

What to do before starting to use EndNote

(170330)

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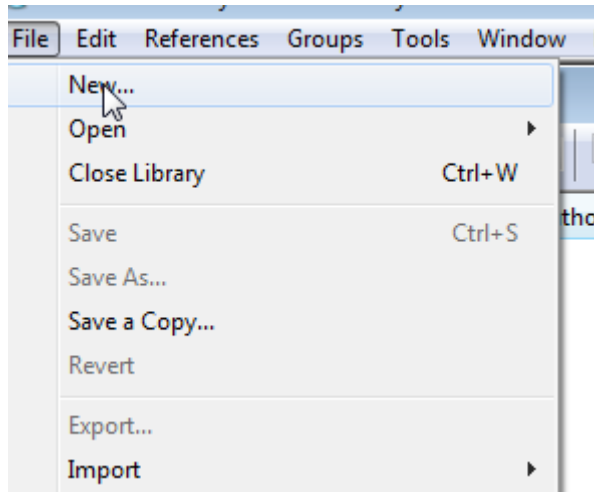


Create your EndNote library

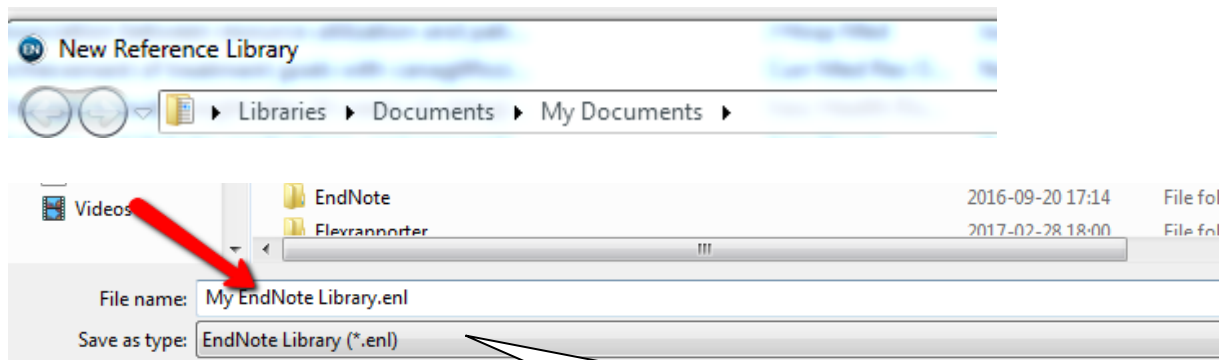
Open EndNote



Go to *File* and then *New*

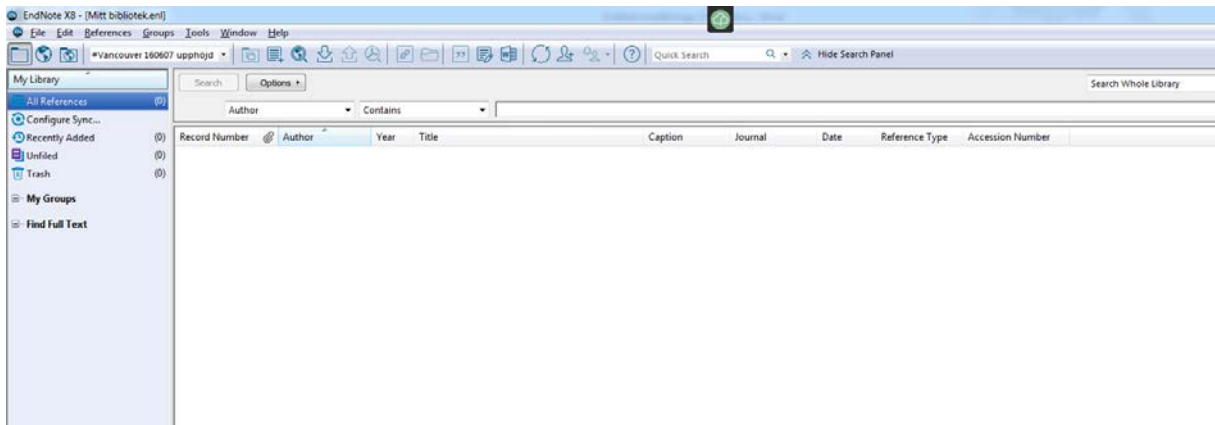


Save your EndNote library in your home catalogue. On H:\ if you belong to Region Örebro län or in your documents folder if you are at Örebro university. Create an EndNote folder and save your library in it. This will ensure that backups will be made of your library.



