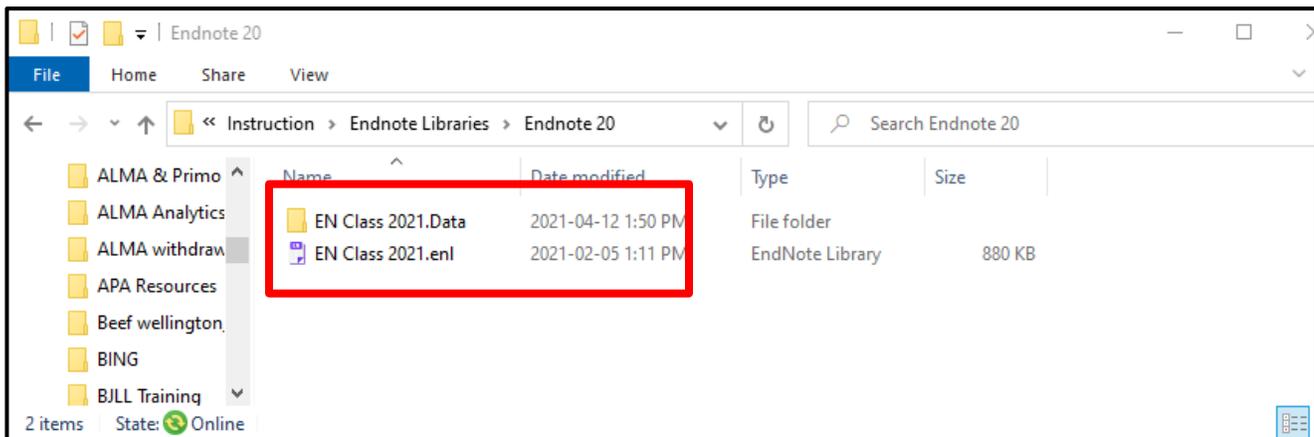


ENDNOTE 20 on Windows QUICK GUIDE

CREATE AN ENDNOTE LIBRARY

On the top menu select **File > New**. Type in the name of the library. Designate the folder where you want to save. An EndNote library consists of **two parts: a) .enl file b) .data folder**



ADD REFERENCES FROM DATABASES

PUBMED

1. Search and select each reference needed. Select **Send To** in the top right.
2. Select **Citation manager** and choose **Create File**.
3. If using **Firefox**, choose **ResearchSoft Direct Export Helper** for direct export
4. For other browsers, choose **Save File (.pubmed-set)** > in EndNote > go to **File** > choose **Import** > locate the **.pubmed-set** file > under **Import option**, select **Pubmed** from the drop down menu > click **Import**

To export **all** search results, go to **Send To > Citation Manager > choose All Results > click on Create File > Export**

MEDLINE (OVID)

1. Search and select each reference needed. Select **Export** from the results menu bar.
2. Change **Format** to **EndNote**, change **Fields** to **Complete Reference**
3. Click **Export**. If using **Firefox**, choose **Open with ResearchSoft Direct Export Helper** for direct export
4. For other browsers, choose **Save File (.cgi)** > in Endnote > go to **File** > choose **Import** > locate the **.cgi** file > under **Import Option**, select **Medline OvidSP** from the drop down menu > click **Import**

To export batches up to **1000**, specify a **range of results** (e.g. 1-1000) in step 1 if you do not select references.

CINAHL (EBSCO)

1. Search and then click **Add to Folder (blue folder icon)** for each reference needed.
2. Go to **Folder** from the top menu or the right hand column.
3. Select references for export. Click **Export**.
4. Choose **Direct Export in RIS Format and** then select **Save**.

