

EndNote

Shou Ray Information Service

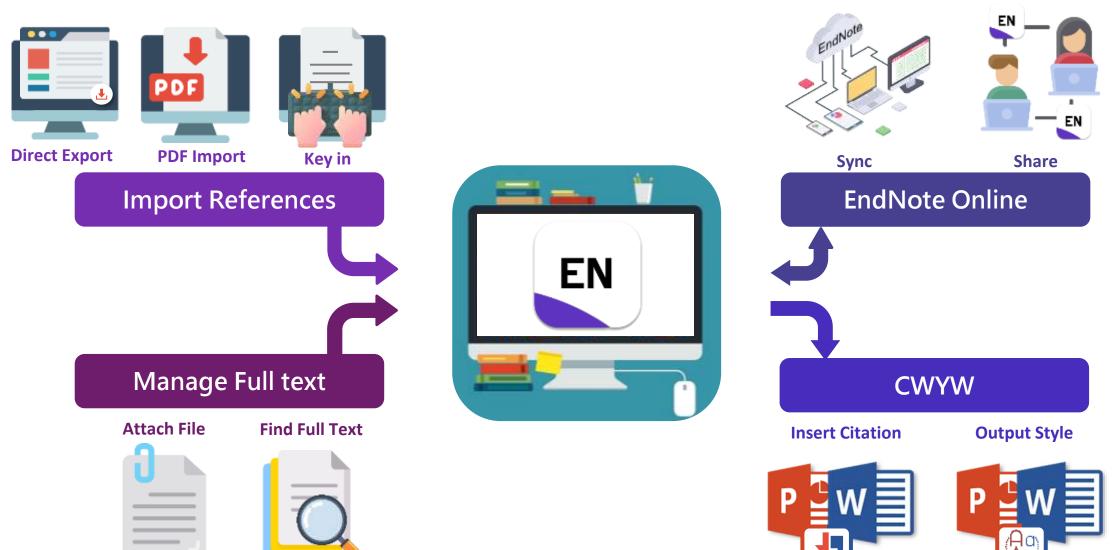
2025

Training Specialist | Max Lin





How EndNote helps you...



Outline

1 Installation User Interface

2 Importing Reference Data

3 Manage & Groups

4 Cite While You Write

Back up & Share



Installation User Interface

WHERE TO DOWNLOAD
HOW TO INSTALL EN ON WIN
HOW TO INSTALL EN ON MAC
CREATE A NEW EN LIBRARY
WIN / MAC LIBRARY SCREEN





Windows compatibility

Win 7

Win 8

Win 10

Win 11

X9

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X

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2025

X

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O



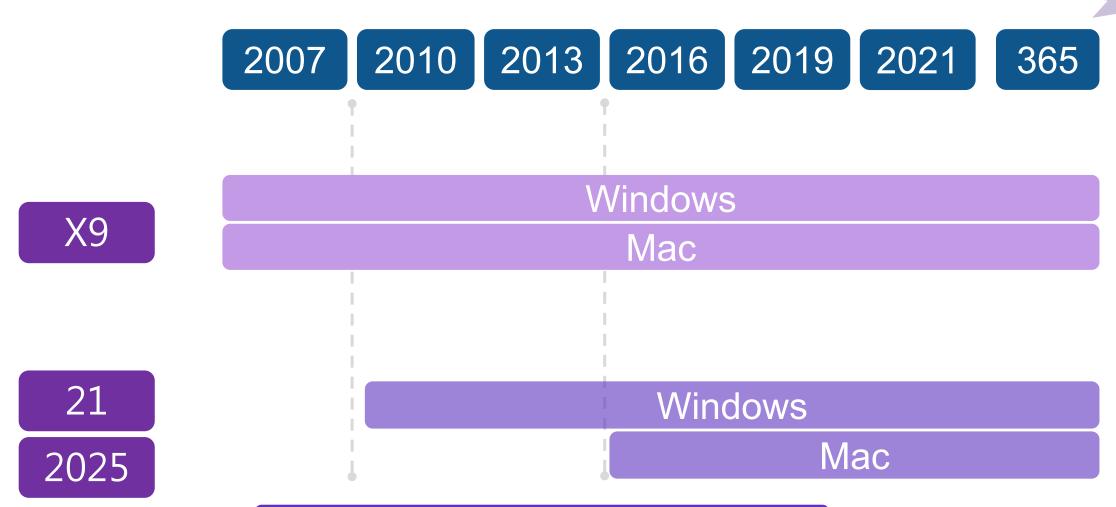
Macintosh compatibility

Big Sur Monterey Catalina Sequoia Ventura Sonoma 10.15.X 12.0.X 11.0.X 13.0.X 14.0.X 15.0.X X9 X 2025



Microsoft Word compatibility

Desktop ver. only



EndNote Compatibility and System Requirements

How to install EN on Windows



EndNote20_Windows.zip

• right-click

elect "Extract files..."
or "Extract Here"



Double-click the .msi file to start the EndNote installation

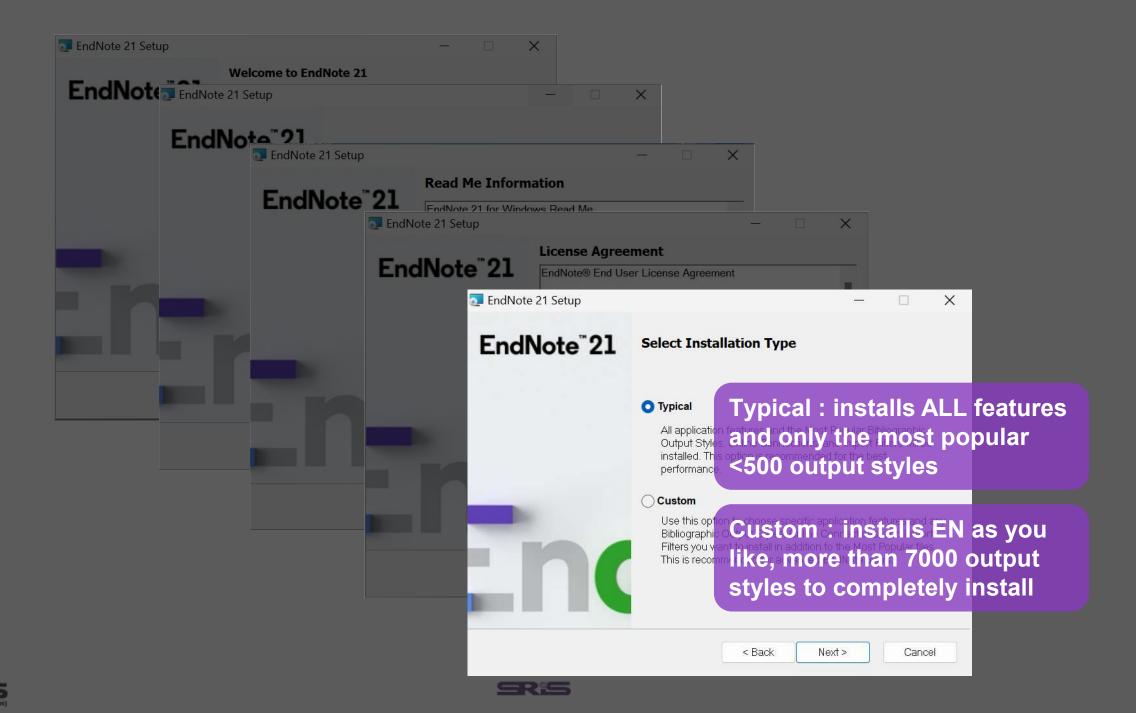
EndNote20Inst.msi

License.dat

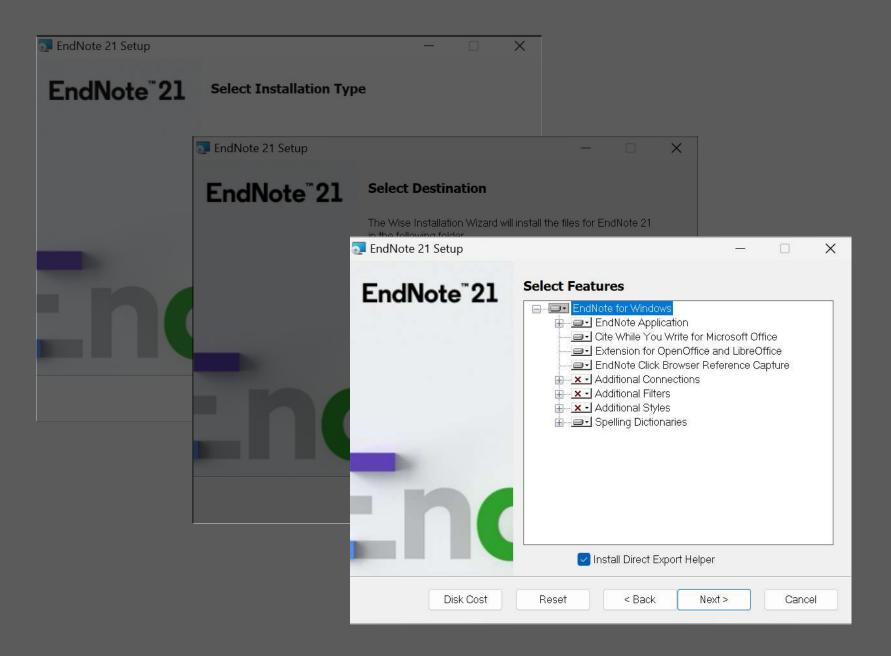
DO NOT move/delete the License.dat file, or you can only use the trial version for 30 days.

Please SHUT OFF all word processors like Microsoft Office, OpenOffice Writer (Even Quick Starter function) before you installing EndNote.



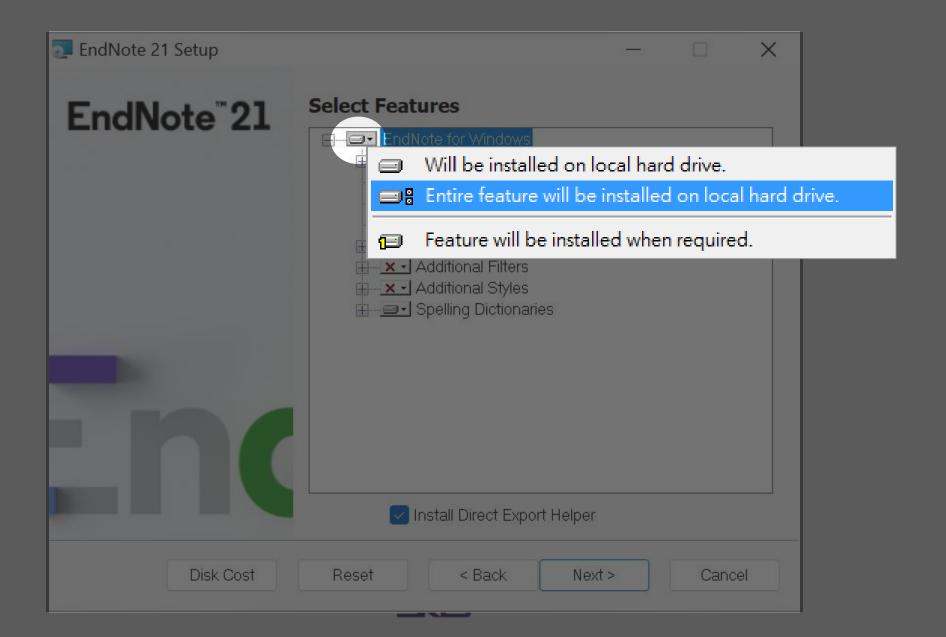






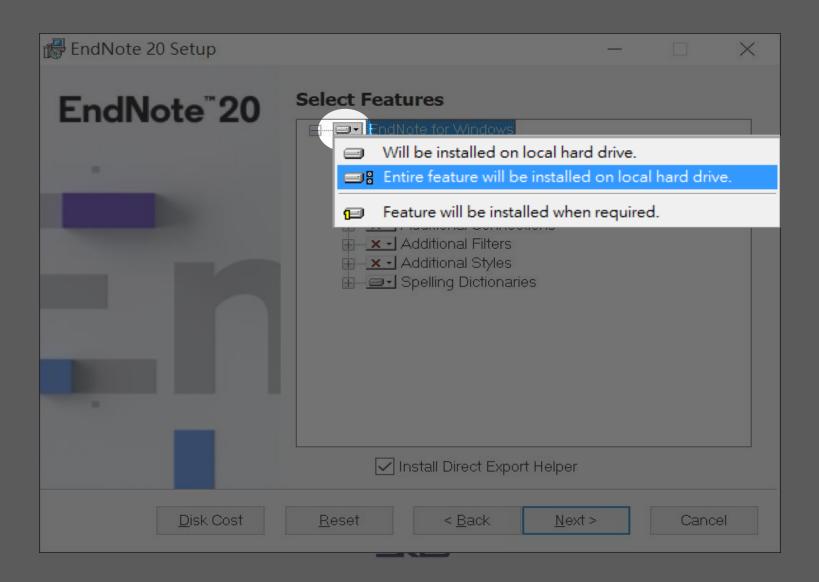


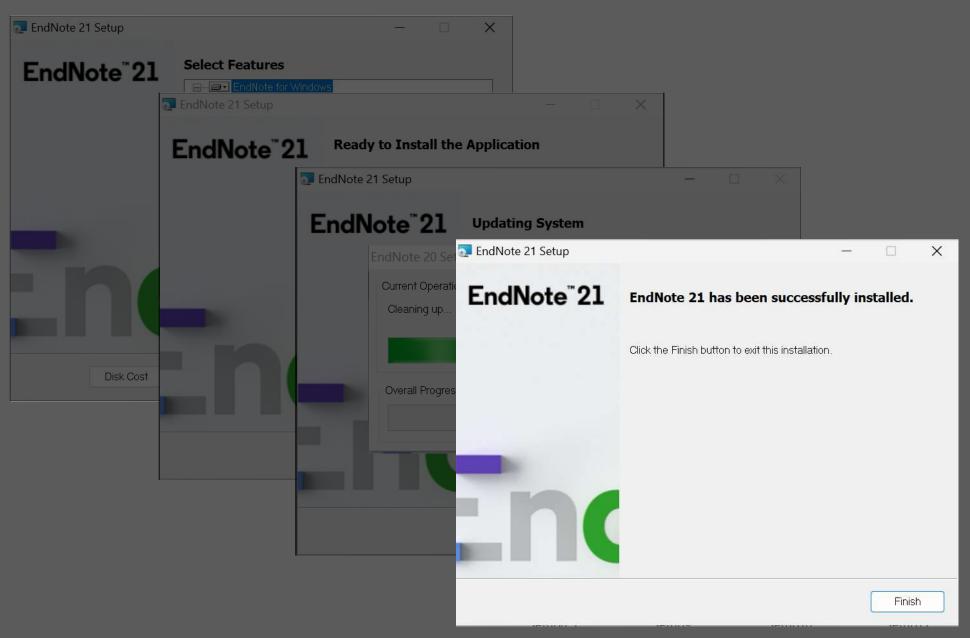






How to install EN on Win







How to install EN on Mac

• double-click the dmg extension file downloaded from E-Resource System

2 double-click the central icon

Click the Install button



Close all word processors like Microsoft Office before EndNote installation.





