

Endnote – top tips

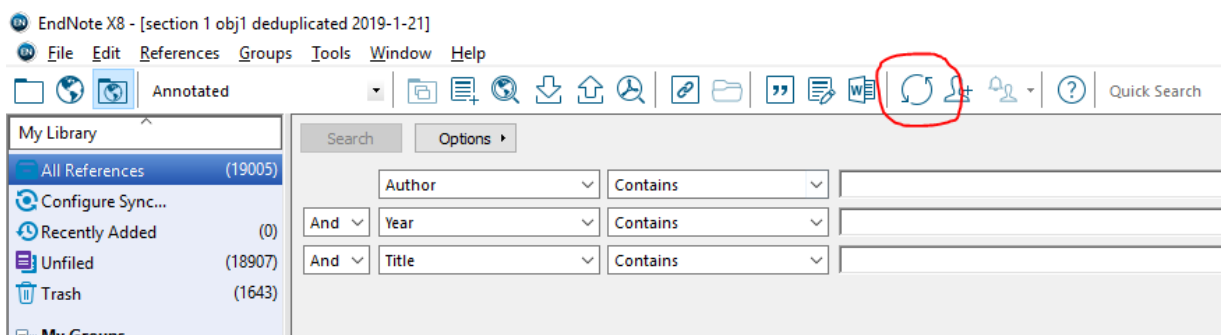
8 top tips to make your use of Endnote more efficient.

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Connect to EndnoteWeb to access your references from anywhere

- [Create an EndnoteWeb account](#) (note: only available to University of Cambridge)
- In EndNote, from the main Library window, click the Sync button that appears in the toolbar to open an EndNote online Login dialog.



Click the Sign Up button to begin the registration and activation process. ...

- In EndNote, go to the Edit menu (or EndNote menu on the Mac) and select
- Preferences > Sync Preferences.

Share your Endnote library

EndNote X8 allows your entire library to be shared with up to 100 others. You can share with 14 others with EndNote X7.*. Everyone can add to, annotate and use the library at the same time, anywhere.

Before you can share a library, it must be fully synced. [View a tutorial on how to sync](#). You can share only one library from your Mac or Windows desktop.

The library that you share will be the one that you can access online at my.endnote.com or on your iPad using the EndNote for iPad app.

There is no limit to the number of libraries that can be shared with you by others. [View a tutorial on how to share](#).

Working between computers

Suppose you have Endnote desktop version on your office computer, which contains a library, e.g. Office.enl, that you have [synchronised with EndNote Online](#). You want to be able to work at home, using the full functionality of EndNote desktop, on a document that you created using Office library.

To do this it is first necessary to create a duplicate of the Office library on your home computer.

First ensure that Office library and the document are saved as backups (see below).

On your home computer (loaded with Endnote desktop), create an empty library, e.g. Home.enl .

Synchronize Home library with Endnote Online so that it is populated with records from Office library. Note that although the two libraries contain identical content, the unique number (#) for each record can differ between libraries.

Open the document created on your office computer.

Before working on the document, its citation record numbers must be aligned with the record numbers in Home library. To do this, in Word's Endnote toolbar, click Update citations and bibliography.

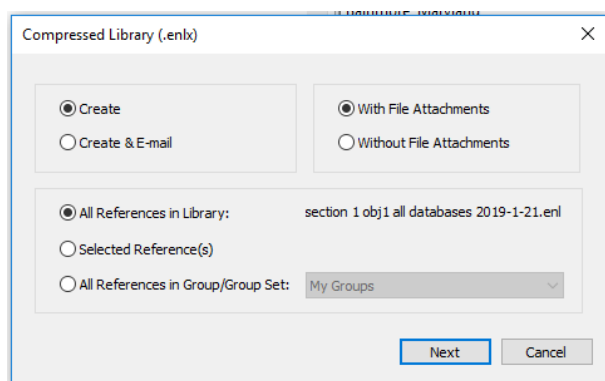
When you return to your office computer to again work on your document, after opening it click Update citations and bibliography to ensure the citation numbers now correspond with the records in Office library.

The next time you work on your home computer make sure you have synced Office library with Endnote Online and then sync again with Home library. Ensure that you Update citations and bibliography after opening the document. If you use a further computer you will need to create another new empty library and follow the above process.