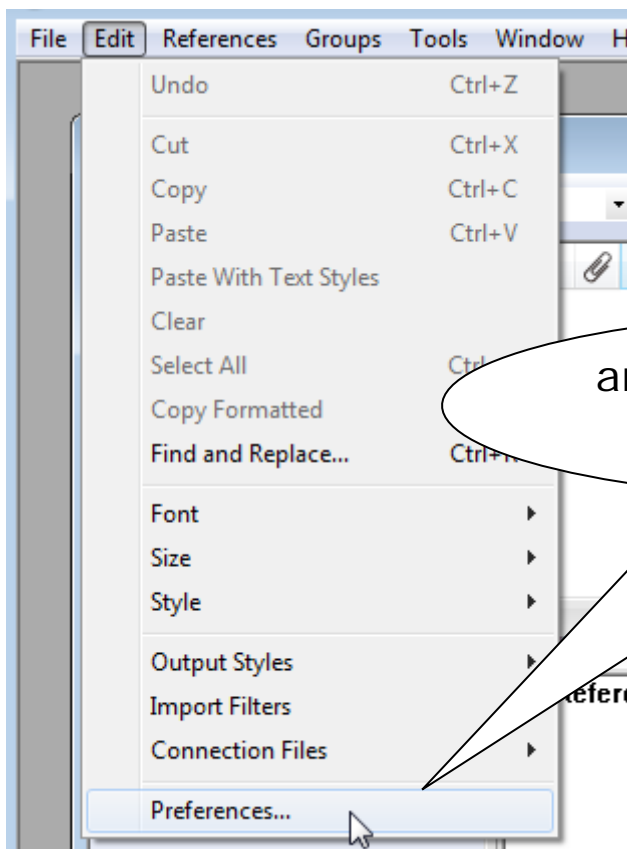
You can change the name of the library.

Your new EndNote library is created.



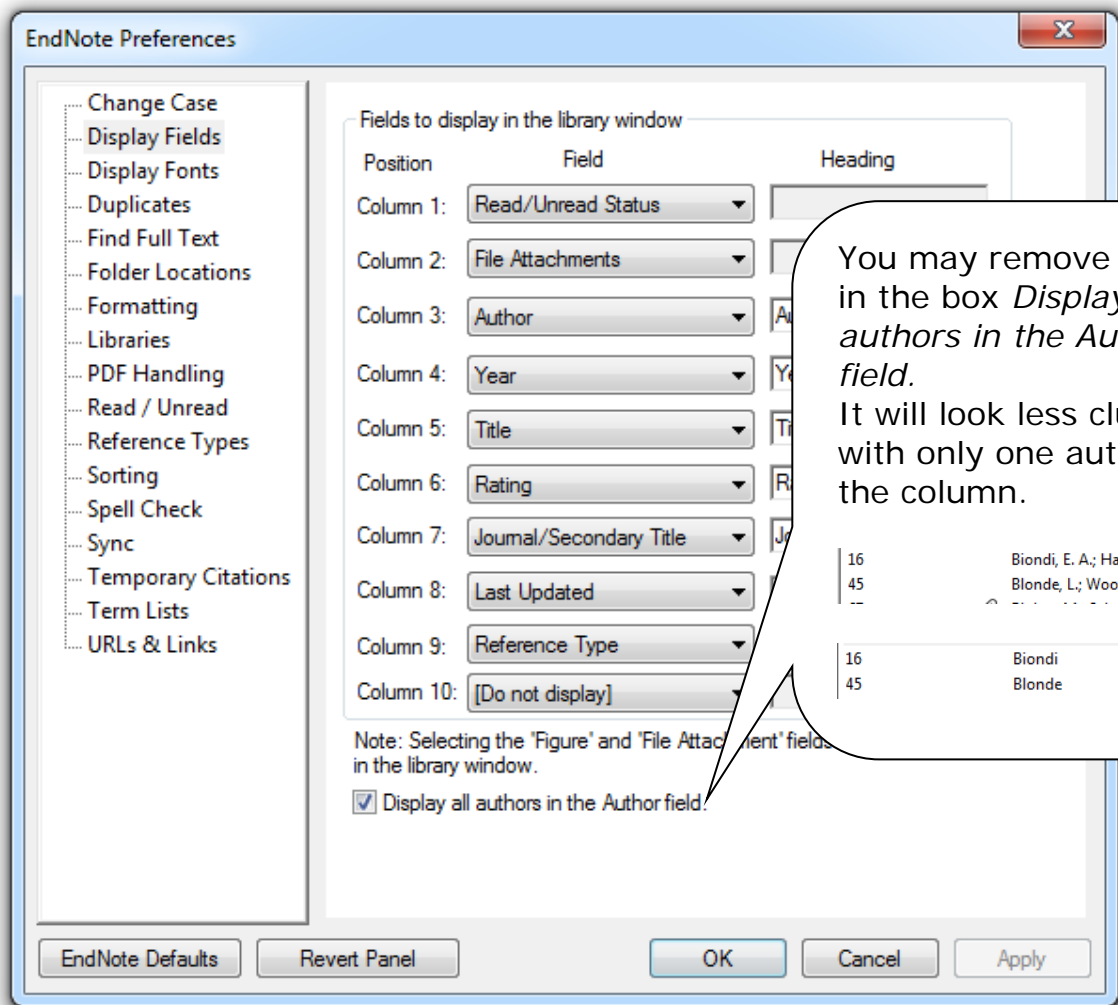
Before you start importing references some settings need to be changed.