To export **All Results**, click on the **Share** menu, under Export Results: **Email a link...** > choose **RIS Format** > select **Send**. You will be e-mailed a link to a **.zip** file. Download and extract the file into a **.ris file** > **Import** into EndNote

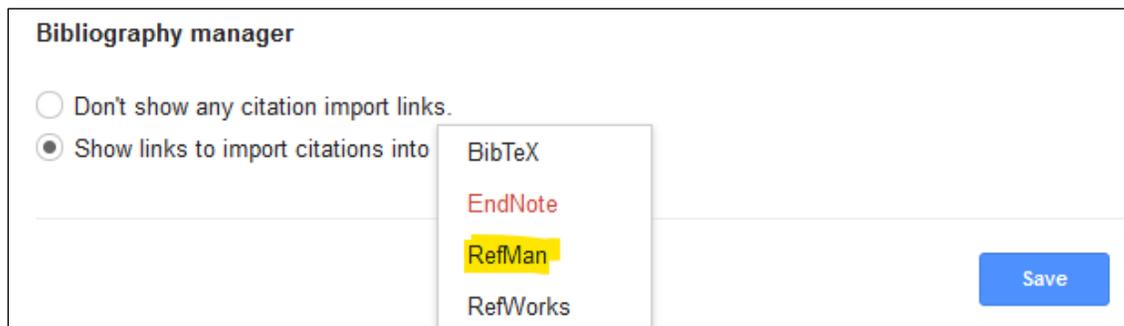
GOOGLE SCHOLAR

1. Click the **Options** button (**three horizontal lines** next to the Google Scholar logo)
2. Select the **Settings** menu, Under **Bibliography Manager**, go to **Show links to import citation into** and on the drop down menu, select **Refman**, click **Save**.
3. Perform your search and select citations to add to EndNote library. Choose **Import into Refman**.
4. Select **Open with EndNote X9** if using **Firefox** or save file and import using **.RIS** filter option.
5. You can import one reference at a time or multiple references.

You need a **Google account** to import multiple references and will need to login before selecting citations. On the results lists page, choose references by clicking on the **star icon** at the bottom of each citation. The **star icon** changes into blue.



When selection is complete, go to **My Library** (top right corner). The marked references are shown. Select All references by clicking on the **square icon** and selecting **RefMan** from the **download icon**. Select **Open With Endnote** if using Firefox or **Save File** and import using **.RIS filter** option. References are imported to Endnote.



ORGANIZE REFERENCES

Make it easy to view your references by creating groups. On the top menu, select **Groups > Create Group Set or Group or Smart Group**.

The screenshot shows the EndNote 20 interface. The top menu bar includes File, Edit, References, Groups, Library, Tools, Window, and Help. The left sidebar contains a navigation menu with categories like 'All References', 'Imported References', 'Recently Added', 'Unfiled', 'Trash', 'MY GROUPS', 'FIND FULL TEXT', 'GROUPS SHARED BY ...', and 'ONLINE SEARCH'. Under 'MY GROUPS', there is a 'Barefoot running' group set containing several sub-groups: 'Barefoot run...', 'Injuries', 'COVID-19', 'Coronavirus', 'Music Therapy', 'Autism', 'Cancer', and 'General'. The main window displays a search for 'Barefoot running' with 240 references. A table of references is shown with columns for Author, Year, Title, Keywords, Journal, and Abstract. Red boxes and arrows point to 'Group set', 'Groups', and 'Smart groups' in the sidebar.

Author	Year	Title	Keywords	Journal	Abstract
Alfredo, R.	2020	What Happens When Algorithm...	Humans	Pain Medici...	
Alloway, R. G. ...	2016	An Exploratory Study Investigati...	Adult	Percept Mo...	The aim of the present study was to compa
Altman, A. R.; ...	2012	Barefoot running: biomechanics...	Athletic Injuries...	Curr Sports ...	Despite the technological developments in
Altman, A. R.; ...	2016	Prospective comparison of runn...	Adult	Br J Sports ...	BACKGROUND: Advocates of barefoot runn
Altman, Allis...	2016	Prospective comparison of runn...		British jour...	
Altman, A. R.; ...	2016	Prospective comparison of runn...	Adult	Br J Sports ...	BACKGROUND: Advocates of barefoot runn
An, W.; Rainb...	2015	Effects of Surface Inclination on...	Running	BioMed Res...	Barefoot running has been proposed to red
Arnold, B. J. ...	2019	An examination of treadmill run...	Adult	J Sports Sci	Running on a treadmill is an activity that is
Azevedo, A. ...	2016	16 Weeks of Progressive Barefo...		PLoS One	Short-term effects of barefoot and simulate
Báez-Santos, ...	2015	The SARS-coronavirus papain-li...	Antiviral Agent...	Antiviral Res	Over 10 years have passed since the deadly

