface Water Bodies, Soils and Sludge Precipitation at Water Supply and Water Supply Facilities ..." (32110537074)**

News | India, Republic of | 200 Words | Aug 09, 2021 | Tendersbiz

... THE CITY OF NOVOROSSIYSK Seeks "Performing Laboratory Tests and Tests of **Water** of **Water** Sources, Drinking **Water**, Waste and Purified Wastewater, **Water** Surface **Water** Bodies, Soils and Sludge Precipitation at **Water** Supply and **Water** Supply Facilities ..." (32110537074) Russian Federation Russian Federation, Aug. 9 -- ...
... posted a tender notice for "Performing Laboratory Tests and Tests of **Water** of **Water** Sources, Drinking **Water**, Waste and Purified Wastewater, **Water** Surface **Water** Bodies, Soils and Sludge Precipitation at **Water** Supply and **Water** Supply Facilities ..." ...
... THE CITY OF NOVOROSSIYSK Seeks "Performing Laboratory Tests and Tests of **Water** of **Water** Sources, Drinking **Water**, Waste and Purified Wastewater, **Water** Surface **Water** Bodies, Soils and Sludge Precipitation at **Water** Supply and **Water** Supply Facilities ..." (32110537074) Russian Federation Russian Federation, Aug. 9 -- ...
... posted a tender notice for "Performing Laboratory Tests and Tests of **Water** of **Water** Sources, Drinking **Water**, Waste and Purified Wastewater, **Water** Surface **Water** Bodies, Soils and Sludge Precipitation at **Water** Supply and **Water** Supply Facilities ..." Tender Details: Lot Name: - Performing laboratory tests and **water** tests of ...

Tender Notice: KSU CHINGIRLAUSKY CENTER FOR THE PROVISION OF SPECIAL SOCIAL SERVICES DEPARTMENT FOR COORDINATION OF EMPLOYMENT AND SOCIAL PROGRAMS ZKO Seeks "Water

Narrow By

Figure 34. Export selected citations to EndNote from Nexis Uni

- In the pop-up window, select the options as in Figure 35 and click on **Download**.
- Save the .ris file on your drive and open with EndNote or it will open automatically in the EndNote Library that is currently opened. This depends on your settings.

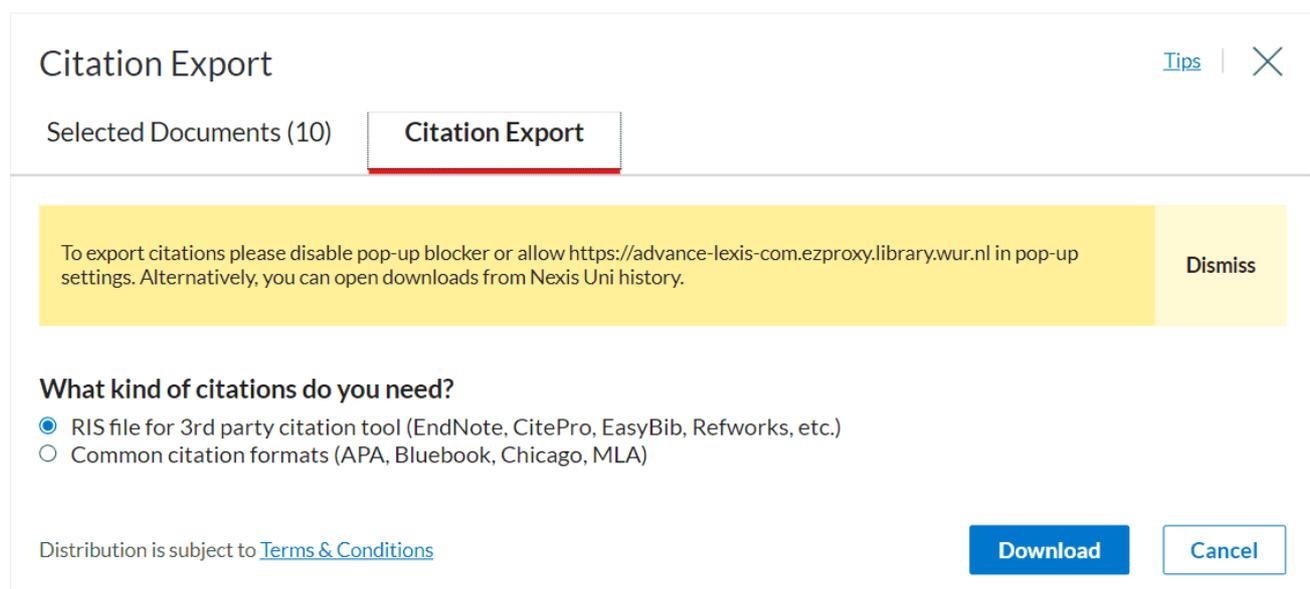


Figure 35. Citation Export window in Nexis Uni

3.13 Download+Import from Orbit

Download and import references from the Orbit patent database:

- [Create a download from Orbit](#)^[30]
- [Import an Orbit download into a library](#)^[31]

3.13.1 Create a download from Orbit

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Click on **More Databases & Collections** and search for **Orbit**.
4. Select the Orbit database.
5. Working from your own device, either login with your existing account or first request an account.
6. Perform a search in Orbit.
7. Select individual records using the check boxes or select all by checking the hitlist (Figure 36).
8. Click on Export and choose **Ris Export**
9. In the next screen, click on **Finish** to download file.
10. Click on **Click here to download file**. You have the option to open the download directly in EndNote, or save the file.

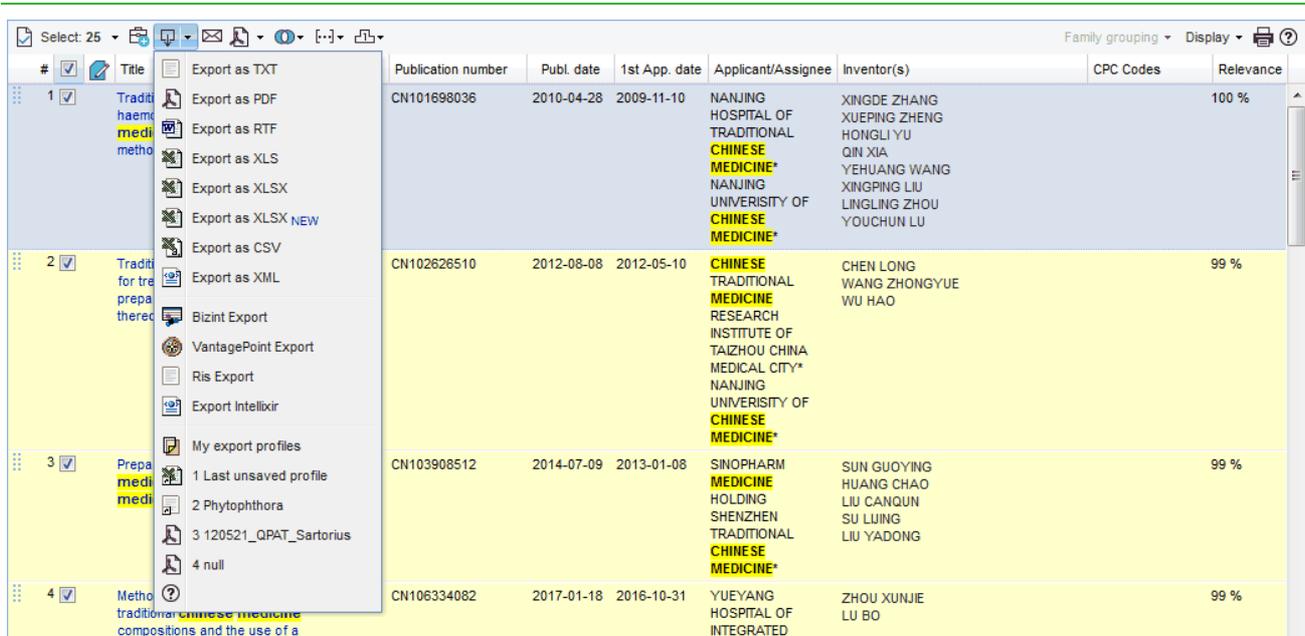


Figure 36. Orbit export

3.13.2 Import an Orbit download into a library

1. Start EndNote and [Create a new library](#)^[5] or [Open an existing library](#)^[6].
2. Click on **File** and select **Import** and then **File**.
3. A pop up window appears. Click on **Choose** and find and select the file with the references you downloaded from Orbit.
4. Select **Other Filters...** from the Import Option drop down menu. A list of important filters appears.
5. Select the RefMan (RIS) filter.
6. Click on the **Choose** button.
7. Click on the **Import** button. The conversion programme of EndNote starts. After the programme has finished the conversion, you will see a filled library ([Figure 5](#)^[1]).
8. Note: If the import filter does not function properly, ask your [information specialist](#) for assistance.

3.14 Download+Import from Ovid

Download from bibliographies on the Ovid search platform:

- [Create a download from Ovid](#)^[3]
- [Import an Ovid download into a library](#)^[32]

3.14.1 Create a download from Ovid

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Select CAB Abstracts. CAB Abstracts is a database that is hosted on two platforms: EBSCOhost and OVID. **Select via OVID**. Many other databases are hosted on OVID and exporting to EndNote works the same for all those databases. This manual uses CAB Abstracts to exemplify how to export references from a database that is hosted on OVID.
4. Perform a search.
5. Select individual records using the check boxes in front of the references or select all references by checking the checkbox at the top of the results list or select a range of references by typing the range in the Select Range box.
6. Click **Export**.
7. An export citation list appears. Complete this list as indicated in Figure 37. Select **Reprint/Medlars**, then select **Complete Reference, Include URL**, and **Link to External Resolver**. **Include Search History** is optional.

Export Citation(s)



Selected: 1-10

Total: 10

Format:

Reprint/Medlars

Fields:

Complete Reference

Include:

- Link to External Resolver
- URL
- Search History

Cancel

Export

Figure 37. Completed Export Citation List window to save results in Ovid

8. Click **Export**.
9. Save the **medlar.txt** file in your Download folder.

3.14.2 Import an Ovid download into a library

1. Start EndNote and [Create a new library](#)^[5] or [Open an existing library](#)^[6].
2. Click on **File** and select **Import** and then **File**.
3. A pop up window appears. Click on **Choose** and find and select the file with the references you downloaded from OVID.
4. Select **Other filters** from the Import Option drop down menu. A list of import filters appears.
5. Select an OvidSP(_WUR) filter with the same name as the database you searched in, e.g. CAB Abstracts (OvidSP(_WUR)). When you cannot find the appropriate filter in the list, go to [Basic concepts](#)^[4] for instructions to download filters.
1. Click on the **Choose** button.
2. Click on the **Import** button in the Import File window (Figure 38). The conversion programme of EndNote starts. After the programme has finished the conversion, you will see a filled library ([Figure 5](#)^[1]).
3. Note: If the import filter does not function properly, ask your [information specialist](#) for assistance.

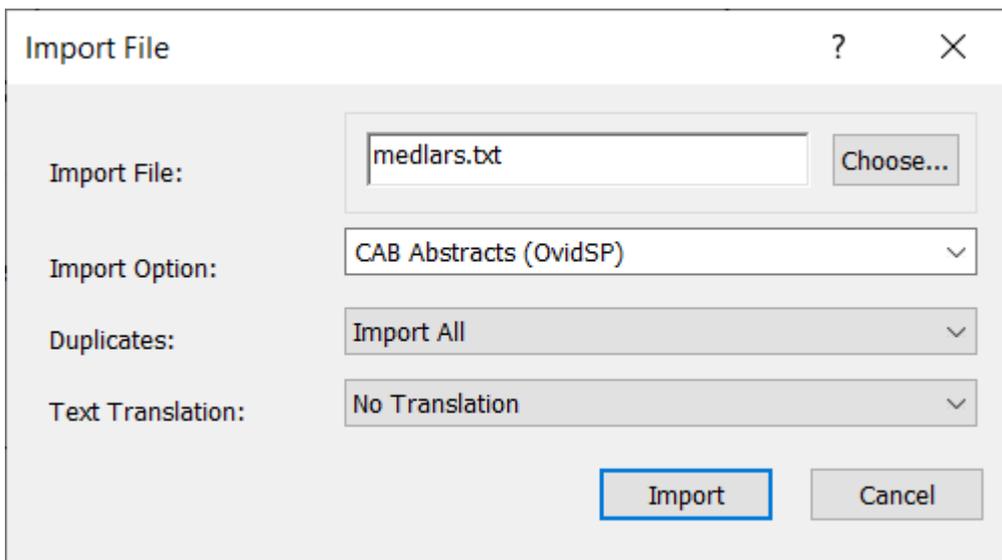


Figure 38. Import File window in EndNote

3.15 Download+Import from PubMed

Add references to your library with a download from PubMed:

- [Create a download from PubMed](#)^[33]
- [Import a PubMed download into a library](#)^[34]

3.15.1 Save results from PubMed

1. Start your browser and go to the [WUR Library](#).
2. On the homepage click on the green tab **Databases & Collections**.
3. Select **PubMed**.
4. Perform a search.
5. Check references on the search results page and click on **Send to**.
6. Choose Citation Manager, change Format to MEDLINE (Figure 39)
7. Click on **Create File**

