

# 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, go to the Edit menu (or EndNote menu on the Mac) and select Preferences > Sync Preferences.
- Enter your EndnoteWeb account details.
- To check when your account was last synchronised click on the Sync Status button above your Endnote groups. Click on Sync now if not synchronised recently.



The screenshot shows the Endnote interface. On the left, there is a sidebar with a 'Sync Status' button highlighted by a red box. Below it, a list of reference folders is visible: 'All References' (122), 'Recently Added' (0), 'Unfiled' (106), and 'Trash' (68). On the right, the 'Sync Status' panel is open, showing 'Sync Details' with the text: 'Last sync: Wednesday, March 03, 2021 at 14:44:27 PM -0000', 'Sync status: All changes have been sent.', 'Error code:', and 'Error message:'. A 'Sync now' button is also highlighted with a red box in the top right corner of the interface.

## Share your Endnote library

EndNote 20 allows your entire library to be shared with up to 100 others. 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 [myendnoteweb.com](http://myendnoteweb.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.

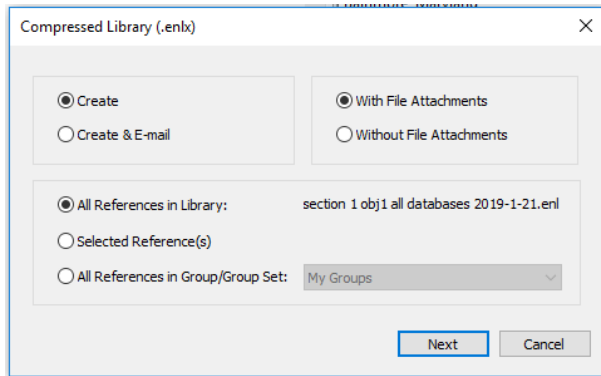
When you return to your office computer to again work on your document, after opening it click Update citations and bibliography to ensure the citation numbers now correspond with the records in Office library.

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 Compress Library.enlx

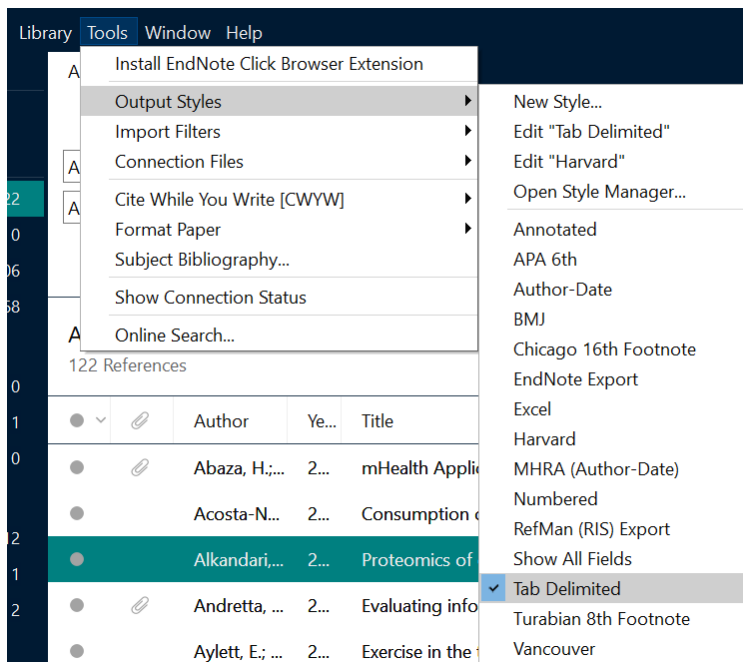


Chose “Create”, and “with file attachments” – the default options.

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

Go to the “Tools” menu and chose “Output Styles”, and from the list of styles select “Tab Delimited”