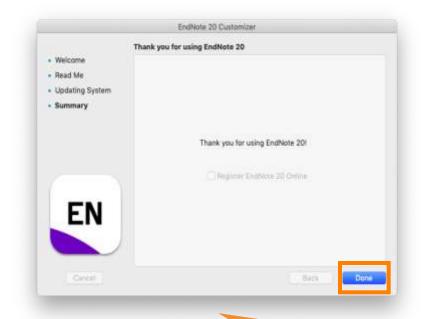


How to install EN on Mac

4 click Next x 2



Solick the Done button to complete the installation.



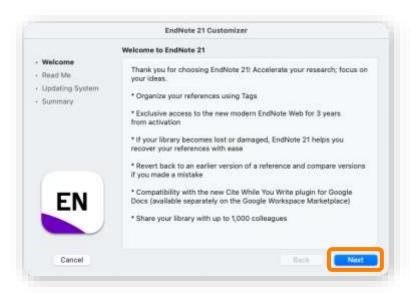
Typical Installation Type installs ALL features and about 500 output styles

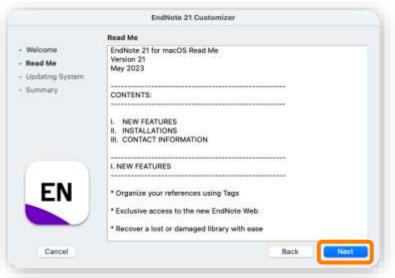


How to install EN on Mac

4 click Next x 2

5 click the Done button to complete the installation.







Typical Installation Type installs ALL features and about 500 output styles

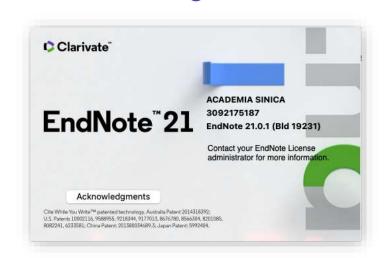


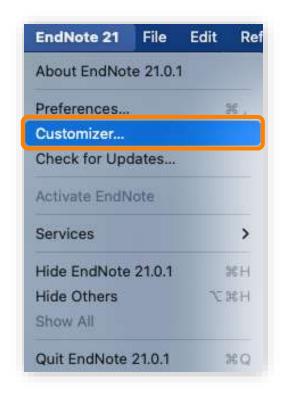


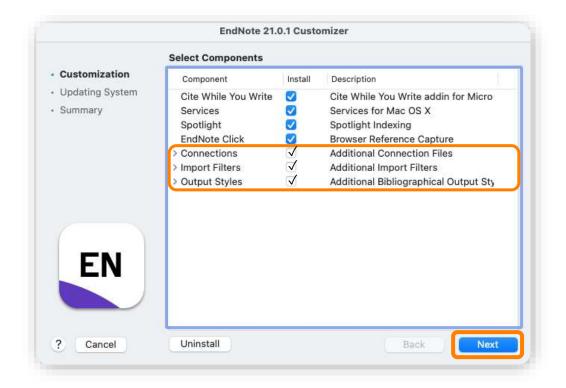
Change Typical to Custom installation on Mac

- Welcome to EndNote
- Select Customizer from the EndNote menu

3 Custom Installation Type installs EN as you like, about more than 7000 output styles to completely install



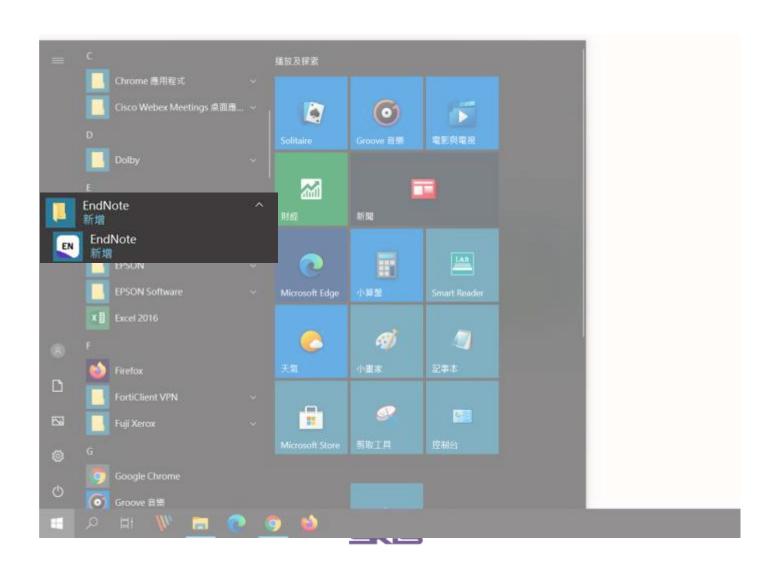




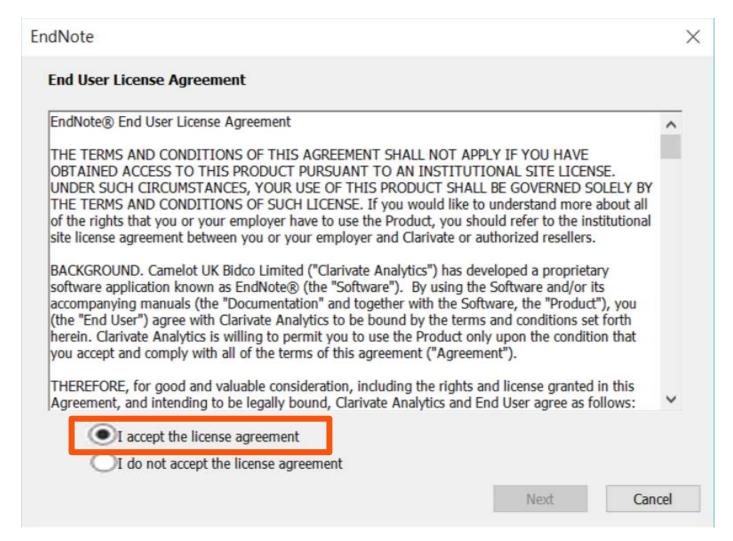




EndNote in Start Menu

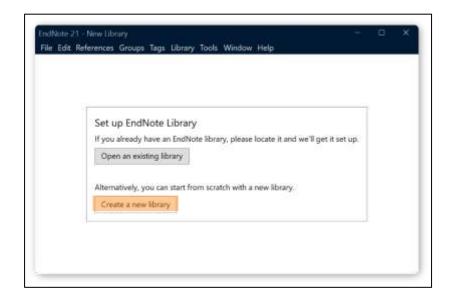


License Agreement

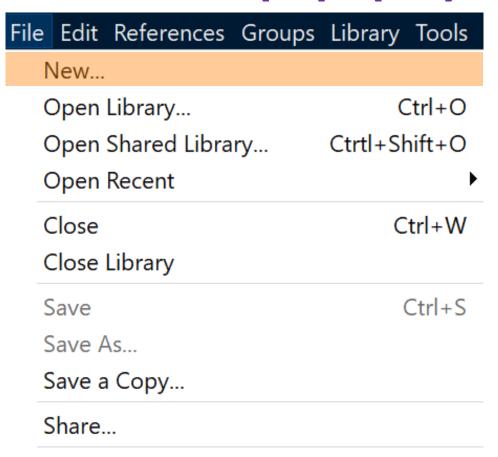


Create a new EndNote Library

• First time on Windows : choose [Create a new library] in the dialogue



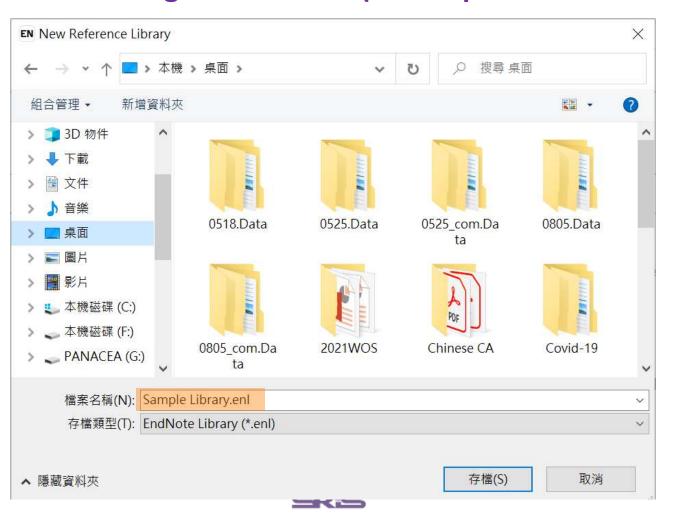
Or Select [File] → [New]





Create a new EndNote Library

choose a storage destination (Desktop is recommended)

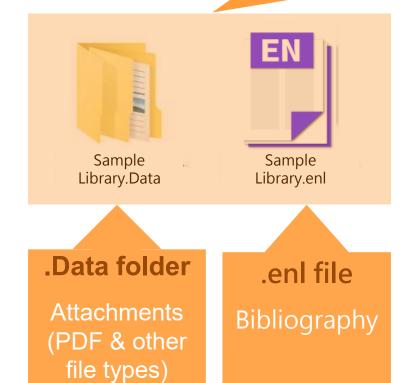


How to keep EndNote Library

Always keep the TWO items together



Do not store EndNote libraries in iCloud or any other cloud-syncing folder



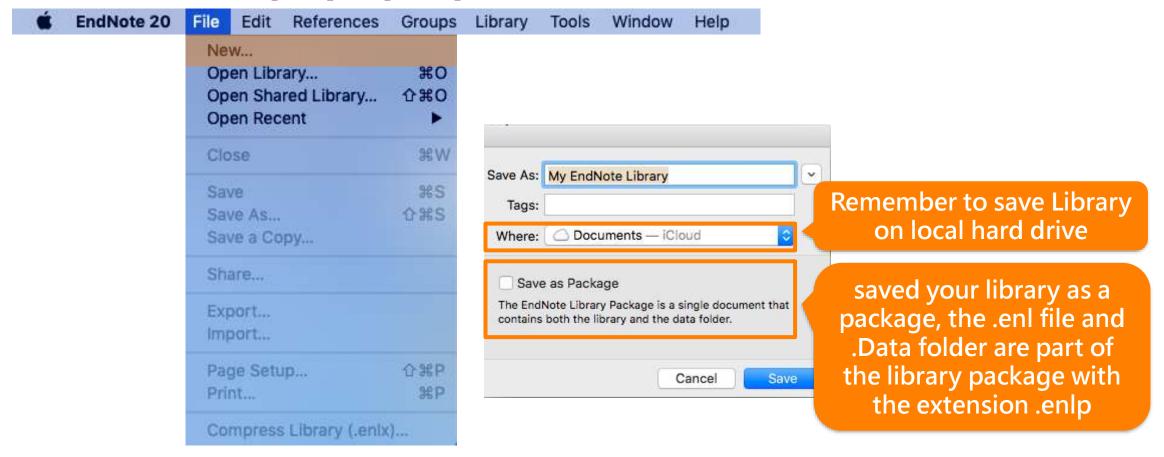


Keep EndNote libraries on your computer's local hard drive



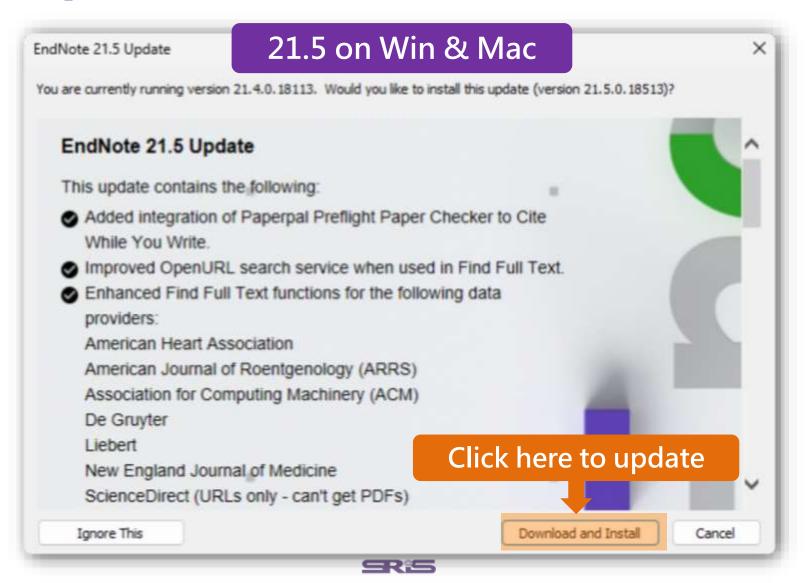
Create a new EndNote Library on Mac

On Mac : Select [File] → [New]