Go to **Edit**



and then **Preferences**

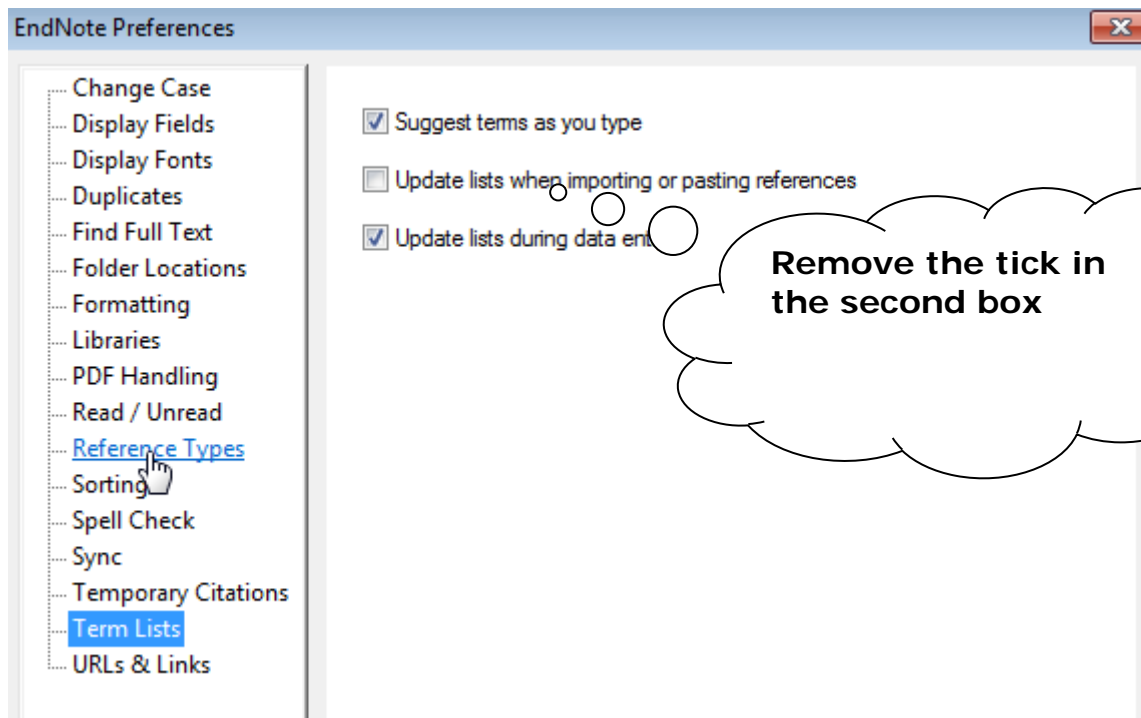
and Display Fields



Record number, File attachments, Author, Year, Title, Journal/Secondary Title are useful display fields.

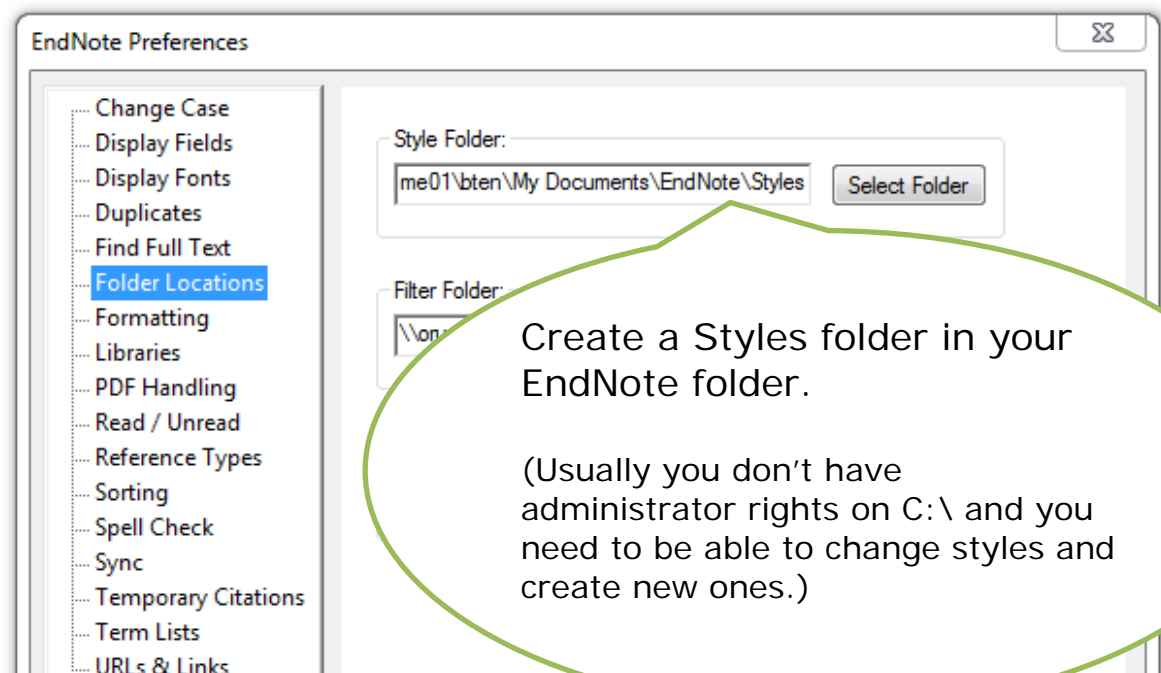
If you change anything you have to click on **Apply** to make the change happen.

