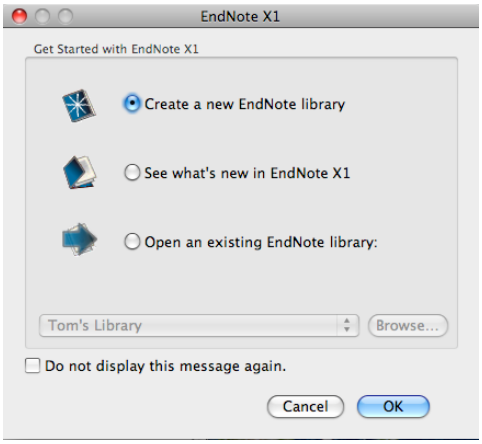
EndNote is a powerful reference management tool. In this tutorial I will show you how to install EndNote, use it to retrieve references from PubMed, insert references into your document, and format your bibliography.

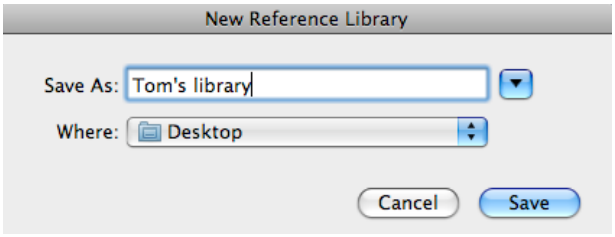
Download and install EndNote:

Download and install EndNote from FAS software downloads.
Since EndNote is Keyed application, you must have the Keyserver application installed on your computer and be connected to the Harvard network. If you plan to use EndNote from a remote location (off the Harvard network), you'll need to install VPN client as well. Both Keyserver and VPN client are available from FAS software downloads.

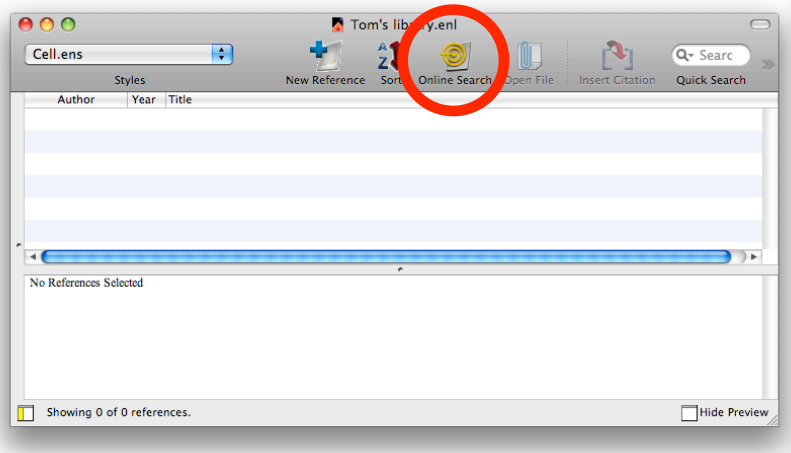
Building your reference library:

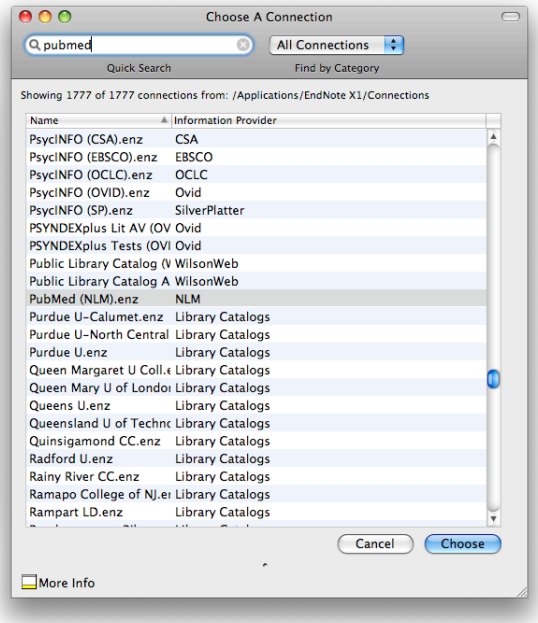
Double click the EndNote icon to start the program. Select "Create a new EndNote library" and click "OK". Name your library and save it somewhere on your hard drive.