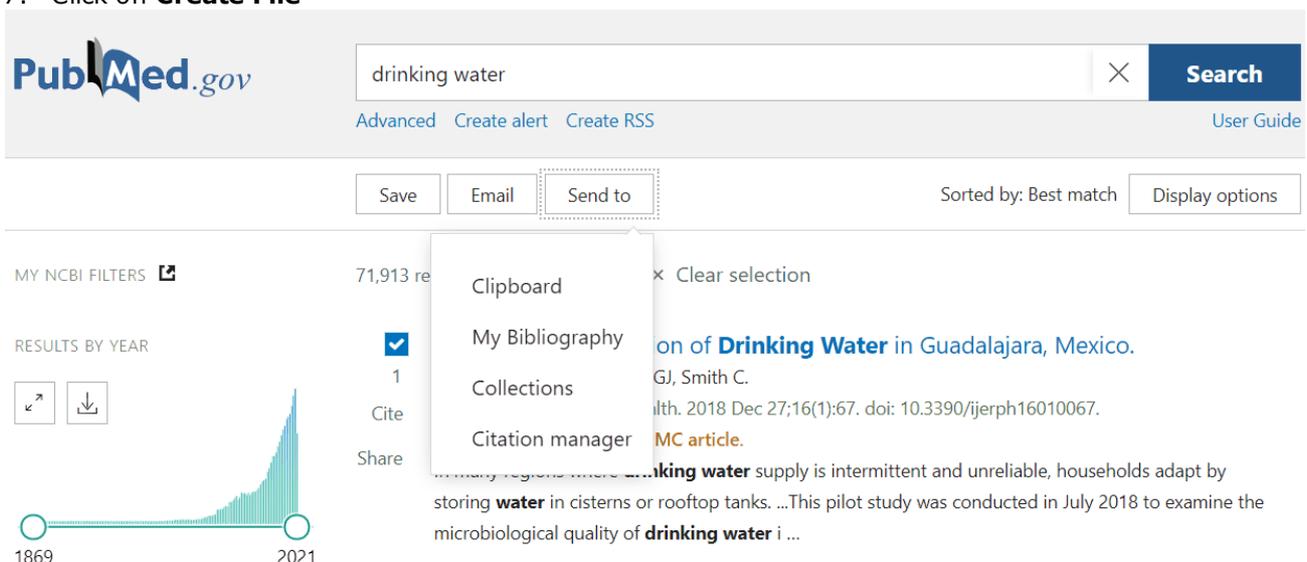


Figure 39. Search results page in PubMed and Send to menu

7. Select **Save File** in the pop-up screen (Figure 40). Your file will be saved to Downloads.



Figure 40. PubMed file download screen in Internet Explorer

3.15.2 Import a PubMed download into a library

1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Select **Import** from the **File** menu and choose **File...** or click on the import button . A pop up window named Import File appears.
3. Click on **Choose** and find and select the file with the references you downloaded from PubMed.
4. Select **Other files...** from the **Import Option** drop down menu. A list of import filters appears.
5. Select **PubMed(WUR)**. When you cannot find the appropriate filter in the list, go to [Basic concepts](#)^[3] for instructions to download filters.
6. Click **Choose**.
7. Click on the **Import** button in the Import File window (Figure 41). The conversion programme of EndNote starts. After the programme has finished the conversion, you will see a filled library ([Figure 6](#)^[1]).
8. Note: if the import filter does not function properly ask your [information specialist](#) for assistance.

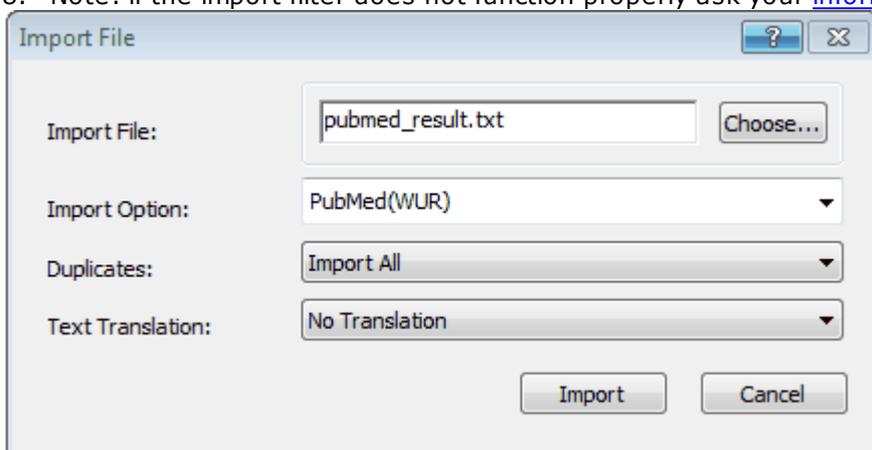


Figure 41. Import file window for PubMed files

3.16 Online Search

With the Online Search command in EndNote, you can search online bibliographic databases. The results of your searches can be downloaded either to a temporary EndNote library or directly into your own EndNote library.

- [Make a connection with an online database](#)^[34]
- [Search an online database](#)^[35]
- [Retrieve references from the database into an EndNote library](#)^[35]

3.16.1 Make a connection with an online database

1. Start EndNote. [Create a new library](#)^[5] or [open an existing one](#)^[6].
2. Select **Online Search** from the **Tools** menu. A small pop-up window appears titled Choose A Connection.
3. Select a database you want to search in, e.g. **Cornell U** library catalogs.
4. Click on **Choose**. In Search on top of the page is indicated that searches will be performed in a Remote Library (Figure 42).

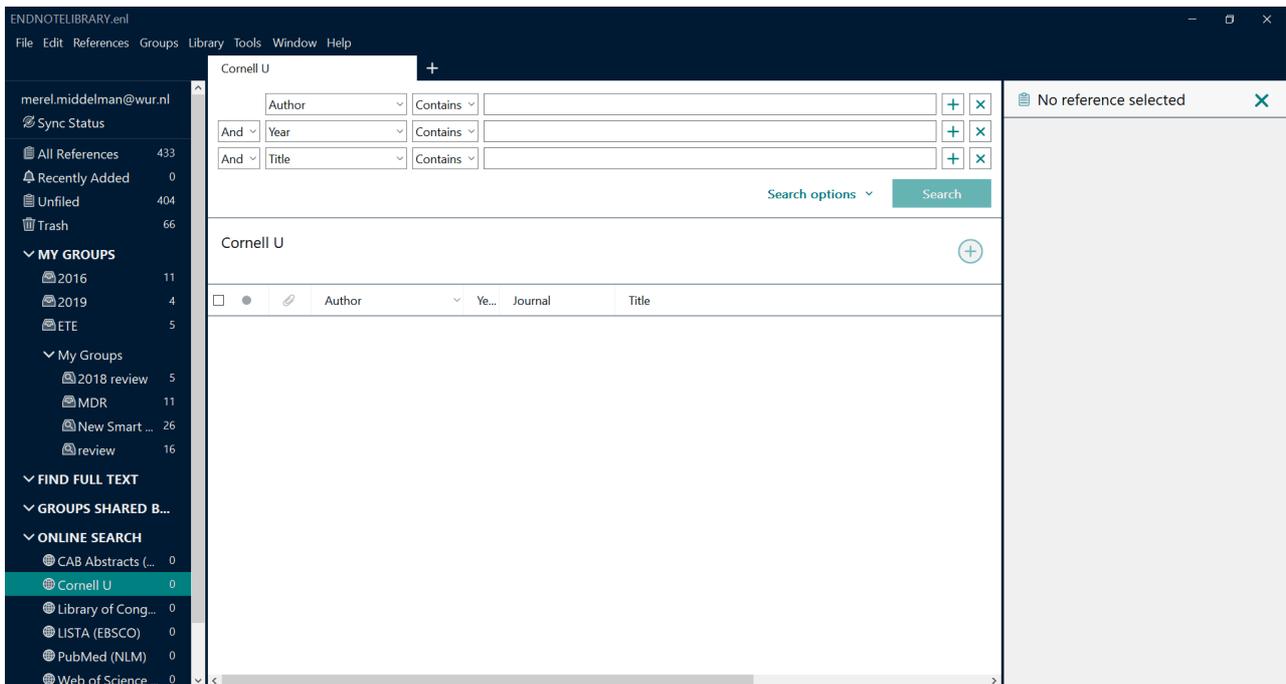


Figure 42. Window that opens on selecting a connection file

3.16.2 Search an online database

1. Enter your search terms in the Search frame (Figure 42^[35])
2. Select **Any Field** from the drop-down menu next to **Author** and type a search term in the search box, e.g. **Mediterranean diet**.
3. The next window will show the progress of searching in the online database (Figure 43).

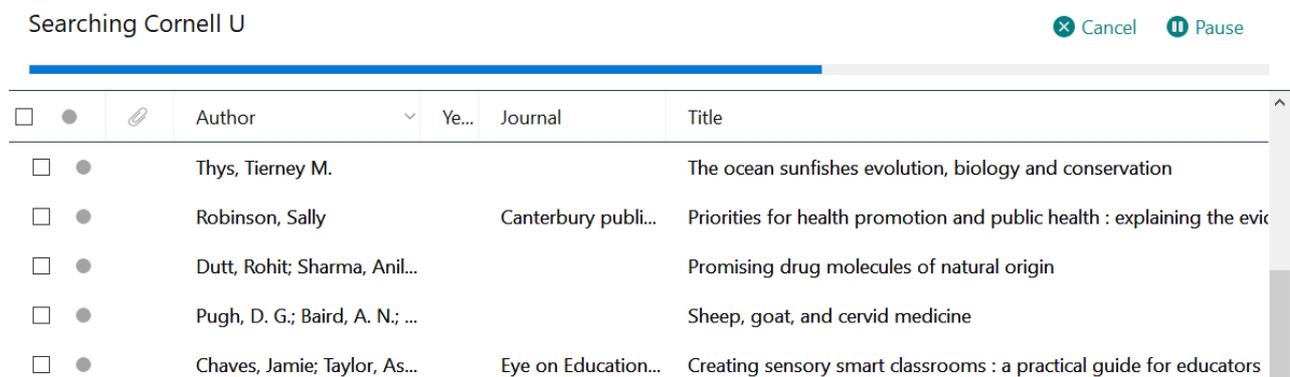


Figure 43. Progress window online searching

3.16.3 Retrieve references from the online database

1. Make a selection of references that you want to move to your library by clicking on them (Figure 44).
2. Now, you can move these references by clicking on the + icon.
3. The references will now appear in the **Recently Added** folder.

EndNote 20 and EndNote Online

Any Field Contains diet + X

And Year Contains + X

And Title Contains + X

X Clear search Search options Search

Searching Cornell U
Retrieve results: 25 50 75 100 ... 7,074

<input type="checkbox"/>	<input type="checkbox"/>	Author	Ye...	Journal	Title
<input type="checkbox"/>	<input type="checkbox"/>	Pugh, D. G.; Baird, A. N.; ...			Sheep, goat, and cervid medicine
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chaves, Jamie; Taylor, As...		Eye on Education...	Creating sensory smart classrooms : a practical guide for educators
<input type="checkbox"/>	<input type="checkbox"/>	Gupta, Sanjay; Recorded...			Keep sharp : build a better brain at any age
<input type="checkbox"/>	<input type="checkbox"/>	Jarman, Cat			River kings : a new history of Vikings from Scandinavia to the silk ro
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Odell, J. Dennis			Medical treatment of ADHD : a practical guide for clinicians, counsel
<input type="checkbox"/>	<input type="checkbox"/>	Sterelny, Kim		Oxford scholarsh...	The Pleistocene social contract : culture and cooperation in human e
<input type="checkbox"/>	<input type="checkbox"/>	Thanasak, Yimk ft			Kin b*ang *ot b*ang sukkhaph*ap d*i mai m*i p*uai
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mayorga, Fernando			Crisis y cambio político en Bolivia octubre y noviembre de 2019 : la
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Preuss, Harry G.; Bagchi,...	2...		Dietary sugar, salt and fat in human health
<input type="checkbox"/>	<input type="checkbox"/>	Chopra, Seema			Endometriosis : an enigma
<input type="checkbox"/>	<input type="checkbox"/>	Ryan, Patrick			Enhancing clinical case formulation : theoretical and practical approa
<input type="checkbox"/>	<input type="checkbox"/>	Norgate, Sarah; Cooper,...	2...		Flexible work designing our healthier future lives

Medical treatment of ADHD : a practical guide for clinicians, counselors, and parents
J. D. Odell

http://proxy.library.cornell.edu/login?url=https://www.taylorfrancis.com/books/9781003046349

This practical and easily navigable book covers the gamut of issues that need to be understood to provide excellent medical care for those with ADHD. Outside of mental health professionals, those who most often treat ADHD are primary care providers such as family practitioners, pediatricians, nurse practitioners, physician assistants, and school personnel. Based on clinical conversations with patients with ADHD and their families, this book provides concise, useful, up to date information of a practical nature for most, if not all of the problems, associated conditions and questions that arise when an

APA 7th Insert Copy

Figure 44. Connection window

- After you have finished searching the Cornell University catalogs, click on the group All References to view your entire EndNote library.

Note: This function works well for library catalogs and PubMed. If does not work properly for subscription based bibliographic databases like Web of Science.