Next thing to look at is **Term Lists**



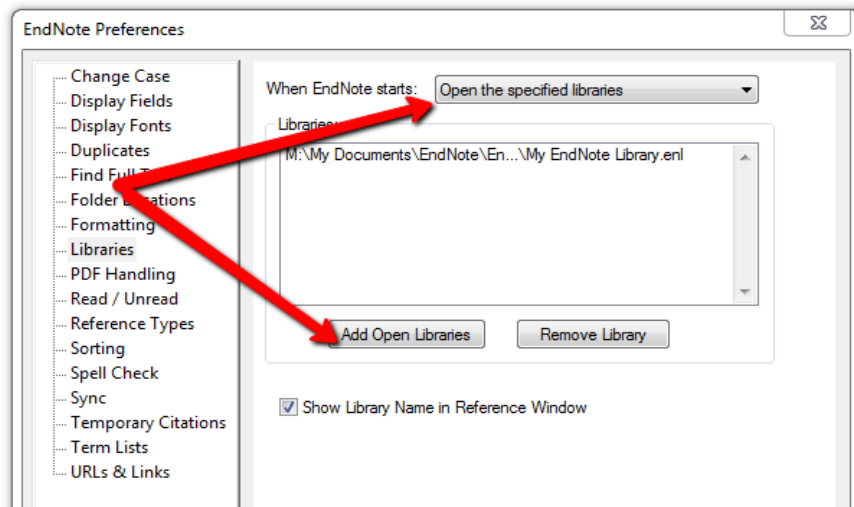
(Update lists when importing may ruin the Journal term list with the different variations of titles that we are going to import)

Go to **Folder Locations** and change the location of your Styles folder to (H:\) or (Documents).

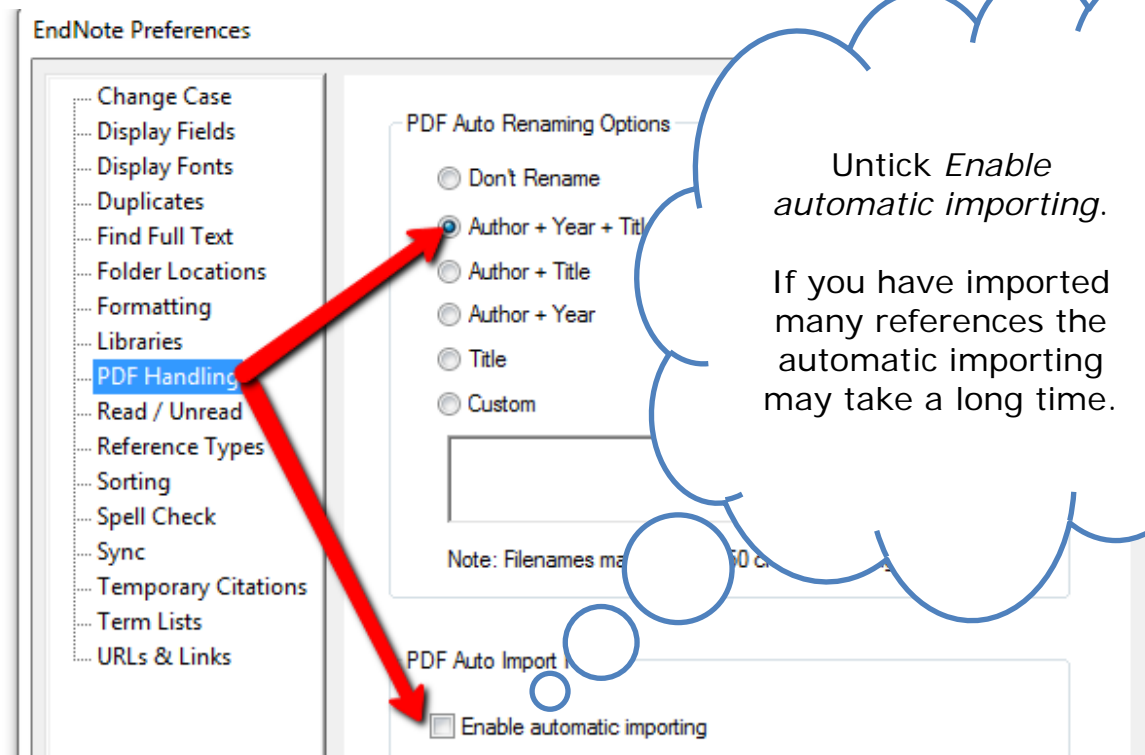


Do the following to enable EndNote to always open your library when EndNote starts:

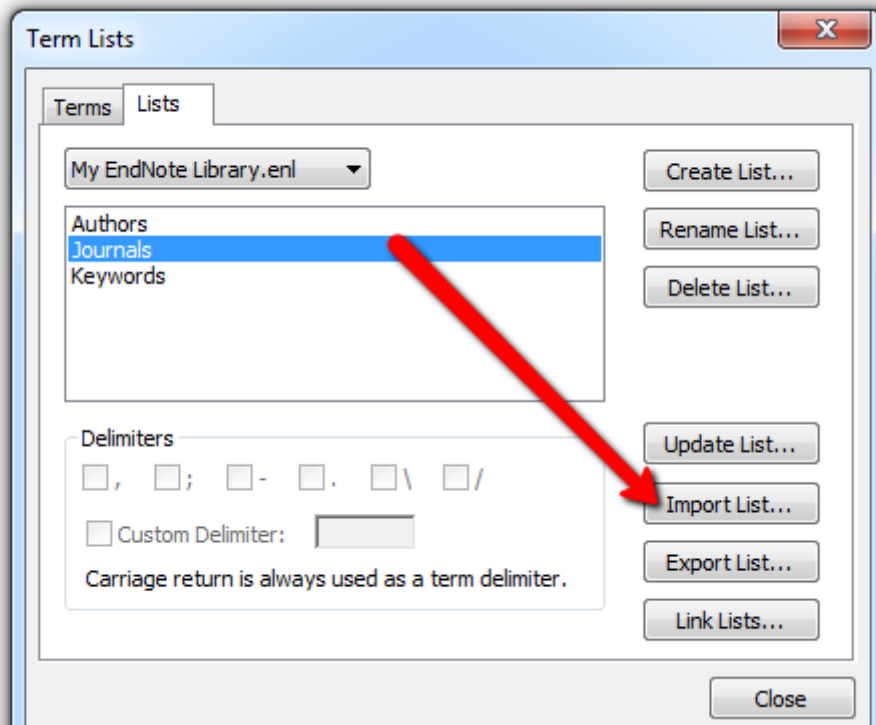
Go to Libraries, change to *Open the specified libraries* and click on *Add Open Libraries*



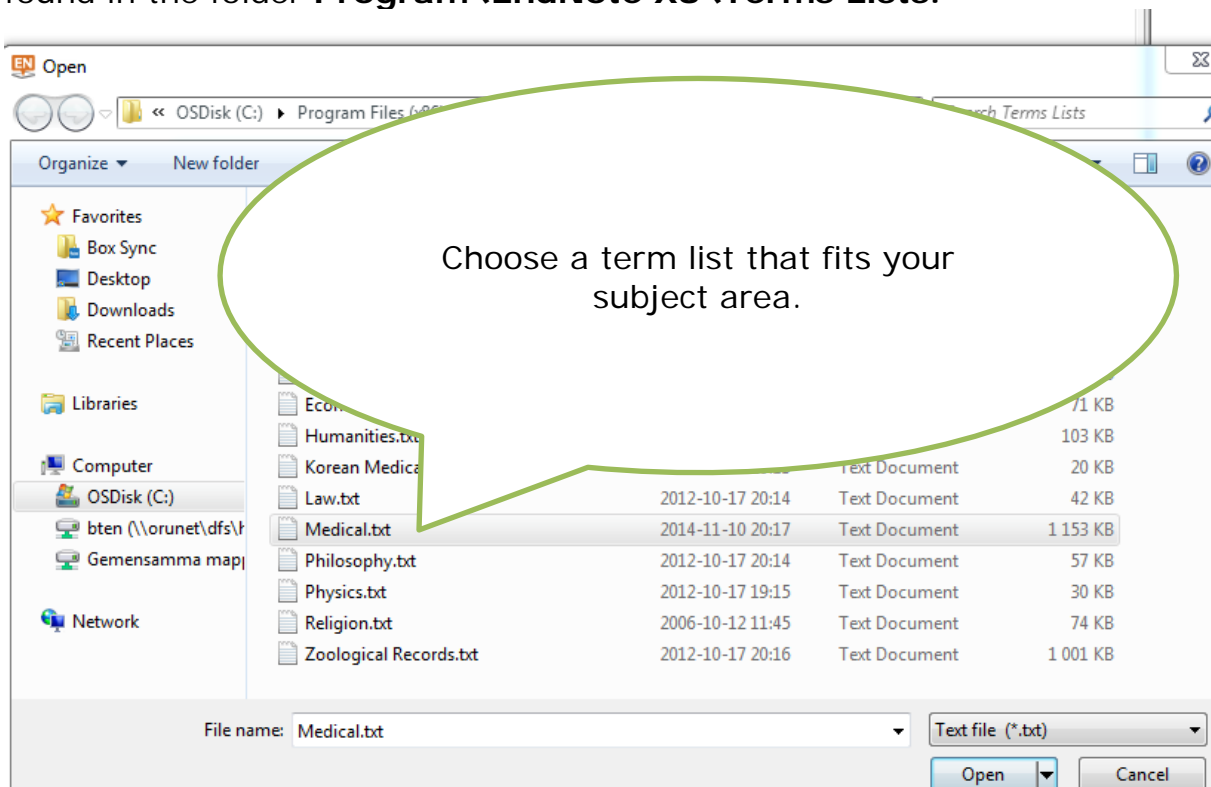
You can rename the pdfs you import; for example use Author + Year + Title