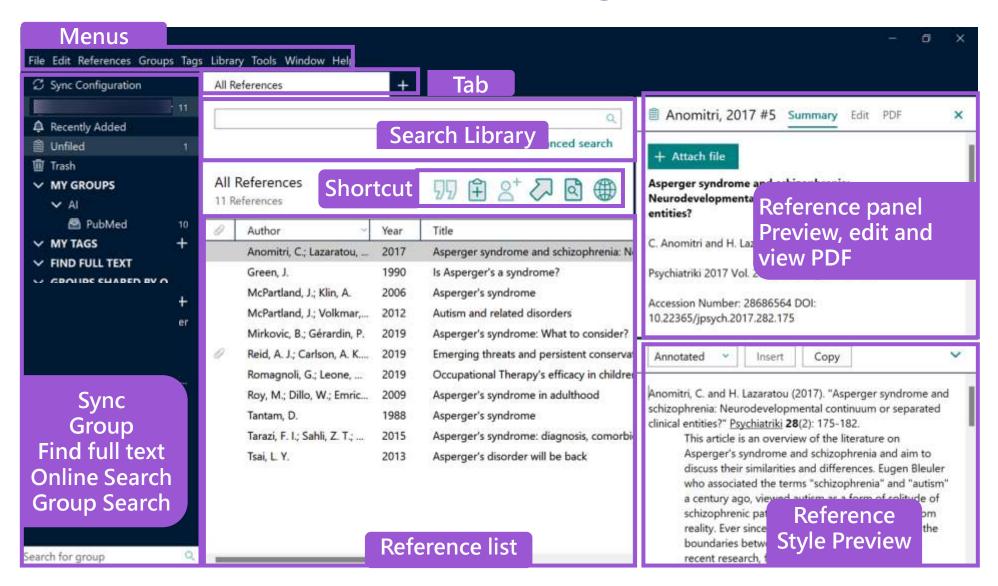




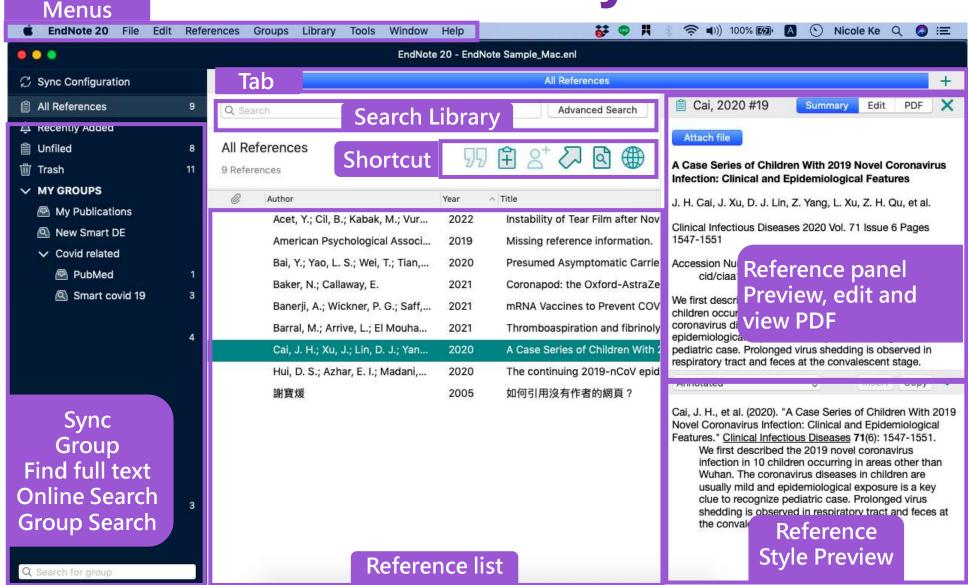
Update to the latest version



Windows Library Screen



Macintosh Library Screen



It's YOUR turn!(5mins)

1.Setup EndNote program

2. Create your EndNote library.

3. Make sure you save your EndNote library on computer drive (not on online syncing folder)





Importing Reference Data

ONLINE DATABASE
PDF IMPORT
ONLINE SEARCH
NEW REFERENCE
FIND FULL TEXT

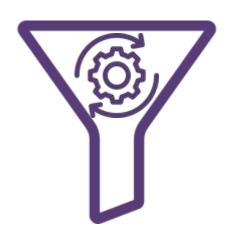


Import from Online Database



EndNote Filters

convert the fields in a catalogue or database record into a form that can be recognized by the EndNote software.

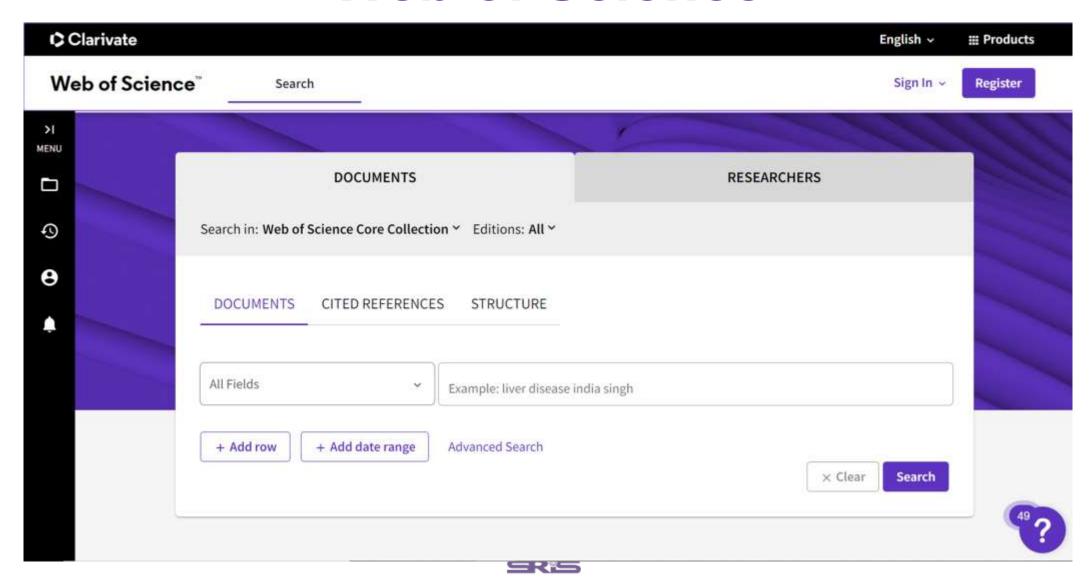


Direct Export

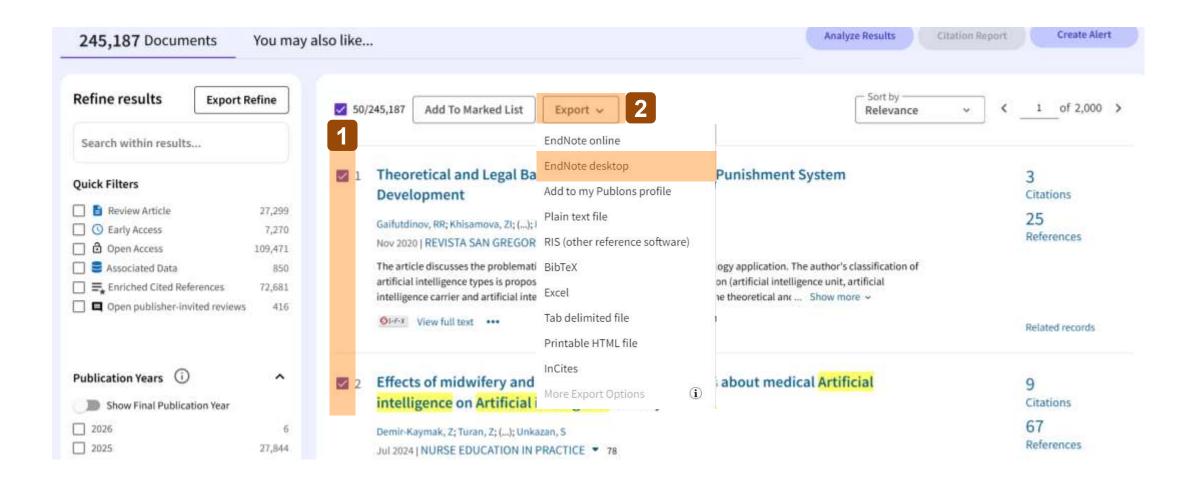
automatically selects an EndNote import filter to map bibliographic information into the appropriate EndNote fields.



