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Introduction



- EndNote is a reference management program that allows you to create, store and manage your references and citations.
- Reference information can be added manually, and/or imported from article databases and catalogues.
- The records stored in your personal EndNote Library can be used to create bibliographies instantly in a variety of bibliographic styles, and citations can be inserted into Word documents.
- You can also put PDF documents or other files into your EndNote Library

Creating EndNote Library



Watch How to Use EndNote in Six Minutes

 https://www.youtube.com/watch?v=7e6-6QkcYm0

Copy and paste the above link to the browser

Creating Endnote Library



EndNote should always be opened from the start button, and not via Word.

Saving a copy of your Library is useful if you want to take it with you to access on another computer. It is also important to have only one EndNote library. It is recommended using a local drive to save.

- Open the EndNote program from your Programs list.
- Select File/New.
- Name your new Library and choose where you want to save It.* (EndNote may default to saving it in your My Documents folder).
- Your new Library will appear on your screen.

Create a copy of your Library



- With a library open, go to the File menu and select Save a Copy.
- Enter a name and location for your new File
- Click Save
- Make a note of where you saved your Library

Back-Up Your Libraries



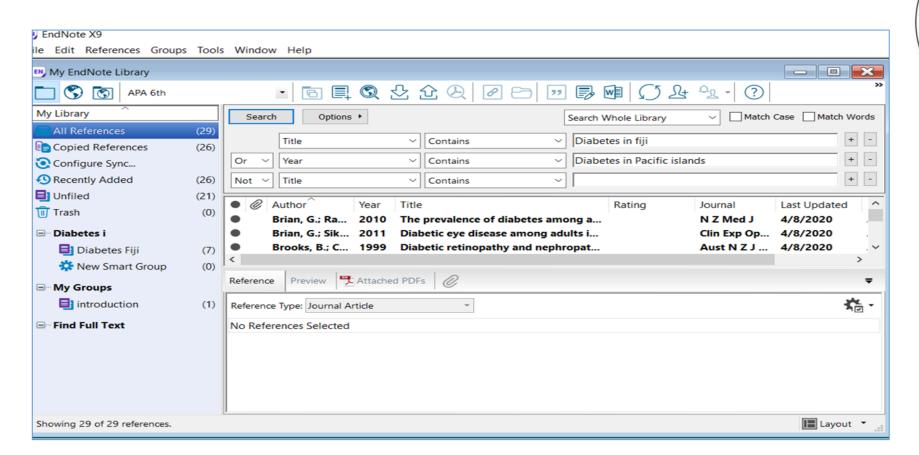
- You can choose where to save the backup.
- You may want to save it to the same place that you keep backups of documents
- You work on to establish a routine where your library backup at the same time as you backup other documents.
- It is recommended to have just one library.
- Problems may occur if you cite from different libraries in one Word-document
- You can use the Save a Copy command to save a copy of your Library for safekeeping

The Library Window



When you first open a library, there are three different panes:

- **Groups Panel**: Displays subsets of references from your Library such as custom groups, etc.
- Reference list panel: Displays all individual references on a single line.
- Reference panel: Has tabs for common tasks