4 Manage libraries

Managing libraries:

- [Transfer references between libraries](#)^[37]
- [Creating Groups](#)^[37]
- [Search](#)^[39]
- [Browse](#)^[40]
- [Specific searches](#)^[40]
- [Deduplicate](#)^[41]
- [Print references](#)^[43]
- [Share a library](#)^[44]

4.1 Transfer references between libraries

Transfer references from one library to another by using the **Copy** and **Paste** commands from the **Edit** menu:

1. Open both libraries and select **Show all windows stacked** or **Show all windows side by side** from the **Window** menu to view both libraries
2. Select the references you want to copy by clicking and using the CTRL or SHIFT button. Use **Select All** (Ctrl+A) from the **Edit** menu to copy the complete library
3. Select **Copy** (Ctrl+C) from the **Edit** menu
4. Select the destination library where you want to add the references by clicking on the library window
5. Select **Paste** (Ctrl+V) from the **Edit** menu

4.2 Creating groups

Groups are an easy way to organize your library (Figure 36). There are two ways of creating groups:

- [Custom groups](#)^[38]
- [Smart groups](#)^[39]

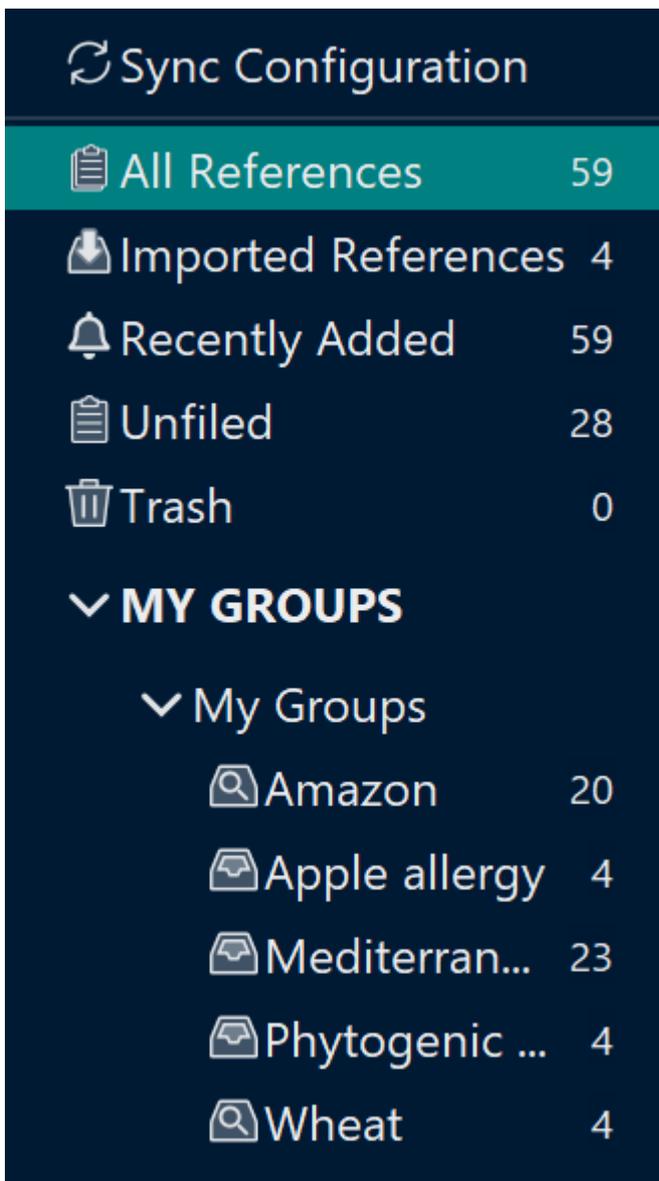


Figure 45. Part of the groups pane of the Library window.

4.2.1 Custom groups

You have two options of creating a custom group. You can select references and then add them to a new group, or you can create an empty group and then add references to it.

To create a custom group:

1. Choose **Create Group** from the **Groups** menu
 2. Type a name for the new group in the box appearing in the Groups pane of the library window
- or
1. Right click in the groups pane of the library window and choose **Create group**
 2. Type a name for the new group in the box appearing in the Groups pane of the library window
- or
1. Select references in a reference list
 2. Go to the **Groups** menu, choose **Add References To**, and then **Create Custom Group...**
 3. The new group is called 'New Group'
 4. Right click on 'New Group' and then **Rename Group**

You can add references to your custom groups in different ways.

To add references to a custom group:

1. Select multiple references by holding down the SHIFT or CTRL key and clicking individual references. Or go to the **Edit** menu and choose **Select all** (Ctrl A).

2. Drag and drop the selected references onto an existing custom group name in the Groups pane of the library window.
- or
2. Go to the **Groups** menu, choose **Add References To**, and select the name of an existing custom group.

Note: It is possible to have one reference in two or more groups. If you delete references from your custom group they are not deleted from your library.

4.2.2 Smart groups

Smart groups are built with search strategies. Smart groups are dynamically updated as you add references to or edit references in the library.

To create a smart group:

1. Go to the **Groups** menu and choose **Create Smart Group**. A search dialogue appears (Figure 46).
2. Type a name for the group in the box behind **Smart Group Name**:
3. Enter your search and click **Create**

Figure 46. Search window for creating a smart group

To edit a smart group:

1. Select the smart group name below My Groups in the left frame
2. Go to the **Groups** menu and choose **Edit Group...**. A search dialogue appears with the current search strategy (Figure 47).
3. Modify the search strategy and click **Save**

Figure 47. Search window for editing a smart group

Note: If you delete references from your smart group, you also delete them from your library.

4.3 Search

In an open library you can browse or search for specific references:

- [Browse](#)^[40]
- [Specific searches](#)^[40]

The Search Panel is displayed below the main tool bar.

4.3.1 Browse

There are a number of ways to browse through your references.

1. Use the vertical scroll bar at the right-hand side of the window. Or use the navigation keys on the keyboard: Page up, Page down, Home, End, ↑ and ↓ keys.
2. Change the order of the references by clicking on the column headings. Click a second time to obtain the reverse order.
3. Typing the first letter(s) brings you to the author's last name starting with that letter(s), when the references are sorted by Author. This also works for other fields.

To change the fields displayed in the library window:

1. Select **Preferences...** from the **Edit** menu
2. Select **Display Fields**
3. Select the fields you want to display in the library window (up to 10 fields)

4.3.2 Specific searches

EndNote provides Search commands to locate specific references or groups of references. In this manual only basic principles are discussed. Detailed information on specific searches can be found in

the EndNote help menu .

To test the following examples, you can use the example EndNote library located at: C:\Program Files (x86)\EndNote 20\Examples\sample_Library_20.enlx

Open the library C:\Program Files (x86)\EndNote 20\Examples\sample_Library_20.enlx, and work in this library if you want to use the example to test specific searches.

To quickly search your entire library including the attached pdf's, use the Quick Search item (Figure 48) on the Main toolbar.

1. Enter a word or phrase in the Quick Search box and press ENTER.



Figure 48. Quick Search box on the main toolbar

To perform more specific or complicated searches, use the search panel:

1. Go to **Advanced Search** below the main toolbar (Figure 49).
2. Enter search terms in the Search boxes. A search term can be restricted to a single field, e.g. searching for Emery in the author field.
3. Combine search terms by Boolean operators **And**, **Or** and **Not**. Select these operators from the drop down menus in front of each search line. By default the And operator is selected.
4. Add, insert or delete search lines by clicking the + and - buttons. By default three search boxes are shown (Figure 40).

Search for an author:

5. Click on a search field and select **Author**. Enter Emery in the Author field
6. Click on the **Search** button and references which conform to the search criteria will be shown in the library window.
7. Select **Show All References** (Ctrl+M) from the **References** menu, or click on the All References group, to return to the full set of references

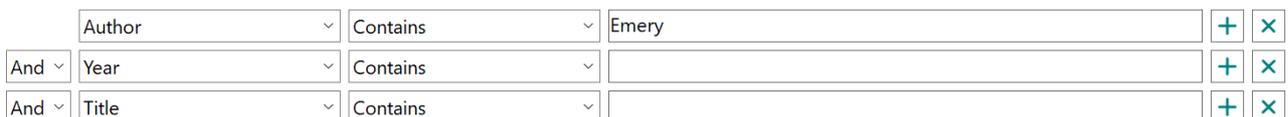


Figure 49. Search window with Billoski in the author field

Search for multiple authors:

8. When you want to perform a search with more terms, you enter the terms in separate boxes. The combination of the terms with AND, OR, or NOT will be performed from the top to the bottom of the Search window. EndNote searches by combining the results of the first two terms with the third search term. This means that a search for references from the authors Emery and Salwiczek or from the authors Emery and Clayton should look like Figure 50. ["(Emery AND Clayton) OR (Emery AND Salwiczek)" is the same as "(Salwiczek OR Clayton) AND Emery"]

	Author	Contains	Salwiczek	+	x
Or	Author	Contains	Clayton	+	x
And	Author	Contains	Emery	+	x

Figure 50. Search window with multiple authors and the use of Boolean operators

Search for journal articles:

9. Select **Reference Type** from the drop down menu, enter Journal Article into the Search box and click on the **Search** button. 159 Journal articles are included in the library C:\Program Files (x86)\EndNote 20\Examples\sample_Library_20.enl

Search for non-journal articles (i.e. books, book chapters, theses etc.):

10. Select **Reference Type** from the drop down menu, enter Journal Article into the Search box, and choose **Is less than** instead of Contains from the drop down menu and click on the **Search** button (Figure 51). 11 items that are not Journal Articles are included in the library C:\Program Files (x86)\EndNote X8\Examples\styletest(WUR).enl.

	Reference Type	Is less than	journal article	+	x
Or	Author	Contains		+	x
And	Author	Contains		+	x

Figure 51. Search window with Omit from showing references selected

Search for a range of years:

11. Select Year from the drop down menu, enter **2000** in the search box and choose **Is greater than or equal to** instead of Contains from the drop down menu (Figure 52) to obtain references published in 2000, 2001, etc..(Select **Search Whole Library** again instead of Omit from showing reference).

Search		Options		Search Whole Library		<input type="checkbox"/> Match Case	<input type="checkbox"/> Match Words
	Year	Is greater than or equal to	2000	+	-		
Or	Author	Contains		+	-		
And	Author	Contains		+	-		

Figure 52. Search window with range of publication years

4.4 De-duplicate

If you collect references from various sources, you may have duplicate references in your libraries. You can remove these duplicates from the EndNote library.

To remove duplicates:

1. Make sure that the library window shows all references. If not, click on the All References group.
2. Click on **Library** in the menu bar and subsequently on **Find Duplicates**.
3. A window named Find Duplicates appears (Figure 44) where you can compare two references, transfer information from one reference to another and select which one which you want to keep (Click on **Keep This Record**).
4. Choose **Skip** if you want to keep both
5. Choose **Cancel** if you want to see the whole list of duplicate references.

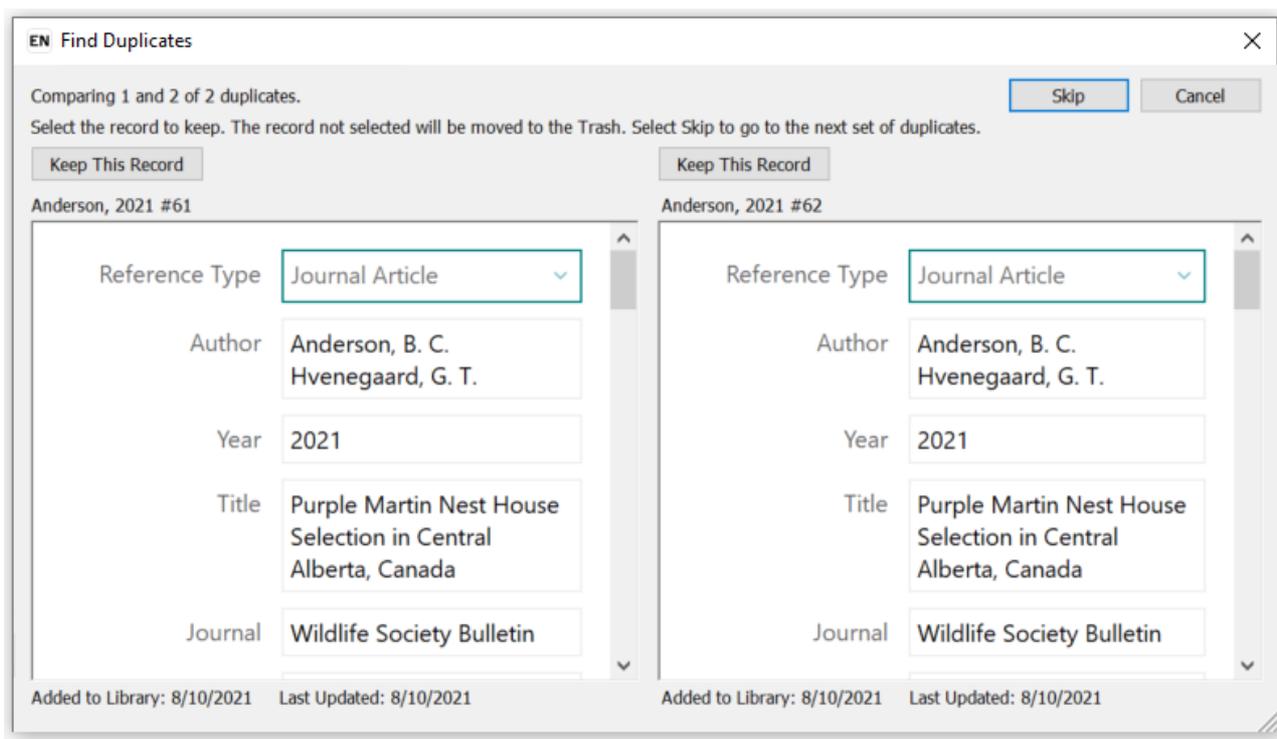


Figure 53. Find Duplicates window

6. If you chose Cancel, EndNote will display a temporary group named **Duplicate References**. All references in this group are highlighted. According to the de-duplication criteria these references are duplicates (Figure 54).
7. It is recommended to check duplicates before deleting. By holding the CTRL button and using the mouse changes in the selection of references can be made.
8. Click on **References** in the menu bar and select **Move References to Trash** (Ctrl+D) to delete all highlighted references
9. To return to the complete library, click on the All References group in the left frame.

