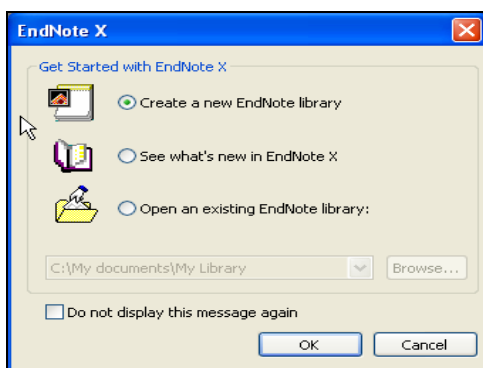


Quick Guide to EndNote

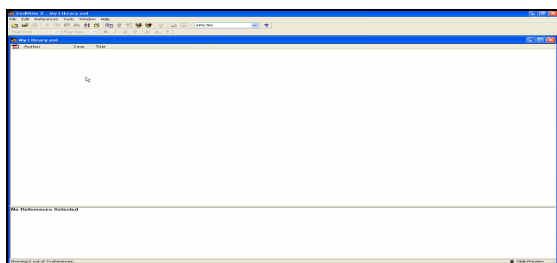
How do I get EndNote? The Library does not distribute or sell EndNote. It can be purchased from the UCSF Technology Store located in the Millberry Union Building West on I-Level, or directly from the the EndNote website.

Create a new library. Open the EndNote Program. You should see this dialogue box:



Click on the **Create a new EndNote library** option, then the **OK** button. In the **File name** box of the next dialog box type a name for your library then navigate to where you wish to save it (e.g. My Documents).

This is your main library window.



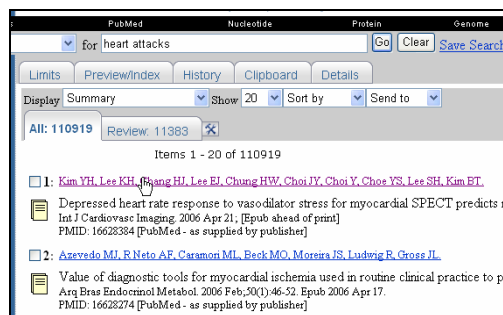
Main EndNote Toolbar



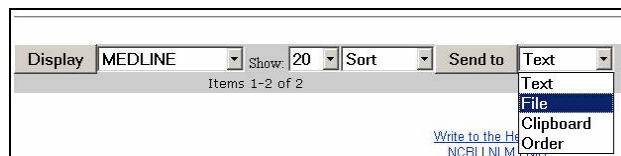
Commands on the main toolbar include (from left to right): *New Library, Open Library, Print, Cut, Copy, Paste, Search, Sort References, New*

Reference, Connect, Open Link, Import, Export, Spell Check (available when a record is open for editing).

Importing citations from PubMed (Filter/Import). Connect to **PubMed@UCSF** using your browser and the link from the GALEN homepage. Do a search in PubMed. Your search results will be retrieved and automatically displayed in the **Summary** format:

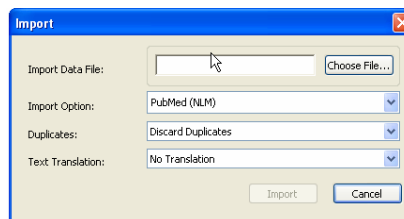


Select citations by checking the box on the left. Now save them by selecting **File** from the **Send to** box.

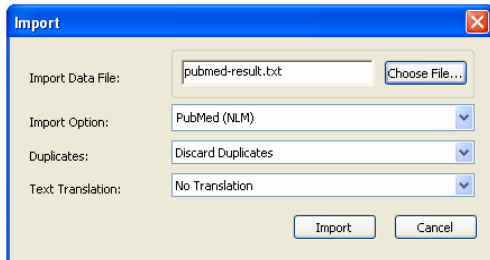


In the dialog box choose where you wish to save citations. The file will automatically be labeled **"pubmed-result.txt."**

Click on the **Import** button on the main toolbar.



Use the **Choose File...** button to locate your downloaded PubMed citations. Open the **Import Option** menu and select the **PubMed (NLM)** filter. Click on the **Choose** button. This will return you to the previous dialogue box.

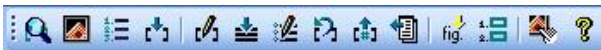
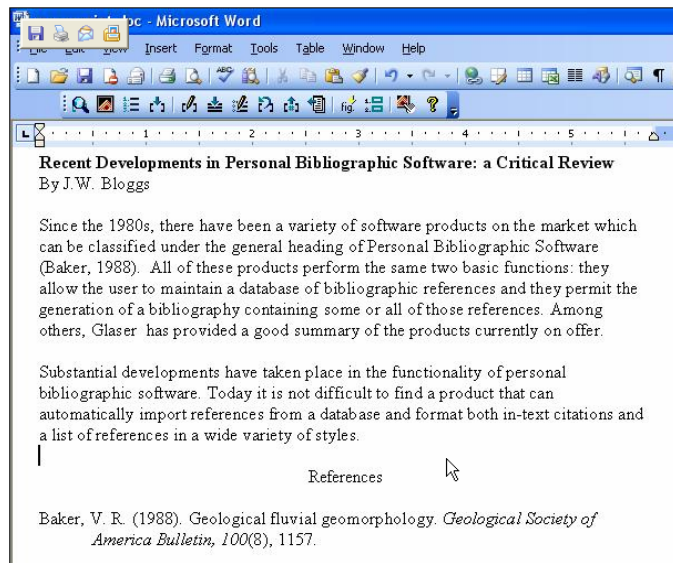


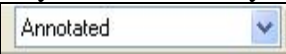
Now click on the **Import** button. References should appear in your library. To view all the references in the EndNote library, select **Show All References** from the References menu.

Formatting a bibliography in Word

When you install EndNote software a **Cite While You Write** plug-in is installed in your Word application. **Open Word** and then click on **Tools** on the menu bar to see the EndNote plug-in menu commands. These commands can also be accessed from Word through an EndNote toolbar.

Select a style and highlight it. Click on the OK button to confirm. Place the cursor where you wish to cite a reference. Select **Go to EndNote** from the EndNote toolbar. In EndNote highlight the reference you want. Under the **Tools** menu select **Cite-While-You-Write**, then **Insert Selected Citation**. EndNote will instantly format the citation in the text and produce a list of references at the end of the document in your chosen style. Your formatted document should now look something like this:



In EndNote, select a journal style. Go to the style menu on the main toolbar . Click on the arrow to open the menu. Click on **Select another Style** to open the complete list of styles.

