

Using Endnote

Initial Setup of Endnote

1. Open Endnote and **Create a new Endnote Library**
2. Save the new library with a logical name
3. Under the **Edit** menu, go to **Import Filters> Open Filter Manager...**
4. Make sure there is a check beside both Scifinder (SAS) and Web of Science (ISI)
5. Under the **Edit** menu, go to **Output Styles> Open Style Manager...**
6. Click **Find > Chemistry**
7. Click **Mark All**, and close the window

Downloading References:

ISI Web of Science (<http://isi02.isiknowledge.com/>)

DOWNLOADING INSTRUCTIONS

1. Perform a WOS search as normal.
2. Select the desired articles by clicking the button to the left of each article, and finally selecting the "Submit" button.
3. Go to the "Marked Records" page by selecting the "Marked List" Icon at the top of the page. (This icon will only appear after you have successfully selected one or more articles).
4. On the "Marked Records" page confirm your selection and select either the "Save to File" or "Export" button. Either action will cause your browser to prompt for an action...the appropriate response is "save to a file".

Scifinder Scholar

DOWNLOADING INSTRUCTIONS

1. Select one or more references
2. Save your references in the **Tagged Format (*.txt)**. It might only be possible to save within the SFSCHLR folder.

Importing References Into Your Library:

1. Make sure an Endnote library is opened within Endnote
2. Under the **File** menu, select **Import**
3. Click **Choose File**, and locate the file you just downloaded
4. Under **Import Options**, select the appropriate filter (e.g. Scifinder, Web of Science, etc)
5. Click **Import**

Using Endnote

Citing References In Your Document

1. In Microsoft Word, place the curser where you would like the reference to occur.
2. Open your Endnote Library, and highlight the desired reference.
3. Switch to Microsoft word
4. Under **Tools > Endnote #**, click **Insert Selected Citation**

Formatting Your Bibliography

1. In Microsoft Word, under **Tools > Endnote #**, click **Format Bibliography...**
2. Under **With Output Style**, Choose the desired format for your bibliography.

Inputting Short Names for Journals:

1. In Endnote, under the **Tools** menu, select **Open Term Lists > Journals Term List**
2. Edit Each Journal and put the abbreviated name under **Abbreviation 1** (abbreviated names can be found at <http://www.library.ubc.ca/scieng/coden.html>)
3. Under the **Edit** menu, go to **Output Styles> Open Style Manager...**
4. Select the Journal format you want to use short names for, and click **Edit**
5. Click the **Journal Names** tab and make sure **Abbreviation 1** is selected. (On the Dell, you cannot change this, so select a journal format that has **Abbreviation 1** selected e.g. Sarpong)
6. Now format your bibliography with that journal format.