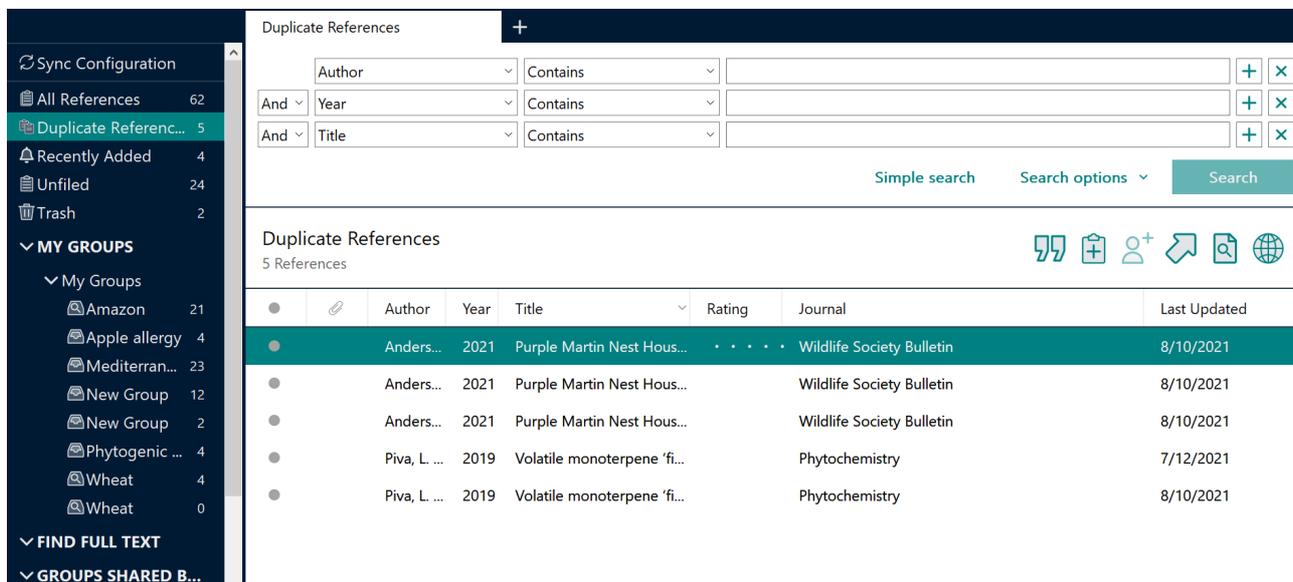


Figure 54. Library window showing the duplicate references

By default EndNote compares references based on the reference type and the author, year and title fields.

To change these criteria:

10. Select **Preferences...** from the **Edit** menu. A pop-up window appears with in the title bar 'EndNote Preferences'
11. Select **Duplicates** from the left menu. A box appears entitled 'Compare references based on the following fields:' (Figure 55)

12. Override some of the Endnote default settings, e.g. check Year-Title, or Author-Year-Volume.
13. Click on the **OK** button.
14. Repeat steps 1-5.

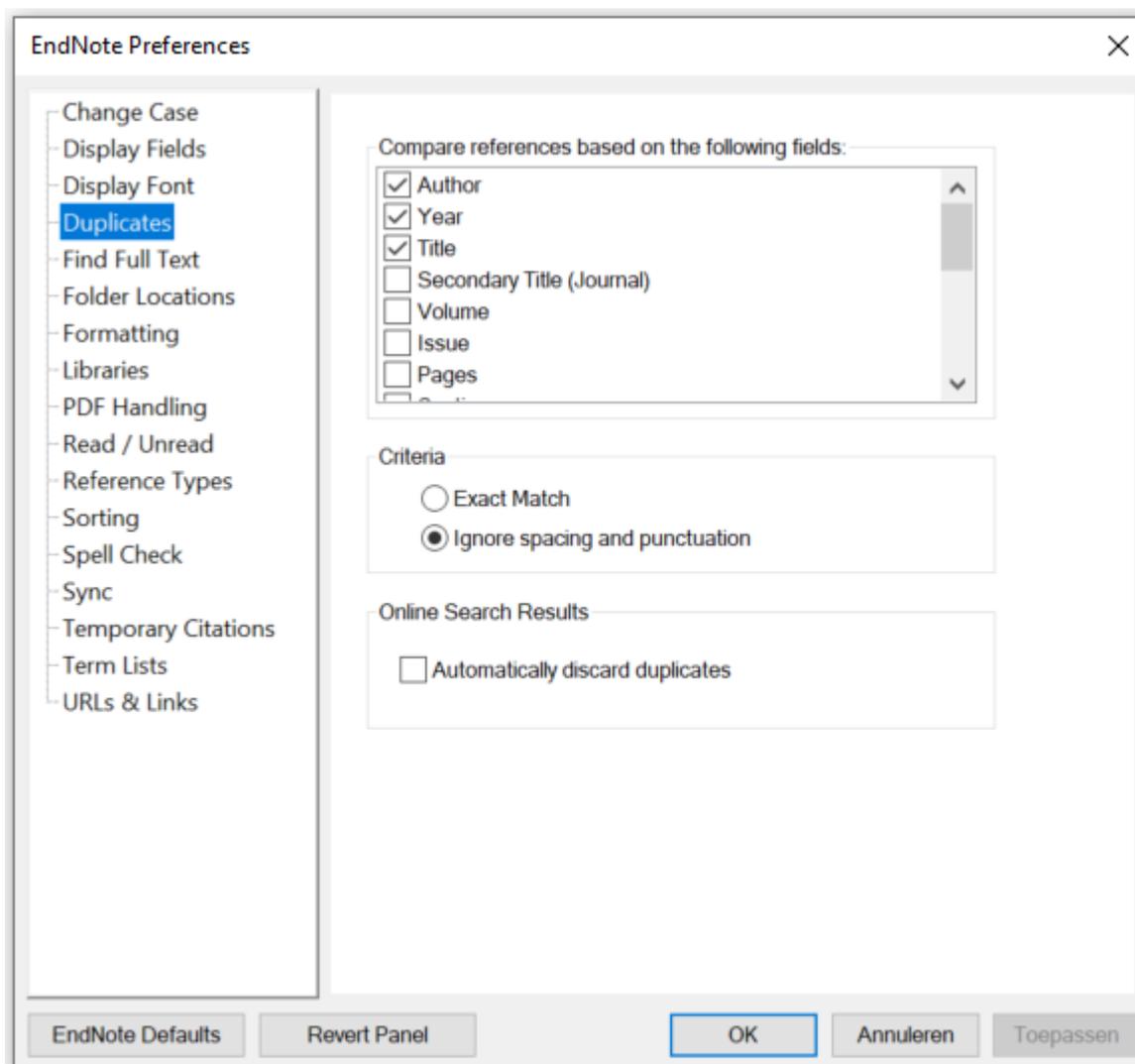


Figure 55. EndNote preferences window with Duplicates template

4.5 Print references

1. Make sure that the references you want to print are shown in the Library window.
2. To select the complete library: click on the All References group.
3. Go to **Edit** and choose **Select all** (Ctrl+A).
4. To make a selection: Select multiple references by holding down the CTRL key and clicking individual references.
5. Select an output style for the references, by choosing **Output Styles** from the **Tools** menu. A submenu appears with one or more output styles, e.g. Numbered.
6. If the required style is not listed in the submenu, select **Open Style Manager...** from the **Output Styles** submenu. The EndNote Styles window appears (Figure 56).
7. Select an Output Style (journal style) by checking the box to the left of the style. For users that do not have WUR Station, some extra styles not provided by EndNote can be downloaded from <http://www.wur.nl/en/Expertise-Services/Facilities/Library/Students/EndNote/EndNote-styles-for-WUR.htm>. Transfer these additional EndNote files into the folder M:\My Documents\EndNote\Styles. If the required style is missing ask your [information specialist](#) for assistance.
8. Close the EndNote Styles window by clicking on the X.
9. Select again **Output Styles** from the **Tools** menu. The selected style appears in the list of styles.
10. Select the Output Style you want to use.
11. Select **Print** from the **File** menu (Ctrl+P) to print the references according to the selected style. A window for the confirmation of the print command appears.

12. Click on the **OK** button.

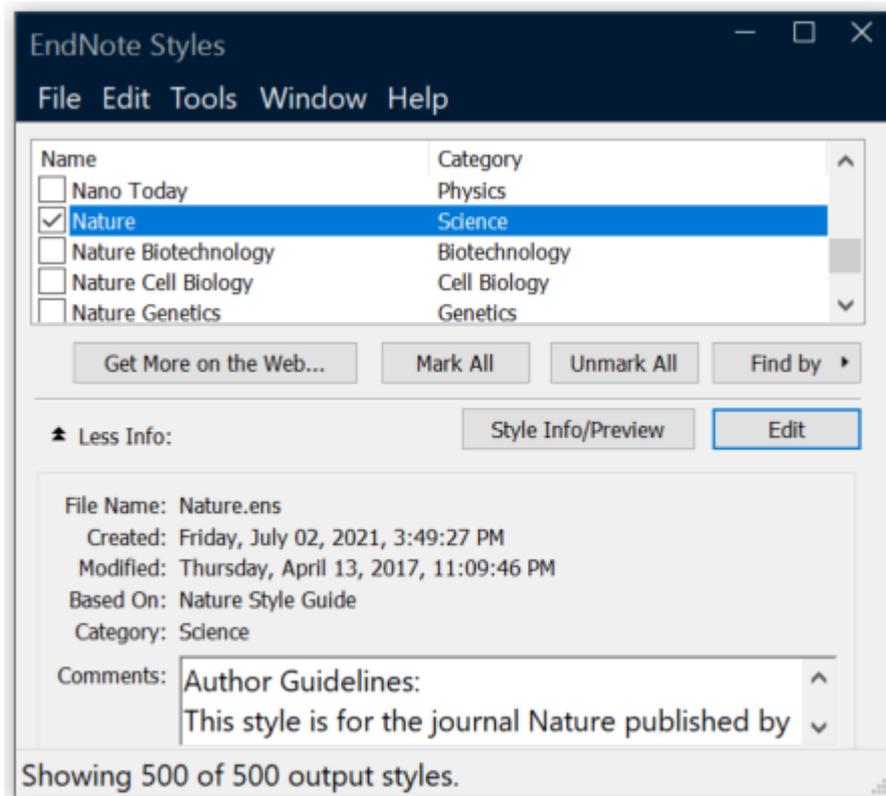


Figure 56. Select styles window

4.6 Share Library

You can share a complete EndNote library, including references, pdfs and annotations, with others to work together on projects. Everyone can add and annotate the library at the same time, and review changes made.

To share your library, you must first [set up a library](#)^[51] and [sync it with EndNote Online](#)^[52]. Then go to **File** and choose **Share....**

Enter e-mail addresses of colleagues you want to share with and click **Invite**. The invitees have to accept the invitation.

5 Manage PDFs

With EndNote you can easily manage your PDFs. You can link a PDF to a reference, EndNote will make a copy of the file and places this file in the [library name].DATA/PDF folder.

- [Create a link to PDF](#)^[45]

A new feature since Endnote X2 is the Find Full Text option. If you use this feature Endnote will search the internet for the full text of a given set of references, download the PDFs, store them in the [library name].DATA/PDF folder and link them automatically with the right references in your EndNote library.

- [Finding Full Text for a Reference](#)^[45]

Since Endnote X5 it is possible to view and annotate PDF files in the PDF & Quick Edit tab.

- [Making notes in a PDF](#)^[46]

EndNote does not only allow you to search in the description of the references, but also in the full text of the references, if a PDF is attached, and in the sticky notes attached to it (Figure 57).

- [Search in PDF and notes](#)^[47]

5.1 Create a link to PDF

When you want to create a link to a PDF or another type of file, you first need to download the PDF and store it in your own folders.

To link this file to a reference in your EndNote library:

1. Start EndNote. [Create a new library](#)^[5] or [open](#)^[6] an existing one.
2. Select the appropriate reference from the library window and double click on it (or choose **Edit reference** from the **References** menu).
3. You are now in the window where you can edit a reference ([Figure 4](#)^[9]).
4. Go to the **References** menu and choose **File Attachments** and then **Attach File...** A dialogue screen appears asking you to choose a file.
5. Choose a file and click on **Open**. By default, the file will be copied to the [library name].DATA/PDF folder.
6. Scroll down to see the link to the attached file (Figure 57).
7. Click on the file to open it.
8. If you are finished editing the reference, close the reference by clicking on the button, and decide whether you want to save the changes (**Yes**) or not (**No**).

●  Angeli... 2021 Mediterranean diet as a ... Metabolism: Clinical and Experimental 8/10/2021

Figure 57. File linked with a relative path

By default, EndNote links the file with a relative path, i.e. makes a copy of your file and saves it in the [library name].DATA/PDF folder. If you want EndNote to link with an absolute path, i.e. to the folder where you stored your file, you need to change the EndNote preferences. If you made your EndNote library with an older version and if you attached PDFs using an absolute path, EndNote can easily convert these links to relative paths. See for detailed information on these topics in the help menu.

5.2 Find Full Text

EndNote can automatically locate and download full text files by accessing several sources, including at least these: DOI (Digital Object Identifier), PubMed LinkOut, and ISI Web of Knowledge Full Text Links. EndNote will try to use all of these methods to optimize the likelihood of finding full text files associated with your bibliographic records.

To find full text files, the references in your EndNote library need to have at least one of the following items:

- a DOI number in the DOI field
- a Web of Science record number in the Accession Number field
- a PubMed record number (PMID) in the Accession Number field

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The downloaded files are stored in the folder [library name].DATA/PDF folder with a standard name consisting of 'author-year-part of the title', and linked automatically with the right references in your EndNote library.

To find full text:

1. Start EndNote. [Create a new library](#) ⁵⁴ or [open](#) ⁶⁴ an existing one.
2. Select one or more references from the library window (up to 1000)
3. Go to the **References** menu and choose **Find Full Text...** or Click on this  button.
4. In the Groups pane a temporary group **Searching...** appears under **Find Full Text** in which you can follow the searching process. In a second group **Found PDF** the references are shown of which the full text is downloaded. In the third group **Found URL** the references are shown of which the URL is found. A fourth group is made for the references for which the PDF is **Not found** (Figure 58).

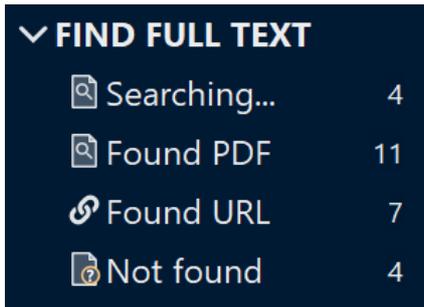


Figure 58. Find Full Text groups with references for which the PDF/URL is found or not

Note! Do this for a reasonable amount of PDFs. Publishers tend to become nervous when an enormous amount of papers are downloaded in a short time and in reaction they may block access to their journals, not only for you but for everybody in the organisation.

