

ENDNOTE QUICK START

This guide is designed to provide you with tools and information you will need before you begin using your EndNote Library. If you have any questions, please see our EndNote help page (<http://www.utoledo.edu/library/mulford/education/bibmgmt.html>) or contact Mulford Reference Assistance (<http://www.utoledo.edu/library/mulford/resources.html>).

Getting Started with EndNote: Filters and Output Styles you'll Need from the Library

Once you install EndNote on your home computer, send an email to MulfordReference@utoledo.edu. One of our librarians will email you several files that you will need to get the full use of EndNote:

Filters: a filter tells EndNote how to import references from online databases and catalogs. Without the correct filter, EndNote will not be able to import references. EndNote comes with many filters, however, there are a few extra filters from the library that you need to manually save to EndNote. After a librarian emails you the filter files, to save the filters to Endnote:

- Select all of the filter files in the attachment and copy them.
- Next, find the **Endnote program File** (C:\Program Files\EndNote X2\Filters).
- Double click on the **Filters** folder and paste the files from the email.
- EndNote may need to be closed and reopened after saving the filter so that the program “sees” the newly added filter.

Output Styles: Output styles tell EndNote how to format citations. Styles are available for individual journals or for general styles (such as Vancouver, APA, AMA, NLM, Chicago, etc.). Without the correct style, EndNote will not be able to properly format your citations. EndNote automatically comes with many output styles, however, there may be styles that you may need that do not come with EndNote. To ask for a specific output style, contact the Library. After a librarian emails you the output style files, to save the styles to Endnote:

- Select all of the style files in the attachment and copy them.
- Next, find the **Endnote program File** (C:\Program Files\EndNote X2\Styles)
- Double click on the **Style** folder and paste the files from the email.
- EndNote may need to be closed and reopened after saving the style so that the program “sees” the newly added style.

Journal Title Abbreviations

Some styles require the use of National Library of Medicine or other journal title abbreviations. The journal term list feature in EndNote is used to perform automatic substitution of abbreviated journal names in formatted bibliographies. The **first thing** that you want to do when creating your library is to install the journal abbreviation files. Download the desired files from the University of Queensland Library web site:

http://www.library.uq.edu.au/faqs/endnote/journal_terms.html. To import a journals file to Endnote:

- Open the library with which you want to use the journal list.
- From the **Tools** menu, select **Open Term Lists...**, then **Journals Term List**.
- On the **Terms** tab, highlight and delete existing terms. (If a journal title without abbreviations is in the list when the abbreviations list is imported, EndNote will use the non-abbreviated option first.)
- Click on the **Lists** tab and make sure that **Journals** is highlighted.
- Click on **Import List** and select the file to import (this will be the revmedical.txt file). Depending on the size of the imported list, this may take some time.
- Then close the **Term Lists** window.



The EndNote Tool Menu is Missing!

The menu never installed. Depending upon the operating system or the version of Word that you are running, the EndNote menu may or may not install in Word. If it does not, follow these guidelines from the EndNote web site (<http://www.endnote.com/support/faqs/CWYW/faq1.asp>). Usually the fix is a quick one, involving moving one or two files from one directory to another. The instructions on the EndNote support site take you through the process step-by-step.

The menu was here, but now it's not. Try reinstalling EndNote. Word may have been reinstalled, which deletes the EndNote-menu related files.

If you have any questions, you may contact Mulford Reference Assistance (<http://www.utoledo.edu/library/mulford/resources.html>).

Getting EndNote Assistance for Home Computers and Personal Laptops

The reference librarians will provide as much assistance as they can. Please be aware, however, that variations among home computers and laptops make it impossible to be able to address every issue that may arise. You may contact Mulford Reference Assistance by phone (419.383.4218), by email (MulfordReference@utoledo.edu), or by instant message (<http://www.utoledo.edu/library/mulford/resources.html>).

The Library also has online help sheets available for EndNote at <http://www.utoledo.edu/library/mulford/education/bibmgmt.html>.

EndNote Training Available

The library offers EndNote training session throughout fall and spring semesters. Dates and times for when these sessions will be offered can be found at <http://www.utoledo.edu/library/mulford/education/schedule.html>. If the dates and times of the sessions do not fit your schedule, or if you would prefer one-on-one assistance, please contact Mulford Reference Assistance by phone (419.383.4218), by email (MulfordReference@utoledo.edu), or by instant message (<http://www.utoledo.edu/library/mulford/resources.html>). Training for small groups can also be arranged.