IMPORT STORED PDF'S

EndNote allows you to import a PDF or a folder of PDFs into your library with all the bibliographic information extracted automatically, under the condition that the PDFs have DOIs embedded. The best practice is still to import records from research databases to ensure your EndNote records are accurate and complete.

1. Open your EndNote library.
2. Under the File menu, choose **Import**.
3. If it is a **single PDF**, choose **File**; if it is a collection of PDFs placed in a folder, then choose **Folder**.
4. In the **Import File or Import Folder** popup window, retrieve the PDF file or folder and click OK.
5. Make sure the **Import Option is PDF**. You can choose Import All (can dedup later).
6. Clicking on the Import button, all the PDFs will be imported into EndNote.

ADD REFERENCES MANUALLY

Use this as a last resort if you are not able to import records from a database. Under the **References** tab > **Add**

New Reference > Remember to click **Save** once all the data has been entered. **Alternatively**, choose the  icon on the main EndNote page and **Add a new reference** manually.

FIND DUPLICATES

Select **Library** on the menu bar > Find **Duplicates**. Compare references on the side by side window and decide which version to **Keep**.

FIND FULL-TEXT (FFT)

Select the references you want to find full text for by highlighting them or Select All
Select **References** on the menu bar, go to **Find Full Text** > slide to the next **Find Full Text** selection
If you have many references to find full text for, EndNote will search **250 references** at a time

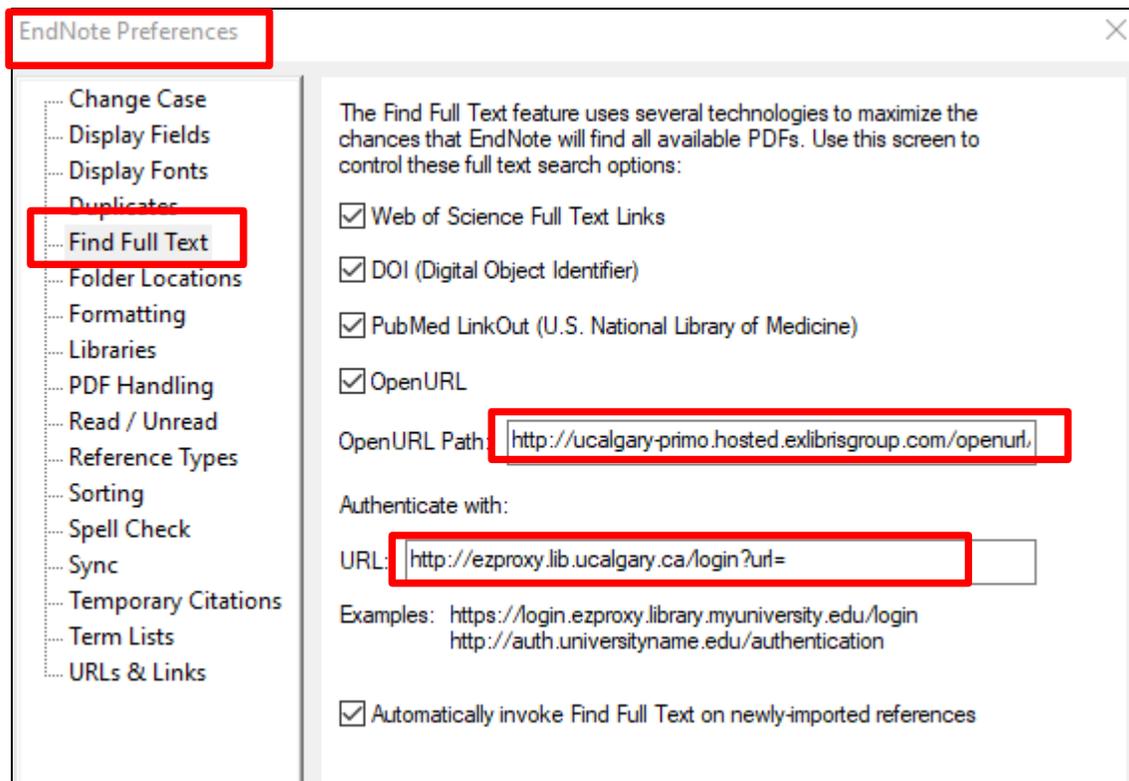
Find the two **Find Full Text URL's** from the [Citing and Writing in the Health Sciences](#) Guide