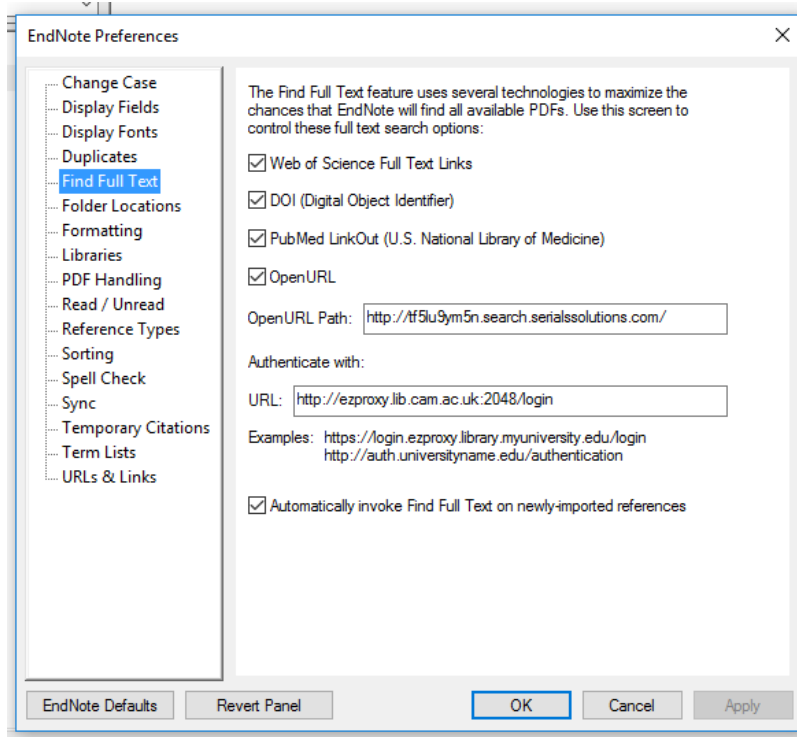


Next highlight the references you want to export. Right click and select “Copy Formatted Reference” from the menu.

In Excel place the cursor in cell A2 and paste the references (CTRL + V or from the “Edit” menu select “Paste”.

## Get the full text – for University of Cambridge users only

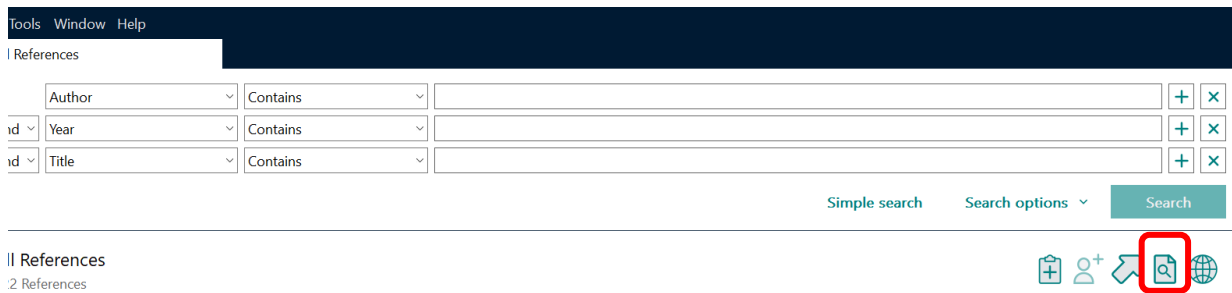
In Edit, preferences, pick “find full text”



Insert code:

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

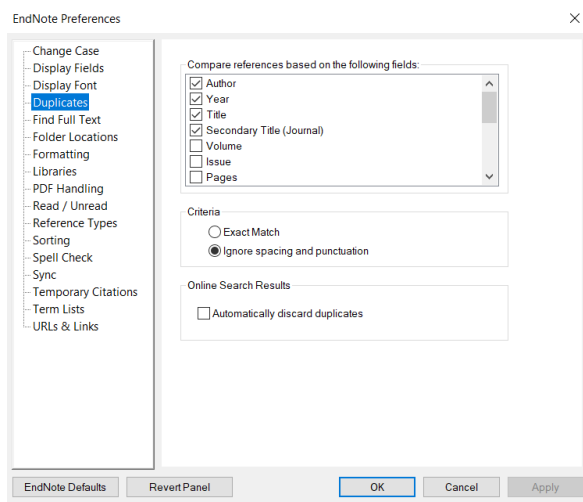
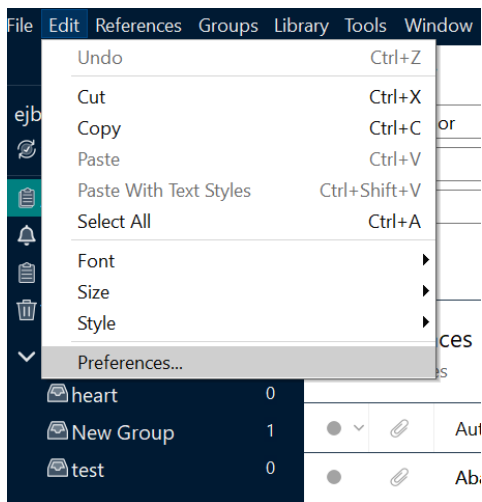
<http://ezproxy.lib.cam.ac.uk:2048/login>



