Hints for Using EndNote® X7

Set Up Groups

If you consider EndNote to be like an electronic filing cabinet, Groups are the file folders within that cabinet. To create Groups to help you stay organized, click on the Groups pull-down menu and select Create Groups. A box will appear under My Groups on the left, prompting you to type in a name for that group. You can do that multiple times, creating as many groups as you would like.

Manually Enter Corporate Names

When entering corporate names such as the Centers for Disease Control and Prevention, be sure to put a comma after the last part of the corporate name. In the case of the Centers for Disease Control and Prevention, you should enter the name as **Centers for Disease Control and Prevention,** (notice the comma). If you do not place a comma after the last part of the corporate name, EndNote will recognize the first part of the name as the last, resulting in Prevention, Centers for Disease Control. If you have a reference for the University of California –Berkeley, enter it like this: **University of California,,Berkeley**. The two commas will indicate to Endnote that Berkeley is not the first name, but rather goes after University of California with a comma.

Pull Up a Particular Article

On the left side of the screen, under Online Search, click on PubMed or Web of Science. A search box will now appear in the lower middle section of the EndNote screen. Type in the information you know (authors, year, title — or change the fields to search on two authors, keywords, etc.) Click on Search. When your search has been completed, click on the references you want, then drag them over to your Group and drop them into it. You can also select references you don't want, then drag them to the Trash and drop them in.

Find Full Text

EndNote X7 allows you to select references from your database and have EndNote search for the full text of those articles in the background. To take advantage of the full-text subscriptions available through the library, you have to set up some parameters. In EndNote, go to the Edit pull-down menu and select Preferences. Click on Find Full Text at the bottom of the list on the left. Make sure there is a check mark in all the boxes, and in the box labeled **OpenURL path,** type in the following: http://hslic-unm.on.worldcat.org/atoztitles/link, then click Apply, and then click OK.

Go back to your library and select articles you would like full text for by highlighting them. Then click on the icon that looks like a globe with a piece of paper in front of it, above the list of references. Depending on how many references you have selected, this may take a while.

EndNote does not pick up everything we own. Click on the citations that indicate that only a URL was found or it wasn't found at all. Follow the URL in the record, and often it will lead you to the PDF. You can also check the Ejournal Finder for the title. If a PDF is found, save it to your desktop, open the record in EndNote that the PDF belongs to, scroll to the File Attachments field, right-click and click on Add Attachment. Find your PDF and click Open, and it will be added to your record.

Add PDFs

Select a reference in the Library window, or open the reference for editing. From the References menu, choose File Attachments, then Attach File. Select the file or PDF to link to the selected (or open) reference. The PDF will then be attached to that record.

Add a Folder of PDFs

In EndNote X7, you can also add a folder of PDFs. EndNote will populate information from the records. The PDFs cannot be scanned. They have to be publisher-provided and must each have a DOI number (Digital Object Identifier — a unique number for that PDF). To use this feature, click on File, then Import, then select Folder. A dialog box will appear. In the Import Folder box, click on Choose to browse for your folder. Then click on Import.