

Intro to EndNote

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Reference Management Software Course 5-6 th March 2023

Endnote Versions

- DESKTOP software application
- WEB-based application
- iPad app

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Creating an EndNote Library

- Click File
- Select New
- Click Save

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Add References

From DATABASE

- Visit Pubmed

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- Select the reference(s)
- Click Send to

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From PDF

- Select Citation Manager
- Click Create File
- Double Click the nbib file to import it to EndNote Library

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From PDF

- Click File
- Select Import
- Click Choose
- Click Import

Multi-Filter (Special) OR PDF

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From PDF

- Select Files
- Drag & Drops

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Manually

- Click ([Clipboard Icon])
- Select Reference Type
- Click Save

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Attaching full text articles

- Highlight Reference
- Click +Attach File

EndNote will make a copy of the file
Un-tick the box marked "Copy"

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Find full text articles

- Highlight Reference
- Highlight Find Full Text
- Click +Find Full Text

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Manually

- Click ()

▼ FIND FULL TEXT

Searching... 1

▼ FIND FULL TEXT

Not found 1

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Choosing Style

In the word document

- EndNote Tab
- Bibliography Section
- Click drop-down menu
- Select Another style
- Scroll down
- OK

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Inserting In-text Citations

In the word document

- EndNote Tab
- Click Go to EndNote

In the EndNote Library

- Select Reference(s)

In the word document

- Click ()
- Insert Selected Citation(s)

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Creating Bibliography

Automatically___ End of Document

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Using Groups

- Groups Tab
- Click Create Group

My groups

- New Group (rename)

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Using Groups

- Add References
- Select References
- Groups Tab
- Click Add References To
- Drag and Drop

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Using Groups

- TO
 - Delete Group
 - Remove References From Group

The screenshot shows the Zotero 'Groups' menu. The 'Delete Group' option is highlighted in red, and the 'Remove References From Group' option is highlighted in blue. The 'MY GROUPS' section shows 'Group 1' and 'Group 2'.

Checking for Duplication

- Library Tab
- Click Find Duplicates

The screenshot shows the Zotero 'Library' tab. The 'Find Duplicates' option is highlighted in red. A 'Duplicate References' dialog box is open, showing a list of references with columns for Author, Year, Title, Journal, Last Updated, and Refere. The dialog also includes a 'Find Duplicates' button and a 'Library Summary' button.