5.3 Making notes in a PDF

To view a PDF in your EndNote library:

1. Start EndNote. [Create a new library](#) ⁵⁴ or [open](#) ⁶⁴ an existing one.
2. Select the appropriate reference from the library window.
3. Double Click on the reference and click on **PDF** in the right part of the library window.
4. Click on the PDF view tab (Figure 59).

Figure 59. PDF tab in the library window

1. On top of the PDF a toolbar appears with the PDF Viewer panel that displays different options.
2. To highlight text, click on the **Highlight Text**  button and move the mouse over pieces of text.
3. Click on **Save PDF**  to store the changes.
4. To annotate text, click on the **Sticky Note**  button and move the mouse to the point where you want to annotate the PDF.
5. Click on the left mouse button and a Sticky Note will appear.
6. Double-click on the sticky note to obtain a text box in which you can write a comment or note.
7. Click on the cross (x) to save the comment and to hide it.
8. Click on **Save PDF**  to store the changes.

5.4 Search in PDF and notes

1. Open a library.
2. The **Search** panel is already shown above the references. Click on Simple search or Advanced search.
3. Enter search terms in the Search boxes.



All References +

food

X Clear search Advanced search

Searching All References 🔍 📄 📌 📧 🌐

27 References

		Author	Year	Title	Rat...	Journal	Last Updated
●	📌	Ribó-c...	2021	Mediterranean diet a...		Antioxidants	8/10/2021
●	📌	Hernáe...	2021	Mediterranean diet a...		Foods	8/10/2021

Figure 60. Search in any field + PDF with notes

6 Integration with MS Word

In addition to being a reference database, EndNote is a reference list maker. EndNote is integrated with your word processor to include in-text citations and to create a reference list formatted according to the instructions for authors of thousands of scientific journals. This part discusses integration with Word (Microsoft Office 365), but integration with other word processors is equally possible (see help). It is assumed that the EndNote add-in tools are already integrated with MS Word during installation of EndNote.

A simplified EndNote tab is also available in MS PowerPoint, allowing you to insert citations and references into your presentation. See the EndNote help menu for more information on EndNote integration in PowerPoint.

- [Include references in a document](#)^[48].
- [Format reference lists according to another journal style](#)^[48].
- [Edit citation](#)^[49]

6.1 Include references in a document

On successful installation of EndNote on your computer, MS Word shows an EndNote 20 tab (Figure 61). If the EndNote tab is not visible in Word, consult the [WUR Library's page on EndNote](http://www.wur.nl/en/Expertise-Services/Facilities/Library/Students/EndNote.htm) (<http://www.wur.nl/en/Expertise-Services/Facilities/Library/Students/EndNote.htm>).

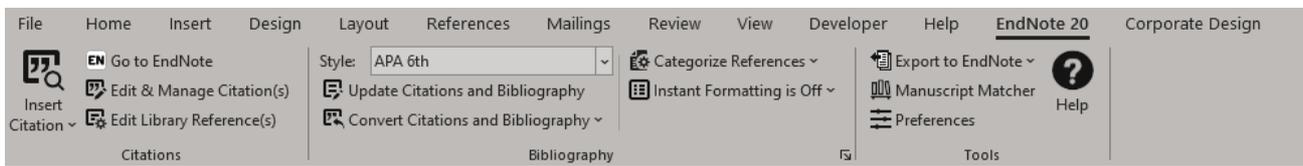


Figure 61. EndNote tab in MS Word

Basic steps to cite a reference:

1. Start MS Word and open your document
2. Put the cursor in the text where you would like to insert a citation
3. Choose the **Endnote 20** tab and open EndNote by clicking on the command 
4. Open a library and select the reference or references you want to cite
5. Go back to Word and choose **Insert Citation**, and then **Insert Selected Citation(s)** from the EndNote commands. EndNote inserts the selected citation as a temporary citation, which looks like {Smith, 2009, #34} or after inserting multiple citations at the same time (Smith, 2009, #34; Jones, 2004, #12; Doe, 2007, #67}
6. Click the **Save** button (Ctrl+S) in the **File** menu to save changes to your Word document.

Quick steps to cite a reference:

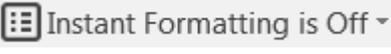
1. Start MS Word and open your document
2. Put the cursor in the text where you would like to insert a citation
3. Click on **Insert Citation**, and then on **Insert citation...**
4. Find the citation by typing the author name or a keyword, click **Find**, select the appropriate reference, click **Insert**.

6.2 Format reference lists according to another journal style

When you have finished inserting citations, you want to create a reference list and change the temporary citations into the correct format. Proceed like this:

1. Choose the EndNote 20 tab in Word.
2. Select a [style](#)^[4] using the drop-down menu. You might select one of the styles in the shortlist or another style by choosing **Select another style...**
3. Click **Update Citations and Bibliography** and EndNote scans the paper for the temporary citations, replaces them by the formatted citation for the style selected, and appends a reference list or bibliography at the end of the document.
4. If you choose another style, the format of the formatted references is adapted instantly.
5. If you want to return to the temporary citations, click **Convert Citations and Bibliography**, and then **Convert to Unformatted Citations**

If you prefer to have the citations formatted as soon as you enter them in the Word document:

Turn instant formatting on in the EndNote 20 tab in Word: 

Or:

1. Go to **Preferences** in the EndNote 20 tab in Word
2. Mark **Enable Instant Formatting** on new Word documents (Figure 62) and click **OK**

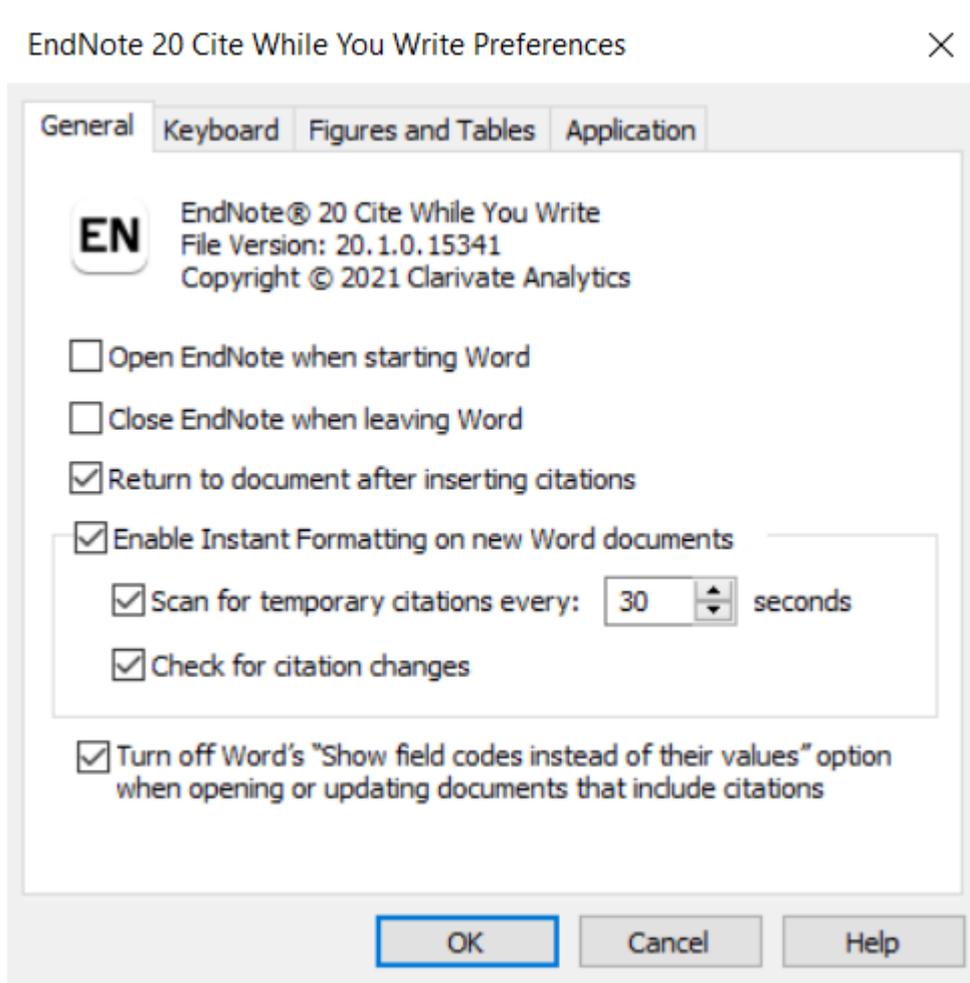


Figure 62. EndNote 20 Cite While You Write preferences

6.3 Edit citation

Sometimes you may want to add text to a formatted citation, such as a page number where to find specific information, or you want to remove the author's name to avoid repetition. It is possible to make changes directly in the formatted citations, but as soon as you update or convert the citations the changes are lost.

A solution is to edit the unformatted or temporary citation. A temporary citation in a Word document looks like, e.g. {Chen, 2022, #17}, which represents the first author, the publication year and a unique record number given by EndNote, surrounded by delimiters. On formatting this with an author-date style, this will turn into (Chen, 2022). Removing the author from the temporary citation, such as {, 2022, #17}, changes the formatted citation into (2012). It is also possible to add text, e.g. page numbers as in {Chen, 2022, #17, p.149}. The formatted citation now changes into (Chen, 2022, p.149) or (1, p.149) in case of a numbered style.

Another solution is to use the Edit citation(s) option to safely edit a formatted citation:

1. Start MS Word and open the document
2. Choose the EndNote 20 tab and choose **Update Citations & Bibliography** if the citations are not formatted
3. Click on the citation you want to change
4. Choose **Edit & Manage citations**. A window appears where you can view, select, edit and remove

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citations from the current Word document (Figure 63).

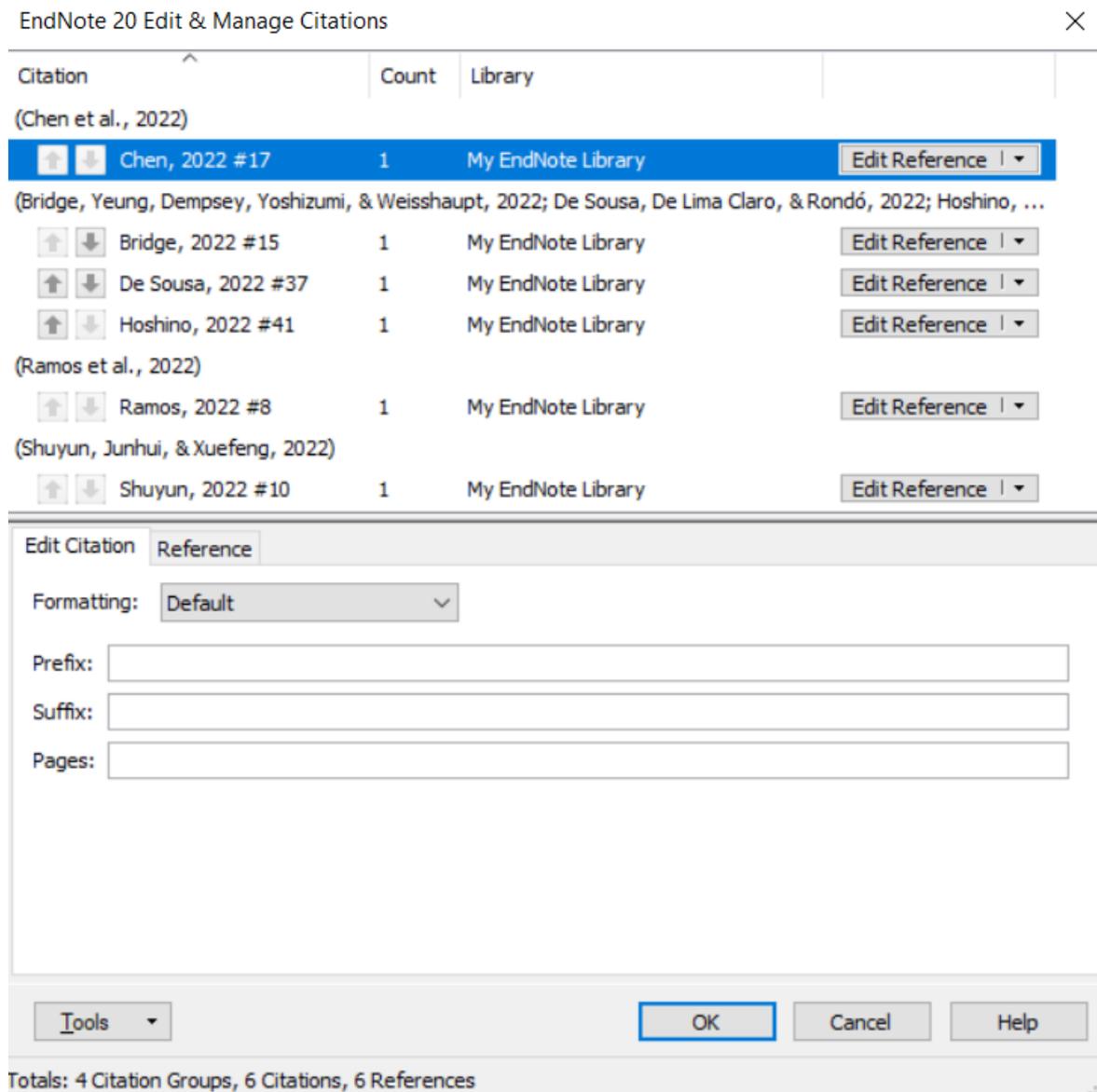


Figure 63. Edit citation window in Word

5. The selected citation is highlighted in the citation list in the upper part of the window. Select another citation if necessary.
6. Click on the little arrow behind **Formatting: Default**
7. Choose **Display as: Author (Year)** or **Exclude author** if you want to omit the author name from the citation
8. Choose **Exclude year** if you want to omit the publication year from the citation
9. Type text in the **Prefix** box, if you want to add text before the citation, e.g. (see de Boef, 2012). Do not forget to add spaces.
10. Type text in the **Suffix** box, if you want to add text after the citation, e.g. (de Boef, 1988, p.790). Do not forget to add spaces.
11. Use **Pages**, if you want to add page numbers. Page numbers only appear if the Cited Pages field is added in the citations template of the output style.
12. Click **OK** after you made the changes.

