



EndNote Quick Guide

To get a copy of EndNote for home use, come to PMH Library with a USB flash drive so installation files can be loaded.

For more detailed help, see the EndNote guide on the Library website <http://cahslibrary.health.wa.gov.au> under **Research** → **EndNote**

Start EndNote

From the *Start* button → *All Programs* → *EndNote* → *EndNote Program*

Open an EndNote library

File → *Open* → *Open Library* → Select a library from the **Select a Reference Library** window

Create a new library

File → *New* → **File Name:** filename.enl → **Save**
Select Referencing Style from the EndNote toolbar

Manually add references

References → *New Reference*

Select Reference Type from the drop-down menu

Enter one author per line, eg. **Barooni, SR**

Enter ALL author names for a particular reference

For corporate authors, put a comma after the name, eg. **Child and Adolescent Health Service,**

Note: the author formatting above may not work for all referencing styles. Always check the format of manually entered references.

Direct export references

EBSCO (CINAHL, Health Policy Reference Center, Health Business Elite)

- Select the references you want to save, then go to **Folder View**
- Tick **Select all**. Click the **Export** icon
- Select **Direct Export – EndNote**
- Click **Save**

OVID (Medline, Embase, PsycINFO)

- Select the references you want to save
- From the toolbar on the Results page, select **Export**
- Select **Export To EndNote**. Select **Complete Reference**. **Export Citation(s)**

PubMed

- Select the references you want to save
- From the **Send to** menu, choose **Citation manager**
- Click **Create File**. If prompted, click **Open**
- If prompted in EndNote, select **PubMed (NLM)** from the *Choose an Import Filter* window. Click **Choose**

If the direct export function does not work on your computer, create a text file for references then import this file into EndNote.

To create a text file in PubMed:

- Select the references you want to save
- From the **Send to** menu, select **File and Format – MEDLINE**
- Click *Create File and Open*. Then save the file as a text file (*.txt)





To import a PubMed file into EndNote

- In EndNote, *File* → *Import* → *File*
- Import File: Choose file to import
- Import Option: Select **PubMed (NLM)**
- If PubMed (NLM) isn't listed, click on *Other Filters*. Click **PubMed (NLM)** then click **Choose**
- Select options for Duplicates and Text Translation (the default is No Translation)
- **Import**

Import a reference from a PDF

To import a reference from a PDF article:

- In EndNote, *File* → *Import* → *File*
- Import File: Choose PDF to import
- Import Option: Select **PDF**
- Select options for Duplicates and Text Translation (the default is No Translation)
- **Import**
Note: this only works if the PDF has a DOI within it.

My Groups

To create a group


- Right click **My Groups** → **Create Group**
- Under **My Groups**, a group titled **New Group** appears
- Type in a group name, then **Enter**
- To drag a reference(s) into a Group, click on the reference then drag it, or right click the reference → *Add References To...*

To delete a group

- Right-click on the Group name → *Delete Group*

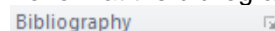
Cite While you Write

This allows you to insert a citation and create a bibliography in a Word document

- Open a Word document
- To display the EndNote toolbar, click the **EndNote X7** tab
- Place the cursor where you want to insert the citation in the Word document
- Open EndNote by clicking **EN Go to EndNote** on the EndNote toolbar
- In EndNote, highlight the citation(s) you want to insert
- Click the **Insert Citation** icon 

Format a bibliography in a Word document

- To change the output style (eg. APA 6th), select a style from the **Style** window on the EndNote toolbar
- To format the bibliography, click

 Bibliography

Edit a citation in a Word document

- From the EndNote toolbar in Word, select **Edit & Manage Citation(s)**
- Edit the citation, then click **OK**

Note: Always delete citations in Word using **Edit & Manage Citation(s)** → **Edit Reference** → **Remove Citation**. This will prevent problems with the bibliography

Save a library

To open a library in another instance of EndNote (ie. where you have EndNote on more than one computer), save the library to a USB flash drive

File → *Compressed Library (.enlx)*

Need help? Contact us on 9340 8464 or by email pmh.library@health.wa.gov.au