Web of Science

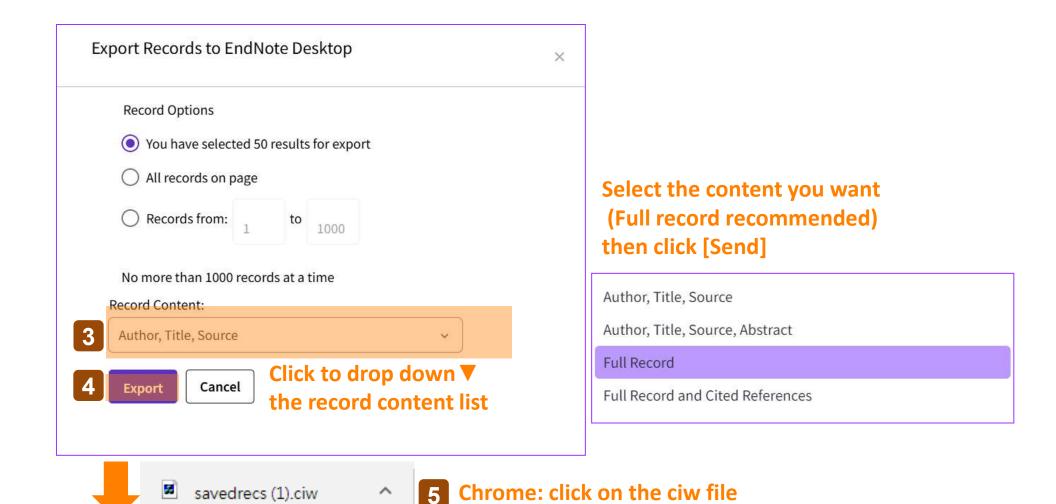


Web of Science





Web of Science



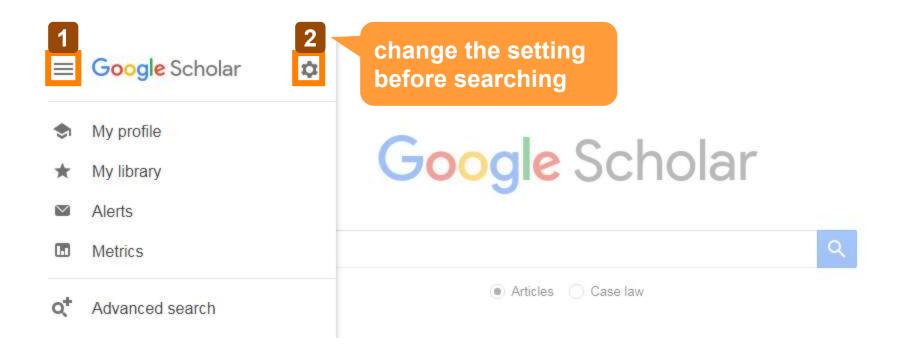


Google Scholar

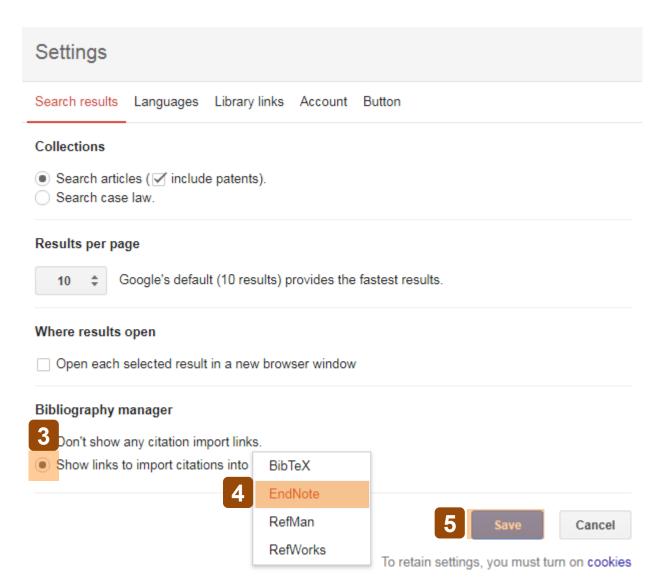
		Q
Articles	Case law	

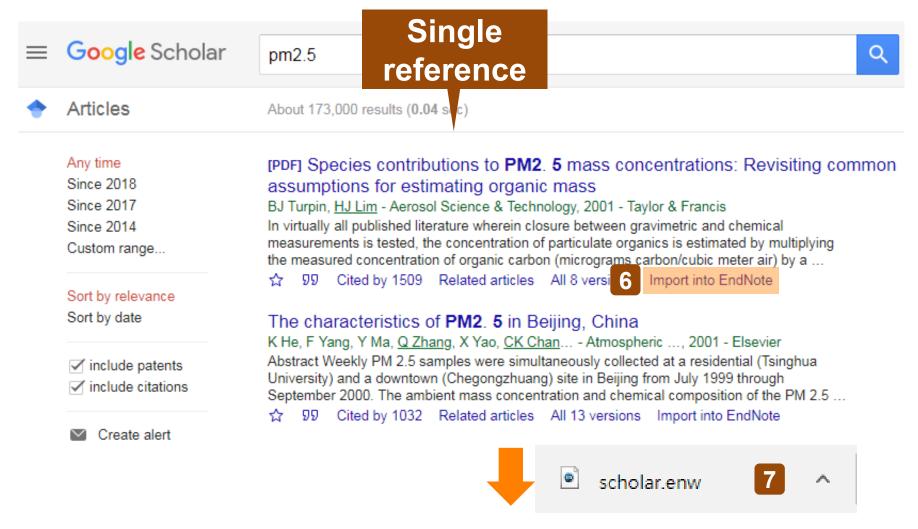
Stand on the shoulders of giants







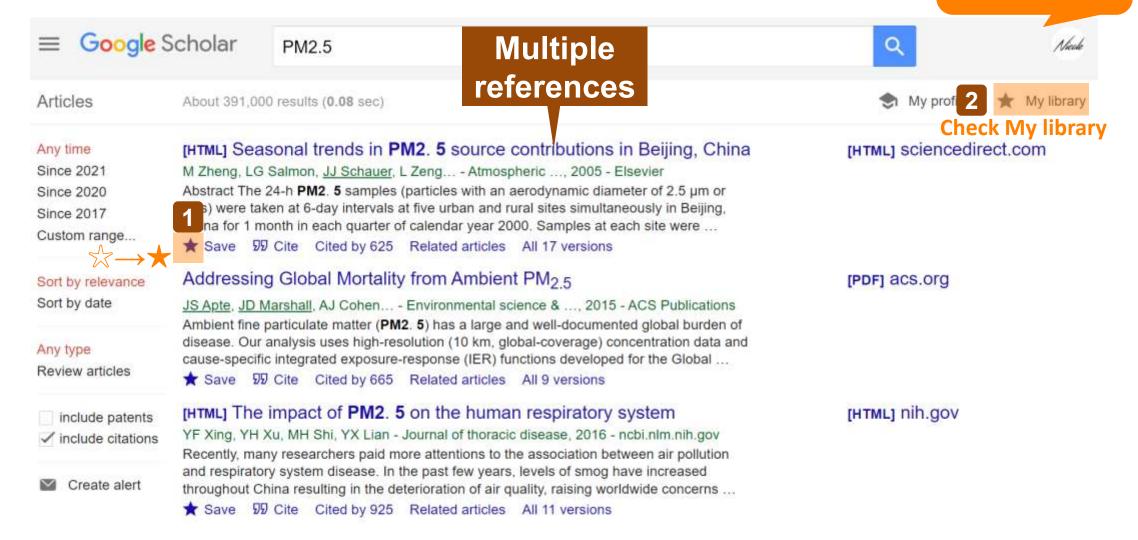




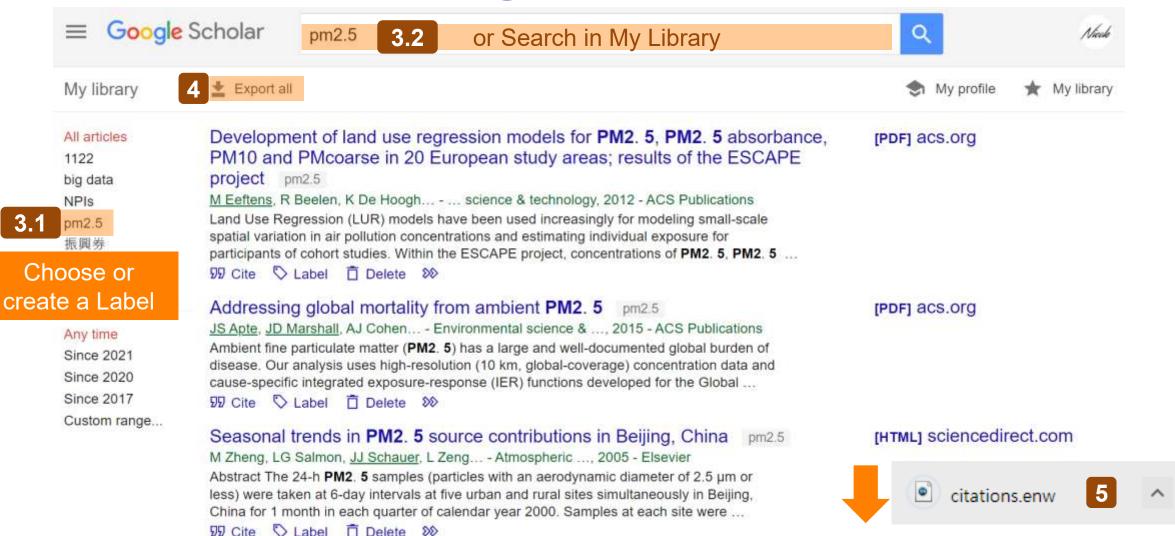


Google Scholar

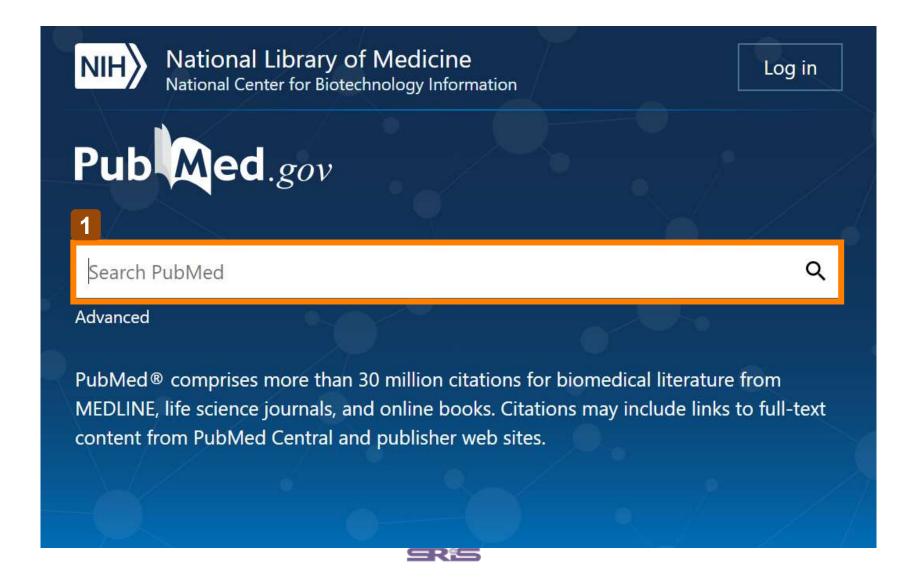
Log in Google account first!



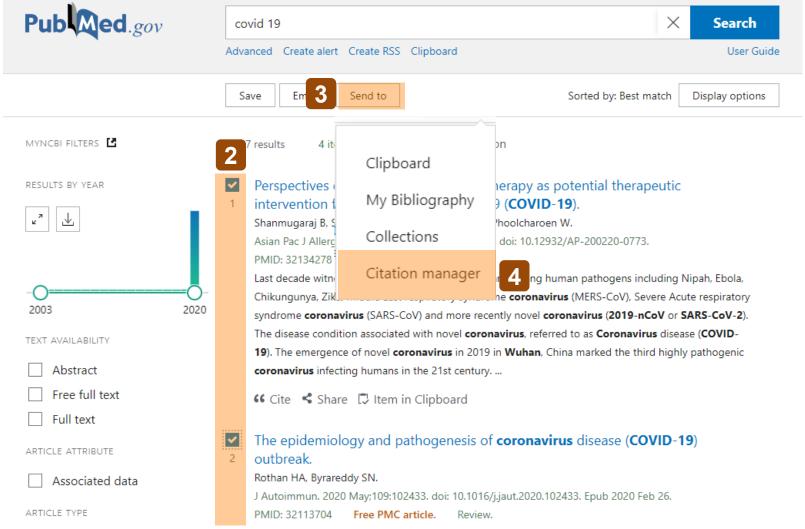
Google Scholar



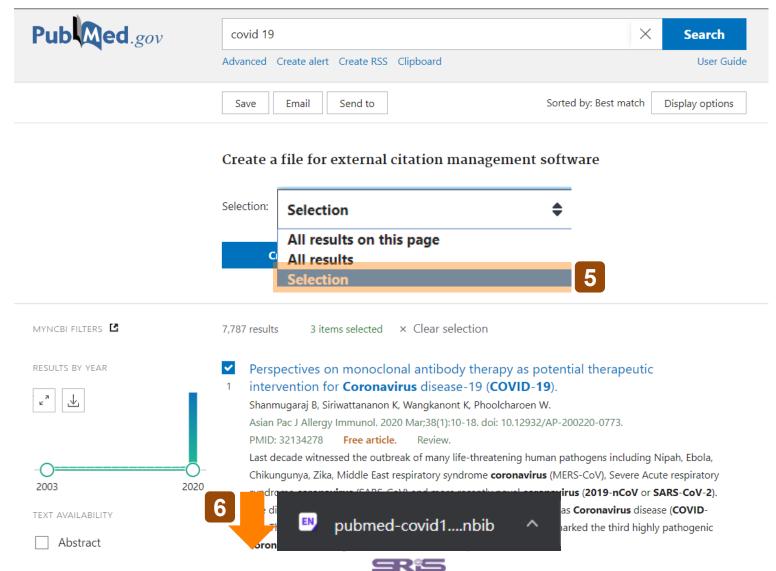
PubMed



PubMed



PubMed



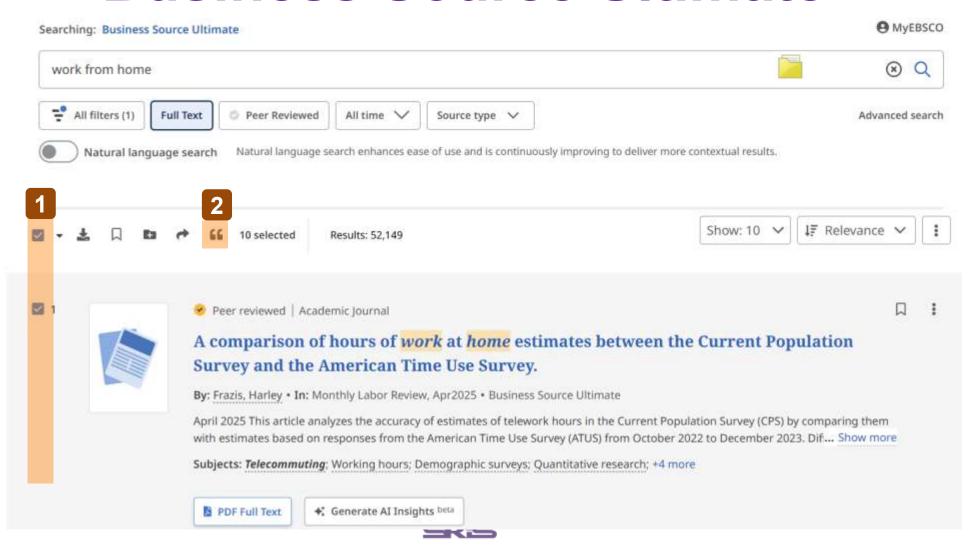
EBSCO Business Source Ultimate

Search articles, books, journals & more

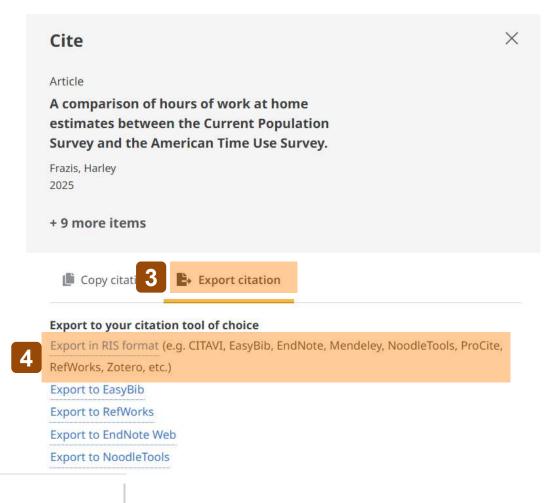




EBSCO Business Source Ultimate



EBSCO Business Source Ultimate



 \wedge

Database Import process

Search



Export

Export
Download
Citation
Bibliography
Send to
RIS



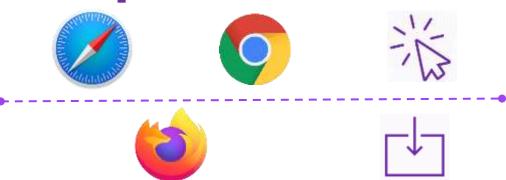






Database Import process

Direct Import .ris .enw .ciw .nbib



Import Type

File type

Import Action in browsers

Filter Import

txt



In EndNote Library [F1] > [Direct Export Formats and Import Formats] > [Output Formats with Corresponding Import Options] > corresponding Import Option

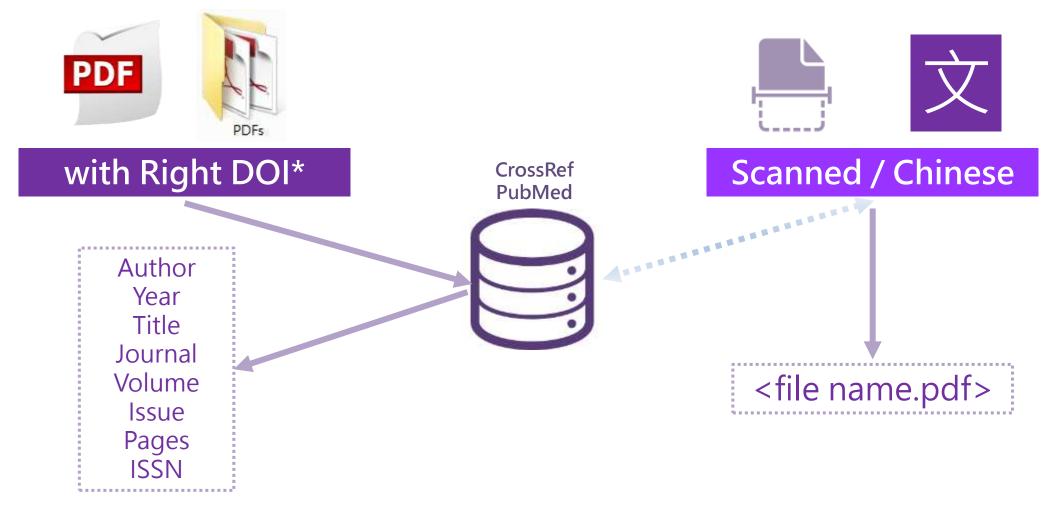
It's YOUR turn! (10 mins)

1. Go to the databases just demonstrated and find some articles.

2. Download bibliographic records (at least 10).

3. Open the downloaded file in EndNote.

PDF Import







PDF Import on Win

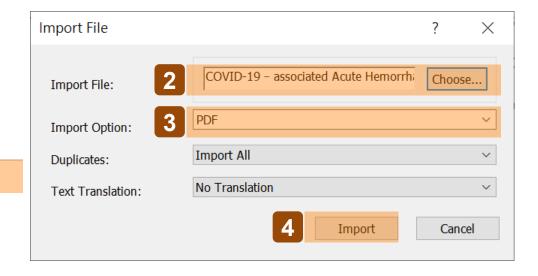


New...
Open Library...
Open Shared Library...
Open Recent
Close
Ctrl+W
Close Library
Save
Save As...
Save a Copy...
Share...
Export...

Print... Ctrl+P
Print Preview
Print Setup...

Compress Library (.enlx) ...