Navigating the Reference list

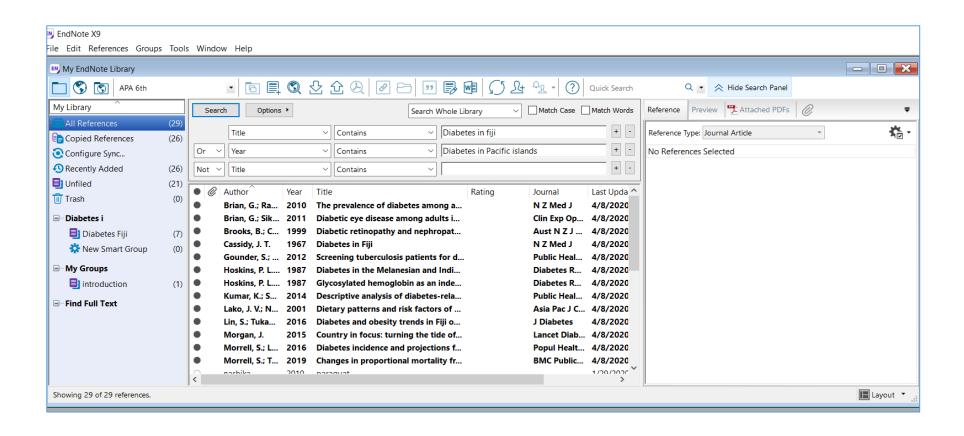


There are a number of ways to browse through your references:

- You can quickly sort the references by clicking on a column heading. For example, click Year to sort by year.
- Typing a letter selects the first matching reference.
- The HOME and END keys go to the first or last reference, respectively.

Searching and grouping within Endnote





The Groups Panel



- There are several types of groups including Permanent, Temporary, and Custom Groups.
- Deleting a reference from a Custom Group does not delete it from the Library.
- Deleting a reference from a library also removes it from a group

Permanent groups include:



- All References: Displays all of the references in the current Library.
- Recently added: Contains references which have been recently added.
- Unfiled: Contains any references in your Library that have not been allocated to a group.
- Trash: Contains the references you have removed from the Library by highlighting references and selecting Move References to Trash. While the references are no longer in your Library, they are not completely deleted until you go to the Groups menu and select Empty Trash.

Temporary groups include:



- Copied References: Using the copy and paste commands to transfer references.
- Duplicate References: Displays the results of duplicate detection in your Library.
- Imported References: Displays the last set of references imported into the Library with the File>Import command, or through direct Export from a database.
- Search Results: Displays the most recent search results.
- Note: Temporary groups are deleted when a library is closed. Also, these temporary groups may be replaced as you use commands in EndNote.

Customs Group Custom Groups make it easy to break a large library into subsets for later viewing.	A A	From the Groups menu choose Create Group. Give your group a name and press Enter. Alternatively, right-click on My Groups in the My Library pane and choose Create Group. There are several ways to add records to a group; highlight the record(s) then use the drag & drop method to move the reference(s) to the appropriate group, or from the Group menu choose Add References To and select the relevant group
Smart Groups SmartGroupshaveaninbuiltsearchqueryandcandynamicallyup dateasyouaddandeditreferencesinthe Library.	>	From the Groups menu, select Create Smart Group. At these arch dialoging era name for the group, a search strategy, and select Create.
Combination Groups Combination Groups used better organize EndNote references. Combine groups and use AND, OR, and NOT to create new, use fulsmart groups. Save references in groups and then save sets of groups in group sets	> >	From the Groups menu, select Create From Groups At the search dialog enter a name for the group, a search strategy, and select Create