7 EndNote Online

EndNote Basic (formerly known as EndNote Web and also known as EndNote Online) is a web-based version of the EndNote citation management program. This EndNote version is available for everyone although you have more options when you register while you are on the WUR network. With EndNote Online you can view and edit your references from every computer with an internet connection. It is also possible to share (parts of) EndNote Online libraries with other EndNote Online users. EndNote Online is thus convenient for group work.

7.1 Registration

To create libraries, manage and cite references with EndNote Online you have to register for an account with Clarivate analytics Web of Science.

To register for EndNote Online:

1. Start your browser and go to the [WUR Library \(https://www.wur.nl/en/Library.htm\)](https://www.wur.nl/en/Library.htm).
2. Scroll down to the list of Databases at the bottom of the page in the grey footer.
3. Select **Web of Science**.
4. In Web of Science, click the **Products** tab in the top menu and choose EndNote (Figure 64).

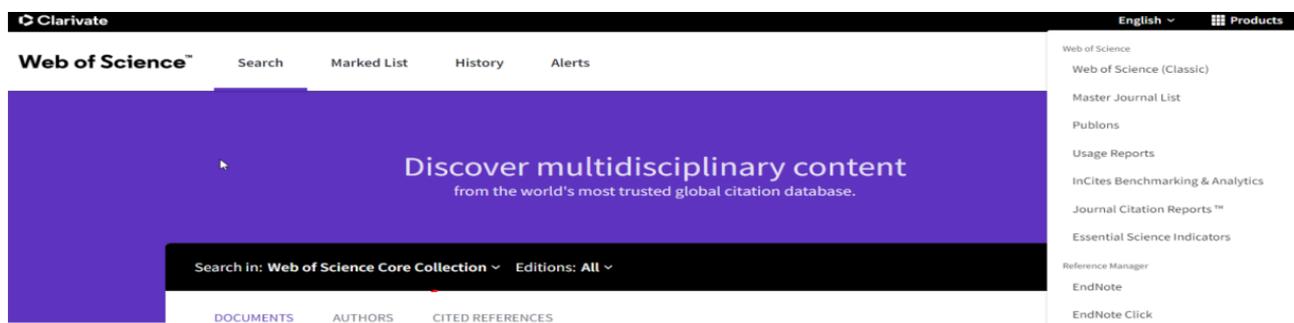


Figure 64. EndNote Online tab in Web of Science

5. Register or sign in (Figure 65).

 The image displays the registration page for EndNote Online. At the top, it says 'Register to continue with EndNote'. The form is divided into two columns. The left column contains input fields for 'Email address', 'Password' (with a red error message 'Please enter a password.'), 'Re-enter password', 'First Name', 'Last Name', and a 'Captcha' field with the text 'efoki'. A 'Register' button is at the bottom of this column. The right column has a section titled 'Already a member?' with a 'Sign in' button. Below the form, there are social media icons for Facebook and LinkedIn, and a footer with the text 'By registering, you acknowledge and agree to our Terms of Use and Privacy Statement.' and 'Need help? Contact EndNote Customer Care.'

Figure 65. Registration for EndNote Online at Web of Science

7.2 Synchronization with locally saved Endnote library

EndNote allows you to synchronize your entire desktop library with EndNote online. The Sync process synchronizes the desktop and online library so that your library in EndNote desktop and EndNote online are an exact match. In order to synchronize references you have to provide EndNote with the login settings of your EndNote Online account. You have to do this in EndNote desktop.

1. In the EndNote desktop menu, go to **Edit** and there to **Preferences....**
2. Go to **Sync** (Figure 57)
3. Provide your EndNote Online credentials (E-mail and password).
4. If you check the box **Sync Automatically** your EndNote desktop and EndNote Online will automatically be synced every 15 minutes.
5. Click **OK** (Figure 66).

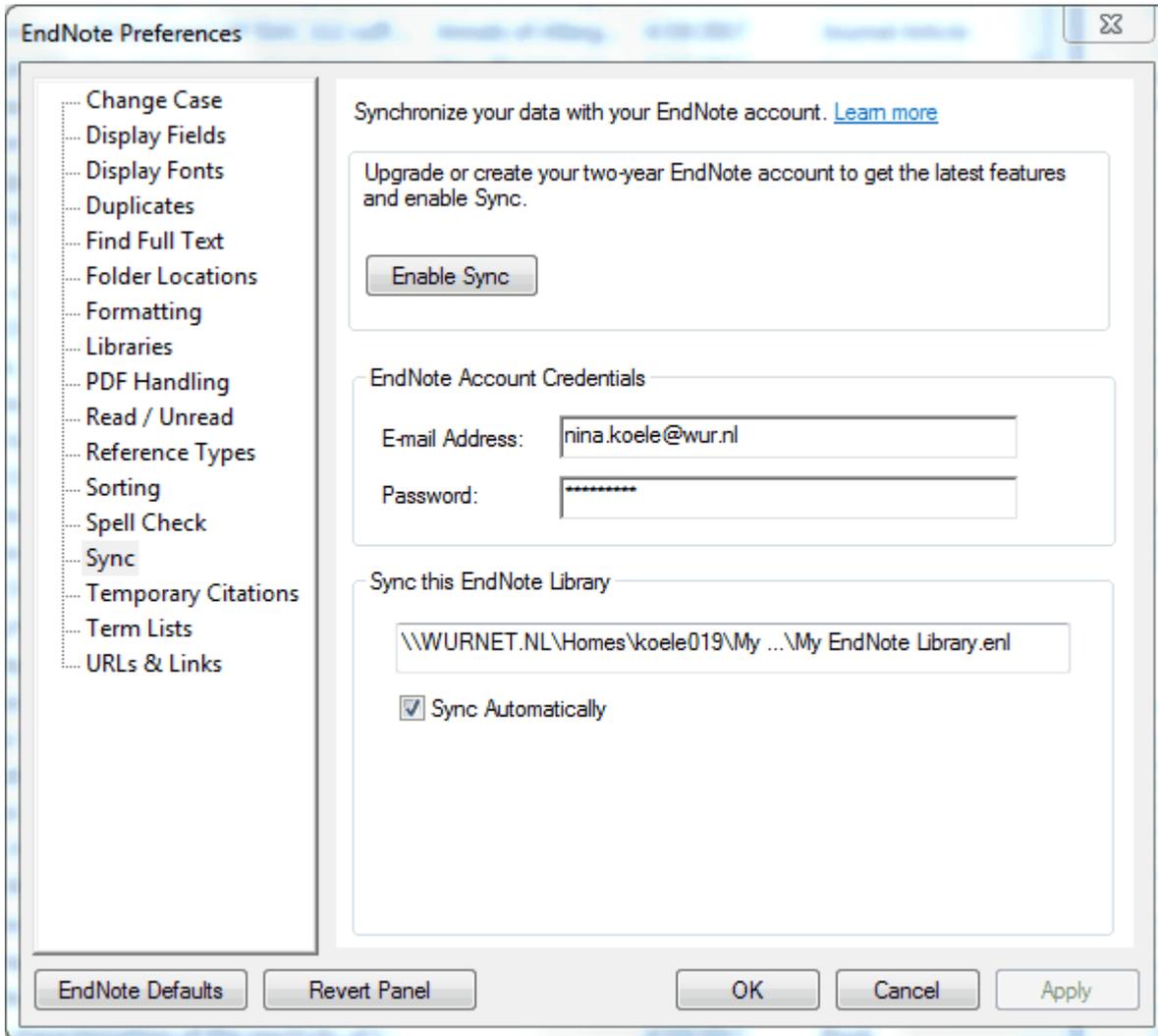


Figure 66. EndNote preferences to sync with EndNote Online

You can manually sync EndNote desktop and EndNote Online either via the sync button , or via **Tools** and then **Sync** in EndNote desktop.

7.3 My references

Under the tab **My References** all references in the EndNote Online library are listed (Figure 67).

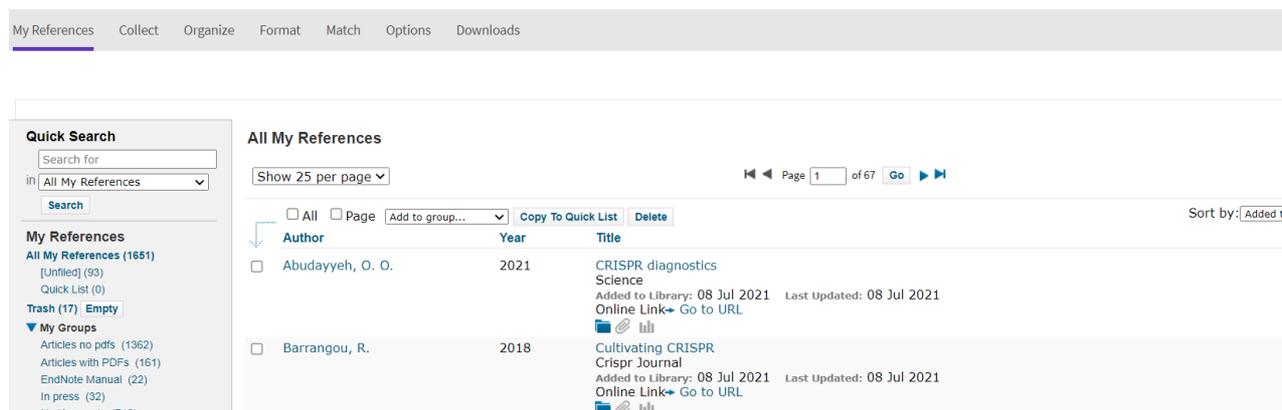


Figure 67. My References tab in EndNote Online

Under **All My References** all references from the EndNote Online library are listed. By default, references are sorted by Author in ascending order. Each record is also accompanied by icons representing:

- group membership: 
- file attachments: 
- figure attachments: 
- a link to the SFX-menu for access to the publication (if available via the library): 
- If an article is available via Open Access this is shown via the full Text icon: 

Figures or files can be attached to a reference in the EndNote Online library by clicking on the icons for file or figure attachments. In the screen that opens you have to select the file or figure that needs to be attached by clicking on **Attach files** (Figure 68).



Figure 68. Adding a file attachment to a reference in EndNote Online

Click on **Attach files** and browse to the file you want to upload, click **upload** and the file(s) will be attached to the item in EndNote.

The number of references presented per page in EndNote Online is set by default to 10. In the drop-down menu **Show 10 per page** (at the top of the page) this number can also be set to 25 or 50.

References can be selected by checking the boxes in front of individual references. Select all references on a page, or all references in the EndNote Online library by checking one of the boxes on top of the Author column. The selected references will be added to the group you selected in the list of groups in the drop down menu under **Add to group....** New groups can be created from the drop-down menu by choosing the option **New group**.

You can delete selected references by clicking the button **Delete**. The deleted references are first moved to Trash, which can be emptied. Selected references can be copied to the Quick List by clicking on the button **Copy to Quick List**. References copied to the Quick List remain there during your active session in EndNote Online. Once you log out of your library or your session expires, the quick list is cleared.

Click on the title of a reference to open and view it in the EndNote Online library (Figure 69).

View Reference in 'All My References'

◀ Record 4 of 252 ▶ Return to list

Copy To Quick List Delete

→ Related Records → Source Record

Search Web of Science Core Collection for Akagi, S. K. Go

Full Text Get it! Show Empty Fields

Bibliographic Fields:

Reference Type: Journal Article

Author: Akagi, S. K.; Yokelson, R. J.; Wiedinmyer, C.; Alvarado, M. J.; Reid, J. S.; Karl, T.; Crouse, J. D.; Wennberg, P. O.

Title: Emission factors for open and domestic biomass burning for use in atmospheric models

Year: 2011

Journal: Atmospheric Chemistry and Physics

Volume: 11

Issue: 9

Pages: 4039-4072

▶ Attachments:

Optional Fields:

Abstract: Biomass burning (BB) is the second largest source of trace gases and the largest source of primary fine carbonaceous particles in the global troposphere. Many recent BB studies have provided new emission factor (EF) measurements. This is especially true for non-methane organic compounds (NMOC), which influence secondary organic aerosol (SOA) and ozone formation. New EF should improve regional to global BB emissions estimates and therefore, the input for atmospheric models. In this work we present an up-to-date, comprehensive tabulation of EF for known pyrogenic species based on measurements made in smoke that has cooled to ambient temperature, but not yet undergone significant photochemical processing. All EFs are converted to one standard form (a compound emitted per kg dry biomass burned) using the carbon mass

Figure 69. Opened reference in an EndNote Online library

Click on the contents of a field to edit a field manually. To save the change, click or tap outside that field.

At the top of a reference the buttons **Copy to Quick List** and **Delete** enable you to copy the reference to the Quick List or move it to Trash. Other buttons in the screen enable you to obtain the full text of the article (button **Full Text**), show the SFX menu (button **Get it!**) or go to the article at the publisher's website (button **Go to URL**). You can show or hide **Empty Fields** in the reference by clicking on the corresponding link. By clicking on the button **Return to List** you save the modifications of the reference and you return to the list with all references.

Use the **Quick Search** on the View Reference display (Figure 70) to search in your references (e.g. author names, keywords or words in the title). Under **My References** you can select your complete EndNote Online library (**All My References**) or one of the groups. **Groups Shared by Others** show links to references in libraries owned by other users. Read Only access or Read & Write access is permitted by these other users. You can hide the **Quick Search** panel by clicking on the **Hide Panel** tab on the left.