Exit Ctrl+Q





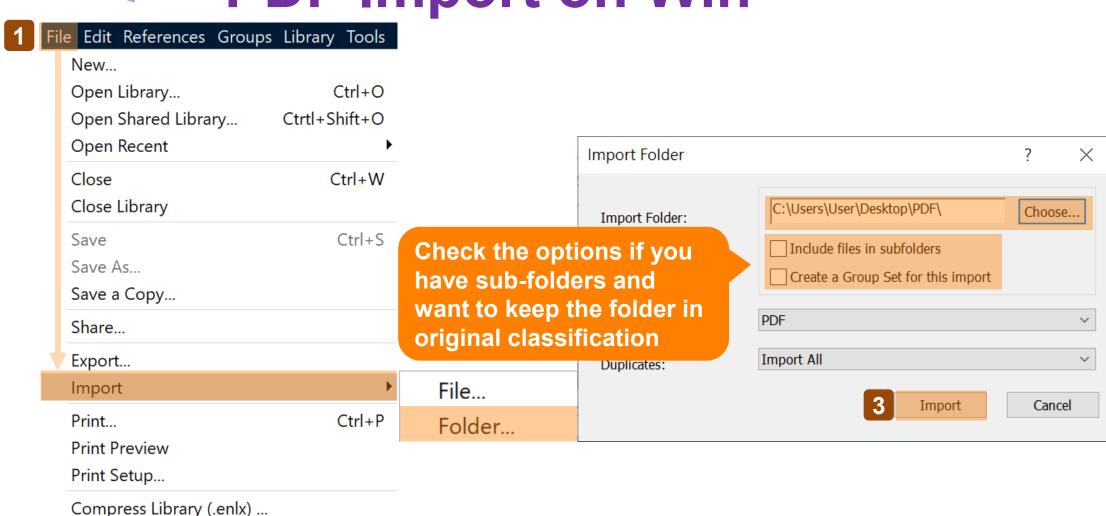
File...

Folder...



Exit

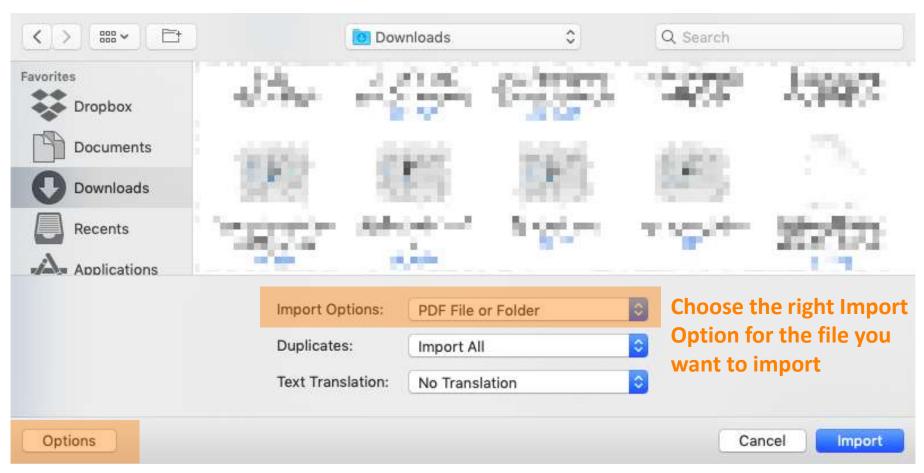
PDF Import on Win





Ctrl+Q

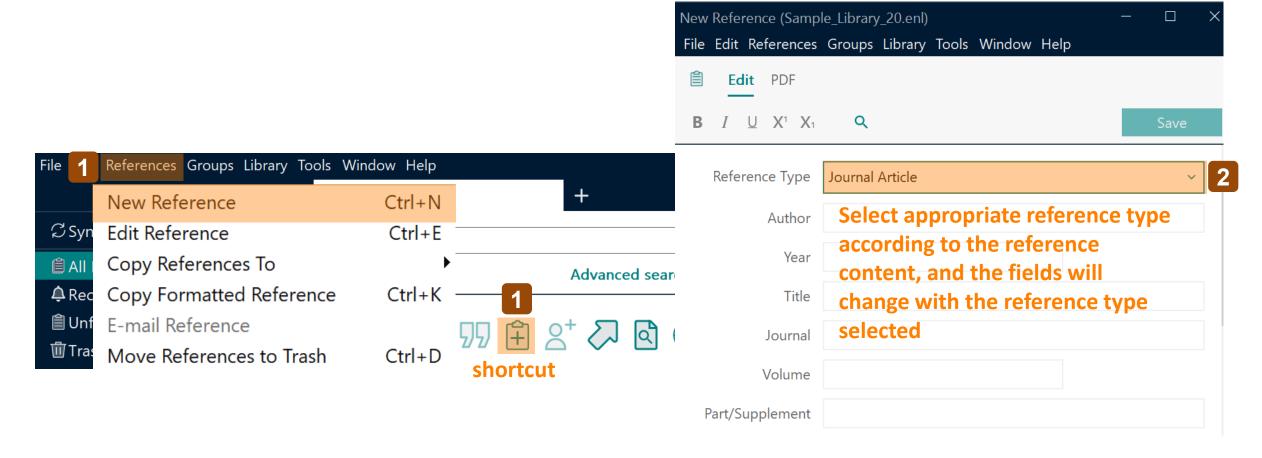
PDF Import on Mac



Remember to click on [Options]

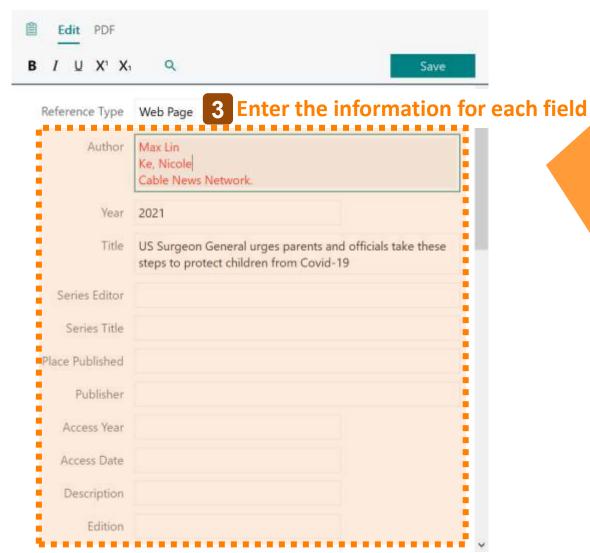


Create a new reference





Create a new reference



First Name Last Name (Max Lin)
Last Name, First Name (Ke, Nicole)
Group Author, (Cable News Network,,)

When entering group or corporate author names, put a comma after the entry.

Alternatively, if your group or corporate author name includes a comma in the name itself, use **ONE** commas in place of the first comma.

Press the enter key to go to the next line to enter the second author.



Manage & Groups/Tags

FIND FULL TEXT FIND DUPLICATES SEARCH GROUPS/TAGS



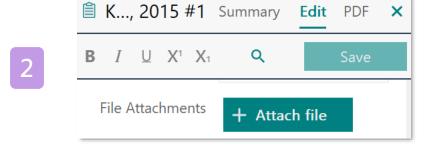


Attach file

All kinds of references Chinese / No DOI

1 Summary Edit PDF

+ Attach file



No PDFs attached to this reference

+ Attach PDF

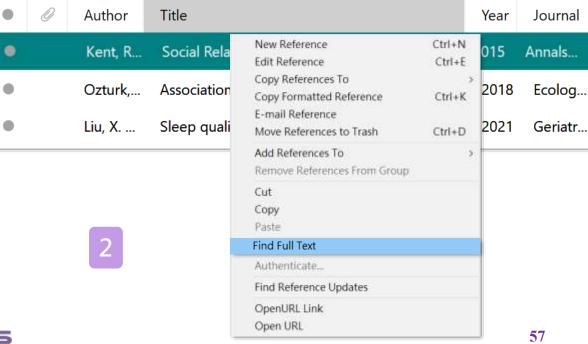


Find Full Text

Western languages and with DOI

1





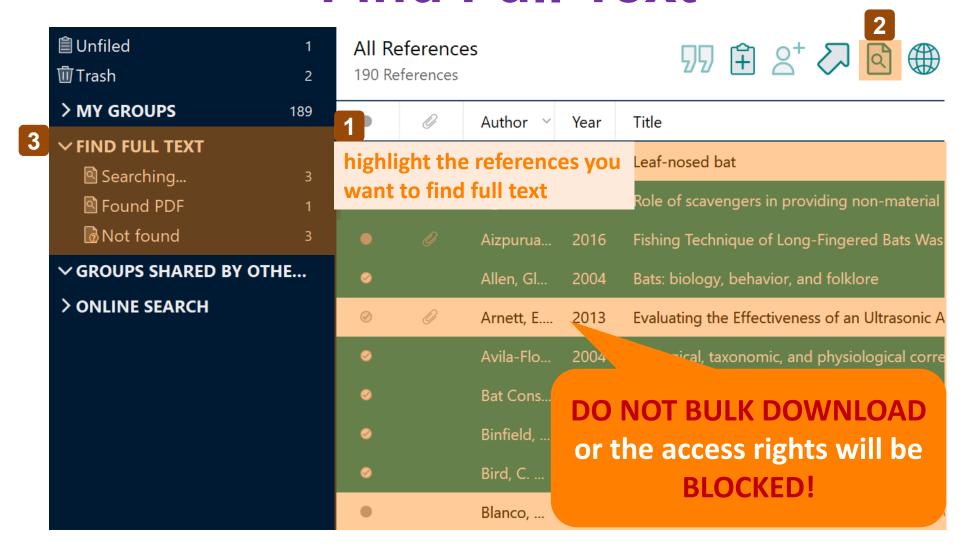


Find Full Text

- EndNote can attempt to locate full text files on the Web by using data stored in your references up to 250 records at a time. Once found, EndNote downloads and attaches the files to the references.
- Enter OpenURL Path as Find Full Text preferences, then get the subscribed resources your library has paid for.
- Find Full Text Setting Path:
 - Windows: Edit > Preferences > Find Full Text
 - Mac: Endnote 20 > Preferences > Find Full Text
- Outside the Institution: Configure the VPN or Proxy server first.



Find Full Text



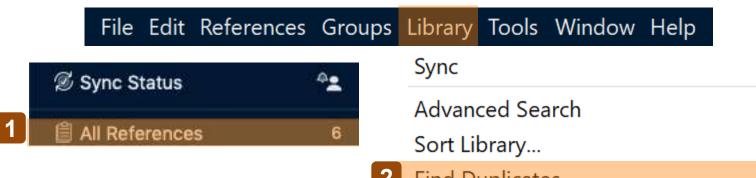


It's YOUR turn!

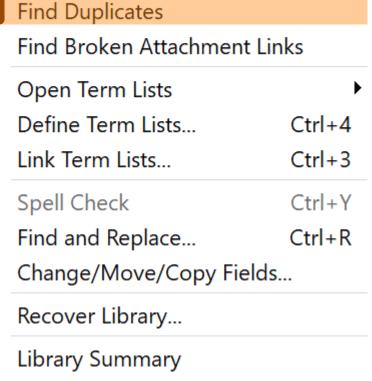
- 1. Check for Find Full Text setting
- Windows: Edit → Preferences → Find Full Text
- Mac: EndNote [Version] menu→ Preferences → Find Full Text
- 2. Use "Find full text "function (select references → find full text)
- 3. If PDFs that have not been found, try OpenURL Link.
- 4. Download the full text file and then attach the file manually.



Find Duplicates



Find Duplicates command searches the references that are currently showing in the Library window to identify duplicates. Duplicates are determined based on the duplicate criteria specified in preferences, by default are Author, Year, Title and Reference Type fields.

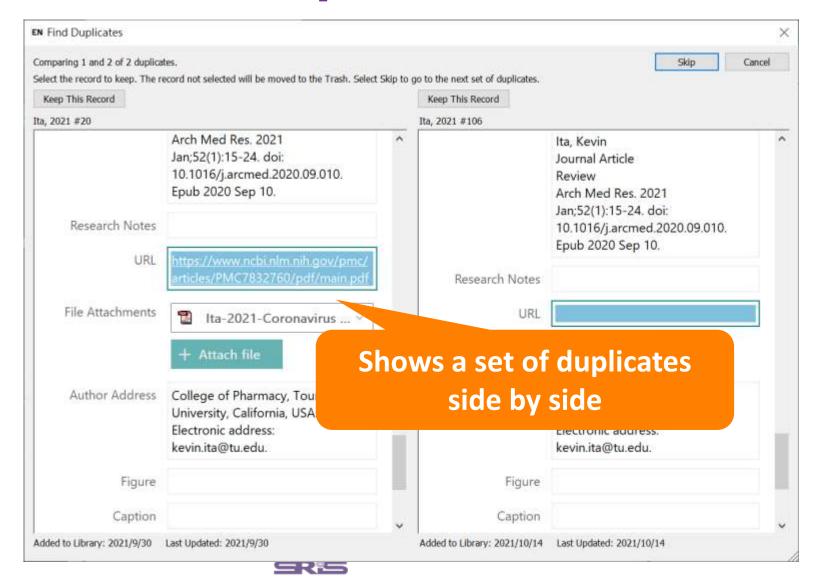




Find Duplicates

3

Check or edit the record fields and decide which one to keep and the other one will be in the Trash



Search

1 Simple Search: search terms in all fields



2 Advanced Search: search multiple terms combination by using the Boolean operators AND, OR, and NOT in multiple fields





Groups & Tags

Group

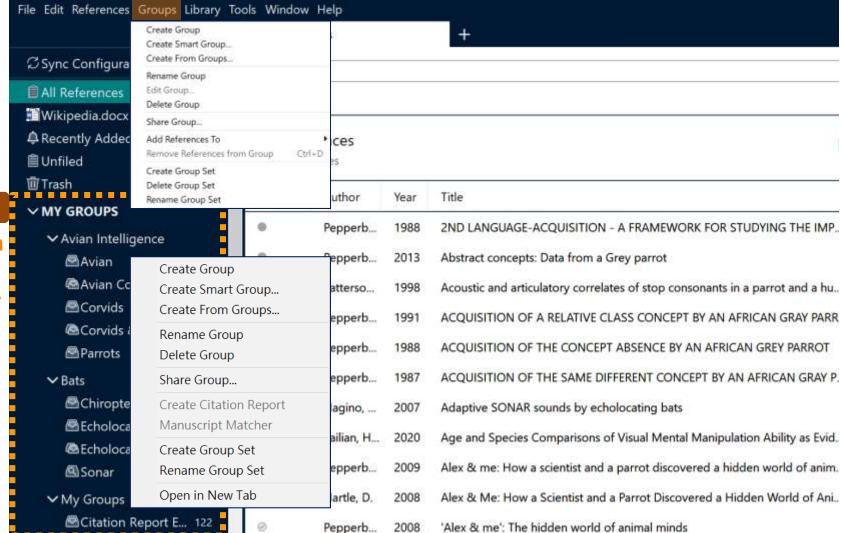
organize references into subsets within a library, functioning like a flexible filing system for categorization and retrieval.