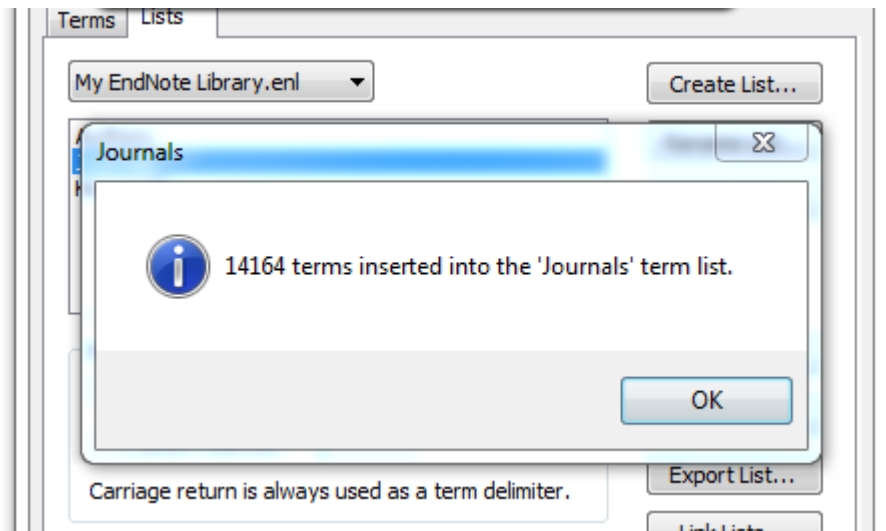


Next step is to import a **journal list**.
Go to **Tools** and **Define Term Lists**

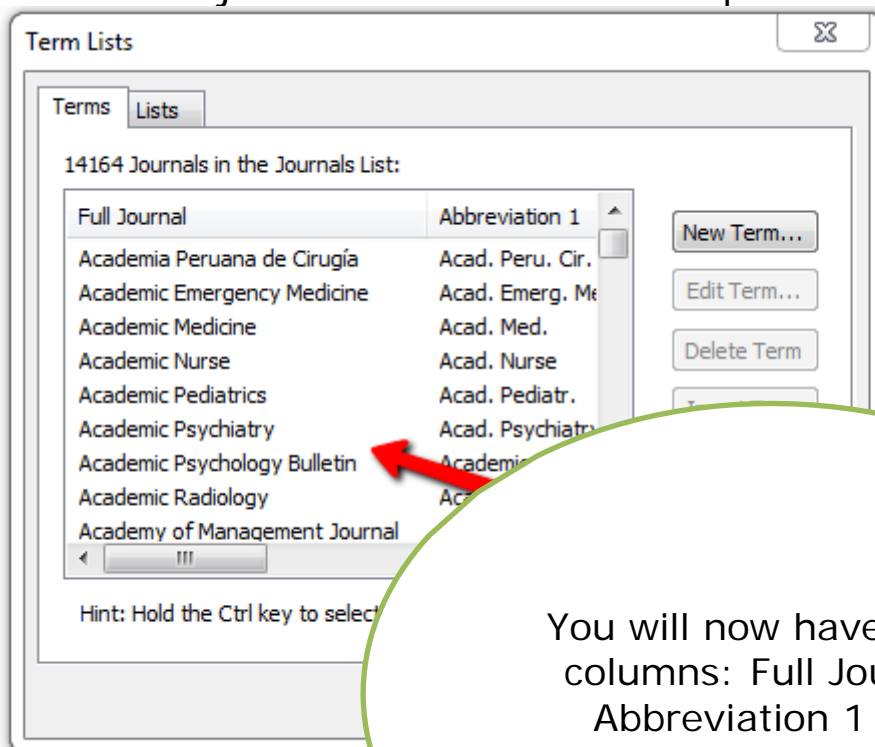


Mark **Journals** and click on **Import List**. The term list can be found in the folder **Program\EndNote X8\Terms Lists**.