Backing up your library (highly recommended)

Make a back-up of your library as a compressed file. This will be a single file containing all references and attachments.

Click File and Compressed Library.enlx



Chose “Create”, and “with file attachments” – the default options.

Click Next to change the file name if you wish and stored location. If you have a large library the back up may take some time to complete.

Export from Endnote into a spreadsheet

(1) create tab delimited output full – [watch the video](#)

- Edit / output styles / new style
- Bibliography – templates
- Insert field – add tab after each field (author tab title tab publisher tab)
- Author name – ensure format is correct (last name first, full name rather than initials)
- Save as “Excel” or whatever

(2) remove carriage returns – [watch the video](#)

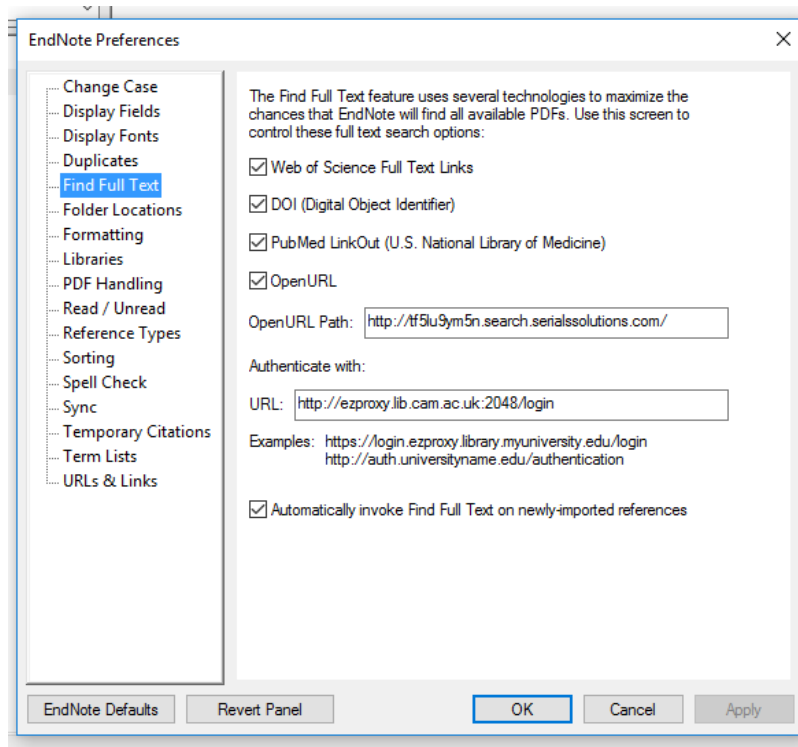
- Edit / find and replace –
- Any field (from dropdown)
- Insert special and chose “carriage returns”
- Top box put in a carriage return (ie press return)
- Bottom box put ;
- Click chose
- Accept all changes

(3) export library to Excel – [watch the video](#)

- Select all references to be exported
- File/export
- Name the file, change output style to “Excel” as step 1
- Save
- Open excel
- Open file
- Chose “delimited” – next
- Tick tab – next
- Click through and finish

Get the full text – for University of Cambridge users only

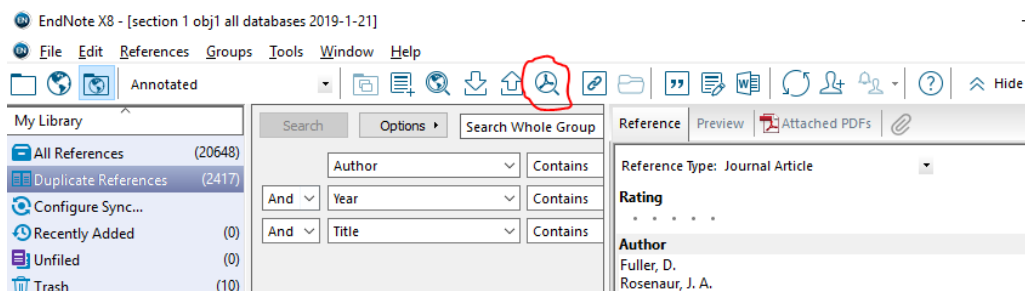
In Edit, preferences, pick “find full text”



Insert code:

<http://tf5lu9ym5n.search.serialssolutions.com/>

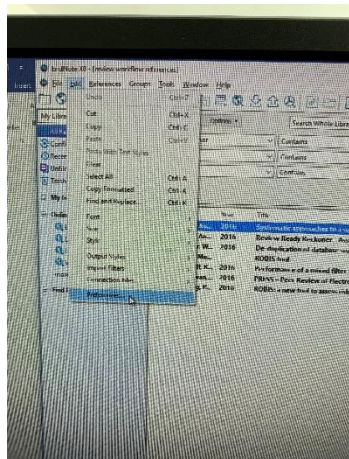
<http://ezproxy.lib.cam.ac.uk:2048/login>



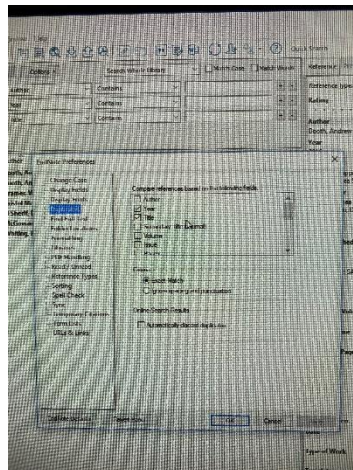
When you click the “find full text” option, you will be asked for a Raven login.

Finding duplicates

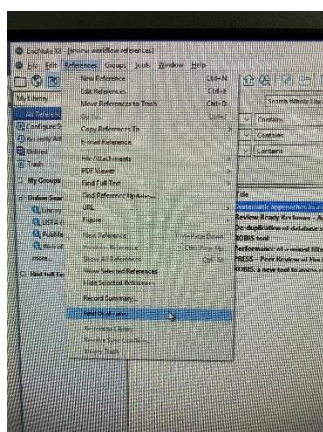
You can improve the accuracy of duplicate removal by working through a series of different combinations of fields to compare.



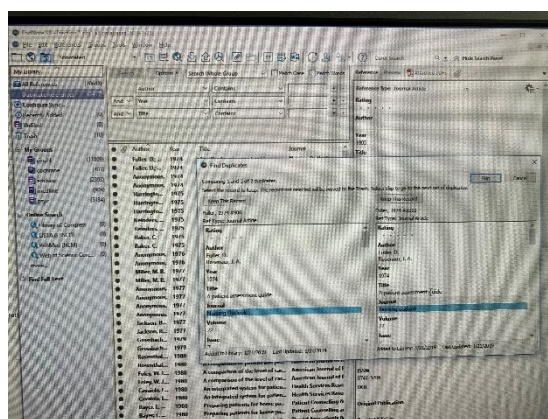
1: Click – Edit, chose preferences, and Duplicates.



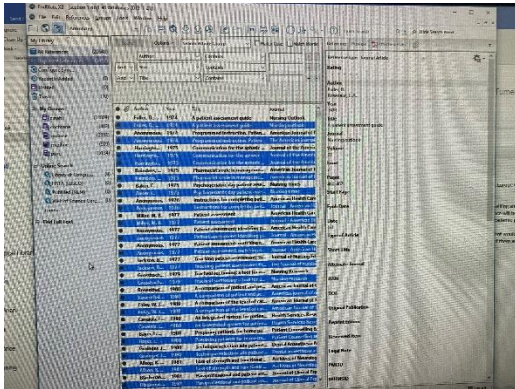
2: Select fields to compare, and Apply.



3: Click References, and Find Duplicates.



4: Cancel the Find Duplicates window that opens.



5: All the duplicates will be highlighted. Click and hold over one of the highlighted papers, and drag into trash. This will move all the duplicates into trash.

Repeat with different parameters selected each time.

Our recommended pattern is:

1. Author, Year, Title, Secondary Title, Volume
2. Author, Year, Title, Secondary Title,
3. Author, Year, Title, Secondary, Volume
4. Author, Year, Secondary Title, Volume
5. Author, Title, Secondary Title, Volume
6. Year, Title, Secondary Title, Volume
7. Author, Year, Title,
8. Author, Year, Secondary Title,
9. Author, Title, Secondary Title
10. Year, Title, Secondary Title,

Keep an eye out for anonymous papers – without an author field there might be false positives.

[This paper](#) gives more detail on making your deduplication process even more thorough.

Ask the library training team

Always happy to help – just email librarytraining@medschl.cam.ac.uk