

Research into your personal EndNote library

For a simple search, use the 'Quick Search' field from the top toolbar:



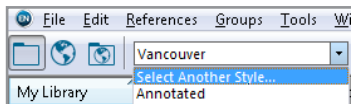
Each reference field is retrievable, as well as attached PDF.

For an **advanced search**, use the search panel:

Search	Options	Search Whole Library	<input type="checkbox"/> Match Case	<input type="checkbox"/> Match Words
Author	Contains		+	-
And	Any Field	Contains	+	-
And	Year	Contains	+	-

Create an independant bibliography

1. Choose a citation style in the top left drop-down menu (or choose 'Select Another Style...' for more styles).

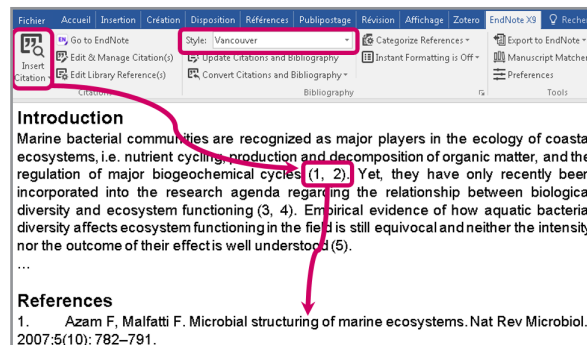


2. Select a group or some references.
3. Right-click on the selection and select 'Copy Formatted'.
4. Paste your references in your document with **Ctrl + V**.

Insert references in text and create a bibliography (with Word)

After installing EndNote on your computer, an **EndNote ribbon** is automatically available in **Word**.

1. Move the cursor in the text at the place you want to insert the reference.
2. Click on the 'Insert Citation' button.
3. Input the name of an author or a keyword, then select one or more reference(s) and click on 'Insert'.
4. The complete references are automatically added at the end of your document.
5. Choose an appropriate citation style with the 'Style' drop-down menu.



Create an EndNote account

With an EndNote account (free with an EndNote software license), you can access and use your library online with any web browser and benefit from group work.

To create an account, go on

<https://www.myendnoteweb.com> website and click on 'Register'.

Synchronize your library with your EndNote account

The synchronization allows you to save data on EndNote servers and to access them via any web browser. Follow these steps to synchronize a library online:

1. Open your library into EndNote.
2. Open the menu 'Edit' - 'Preferences' - 'Sync'.
3. Click on the 'Enable Sync' button.
4. Input your email address and password.

Watch out: Only one EndNote library can be synchronized with your EndNote account.

Share your library with your colleagues

After synchronizing with an EndNote account, you can share your whole library with your colleagues:

1. Click on the 'Share Library' icon.
2. Enter the email addresses of your colleagues and click on 'Invite'.

To open a shared library, go to 'File' - 'Open Shared Library'.

Save your library

To save a copy of your whole library (with attachments) on your hard drive, open the menu 'File' - 'Compressed library (.enlx)' and follow the indications.

Do you need help with EndNote?

Your librarians help you using EndNote to manage your references:

- At the library desks
- Through the online reference service: unige.ch/-/library/help-search

Training tutorials are available at: endnote.com/training



Bibliothèque de l'UNIGE, January 2019
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BIBLIOTHÈQUE



About

EndNote is a software for bibliographic reference management. This software allows you to collect references from different bibliographic databases and to join full-text. With EndNote you can automatically insert bibliographies in word processor (Word, LibreOffice...) documents.

Installation

EndNote is available on PC or Mac for UNIGE members, for free

- Go to <https://support-si.unige.ch>, look for 'software' in the search engine and select the 'Logiciel : Demander un logiciel distribué par l'UNIGE' link.
- Look for EndNote in the search engine.

This document is based on EndNote X9 for PC.

Create a new library

1. Open EndNote.
2. Open the menu 'File' - 'New'.
3. Choose a location and a name for your new library.

Watch out: An EndNote library is made up of 2 elements: a main file **.enl** and a folder **.data** with the same name. Always keep these elements together in the same folder!

Open an existing library

When opening EndNote, a pop up let you choose the location of your library.

To open several libraries simultaneously, open the menu 'File' - 'Open Library'.

EndNote interface

EndNote offers 3 display modes (top left). Choose the appropriate mode to work efficiently:

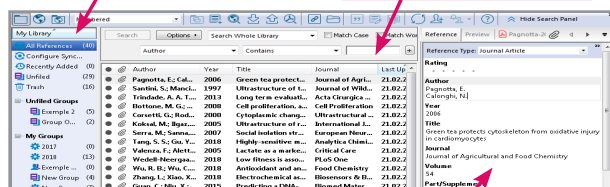
'Local Library' mode to work on your references (sort, publish, etc.)