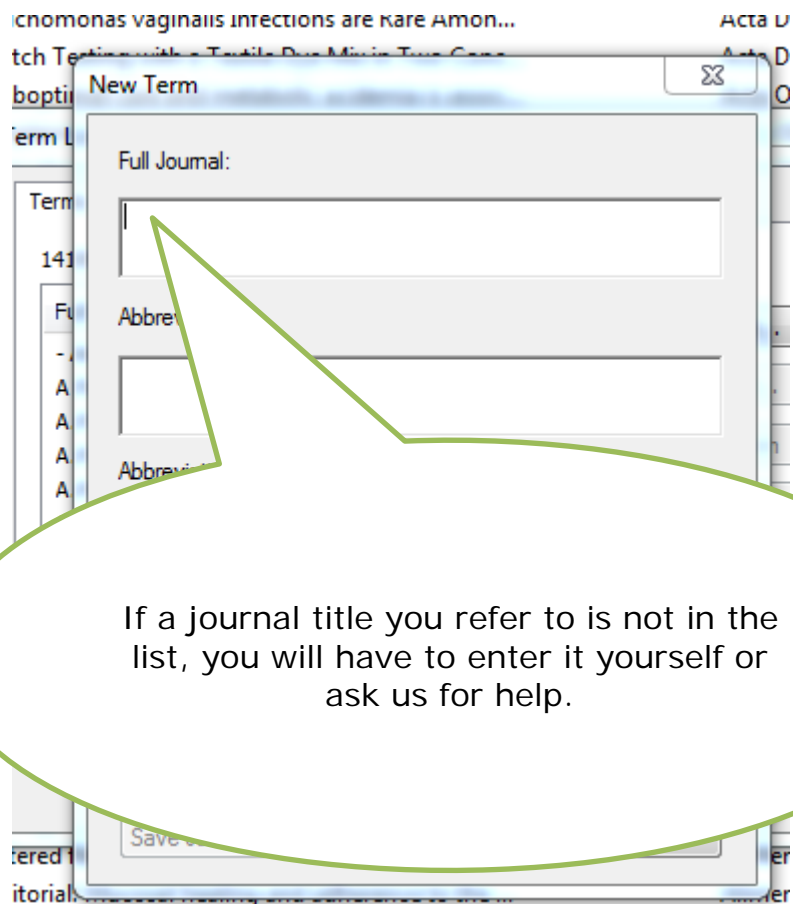




14164 medical journal titles have been imported



The Vancouver style will use Abbreviation 2; while for example APA uses Full Journal.



If a journal title you refer to is not in the list, you will have to enter it yourself or ask us for help.

You can change the layout of your library. Below you see the preview and pdf on the right hand side.

The screenshot shows a library interface with a list of references on the left and a preview pane on the right. The preview pane is currently set to 'Reference' view, showing the citation for the first article: Bejan-Angoulvant T, Cornu C, Archambault P, Tudrej B, Audier P, Brabant Y, et al. Is HbA_{1c} a valid surrogate for macrovascular and microvascular complications in type 2 diabetes? *Diabetes Metab.* 2015;41(3):195-201.

Title	Caption	Journal	Date	Reference Type	Accession Num
Cardiovascular and non-cardiovascular safety of ...		Diabetes Obes ...	Mar	Journal Article	26510994
Concern about the safety of Introcan Safety intra...		Anesth Analg	May	Journal Article	15845736
Service quality assessment of a referral hospital i...		BMC Health Ser...	Jul 27	Journal Article	25064475
Is HbA _{1c} a valid surrogate for macrovascular and...		Diabetes Metab	Jun	Journal Article	25958125
Association between resource utilization and pati...		J Hosp Med	Jun 8	Journal Article	27272894
Achievement of treatment goals with canagliflozi...		Curr Med Res O...	Nov	Journal Article	26373629
Changes in body weight after 24 weeks of vildagli...		Vasc Health Ris...		Journal Article	25429228
Diabetes, antidiabetic medications, and pancreati...		Ann Oncol	Oct	Journal Article	25057164
Saxagliptin efficacy and safety in patients with ty...		J Diabetes Com...	Nov-Dec	Journal Article	25168266
Coronary artery bypass surgery compared with p...		Cardiovasc Diab...	Jan 06	Journal Article	26739589
A Mediterranean diet improves HbA _{1c} but not fa...		J Hum Nutr Diet	Jun	Journal Article	23790149
Referral patterns for endocrine surgical disease		Endocr Pract	Jun	Journal Article	24449658
Systematic review and meta-analysis of the effica...		Diabetes Res Cli...	Oct	Journal Article	26361859
Lixisenatide plus basal insulin in patients with typ...		J Diabetes Com...	Nov-Dec	Journal Article	25130920
Comparative effectiveness of sodium-glucose co...		BMJ Open	Jan 29	Journal Article	26826156
Effects of sulfonylureas on lipids in type 2 diabet...		J Evid Based Med	Aug	Journal Article	26066789
Role of intensive glucose control in development...		Arch Intern Med	May 28	Journal Article	22636820

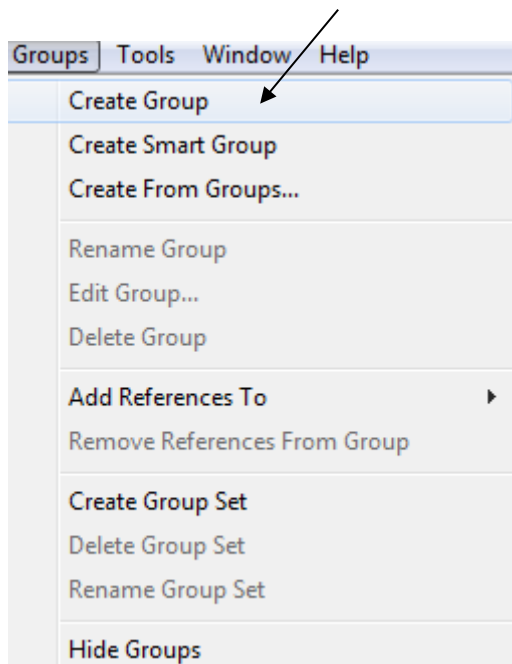
You can change it to Bottom- Split.

The screenshot shows the 'Layout' menu with the following options: Left (checked), Off, Reference Panel, Right, Right - Split, Bottom, Bottom - Split (checked), and Off. A blue callout bubble contains the text: "Layout is found at the bottom on the right hand side."