Tags

mark individual references with visual indicators for purposes like prioritization or action, offering a non-hierarchical way to draw attention to specific items.



Create a group or a group set



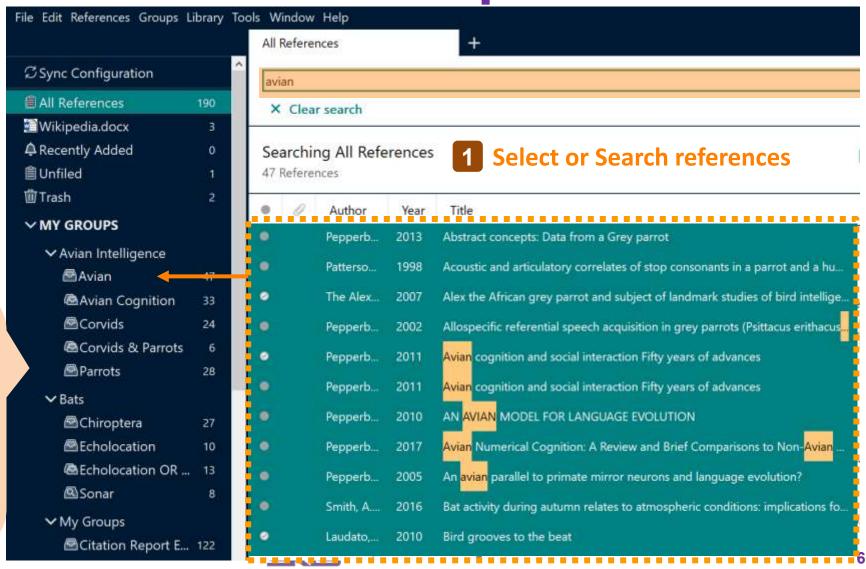
Right click to launch the function menu to create a group or a group set

Custom Group

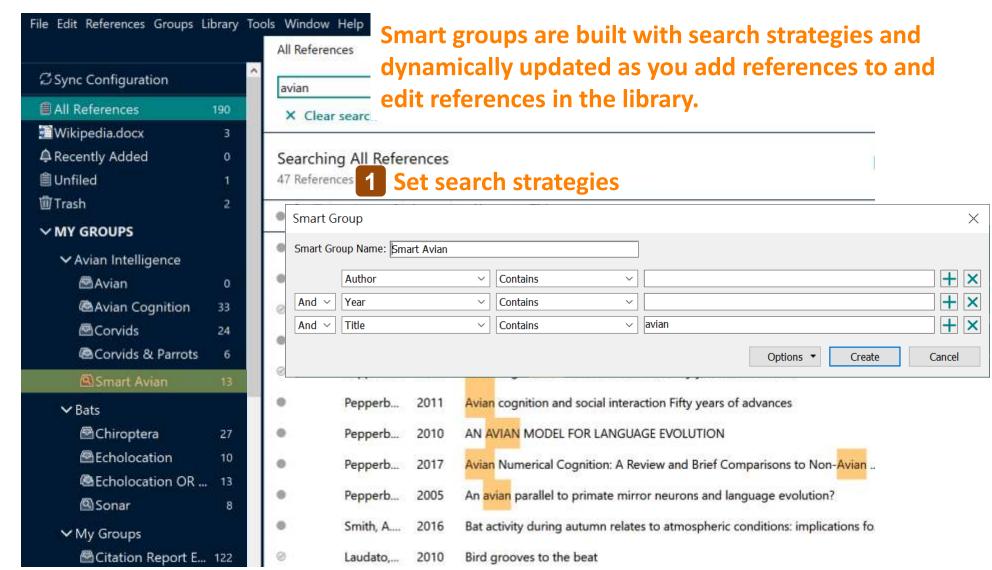
2

Drag and drop the selected references to the Group heading

References can be removed from any of your custom groups or online search groups and they will still be in your library and appear under All References

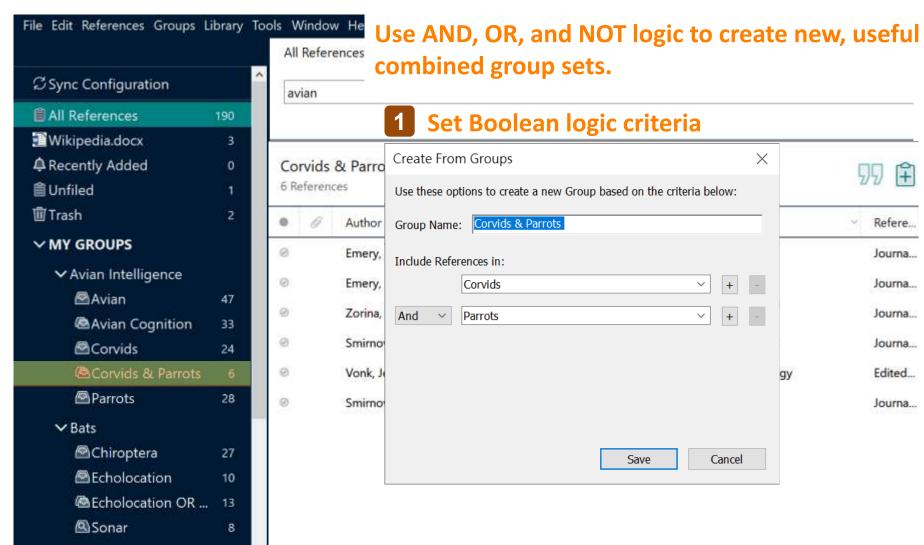


Smart Group



Smart Group
will be
updated
automatically

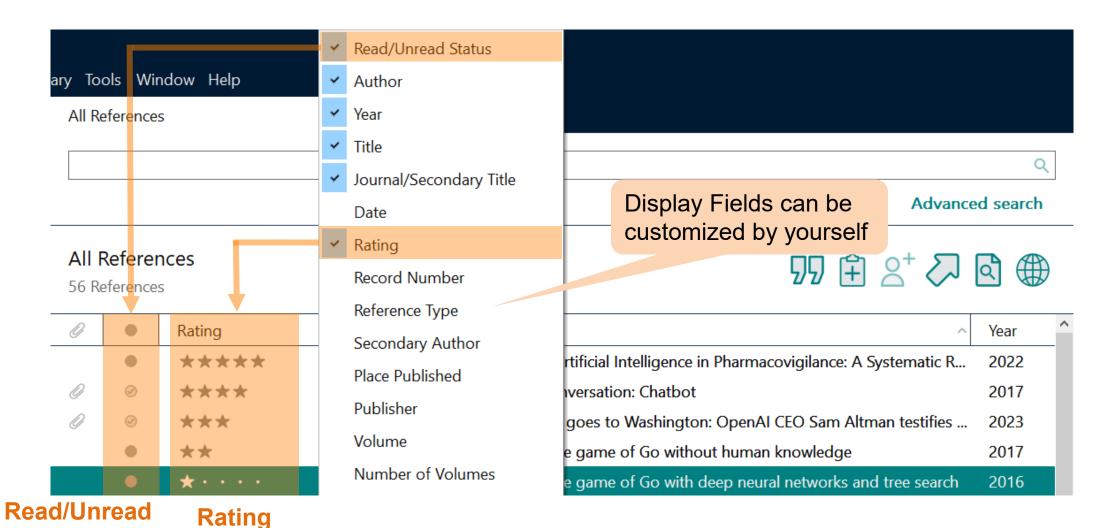
From Groups



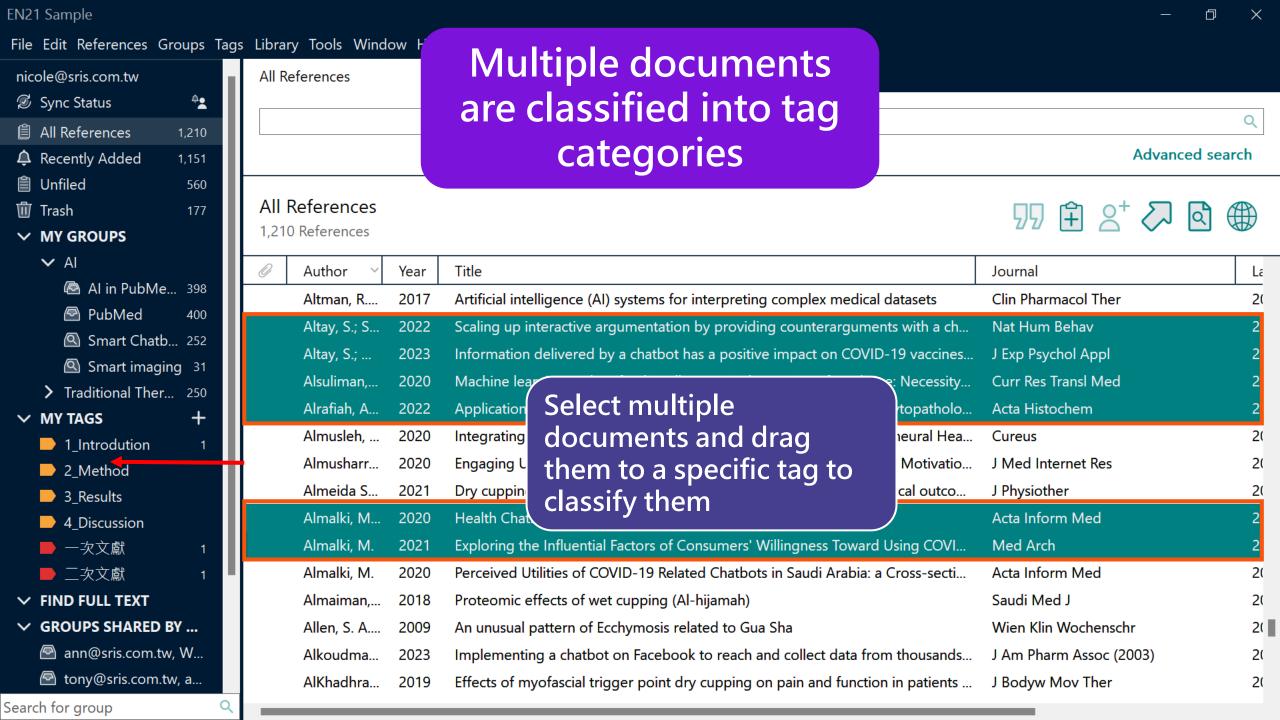
Combination
Group will be
updated
automatically

✓ My Groups

Display Fields



Status



It's YOUR turn! (10 mins)

1. Create a group and drag references to the custom group.

2. Create a Smart Group and edit the search strategies

3. Create a tag, darg and drop to the tag



Cite While You Write

4

CITE REFERENCES
CHANGE OUTPUT STYLE
CHANGE CITATION FORMATTING
EDIT / DELETE CITATION & BIBLIOGRAPHY
REMOVE FIELD CODES



Citation & Bibliography

Introduction

Citation-Quotation

According to traditional Chinese thedicine, the pericardial meridian is associated with the pain or fullness in the chest, palpitations, depression, restlessness, manic or depressive disorders, nausea or vomiting, hiccups, gastric pain, and distension in the upper abdomen (Bai and Baron, 2001) Since the parasympathetic modulation of both heart and gut is largely mediated by the vagus nerve, and since vagal stimulation of the gut can result in increased peristalsis while the vagal stimulation of the heart can result in decreased heart rate (Guyton and Hall, 1996), it is speculated that to some extent the pericardium meridian might be associated with the autonomic nervous modulation of the subject.

Acupuncture or acupressure at the Neigran (P6) point, the most frequently used acupoin in the pericardium meridian, has been sh 1987, 1988, 1989a and b: Ho et al., 198 et al., 1994; Fan et al., 1997; Harmon e related to autonomic nervous activity speculated that the autonomic nervous a P6 point was performed.

Heart rate variability analysis is a t autonomic nervous modulation of heart vagal modulation, and the restoration of v

- □To avoid plagiarism
- ☐ To help researchers keep track of the sources cited for their written material
- □To give readers a framework of how the
- writers' arguments were formed

Bibliography-Reference

References

Bai, X. and R.B. Baron. Acupuncture: Visible Holism. Butterworth-Heinemann, Oxford, 2001.

Belluomini, J., R.C. Litt, K.A. Lee and M. Katz. Acupressure for nausea and vomiting of pregnancy: a randomized, blinded study. Obstet. Gynecol. 84: 245-248, 1994.

Chiu, J.-H., W.-Y. Lui, Y.-L. Chen and C.-Y. Hong. Local somatothermal stimulation inhibits the motility of sphincter of Oddi in cats, rabbits and humans through nitrergic neural release of nitric oxide. Life Sci. 63: 413-428, 1998.

Aloysio, D. and P. Penacchioni. Morning sickness control in early pregnancy by Neiguan point acupressure. Obstet. Gynecol. 80: 852-854, 1992.

> G. Ghaly, K.M. Bill, W.N. Chestnutt, K.T.J. Fitzpatrick and A.G.A. Lynas. Effect of on postoperative nausea and vomiting. Br. J. Anaesth.

> > W.P. Abram and G.A. Lynch. Acupuncture prophylaxis ess J. R. Soc. Med. 82: 268-271, 1989b.