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

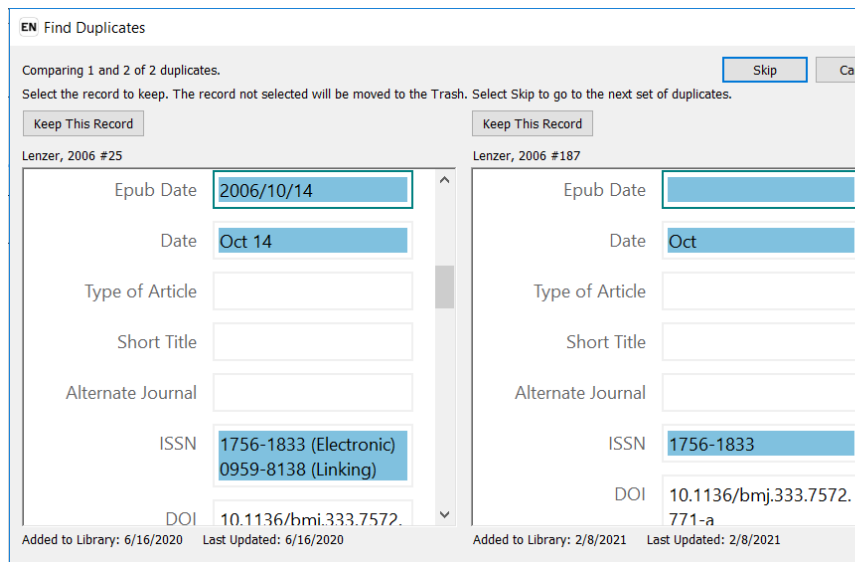
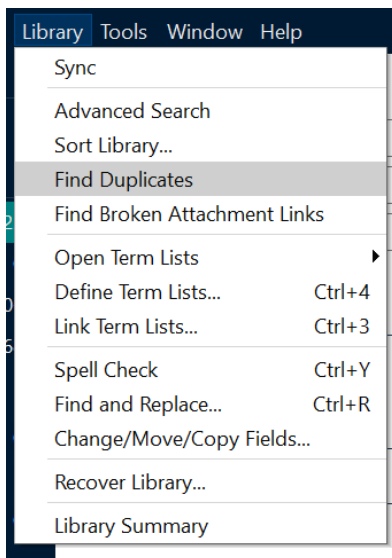
## Finding duplicates

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 Library, and Find Duplicates.

4: Cancel the Find Duplicates window that opens.

Duplicate References  
10 References

●	✎	Author	Ye...	Title	Rating	Journal	Last	Info	Print
●		Acosta-N...	2...	Consumption of animal-based...	.....	Rev Ass...	2/1/2021	Journal Arti...	2/1/20...
●		Acosta-N...	2...	Consumption of animal-based...	.....	Rev Ass...	3/3/2021	Journal Arti...	3/3/20...
●		Alkandari...	2...	Proteomics of extracellular vesi...	.....	PLoS One	2/8/2021	Journal Arti...	2/8/20...
●		Alkandari...	2...	Proteomics of extracellular vesi...	.....	PLoS One	3/3/2021	Journal Arti...	3/3/20...
●		Baur, J. A...	2...	Therapeutic potential of resver...	.....	Nat Rev ...	10/14/20...	Journal Arti...	10/14/...
●		Baur, J. A...	2...	Therapeutic potential of resver...	.....	Nat Rev ...	3/3/2021	Journal Arti...	3/3/20...
●		Bonnefon...	2...	Resveratrol and Cardiovascular...	.....	Nutrients	10/14/20...	Journal Arti...	10/14/...
●		Bonnefon...	2...	Resveratrol and Cardiovascular...	.....	Nutrients	3/3/2021	Journal Arti...	3/3/20...
●		Lenzer, J.	2...	The importance of smelly feet ...	.....	BMJ	6/16/2020	Journal Arti...	6/16/20...
●		Lenzer, J.	2...	The importance of smelly feet ...	.....	BMJ	2/8/2021	Journal Arti...	2/8/20...

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](mailto:librarytraining@medschl.cam.ac.uk)