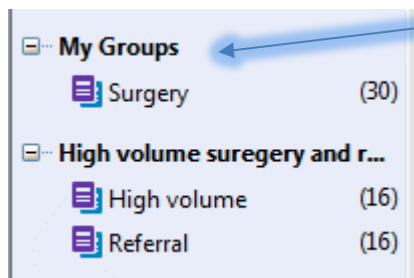
The screenshot shows the library interface in 'Bottom - Split' layout. The top pane displays a list of references, and the bottom pane shows a preview of the selected article: "Is HbA_{1c} a valid surrogate for macrovascular and microvascular complications in type 2 diabetes?" by Bejan-Angoulvant T, Cornu C, Archambault P, Tudrej B, Audier P, Brabant Y, et al. The preview includes the journal name, volume, issue, and page numbers, as well as the Elsevier logo and ScienceDirect branding.

Create groups

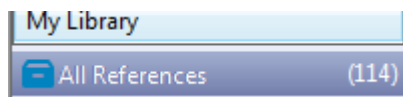
Click on *Create Group* under *Groups*



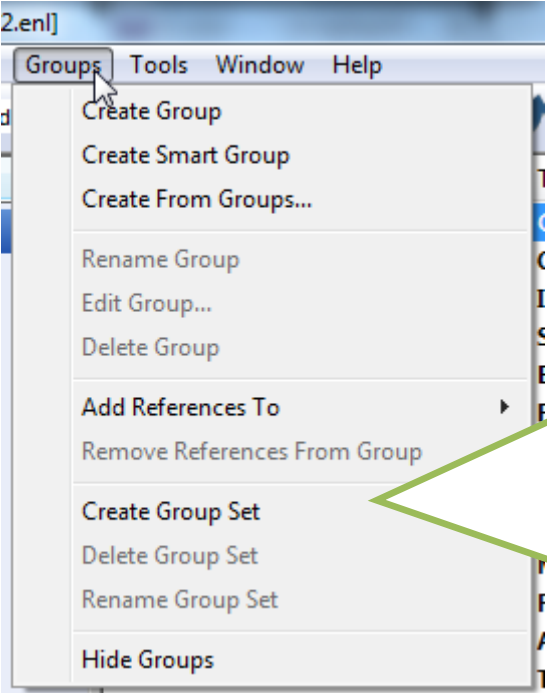
or right hand click on *My Groups*



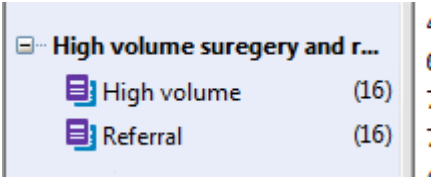
Select the references you want to add to your group and drag them there. A reference can be added to different groups. If you delete a reference in a group it will still remain in *All References*



Group Set



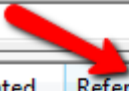
You can collect your groups in a "Group Set"



Drag the groups to your new "Group Set"

You can sort the columns in your library – on author

Record Number	Author	Year	Title	Rating	Journal	Last Updated	Reference Type
566	Aahlin, E. K.; von ...	2014	Functional recovery is considered the most impo...		Perioper Med (L...	2015-02-09	Journal Article
398	Abdul Sultan, A.; ...	2014	Pregnancy complications and adverse birth outc...		Am J Gastroent...	2015-01-22	Journal Article
177	Adami, H. O.; Bill...	2014	Radikal prostatektomi utvärderad. 18 års uppföljn...		Lakartidningen	2015-02-09	Journal Article
176	Adami, H. O.; Bill...	2014	Management of early prostate cancer		N Engl J Med	2015-02-09	Journal Article
462	Adern, B.; Stenvin...	2014	Prevalence of temporomandibular dysfunction a...		Acta Odontol S...	2015-01-28	Journal Article
541	Adolfsson, Marga...	2014	Everyday life situations of school-aged children ...		Journal of Intell...	2015-02-04	Journal Article
2	Ahlsson, A.	2014	Postoperative atrial fibrillation and stroke--is it i...		Scand Cardiova...	2015-02-13	Journal Article
503	Ahlsson, A.	2014	Invited commentary		Ann Thorac Surg	2015-02-02	Journal Article
504	Ahlsson, A.	2014	Rädda synen på Bach. [Save the sight of Bach]		Lakartidningen	2015-02-13	Journal Article



dated	Reference Type
2-03	Book Section
2-02	Book Section
2-02	Book Section
2-02	Book Section
2-09	Journal Article
1-22	Journal Article
2-09	Journal Article
2-09	Journal Article
1-28	Journal Article

or on Reference Type

or on journal title

Rating	Journal	Last Updated
	Acta Oncologica	201
	Acta Oncologica	201
	Acta Ophthalmol	201
	Acta Oto-Laryngologica	201
	Acta Paediatr	201
	Acta Paediatr	201
	Acta Paediatrica	201
	Acta Paediatrica, International Jo...	201
	Acta Radiol	201
	Acta Radiol	201

Go to Word and check that EndNote's Cite While You Write tool has been correctly installed