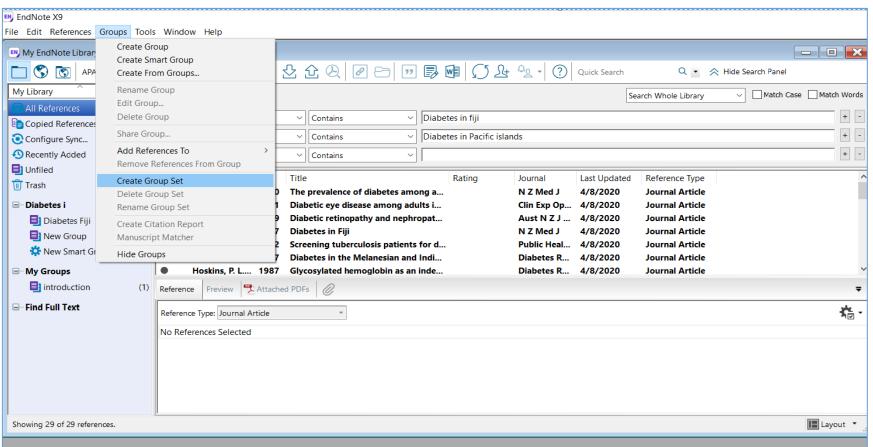


Group Sets

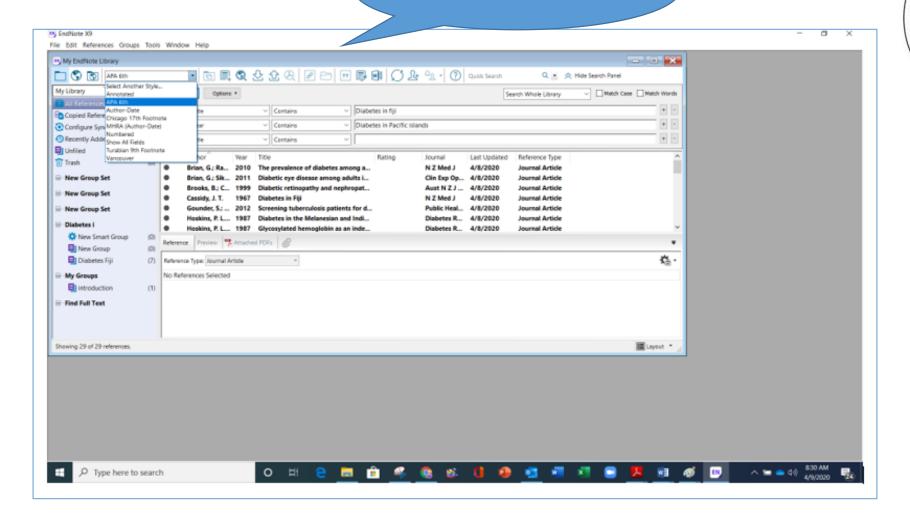
The Group set creates several groups, within one larger group. Group Sets can contain Custom Groups, Smart Groups, and Combination Groups.

From the Groups menu, select Create Group
 Set. Name your Group Set





Choose the preferred style here





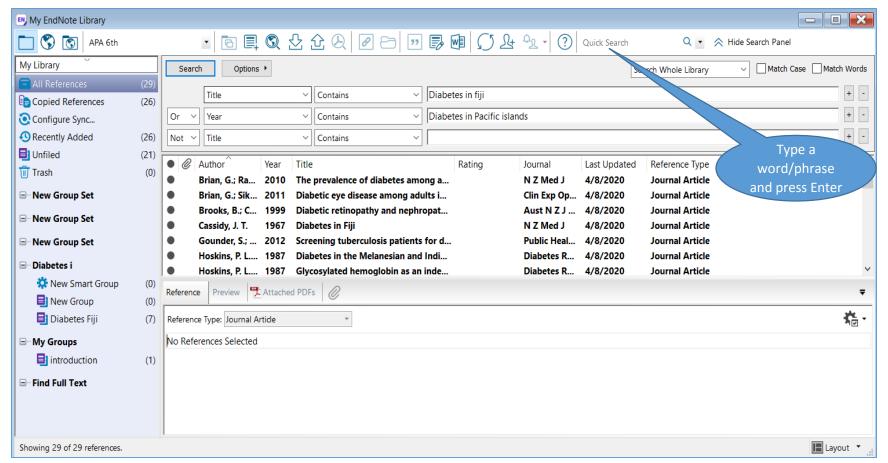
Searching Endnote Library



Quick Search

To quickly search your entire Library, use the Quick Search item on the main toolbar.

- Enter a word or phrase and press Enter.
- To redisplay the contents of your entire EndNote Library: Select, References > Show All References





Deleting References



- Select (highlight) those references you want to delete.
- One of the following actions moves the selected references to the Trash group:
- Drag the selected references and drop them on the Trash group.
- From the References menu, choose Move References to Trash (CTRL+D).
- From the Edit menu, choose Cut (CTRL+X), which also stores the references temporarily on the Clipboard.
- When certain to delete the references in the Trash, go to the References menu and choose Empty Trash.