Cite While You Write Toolbar

Windows Word

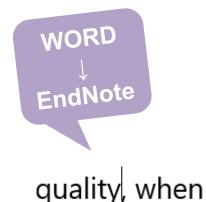


Mac Word





Cite References



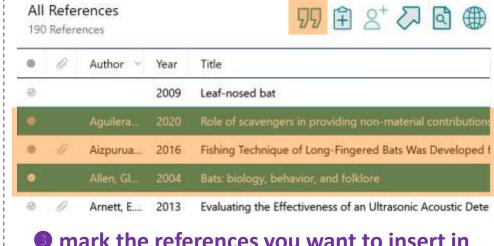
EN Go to EndNote

• place your cursor after the text that you want to insert citation

go to EndNote
Library



d click the insert citation button to insert and go back to WORD



mark the references you want to insert in your article

CTRL key: select discontinuous records **SHIFT key:** select continuous records





Cite References



quality, when



• type in the keyword to find references then click to highlight it and insert it

EndNote 20 Find & Insert My References

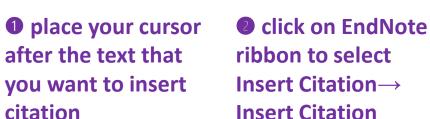
CTRL key: select discontinuous records **SHIFT key:** select continuous records

Search: Libraries

45 items in list

Insert .

Parrots Voluntarily Help Each Other to Obtain Food Rewards Plagetian Liquid Overconservation in Grey Parrots (Psittacus erithacus)







Library:



Cite References



quality, when



• mark the references you want insert

CTRL key: select discontinuous records **SHIFT key:** select continuous records

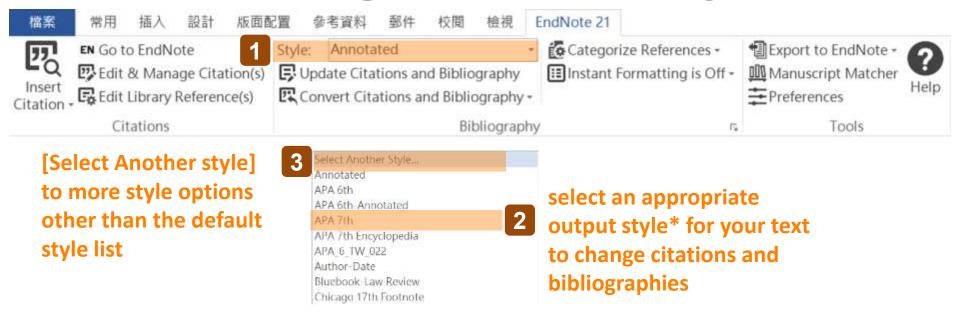


place your cursor after the text that you want to insert citation

3 go to EndNote to insert citations



Change Output Style

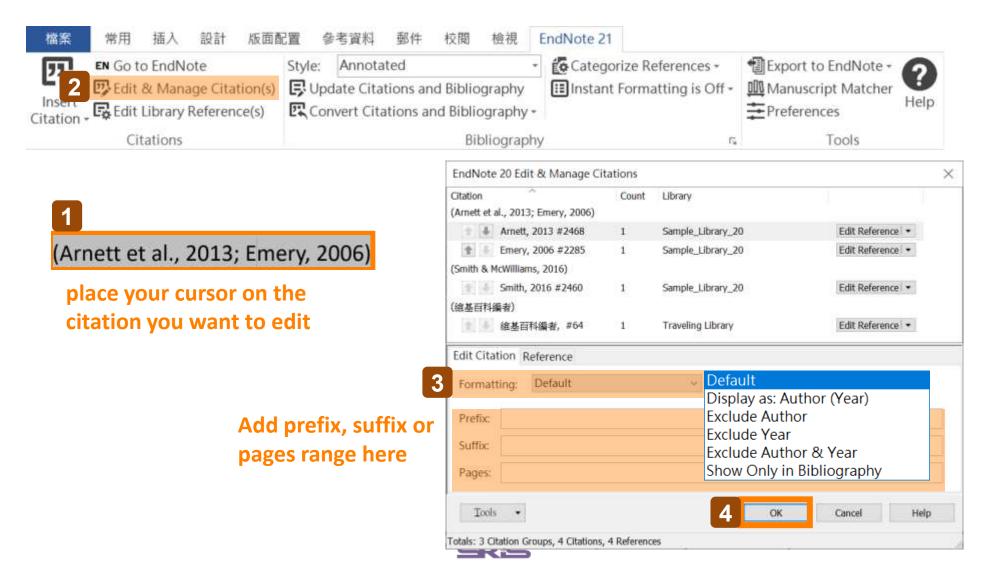


Annotated (Lefebvre and Sol 2008, Arnett, Hein et al. 2013)
APA 7th (Arnett et al., 2013; Lefebvre & Sol, 2008)

*You can only format a Word document in ONE output style.



Change Citation Formatting



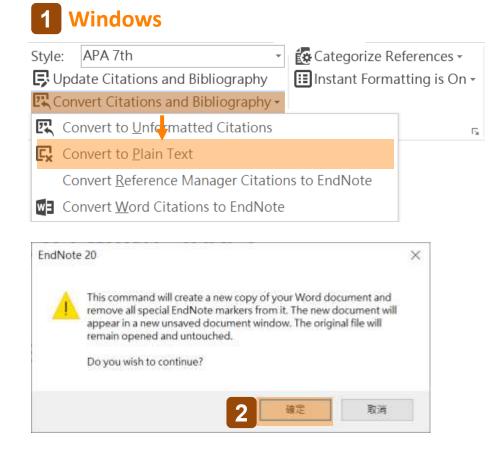
Edit / Delete Citation & Bibliography

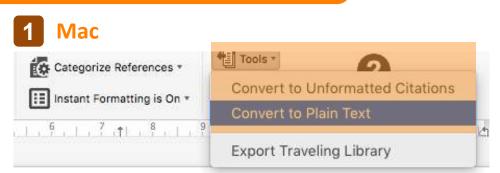




Remove Field Codes

Remove field codes before sharing your document or send to publisher





New copy without EndNote field codes **CANNOT** be reformatted with Cite While You Write (CWYW). Keep the original document with field code for editing by CWYW.

Lost codes are never found again!



It's YOUR turn! (10mins)

1.Add citations to Word document by CWYW

2. Edit citation

3. Edit Reference

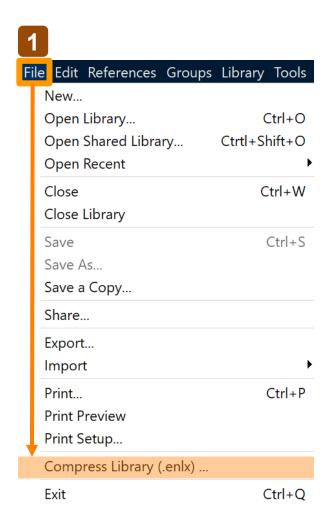
4.Convert to plain text

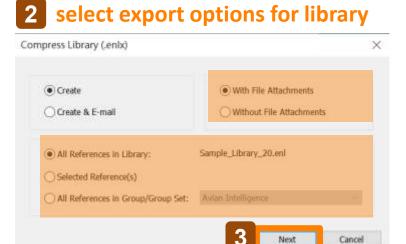


Backup & Share



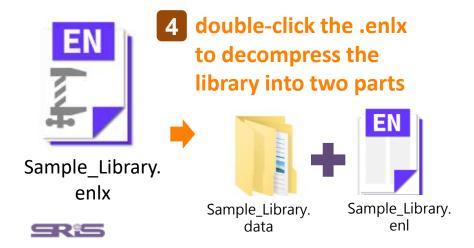
Library Backup





with/without attachments

references set



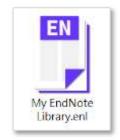
Sync





One account can be synced to One EndNote Library on One device





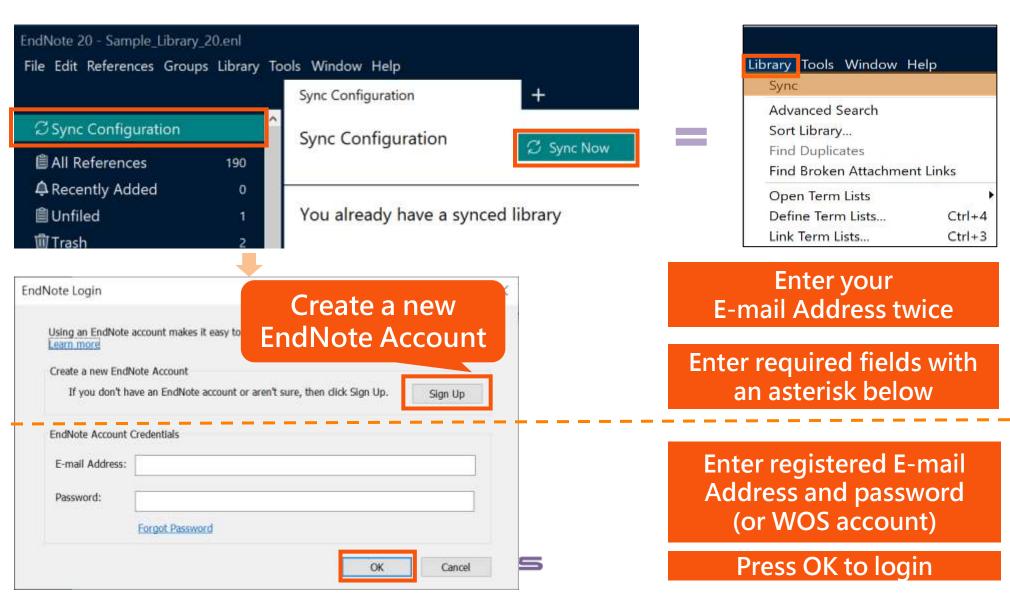




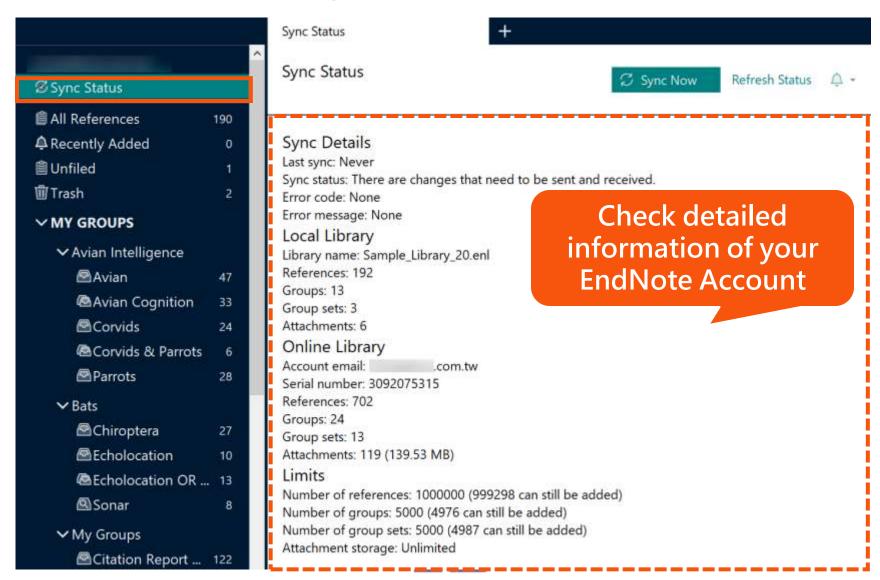


EndNote Online on iPhone / iPad

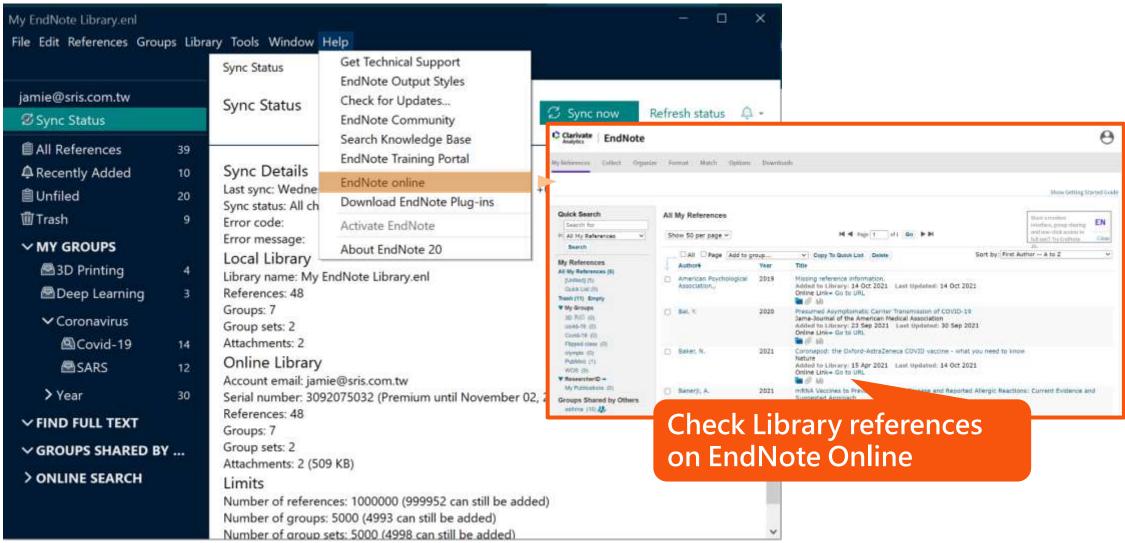
Sync Library

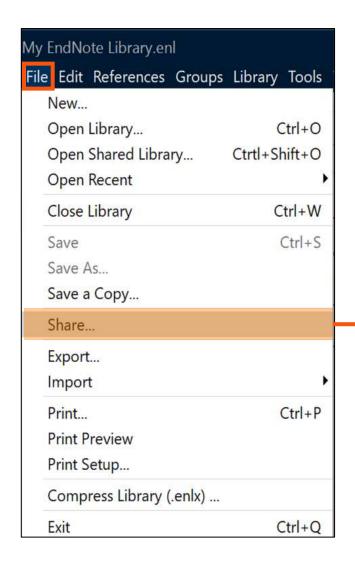


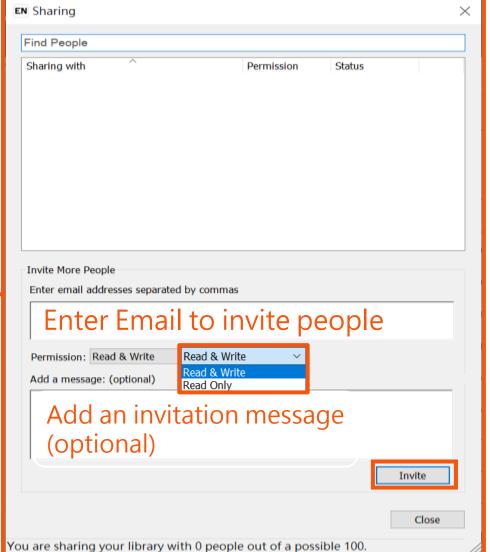
Sync Status



Library on EN online









noreply@endnote.com 透過 amazonses.com

寄給▼

Recipient will receive an invitation from Email account

to access shared libraries and much more. http://endnote.com/buy?

would like to share an EndNote library with you.