'Online Search' mode to search in external databases

'Integrated', hybrid mode (by default)

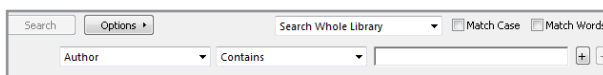
List of collections (groups) and/or external databases

List of references in the selected group or search results



Details of the selected reference

In the center column, the top panel allows you to launch researches in your own collections or in external databases:




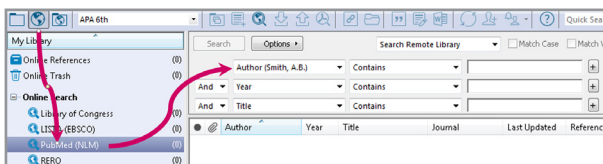
Collect references into EndNote




You have 3 ways to add references into EndNote:

Research from EndNote (Online Search):

Connection files allow to search and import references from databases (e.g. Web of Science, PubMed) directly in EndNote. Many connection files are available when you install EndNote (see 'Edit' - 'Connection File' - 'Open Connection Manager'), and you can get more of them on the web.

1. Switch to 'Online Search' mode with the icon. 
2. Choose a database in the left panel.
3. Use the search panel in the center to perform a search in this database. Research fields depends on the selected database. Input your criteria and press the 'Search' button.



1. Results are displayed in the center panel. Select the references you want to save.
2. Use the 'Copy to Local Library' button to copy these references into your personal library. Last imported references appear in the 'Copied References' group 
3. Come back in the 'Local Library' or 'Integrated' mode. Last imported references appear in the 'Copied References' group.  

To configure the list of your favorite connections:

'Edit' - 'Connection Files' - 'Open Connection Manager' and mark your favorite databases.

It is possible to perform the research in the 'Integrated' mode, but we advice to switch to the 'Online Search' mode to choose the references you want in your personal library.

File import (Import References):

Some databases (e.g. SciFinder) don't have connection files for EndNote, so online search from EndNote isn't possible. In this case or if you prefer searching directly in a database to take advantage of its functionalities, follow these steps:

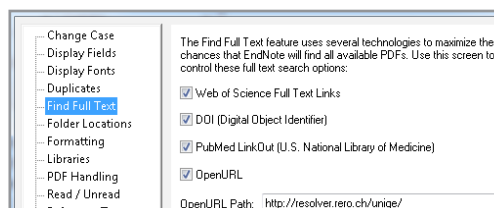
1. Perform a research in a bibliographic database (e.g. Web of Science, PubMed).
2. Export your selection of references with the 'Export' or 'Send to' options of the database. Choose either 'End-Note format', 'Citation manager' or 'RIS format'.
3. Open the created file in EndNote with 'File' - 'Import' - 'File'.
4. Choose the appropriate import filter.


Manual input (New Reference):

1. Open the menu 'References' - 'New Reference' (or Ctrl+N).
2. Choose the appropriate 'Reference Type' (e.g. Journal Article or Book). It defines the fields which are displayed in the reference.
3. Fill in the required field of the reference.
4. Save the new reference with 'File' - 'Save' (or Ctrl+S).

Collect PDF files (full-text)

Open the menu 'Edit' - 'Preferences' - 'Find Full Text'. Check all search options and fill in the 'OpenURL Path' with the following address to import resources available at the UNIGE: <http://resolver.rero.ch/unige/>.



1. Select one or more reference(s) in your library.
2. Click on the 'Find Full Text' icon. 
3. The PDF file is automatically added to the reference

Watch out: If you are outside the University, you have to use the VPN software to access UNIGE licensed resources.

Organize your library (personal database)

The default category 'All References' in the left panel contains all references of your library. References which don't belong to any group are under 'Unfiled'.

Create groups:

Right click in the left panel, then give a name to your group. Groups can be organized into 'Group Sets'.

To delete or rename a group or group set, select it, right click and choose the correct option.

Add references into a group:

Select one or more reference(s) in the center panel and drag and drop it into a group. Items are copied and not moved from their original group. They may appear in several groups.

Delete a reference:

Select a reference and right click on it. Choose 'Remove References from Group' or 'Move References to Trash...'. The second option will delete this reference from all your groups.

Sort references:

Click on the headers at the top of the center panel in order to sort references. You can change which headers are shown by right clicking on the column headers.


To rearrange the headers, you can 'drag and drop'.

Details of a reference:

The details of a reference are displayed in the right panel:

Reference: to see and modify all fields in a reference

Preview: to see how the reference will look like in your bibliography with the current citation style

Attached PDFs: to see and annotate PDFs you attached to your reference; use the 1st icon to open the PDF in a full window. 

Find duplicates:

Open the menu 'References' - 'Find Duplicates' to detect references imported twice. Check which is the most complete reference and keep it in your library with 'Keep This Record'. The duplicate will be deleted.

Choose 'Skip' to keep both references in your library.