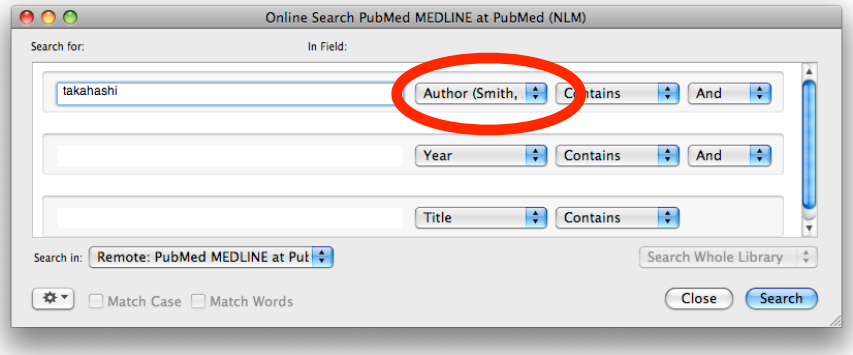


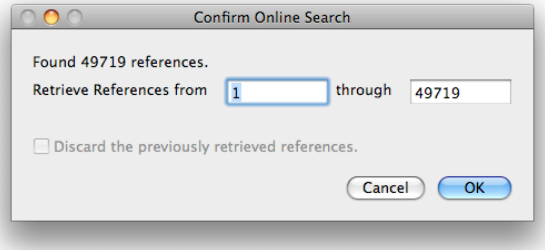
To download a reference from PubMed, click "online search". In the "choose a connection" dialogue box, search for "PubMed". Double click PubMed to access the online search tool.



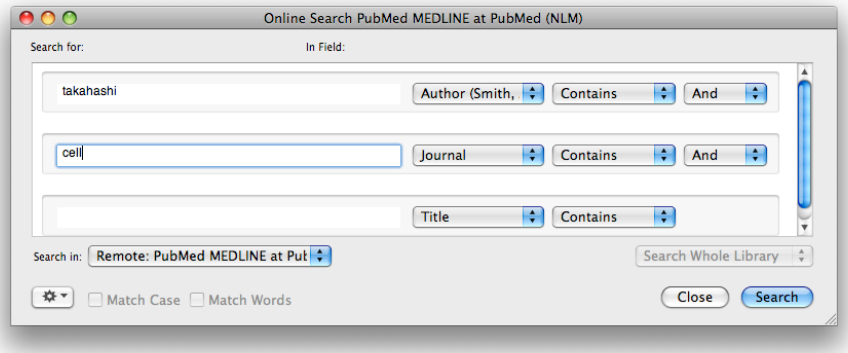


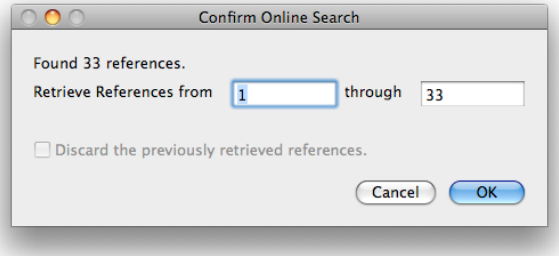
In the "online search" tool, search for a reference. For some reason PubMed does not support the "Author" field, so select "Author (Smith, AB)" from the pulldown menu (see below).
I searched for author = "takahashi", which found found about 50,000 references - way too many to sift through by hand. So click "cancel".



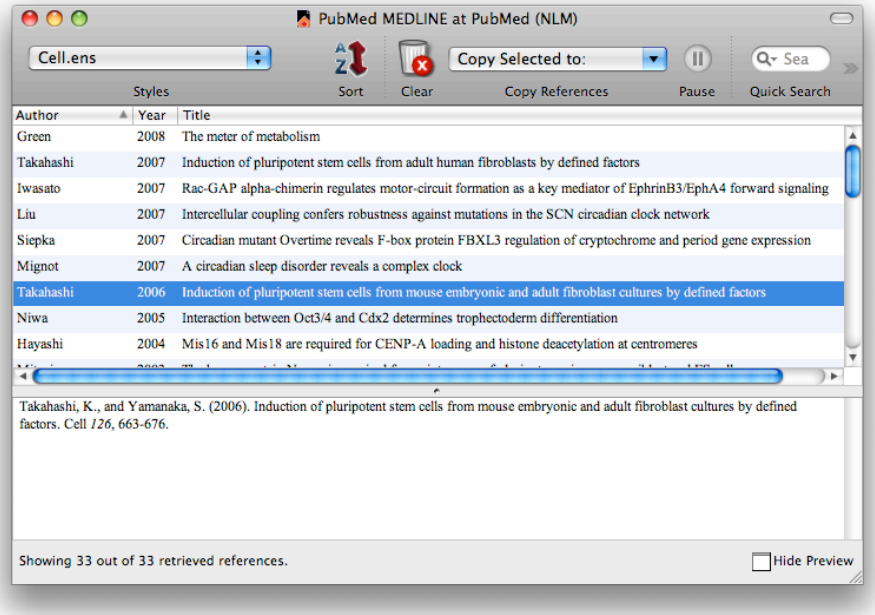


I know the paper I'm looking for was published in the journal Cell, so I refined the search to include the journal name in the search parameter as shown below. That pulls up 33 references - much more reasonable.