To accept this invitation and access Jamie 's library, you must have EndNote X7.2 or later installed, and we strongly recommend using EndNote 20 for the best experience.

Once you've accepted this invitation, you will be able to access all of the references, PDFs, file attachments, and notes in this shared library from your EndNote desktop application.

Accept: https://account.endnote.com/enwservices/invitation/#/f252b9dd-2e25-4640-8443-10dfc69ff700

Don't have EndNote for utm_source=en-deskto

Accept invitation via the link

e.com/?utm_source=en-desktop&utm_medium=edm&

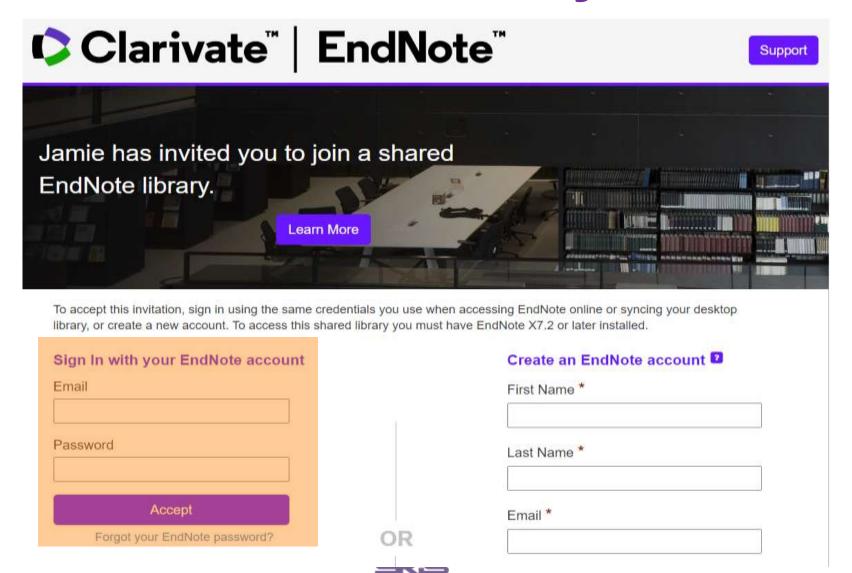
ail-ro&utm content=buy-en

Learn more about shar

utm campaign=ls-email-ro&utm content=learn-more

If you do not wish to accept this invitation, please notify directly.







Invitation accepted. For access to Jamie's shared EndNote library, follow these instructions.

Update EndNote to version X7.2 or later

Now, go to the desktop to make sure you're on the latest version. To check:

Windows



- 1. Click on Help > About
- 2. Click on Program Updates or download the installer.

You can now access the shared library from your desktop. Just go to File > Open Shared Library.

Accept the invitation to access EN library shared by others.

Check computer settings to use **Shared Library**

OS X



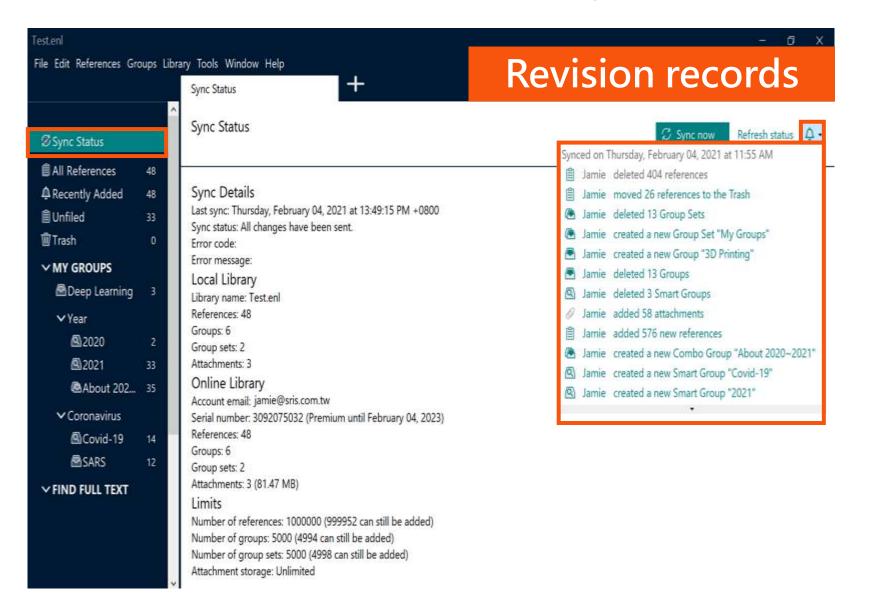
- 1. Click on the EndNote menu dropdown.
- 2. Click on Check for Updates or download the installer.

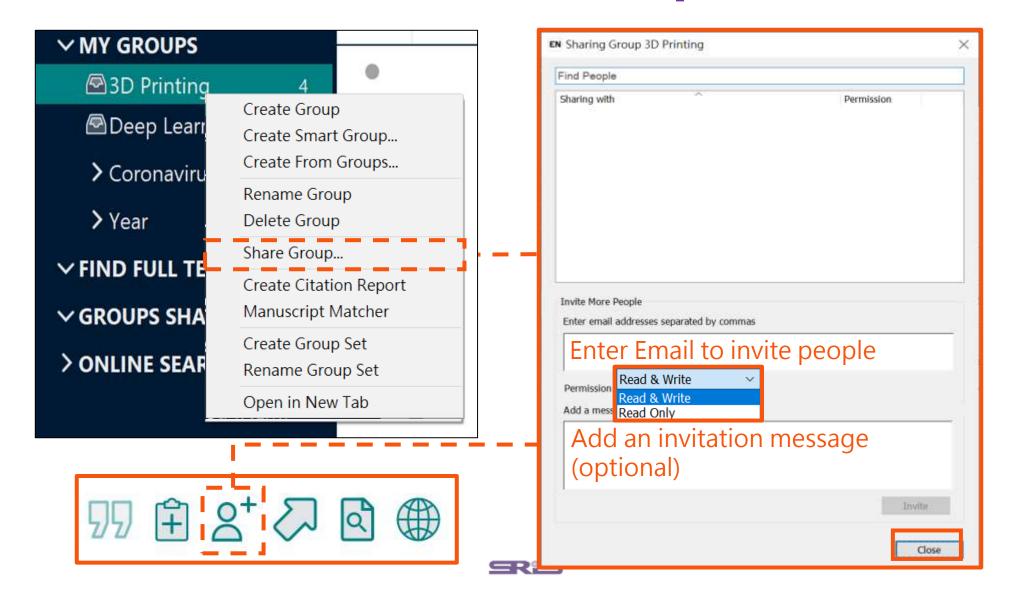
You can now access the shared library from your desktop. Just go to File > Open Shared Library.













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Recipient will receive an invitation from Email account

翻譯郵件

關閉下列語言的翻譯功能:英文 ★

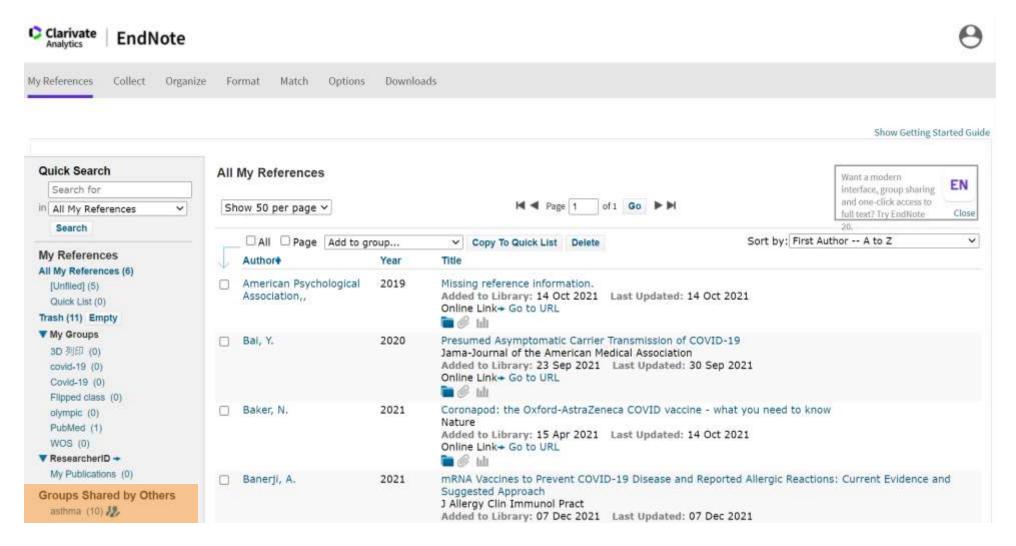
has shared an EndNote group, 3D Printing, with you.

To access this group, create or log into your EndNote online account at http://my.endnote.com

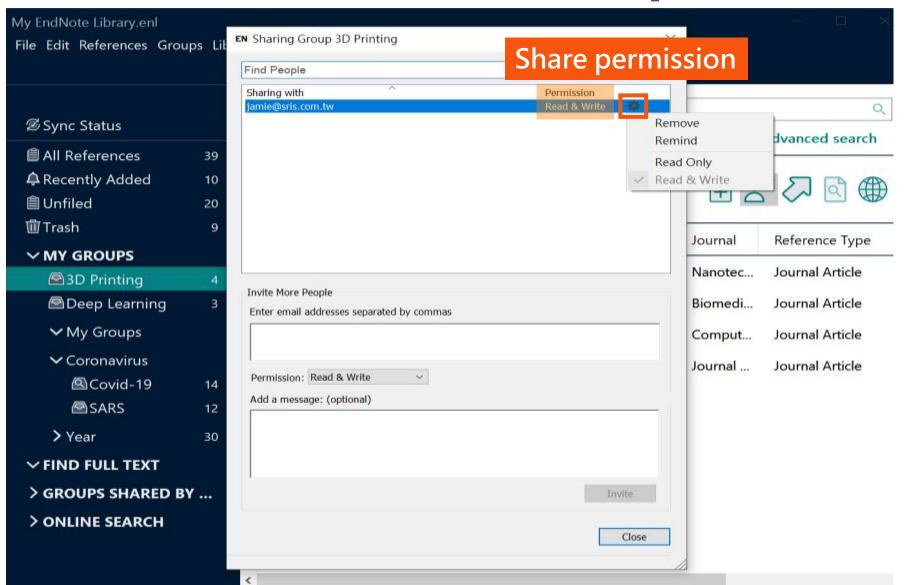
Don't have EndNote for your desktop yet? Get the latest versic create your own bibliographic styles, and more. <a href="http://endnote.get.number.com/http:/

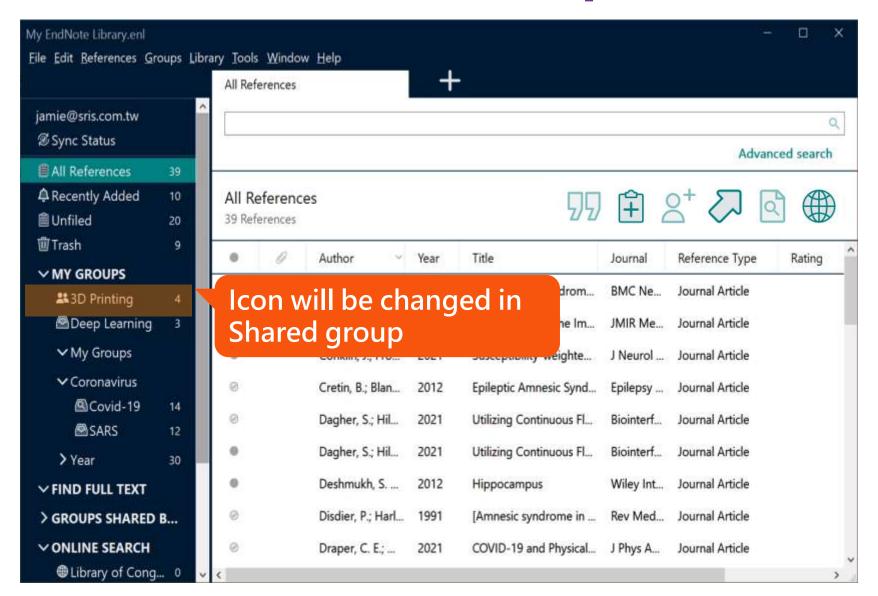
Learn more about sharing your research using EndNote. http://endnote.com/?utm_source=en-desktop&utm_medium=edm&utm_campaign=ls-email-ro&utm_content=learn-more

has left you this message:









Windows & Mac Function Comparison

Function	Windows	Mac
Preferences	Edit Menu	EndNote Menu
Check for updates	Help Menu	EndNote Menu
About EndNote	Help Menu	EndNote Menu
Customizer	No	EndNote Menu
Filter Import	Import Option	Option at bottom left side
Save as package Mac Only	No	Yes, the package file would be a folder containing .enl and .data files in Windows OS



Resources & Support

Resource	Notice
EndNote Details	More info about compatibility, integration and new functions
EndNote Downloads	To download more styles, filters and connections
EndNote Training YouTube Channel	Recorded training sections and courses, mostly in English
CA EndNote LIVE TRAINING	Check the schedule & Time zone and Register
Quick Reference Guide (<u>Win,Mac</u>)	Start using EndNote by the instructions
Shou Ray Customer Support	Contact a Support Expert: 02-7731-5800 E-mail: services@customer-support.com.tw



THANKS FOR YOUR ATTENTION

and

PLEASE DON'T ASK TOO MUCH!

