



Saving/Importing from PubMed into EndNote v. 8-X5

In EndNote

Before importing any references, **a library must be created**. For each library, the **Journal Terms List should be installed**. This will allow the Output Styles to use abbreviations or full title when required by a publisher.

EndNote v. X4
Create library
Click Tools
Click Define Term Lists
Click Journals
Click Import List
Navigate to C:\Program Files\EndNote X4\
Double Click Term Lists folder
Click Medical.txt (Nursing add Humanities too)
Click Open

In PubMed

Internet Explorer	Firefox
	Make sure EndNote Library is open
In PubMed	In PubMed
Perform Search	Perform Search
Select references for EndNote	Select references for EndNote
Click Send to (upper right of first reference)	Click Send to (upper right of first reference)
Click File	Click File
Change Format from Summary to MEDLINE	Change Format from Summary to MEDLINE
Click Create File	Click Create File
Rename file from <i>pubmed-result.txt</i> to something appropriate (date & topic for example)	
Change location for saving to Desktop or some other well remembered location	First time using Firefox this way CHANGE Open with FROM Notepad TO Endnote.exe
Click Save	Click OK
IN EndNote	
Click File	When Filter Window Opens find Pubmed (NLM) Click Choose
Click Import	
Choose File to be imported	
Change Import Option to PubMed (NLM)	
Click Import	References will be automatically added to open EndNote Library

For other databases, see the Tip Sheet located at:

<http://www.mclibrary.duke.edu/training/endnote/endnote.pdf>

Working with a Manuscript

Preparing the manuscript using Cite While You Write (CWYW)

1. Open EndNote Library and open Word
2. Start typing manuscript
3. At the point where reference(s) should be entered

Word 2003	Word 2007/2010
On toolbar	On EndNote ribbon
4. Find Citation button (magnifying glass)	Find Citation (magnifying glass) – on left
5. Type author in Find box > Click Search	Type author in Find box > Click Search
6. If more than one reference is retrieved, highlight correct one	
7. Click Insert	
8. If more than one reference is needed, Repeat	
9. Save manuscript. NOTE: Make a working copy when editing so that there will always be a backup	

Preparing the manuscript with Cite While You Write Turned Off or Disabled

Word 2003	Word 2007/2010
1. Click Format Bibliography button	Click Bibliography Dialog Box Launcher
2. Click Instant Formatting tab > Click Turn OFF/ Disable	

A. Open EndNote, open Library

1. Open Word document
2. Select clue for first reference and Copy

Word 2003	Word 2007/2010
On toolbar	On EndNote ribbon
3. Find Citation button(magnifying glass)	Find Citation (magnifying glass) – on left
4. Type author in box > Click Search	Type author in Find box > Click Search
5. If more than one reference is retrieved highlight correct one	
6. Click Insert	
7. IF more than one reference is needed Repeat	
8. Save manuscript. NOTE: Make a working copy when editing so that there will always be a backup	

B. Formatting the manuscript

Word 2003	Word 2007/2010
On toolbar	On EndNote ribbon
1. Click Format Bibliography button	Update Citations and Bibliography link
2. Select the Output Style or Open the Styles Manager to select a new one	Click Dropdown window to Select another Style
3. Select the style you want and Click Okay	
4. Save manuscript with new name.	

Now you have three (3) copies of your manuscript; the original, the linked copy, and the formatted copy.