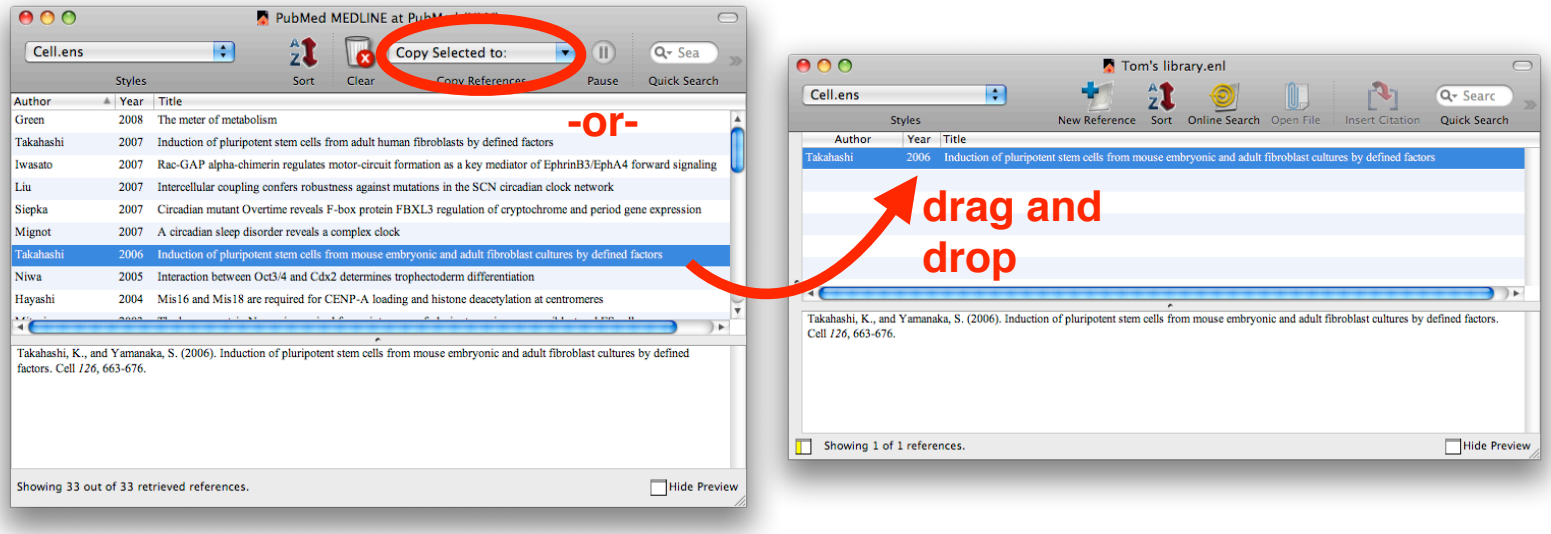




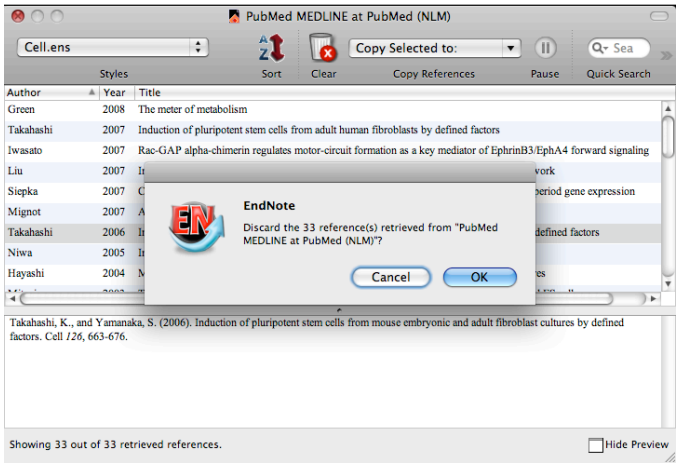
After clicking "OK", the 33 references are downloaded into a preview window. You can scroll through them and single-click on an individual reference to see a preview (to make sure it's the reference you're looking for).



To add the selected reference to your library, you can either click on the reference and drag-n-drop into your library window or use the "copy selected to" pull down window (the latter option is useful for copying multiple references into your library simultaneously).

