

EndNote: Tips and problem solving help

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EN Tech Support: 800-336-4474; at the prompt press 4, and then select the "ResearchSoft Products" option.

General EndNote Help resources:

EndNote has a great website with tons of resources to help you out: <http://www.endnote.com/>

Specifically, they have tutorials that you can view (or download for later viewing); they also have scheduled "webinars" that you can attend online. Info is here:

<http://www.endnote.com/training/>

Their Support & Services page can show you info about "hot topics":

<http://www.endnote.com/support/ensupport.asp>

They also have a great user forum where you can ask questions from users and employees and they will help you. You have to register to post a question, but it's free:

<http://forums.thomsonscientific.com/ts/?category.id=endnote>

And here is the webpage with their contact info. EndNote Tech Support is quite good:

<http://www.endnote.com/encontact.asp>

Importing batch citations from PubMed as a text file:

To see the process I showed you, go to the tutorials link here and view the tutorial called "importing text files:" http://www.endnote.com/training/tutorials/EndNoteX3/EndNote_X3.asp

The basic process goes like this:

1. Do your search in PubMed.
2. Click the checkbox next to each citation you want to put into EndNote. If you don't click any of them, you will create a file with all of the citations that came up in your search. (Sometimes this is actually useful- if I do The Perfect Search and only 20 things come up, and I want all of them, I just don't click any of the boxes.)
3. Click on the "Send To" icon on the top right of the search results display.
4. Select "File" (you are sending the citations into a text file).
5. Change the display option to "MEDLINE" (this puts the data into a format EndNote is able to read).
6. Click "Create File."
7. A windows or Mac dialogue box will appear.

8. Click “Save File” and then “OK.” Choose where to put the file. I put it on the desktop because I’m going to have to find it again in a moment.
9. Go to EndNote library where you want to put citations.
10. Click Import icon (Downward white arrow)
11. Complete the four required options in the Import dialogue box that appears:
12. Choose data file by browsing to it.
13. For Import option, you must find “PubMed (NLM).” You will probably have to go to “Other Filters” to find it.
14. Duplicates option: select “Discard Duplicates.”
15. Text Translation: select “No Translation” as long as everything is in English.
16. When you’re done with those four things, click Import.

The citations should appear in your library. If it doesn’t work, make sure you did everything correctly. The most common mistake people make is not changing the display option to MEDLINE.

Notes about how to do online search in EndNote:

1. Choose search mode. I recommend Online search- the “Globe” icon. If you use integrated mode (Globe + books) everything you display will go into your library automatically.
2. Select database (mainly PubMed for articles, WorldCat for books)
3. Enter search terms in search box (author last name, year, first word from article title)
4. Click “Search”
5. This brings up citations that it found. Display these citations by clicking OK
6. Look through list of citations. Highlight desired citations
7. Click “Copy to Local Library” to put them into your own library

If you had the EndNote tools in Word but they have disappeared, you can find instructions at this link for how to get them back: <http://www.endnote.com/support/faqs/CWYW/faq60.asp>

To search for book citations: use WorldCat. This is the worldwide catalog we use to figure out which libraries have books for interlibrary loan. When you select WorldCat in EndNote, it will prompt you for a username and password. Do not enter one- just click “OK” and it will proceed to the resource as long as you’re on the Vandy network (you cannot use it from home).