Go to the EndNote Desktop page, choose the **Find Full Text tab**.

Within EndNote, select **Edit** on the menu bar, go to **Preferences** and copy and paste the FFT url's
Copy and paste on the **two URL paths** (see below), Click **Apply** > Click **OK**.

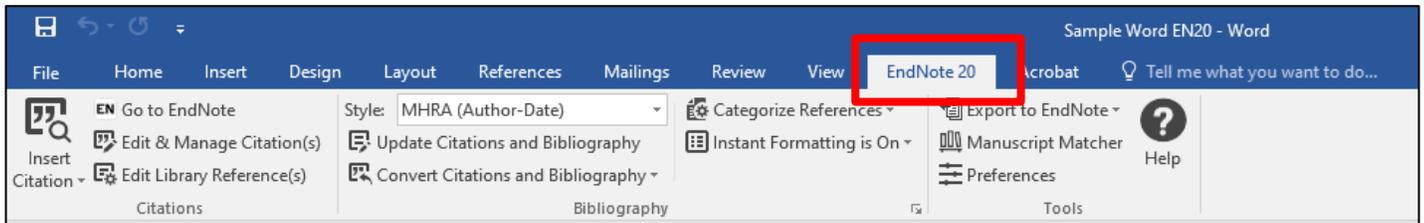
Open URL Path: <http://ucalgary-primo.hosted.exlibrisgroup.com/openurl/01UCALG/UCALGARY>

Authenticate With URL: <http://ezproxy.lib.ucalgary.ca/login?url=>



USING CITE-WHILE-YOU-WRITE (CWYW)

The **CWYW plug-in** installs automatically when you load EN desktop onto your computer. Use CWYW with MS Word to insert references, edit citations and format bibliographies. Within Word > go to the **Endnote 20 tab**



SHARE REFERENCES

Share Groups with Multiple Users: Highlight a **Group to share** > click on the  button > enter the email address/addressess of the people that you would invite in the **email** box > click the **Invite** button

Share an entire EndNote Library: Select **File** on the menu bar > select **Compressed Library (.enlx)** > email the **.enlx** file to a recipient who has an active EndNote program

Copyright: U of C's licensing agreements restricts sharing PDF's only among UofC Endnote users

KEEPING YOUR ENDNOTE LIBRARIES HEALTHY

- EN libraries consist of two parts: **enl file + .data folder**. Both parts are needed for the library to work correctly
- EN libraries should **not** be stored in cloud-syncing folders such as **Dropbox, Google Drive, OneDrive, SugarSync** since these can corrupt EN libraries over time
- Microsoft Word documents with EndNote citations contain **field codes**. **Always save as Word documents**. Saving a Word document in another format, such as an OpenOffice (.odt) format can cause corruption or erasure of the codes.

ENDNOTE SOFTWARE SUPPORT AND TRAINING

For in-depth support, contact EndNote Technical Support at: <https://endnote.com/contact/>

Produced by EndNote, the [User's LibGuide](#) contains instructional information with links to resources

Find answers to common questions on the [Endnote Knowledge Base](#) portal

Consult the [Citing and Writing in the Health Sciences](#) guide for customized resources produced by the Health Sciences Library.

Feel free to connect with me personally for specific EndNote questions - [Lourdes Yturzaeta](#)