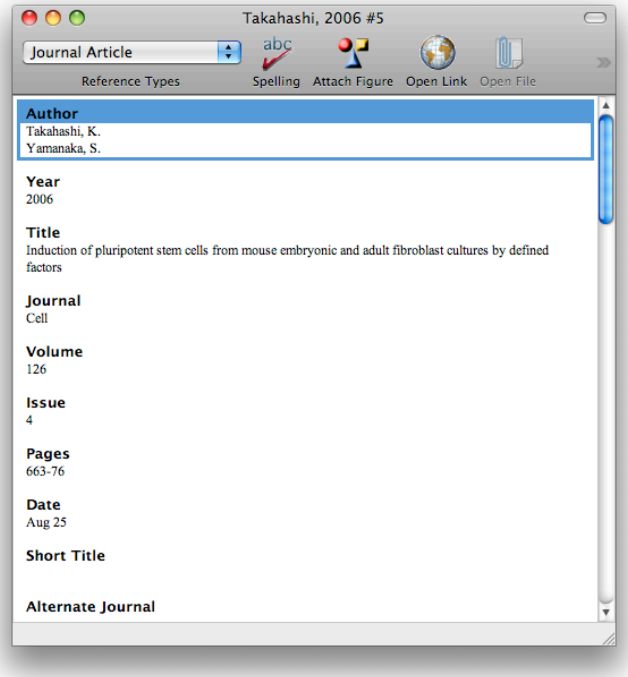


Once you've copied the references from your search into your library, you can close the PubMed search window (a dialog box will appear asking if you want to discard the found references - click "OK".)

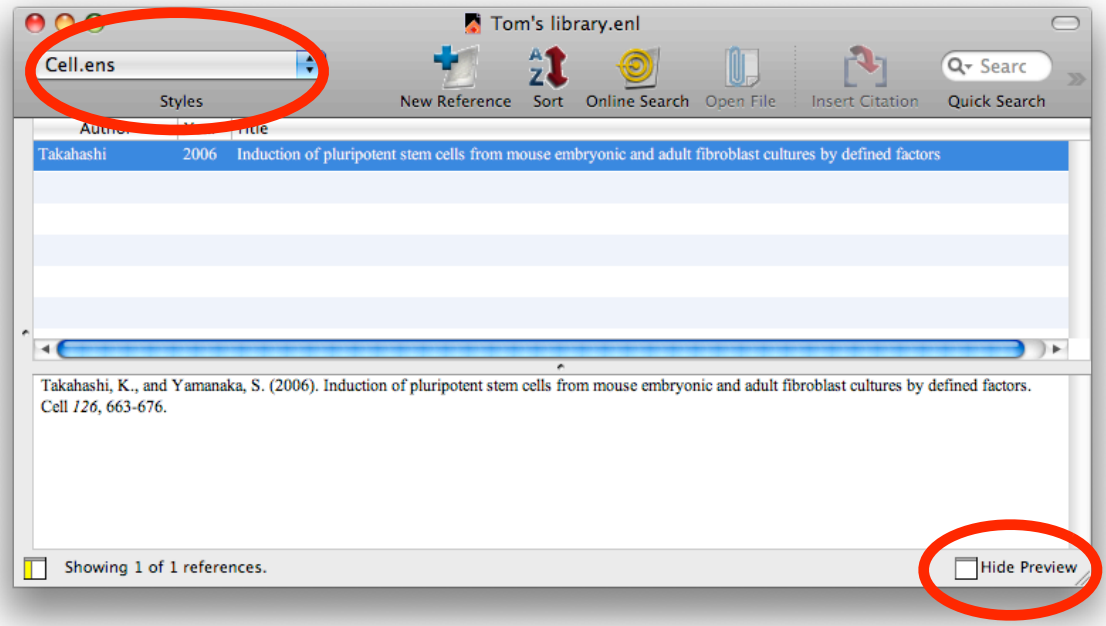


→Time saving tip: when adding multiple references to my library in one sitting, I like to keep windows for both my library and the PubMed search results open. After dragging a selected reference from PubMed into my library, to search for a new reference I simply click back on the PubMed results window and initiate a new search (⌘ + F on the mac, ctrl+F on the PC) to search PubMed again.
If you initiate a new search while still in your library window, the program will search your library for the reference, and obviously that won't work!

Explore your downloaded reference a bit by double clicking it. You'll see you downloaded lots of useful stuff (the full citation, accession number, keywords, and text of the abstract).

