

Saving/Importing from PubMed & CINAHL into EndNote

Before importing any references, an EndNote 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 journal titles when required by a publisher.

EndNote [any version]
Create library
Click Tools
Click Define Term Lists
Click Journals
Click Import List
For a PC: Opens in Term Lists folder
For a Mac: Navigate to Applications/EndNote/Terms
Double Click Term Lists folder
Click Medical.txt (Nursing might want Humanities too)
Click Open

PubMed Citation Manager Internet Explorer, Firefox, Chrome <i>On a MAC, be sure EndNote is closed before you search</i>	PubMed File>Save>Import Internet Explorer, Firefox, Chrome, Safari
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 Citation Manager (If you select more than 20 citations, CHANGE "Number to send")	Click File
Click Create File	Change Format from Summary to MEDLINE
Click Open <i>On a MAC, you will be asked to select your EndNote library</i>	Click Create File
Firefox: If this is the first time using Firefox - Change Save File to Open with > Browse Programs/Apps > Select EndNote . [Check box "Do this automatically..."] > Click OK You should not have to do this again! Chrome: Click download dropdown arrow > Click Open > Open with EndNote	Internet Explorer: Click Dropdown Arrow > Click Save as Firefox: Click Save File Chrome: Save As pop up window opens Safari: Click Save when pop up window opens You can rename <i>pubmed_result.txt</i> file to something appropriate (date & topic for example) > Click Save
	Go to EndNote
	Click File (upper top left)
	Click Import > Click File...
	Choose the File to be imported
	Change Import Option to PubMed (NLM)
	Click Import
References will be automatically added to EndNote Library	References will be added to the open EndNote Library

EBSCO (CINAHL) Internet Explorer, Firefox, Chrome <i>On a MAC, be sure EndNote is closed before you search</i>
Perform Search
Select references and add to the Folder . (If you want all the results on a page, click Share above the results and click Results .)
Click Folder View (the link is on the right)
Click check box to Select All items for export (located above the first reference)
Click Export icon. Note: The default setting is Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, Reference Manager, Zotero)
Click Save button
EndNote will open (if not already open) and automatically import the citation(s) into the most recent Library <i>Note: On a MAC, you will be asked to select your EndNote library</i>

Preparing the Manuscript: Using Cite While You Write (CWYW)

1. Open an EndNote Library and open Word
2. Open manuscript
3. Go to point where reference(s) should be entered

Word (Toolbar/Ribbon)
4. Find Citation button (magnifying glass)
5. Type author last name 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 steps 4-7
9. To change the Output (Bibliography) Style, click Format Bibliography or the Style dropdown
10. Select New Style
11. Save manuscript. NOTE: Make a working copy when editing so that there will always be a backup