Hide panel

Quick Search

in All My References ▼

My References

All My References (252)

- [Unfiled] (49)
- Quick List (0)

Trash (0)

▼ **My Groups**

- Apple allergy (4)
- Mediterranean diet (39)
- Phytoliths (2)
- Pyrogenic carbon (28)
- Soil gas diffusion (1)
- Wageningen (131)

Figure 70. Quick Search panel

7.4 Collect references

You can collect references and add them to your EndNote Online library in different ways, available under the tab **Collect**:

- [Online Search](#)^[55]: To perform searches directly via a connection between Endnote Online and an online database or catalogue
- [New Reference](#)^[57]: To manually add references to your EndNote Online library
- [Import References](#)^[57]: To import references into your library from an EndNote library or from a file by using a filter

In [Web of Science](#)^[74] you can also choose to export search results to EndNote Online, the same as for EndNote desktop.

7.4.1 Online search

To perform an online search in EndNote Online:

1. Click on the tab Collect
2. Select a database or library catalogue connection from the list under the drop-down menu (Select...)
3. Click Connect (Figure 71).

The list with connections can be changed via the link Select Favorites.

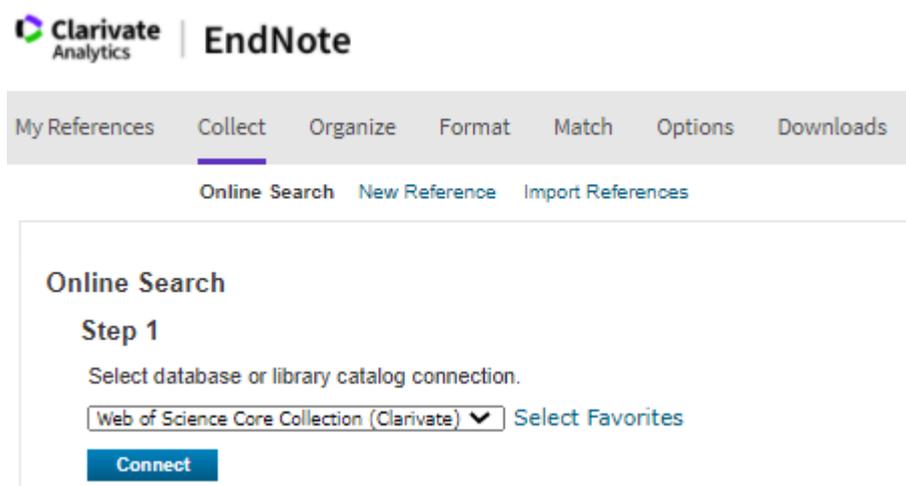


Figure 71. Selection of Web of Science to perform an online search for references

4. You will be directed to the second step to specify your search (Figure 72).

My References Collect Organize Format Match Options Downloads Administrator Tools

Online Search New Reference Import References

Online Search

Step 2 of 3: Connecting to Citation Indexes : Web of Science Core Collection

in:

in:

in:

in:

retrieve all records
 select a range of records to retrieve

Search

Figure 72. Online search screen after connecting to Web of Science Core Collection

5. Click the **Search** button to start the online search. The next screen (Figure 73) shows the search results. Check the references you want to add to your EndNote Online library.

My References Collect Organize Format Match Options Downloads Administrator Tools

Online Search New Reference Import References

Quick Search

Search for

in

My References

All My References (1651)

[Unfiled] (93)

Quick List (0)

Trash (17) Empty

▼ My Groups

Articles no pdfs (1362)

Articles with PDFs (161)

EndNote Manual (22)

In press (32)

No Keywords (718)

Groups Shared by Others

Malaria (73)

Online Search Results

Citation Indexes 1 - 16 of 16 results

((agrobiodiversity) in Title) and ((2021) in Year (limiter only))

Show 25 per page

Page 1 of 1 Go

<input type="checkbox"/>	Author	Year	Copied Title
<input type="checkbox"/>	von Verschuer, F	2021	Making Post/Anthropocentric Futures in Agrobiodiversity Conservation Nature + Culture Get it!
<input type="checkbox"/>	Labeyrie, V	2021	Networking agrobiodiversity management to foster biodiversity-based agronomy For Sustainable Development Get it! Full Text
<input type="checkbox"/>	Kimura, AH	2021	Pickles and agrobiodiversity: a foodway and traditional vegetable varieties in Jaj Agriculture and Human Values Get it! Full Text
<input type="checkbox"/>	Maril, J	2021	Exploring farmers' agrobiodiversity management practices and knowledge in clo People and Nature Get it!

Figure 73. Results for search on agrobiodiversity in 2021 in Web of Science Core Collection

In the drop-down menu **Add to group...** you can choose a (new) group to add selected references to. Alternatively, references can also be added to an unfiled list.

7.4.2 New reference

Select the **New Reference** option under the tab **Collect** to add references manually. Choose the appropriate **Reference Type** from the drop-down menu for the reference that you want to enter in your EndNote Online library (Figure 74).

The screenshot shows the 'New Reference' form in EndNote Online. The 'Collect' tab is selected, and 'New Reference' is the active option. The form is titled 'New Reference' and includes a 'Bibliographic Fields' section. The 'Reference Type' is set to 'Journal Article'. The form contains several input fields: Author (with a note: 'Use format Last Name, First name. Enter each name on a new line.'), Title, Year, Journal, Volume, Part/Supplement, Issue, Pages, Start Page, Errata, and Epub Date. A 'Cancel' button is located at the top of the form. A note at the bottom states: 'Note: The above fields are needed for most bibliographic styles.'

Figure 74. Manually adding a reference to EndNote Online

7.4.3 Import references

Select **Import References** under the **Collect** tab to import references into EndNote Online via a filter (Figure 66). You can import references from an EndNote library (desktop version) or import references from a search in a bibliographic database. See [Add references to a library](#)⁸¹ for more information about saving references from a bibliographic database. Before references can be imported into EndNote Online you have to specify the settings (Figure 66):

1. Browse to the file with references to import into EndNote Online in the box next to **File**:
2. Select the appropriate filter to import the file via the drop-down menu next to **Import Option**:
3. Via the drop-down menu next to **To**: select a group or an unfiled list to import the references to.
4. Click the **Import** button to import the references from the file into the EndNote Online library

The screenshot shows the 'Import References' form in EndNote Online. The 'Collect' tab is selected, and 'Import References' is the active option. The form is titled 'Import References' and includes a section for 'Importing from EndNote?'. It contains the following fields: 'File' (Choose File, medlars.txt), 'Import Option' (CAB Abstracts(OvidSP_WUR)), and 'To' ([Unfiled]). A 'Select Favorites' link is visible next to the 'Import Option' dropdown. An 'Import' button is located at the bottom of the form.

Figure 75. Selection of File, Import Option and Group to import references

If you want to import references from a locally saved EndNote library you have to export the references from the local EndNote library as **EndNote Export**. Choose **EndNote import** filter to import these references into EndNote Online.

7.5 Organize libraries

With EndNote Online you can organize your online stored references. You can create (and manage) groups, share groups with other EndNote Online users, deduplicate references in your EndNote Online library, and manage files or figures attached to references.

Under the **Organize** tab there are four different tabs available to organize your EndNote Online library:

- [Manage My Groups](#) ⁵⁸¹
- [Others' Groups](#) ⁵⁹¹
- [Find Duplicates](#) ⁵⁹¹
- [Manage Attachments](#) ⁶⁰¹

7.5.1 Manage my groups

Select **Manage My Groups** under the **Organize** tab to manage and create groups (Figure 67). Click on the button **New Group** to create a new group.

Manage My Groups

My Groups+	Number of References	Share		
 Agrobiodiversity 2013	5	<input checked="" type="checkbox"/>	Manage Sharing	Rename Delete
Apple allergy	4	<input type="checkbox"/>	Manage Sharing	Rename Delete
Mediterranean diet	39	<input type="checkbox"/>	Manage Sharing	Rename Delete
Phytoliths	2	<input type="checkbox"/>	Manage Sharing	Rename Delete
Pyrogenic carbon	28	<input type="checkbox"/>	Manage Sharing	Rename Delete
Soil gas diffusion	1	<input type="checkbox"/>	Manage Sharing	Rename Delete
Wageningen	131	<input type="checkbox"/>	Manage Sharing	Rename Delete
New group				

Figure 76. Manage My Groups in EndNote Online

You can share, rename or delete your groups.

1. Activate sharing a group by checking the box under **Share** (Figure 67).
2. Click on the button **Manage Sharing** and subsequently on **Start sharing this group**.
3. Enter user's e-mail addresses to share groups.
4. Click the **Apply** button.
5. In the **Add E-mail Addresses** window you can select the Read only or Read & Write access option (Figure 68).
6. Use the buttons **Edit** and **Delete** to modify or share e-mail settings or to delete users from the list.
7. Click the **Add More** to add users.
8. Use the button **Delete All** to remove the complete list with shared users (Figure 68).

Manage Sharing for 'Agrobiodiversity 2013'

1 E-mail Address

E-mail Address ↑	Read only	Read & Write		
marianne.renkema@wur.nl	<input checked="" type="radio"/>	<input type="radio"/>	Edit	Delete
Add More				

Note: Attachments are not shared, regardless of access privileges.

[Delete All](#)

Figure 77. Manage sharing for a group in EndNote Online

On the **Manage My Groups** page the icon next to the group name indicates that the group is shared with other users (Figure 76). The same icon is shown next to the group in the search panel under the tab **My References**.

7.5.2 Others' groups

Access to others' groups is possible via the link **Others' Groups** under the tab **Organize** (Figure 69). After clicking on this link a table is shown with EndNote Online library groups from other users who have given you access.

Others' Groups

Access	Show	Use for Cite While You Write	Groups Others Share with Me	Number of References	Owner
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manual	3	marianne.renkema@wur.nl

Figure 78. Access to (shared) EndNote Online library groups from other users

Read & write access to Others' Groups is indicated by an icon under **Access**. For read only access no icon is shown. The same icon is shown next to the shared group in the search panel under the **My References** tab.

Check the boxes under **Show** to see shared libraries under **Groups Shared by Others** under the tab **My References**. Check the boxes under **Use for Cite While You Write** for groups you would like to be available for Cite While You Write.

7.5.3 Find duplicates

You can search for duplicate references in your EndNote Online library. Click on the link **Find Duplicates** under the tab **Organize**. To find duplicates EndNote Online compares references based on Author, Year, Title and Reference Type.

After the search the duplicate references are displayed. You can check duplicate references and move them to trash by clicking on the **Delete** button (Figure 79).

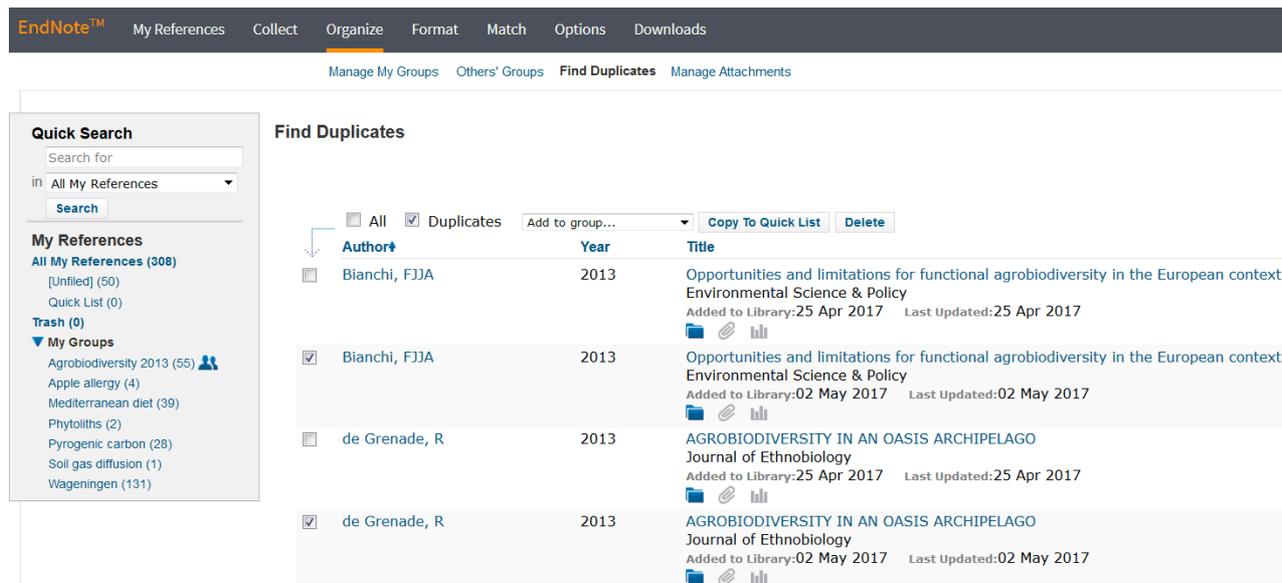


Figure 79. Find duplicates in EndNote Online

7.5.4 Manage attachments

Select **Manage Attachments** on the **Organize** tab to manage files and figures attached to references in the EndNote Online library (Figure 80). A list is shown of attached files and figures that can be **sorted by** file size, attachment name, author, year, title, attachment type, source title or date of adding or updating. The used storage space of attachments is also presented. Endnote Online provides unlimited storage of file and figure attachments.

Click on the **Attachment Name** to open an attached file or a figure. Click on an **Author** name to search for references from this author included in the EndNote Online library. Open the reference of the attachment by clicking on its **Title**.

To delete a file or figure attachment from Endnote Online, check the box next to the attachment and click on the button **Delete Attachments**.

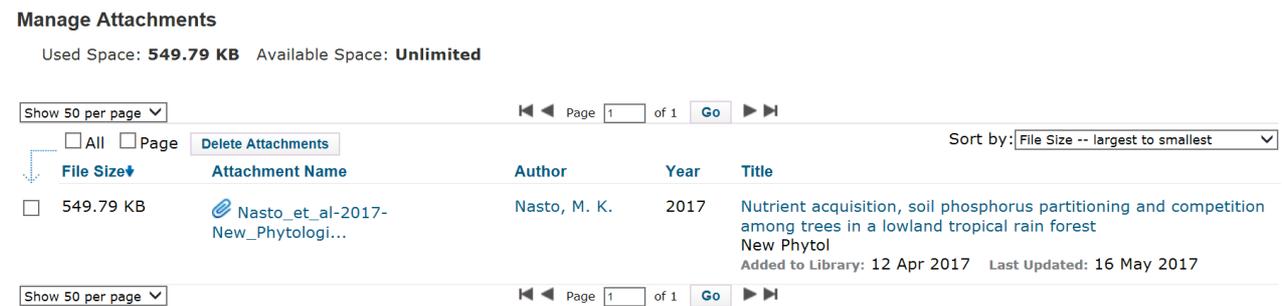


Figure 80: Manage attachments in EndNote Online

7.6 Format

Under the **Format** tab you can choose features provided by EndNote Online to create reference lists (or bibliographies) and to export reference lists according to a selected style. Use the same tab to cite references via the Cite While You Write Plug-In in MS Word documents and to format these according to a particular (journal) style.