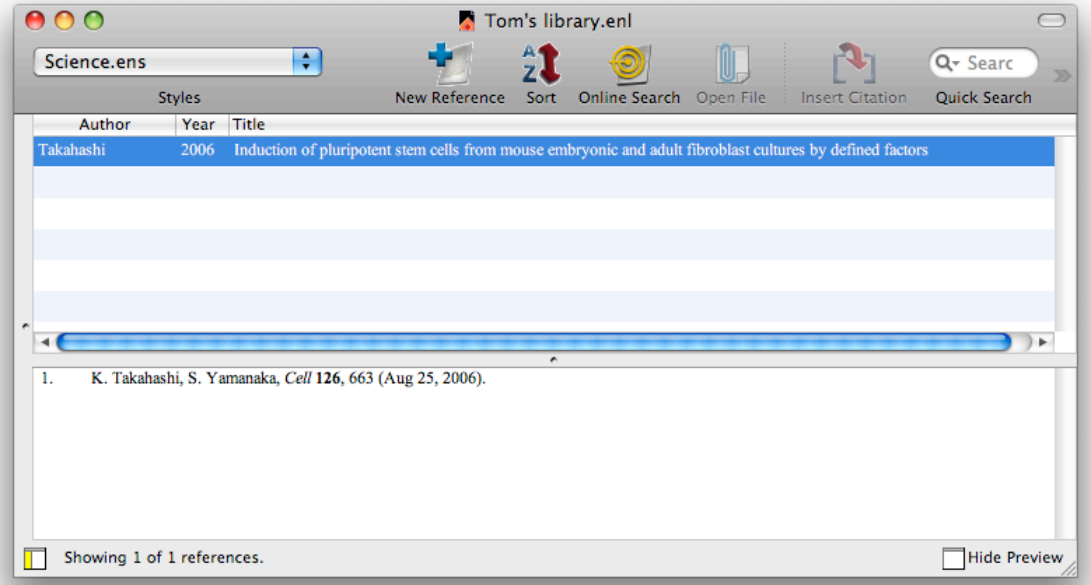


Close that reference and go back to your library. Play with the "styles" pull down menu on the left hand side of your library window. My favorite reference style is the one used by the journal Cell - it's a great one to use for your thesis as well. You can add reference styles to your list of favorites by selecting "select another style" and doing a quick search in the "choose a style" dialogue box. You can see how the reference will appear in the bibliography in the little preview window at the bottom of your library.



click here to show/ hide preview pane

When you switch between styles, note that the reference is automatically formatted based on that style in the preview window. Toggle between the "Cell" and "Science" reference styles. It's easy to understand how as a reader I prefer when students format their references using a style that includes the title of the article - it makes it much easier for me to remember if I've read the paper (or find the paper if I haven't read it) that's being referenced.



You can copy a formatted reference into your document by selecting a reference style and using the edit -> copy formatted option (keystrokes = ⌘ + k on mac, ctrl + k on PC,) and pasting into your document (⌘ + v on mac, ctrl + v on PC,):

Here is a reference formatted for Cell:
Takahashi, K., and Yamanaka, S. (2006). Induction of pluripotent stem cells from mouse embryonic and adult fibroblast cultures by defined factors. Cell *126*, 663-676.

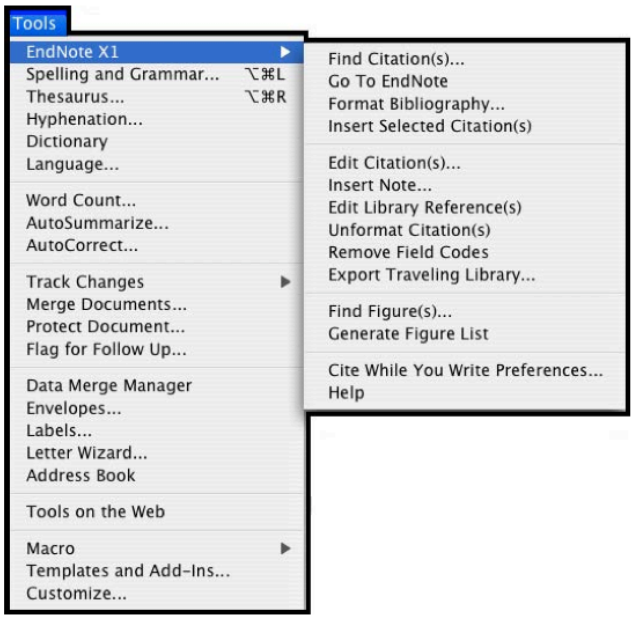
And APA 5th:
Takahashi, K., & Yamanaka, S. (2006). Induction of pluripotent stem cells from mouse embryonic and adult fibroblast cultures by defined factors. *Cell, 126*(4), 663-676.

and Nature:
[1] Takahashi, K. and Yamanaka, S., Induction of pluripotent stem cells from mouse embryonic and adult fibroblast cultures by defined factors. *Cell* **126** (4), 663 (2006).

and Science:
1. K. Takahashi, S. Yamanaka, *Cell* **126**, 663 (Aug 25, 2006).

Think of how much time you save by letting EndNote format your reference and not doing it by hand! If you think that's cool, keep reading.

Installing EndNote in Microsoft Word:



If you're a Mac user and using Word 2008, you'll need to download the updater to use EndNote in Word. After downloading and installing the updater, when you open up Word you you should see EndNote X1 at the top of the "tools" menu. You might also see an EndNote floating toolbar - I usually close that and just use the menu.

If you're a Mac user and using an earlier version of Word, the EndNote X1 option should automatically appear in the "tools" menu. If not, you'll need to manually install it. Here's how:

- Navigate to the following folder: HD→ applications → EndNote X1→*Cite While You Write*
- Single click on the file called "EndNote CWYW Word 2004" (if you're using Word 2004) or "EndNote CWYW Word X" (if you're using Word X)
- Make an alias(⌘ + L) of the CWYW icon
- drag the alias into Word's start up folder (HD→Applications→ Microsoft Office→Startup→Word).

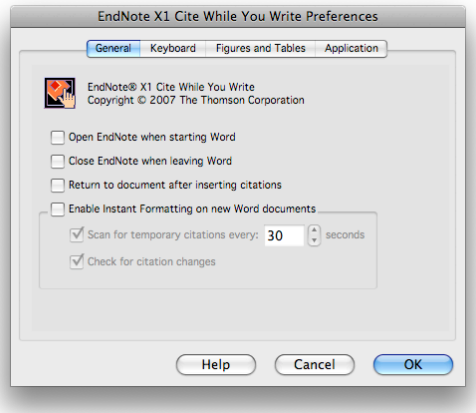
If that doesn't work (it should), additional instructions are on page 21 of the EndNote Quick Start guide, which I've uploaded for you here.

If you're a PC user, the EndNote X1 submenu should be automatically installed in Word's "tools" menu. If it's not, you'll need to customize the installation (it's not difficult) - see page 33 of the EndNote Quick Start guide.

Installing Endnote in other word processing programs:

The new version of Apple's Pages software includes Endnote compatibility ☺.
If you use something other than Word or Pages, write your paper, insert in-text citations as described on the next page, then save to an RTF or ODT file and use the Format Paper feature in EndNote to format the citations and bibliography.

Cite While You Write (or don't)

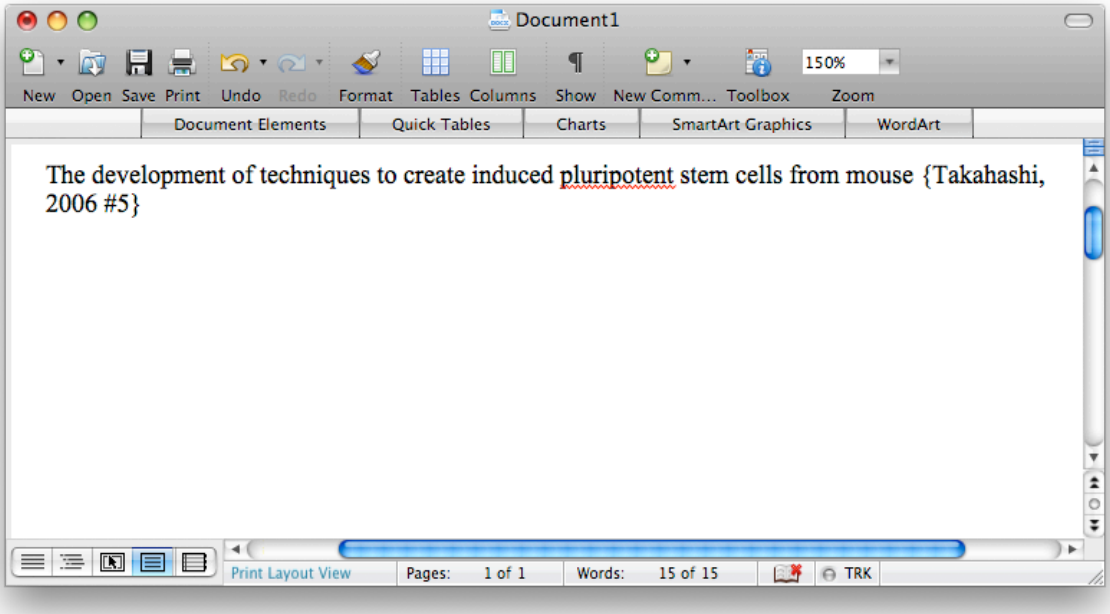


I don't like using EndNote's Cite While You Write (CWYW) features - I prefer to do things manually. This is because I found earlier verstions of EndNote CWYW slowed down/ occastionaly crashed Word. Follow through as I show you how to insert citations manually, and once you get the hang of that it will be easy for you to CWYW if you want to.