Under **Format** four different tabs are available to format your references in a specific citation style:

- [Bibliography](#)
- [Cite While You Write Plug-In](#)

- [Format Paper](#)^[62]
- [Export References](#)^[64]

7.6.1 Bibliography

Create a reference list (bibliography) according to a selected style via **Bibliography** under the **Format** tab (Figure 81).

Bibliography

References:

Bibliographic style: [Select Favorites](#)

File format:

Figure 81. Create a bibliography with EndNote Web

1. Put the references you need for your list in a group or copy them to the Quick List and select them in the drop-down menu next to **References:**.
2. Select a style from the drop-down menu next to **Bibliographic style:** (Figure 72). You can change the list with styles via the link [Select Favorites](#).
3. Choose between html output or a plain/rich text file in the drop-down menu next to **File format:**.
4. Click the buttons **Save**, **E-Mail** or **Preview & Print** to save, to e-mail or to print your bibliography.

7.6.2 Cite while you write plug-in

If you have EndNote desktop installed on your computer, the MS Word plug-in will automatically be installed, and you won't need to install the EndNote Online MS Word plug-in for in-text citations and bibliographies. If you have the EndNote X8 desktop version installed, refer to the chapter [Integration with MS Word](#)^[48].

If EndNote 20 desktop version is not installed on your computer, and you are using EndNote Online, install the EndNote Online MS Word plug-in to cite references and create a bibliography in Word: In EndNote Online, select **Cite While You Write Plug-In** under the **Format** tab to find links to download and install Windows or Macintosh versions of the Cite While You Write Plug-In (Figure 73). Use this EndNote Online plug-in to insert and format citations in MS Word documents. At the end of your document you can create a reference list based upon the used in-text citations.

The plug-in also allows you to save references online in an EndNote Online library. You can save references via a **Capture** button in the EndNote Online toolbar in your web browser. For more information see [Downloads](#)^[65].

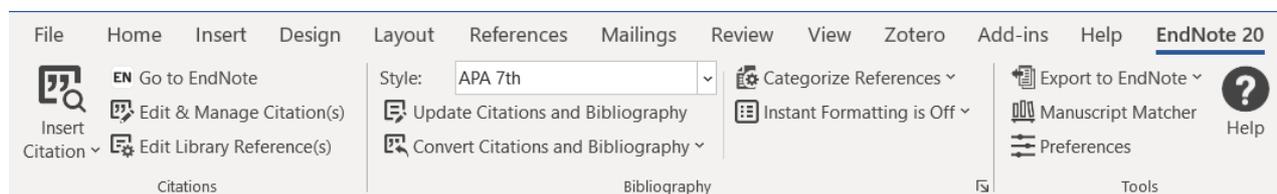


Figure 82. EndNote Online Cite While You Write Plug-In for MS Word

The Cite While You Write plug-in in MS Word provides eight options (Figure 73):

1. Insert citations: find references in your EndNote Online library based on keywords, author names, year, etc., and insert them as citation in an MS Word document
2. Go to EndNote Online: go from the MS Word document to your EndNote Online library.
3. Edit Citations: edit citations included in the MS Word document.
4. Update Citations and Bibliography: create or reformat a bibliography in MS Word based on the citations included in the document. A style can be chosen from the pull-down list at **Style**.
5. Convert Citations and Bibliography: unformat citations included in the document. Via the same

button field codes providing the connection between the citations in the MS Word document and their corresponding references in your EndNote Online library can be removed. After removing the field codes the citations and the bibliography have the same format as the other text in the MS Word document. However, functionalities of Endnote Online (such as reformatting the bibliography or editing the citations) are not possible anymore.

6. Export to EndNote Online: export the cited references to the unfiled list in your EndNote Online library. This is convenient if you want to save, print or distribute a list of references used in your MS Word document.
7. Preferences: change the Cite While You Write preferences, e.g. the application from EndNote desktop (EndNote 20) to EndNote Online.
8. EndNote Online Help: access the help information for EndNote Online (table of contents).

7.6.3 Format paper

Once a paper has been written in MS Word and citations are included in the text by using the **Cite While You Write plug-in**, you can format the citations and bibliography according to a particular (journal) style via this option in EndNote Online (Figure 83).

Save the MS Word document in rich text format (.rtf). Browse to the document in the box next to **File:**. Select the citation style needed in the drop-down menu next to **Bibliographic style:** e.g. the style for the **Journal of Agricultural Science**. You can change the list of styles according to your demands via the link **Select Favorites**.

Format Paper

For Rich Text Format documents (.rtf) (See a sample paper):

File: Citation_test.rtf

Bibliographic style: [Select Favorites](#)

ignore unmatched citations

[Show format paper preferences](#)

Figure 83. Selection of bibliographic style for formatting the specified MS Word document via EndNote Online

Citations in the MS Word document that don't match with references in the EndNote Online library can be ignored during formatting by checking the checkbox next to **ignore unmatched citations**.

Click on the button **Format** to format the citations in the MS Word document and the bibliography according to the selected style (Figure 84). The button **Clear** empties all settings in the screen. The preferences for formatting the paper can be displayed and adjusted by clicking on the link **Show format paper preferences**.

Format Paper

Format Paper completed successfully.

Summary:

Matched citation(s): 3

Unmatched citation(s): 0

Ambiguous citation(s): 0

Citations:

matched: Atkinson, 2010 #184

matched: Bruins, 1986 #163

matched: Claessens, 2005 #107

Figure 84. Report in EndNote Online after formatting citations and bibliography in an MS Word document according to a selected style

Indicate whether you want to save or open the formatted document. The name of the used style is added to the MS Word document to make sure that the paper is saved under a different name (Figure 85).

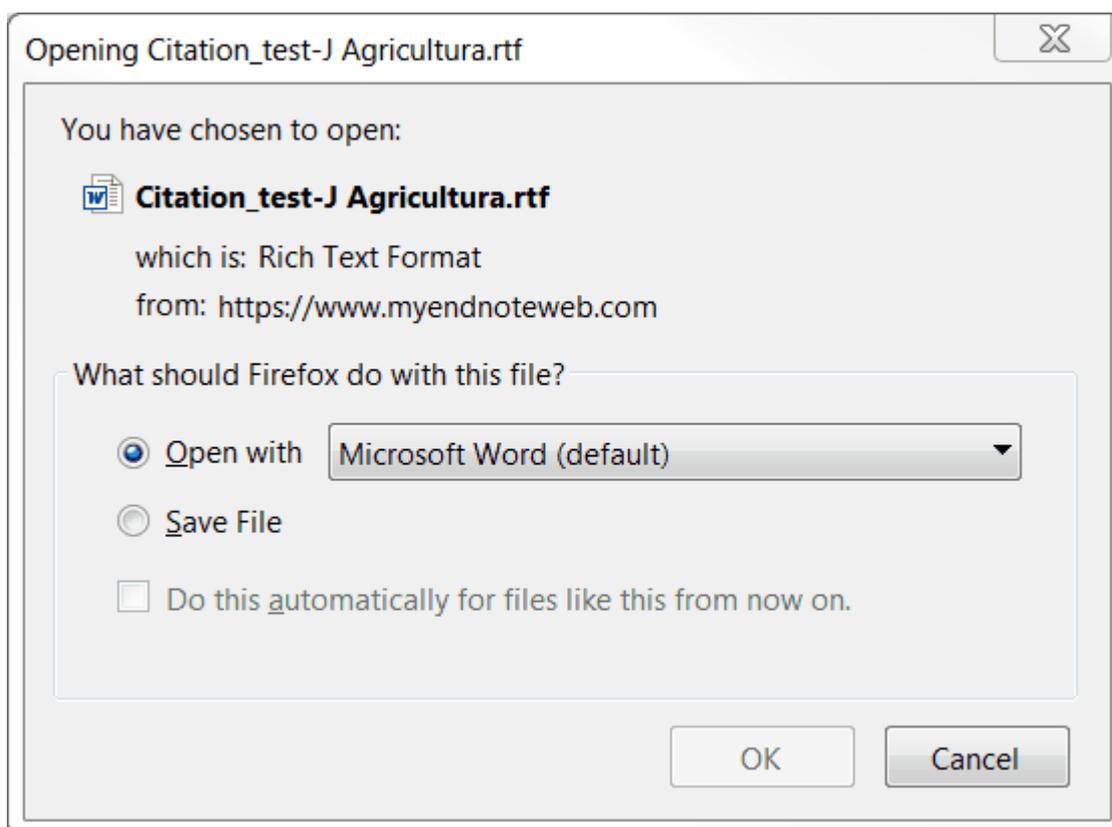


Figure 85. Request for opening or saving the MS Word document with formatted references

You can also directly format your bibliography according to a specific citation style in MS Word. To format a paper from within MS Word (and not from EndNote Online), use the button . in the **Cite While You Write** plug-in, and select the style you need.

7.6.4 Export references

References in the EndNote Online library can be exported in different formats for different reference management software packages via **Export References** under the tab **Format**.

Combine the references in a group or copy references to the Quick List to select them in the drop-down menu next to **References:**, and select the export style from the drop-down menu next to **Export style:** to export the references in BibTex, EndNote, RefMan or Refer formats, or as a Tab Delimited text file (Figure 86). Select the **Save**, **E-Mail** or **Preview & Print** button to save, e-mail or print the references.

Export References

References: Quick List

Export style: RefMan (RIS) Export

Save E-Mail Preview & Print

Figure 86. Selection of group of references and format to export references from the EndNote Online library

7.7 Match

EndNote Online provides a tool to find a suitable journal for your manuscript, based on the manuscript title, abstract and reference list (Figure 87). Using the Web of Science database, your manuscript's title, abstract and reference list are matched to potential journals where you could submit the work. Matches are based on citation data and relationships with your text and reference list.

My References Collect Organize Format **Match** Options Downloads Administrator Tools

Find the Best Fit Journals for your Manuscript Powered By Web of Science

Enter your Manuscript Details:

***Title:**
Type your title here

***Abstract:**
Type your abstract here

*required

References:
Select Group

Including references allows us to match more data points relevant to your manuscript

Find Journals >

Figure 87. Match tab in EndNote Online

Simply add the Title and Abstract of your manuscript by copy-pasting from your document (Figure 88). You can also select a group of references from your EndNote Online library to include. Click on **Find Journals >** and a list of potential journals indexed in Journal Citation Reports will appear (Figure 88).

My References Collect Organize Format Match Options Downloads Administrator Tools

Find the Best Fit Journals for your Manuscript Powered By Web of Science

5 Journal Matches

< Edit Manuscript Data Expand All | Collapse All

Match Score	JCR Impact Factor Current Year 5 Year	Journal	Similar Articles
	5.923 2020 6.132 5 Year	INTERNATIONAL JOURNAL OF MOLECULAR SCIENCES	0
Top Keyword Rankings high-throughput screening high-throughput screening technology		JCR Category BIOCHEMISTRY & MOLECULAR BIOLOGY 67/298 Q1 CHEMISTRY, MULTIDISCIPLINARY 49/179 Q2 Publisher: ST ALBAN-ANLAGE 66, CH-4052 BASEL, SWITZERLAND ISSN: ****-**** eISSN: 1422-0067	Was this helpful? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="button" value="Submit >>"/> Journal Information >>
	5.64 2020 6.32 5 Year	FRONTIERS IN MICROBIOLOGY	0
	16.971 2020 15.542 5 Year	NUCLEIC ACIDS RESEARCH	1

Figure 88. Journal Matches in EndNote Online, based on manuscript Title and Abstract

7.8 Options

The tab **Options** enables you to change your EndNote Online settings.

- **Password:** to change your password.
- **Email Address:** to change your email address.
- **Profile Information:** to change your name and opt in or out of product information.
- **Language:** to change the language of EndNote Online interface.
- **Subscription:** Information about your EndNote Online and Web of Science expiration dates.

7.9 Downloads

The tab **Downloads** gives links for downloads for a number of plugins

- [Cite while you write plug-in](#)^[67] for different operating systems
- **Capture Reference** web browser button
- **EndNote Click** free web browser plugin for retrieving and importing pdf articles into EndNote

You can drag the  to your browser's bookmarks or favorites toolbar. You

can then use this button  when you are browsing for references online. Once you are on a website (e.g. of an article or book) that you want to include in EndNote Online, you simply click on the **Capture reference** button. A screen will appear with the bibliographic information (Figure 89), and you can choose whether to save the reference to Endnote (desktop) or EndNote online. Click **Save To** and the reference will be saved in your chosen EndNote Library.

Go to EndNote Close[x]

Capture New Reference

Save To my.endnote.com EndNote

[Bibliographic Fields | Optional Fields](#)

Groups: [Add or remove](#)

Bibliographic Fields: At least one of the fields must be filled out.

Reference Type:

Author:
Use format Last Name, First name. Enter each name on a new line.

Title:

Year:

Journal:

Publisher:

Volume:

Issue:

Pages:

Start Page:

Epub Date:

Figure 89. Capture reference and save directly to EndNote or EndNote Online

EndNote Click

Select EndNote Click under the Downloads tab for installing the plugin directly from the EndNote Click website. Once installed, you can use EndNote Click to find the best available pdf of an article. You can either store the pdf in your (EndNote Click) locker or export the article including the pdf to EndNote. Note: you need to create a separate account for EndNote Click.

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