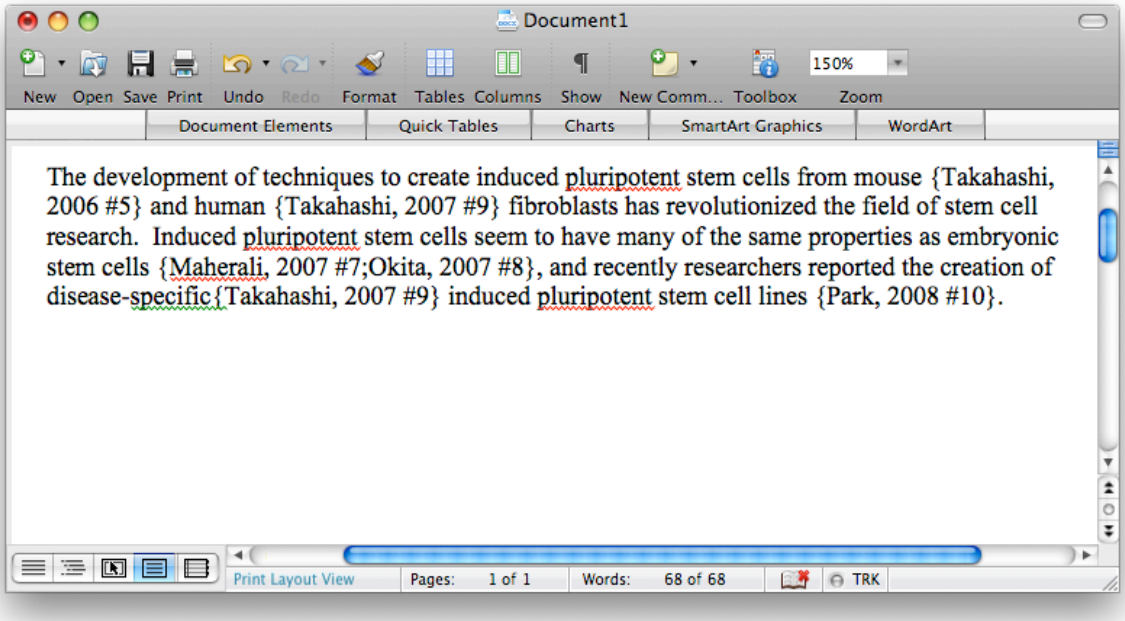
First, from Word go to *Tools → EndNote X1 → Cite While You Write Preferences*. In the "General" window that appears, uncheck everything. This will turn off all the bells and whistles which I think can interfere with Word. Click OK.

Putting citations in your text:

When I'm writing, I like to have my EndNote library open in a separate window. When I want to insert a citation, I single click on my EndNote Library, scroll to find the citation I want to insert, single click it, ⌘ + c (PC ctrl + c) to copy it to the clipboard, return to Word and ⌘ + v (PC ctrl + v) to paste the citation.



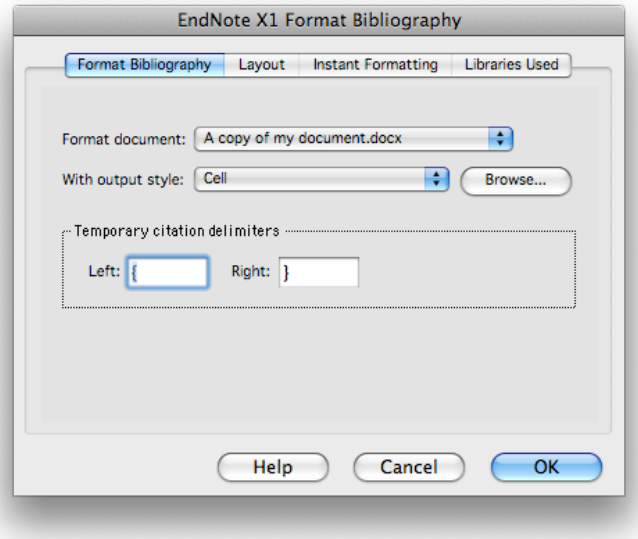
Notice that this inserts the citation as a "field" that's temporarily denoted with curly brackets. EndNote will later recognize these as field citations when formatting the bibliography. Keep typing, inserting references as desired:



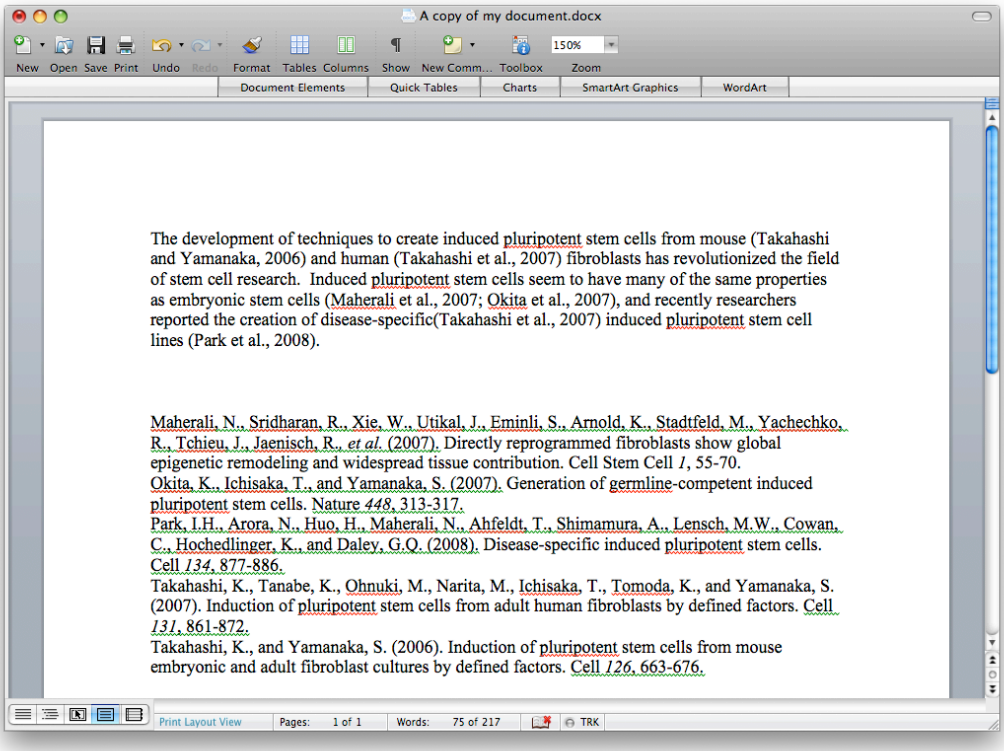
Formatting the References Cited Section:

I like to format the references as one of the last steps of my writing... in other words, I keep writing with the references appearing as temporary curly bracketed fields in my document, I **save the document**, then I **save a new copy of the document** - you can play with the formatting of the references in the copy of the document, and if something gets screwed up you can always go back to your original. Don't skip this step!

When you're ready to format your citations, from the *EndNote X1* submenu of the *Tools* pulldown menu in Word, choose "format bibliography". A pop-up window will appear:



Choose your output style (again, I like Cell, but you could also use APA 5th) and click OK and voila! Formatted references.

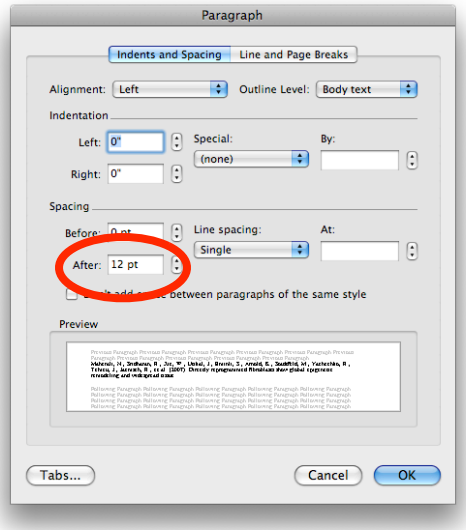


Don't like the references formatted that way? From the *EndNote X1* submenu of the *Tools* pulldown menu in Word, choose "*unformat citations*". Then, repeat the "*format bibliography*" steps and select a different style from the "output style" pulldown menu.

<u>Putting the finishing touches on the References Cited Section:</u>

•Put the References Cited on a new page:
- -Click above the first citation
- -Insert a page break (from the *Insert* menu in Word, choose *Break -> page break)*

•Label the section "References Cited" in bold and a nice big font (16 point or so)
•Insert a line break between references
- -select the references with your mouse
- -From the Word *Format* menu, select *Paragraph*
- -set spacing after paragraph to 12 pt and click OK.



And you're done!! Perfectly formatted (author, date) in-text citations that thesis readers appreciate (see screen capture on previous page) and an attractive References Cited section (see below).

Please use a style (such as Cell or APA 5th) that has (author, date) in-text citations and the title of the article in the References Cited section.

