

EndNote™

Citation Manager

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Outline

PART 1



**Download
and install
EndNote**

PART 2



Interface

PART 3



Import references

- ▶▶ From online databases
- ▶▶ From PDF
- ▶▶ Create manually

PART 4



**Insert
Citations &
Bibliographies**

(MS Word)

Part 1. Download and install EndNote program



Make sure no other applications are running, especially Microsoft Office, or OpenOffice.org applications.

Compatibility: Windows

	X8	X9	X9.3	20	21
Windows 7	○	○	○	x	x
Windows 8	○	○	○	x	x
Windows 10	○	○	○	○	○
Windows 11	x	○	○	○	○

→ [Windows Compatibility Guide](#)

Word 2013	○	○	○	○	○
Word 2016	○	○	○	○	○
Word 2019	○	○	○	○	○
Word 2021	○	○	○	○	○
Office 365	○	○	○	○	○



- ▶▶ The EndNote file that edited in EndNote X9.3 or later version will not be backwardly compatible with older versions of EndNote.

Compatibility: Macintosh

	X8.2	X9	X9.3	20	21
OS 10.13.x High Sierra	○	○	x	x	x
OS 10.14.x Mojave	○	○	○	○	○
OS 10.15.x Catalina	x	x	○	○	○
OS 11.1.x Big Sur	x	x	x	○	○
OS 12.x Monterey	x	x	x	○	○
OS 13.x Ventura	x	x	x	○	○
OS 14.x Sonoma	x	x	x	△	○
→ macOS Compatibility Guide					
Word 2016	○	○	○	○	○
Word 2019	○	○	○	○	○
Word 2021	x	x	x	○	○
Office 365	○	○	○	○	○



- ▶▶ The EndNote file that edited in EndNote X9.3 or later version will not be backwardly compatible with older versions of EndNote.

Library Version

EndNote
Program Version

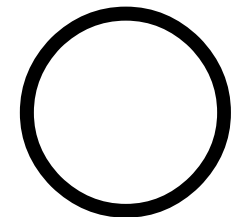
Can you open the
file successfully?



+



=



EndNote X9.2↓
Old core database

X9.3↑ program
New core database



+



=



EndNote X9.3↑
New core database

X9.2↓ program
Old core database

Download the EndNote

1

Step 1. Go to the [E-resources System](#)

Step 2. Log in with your TMU email

Step 3. Search 'EndNote'

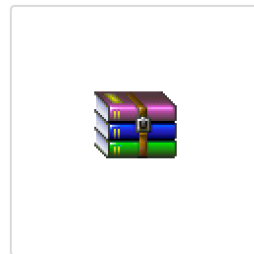


If you are a new employee or have never logged into the [Library Catalog](#), please log in to the [Library Catalog](#) System first and agree the "Personal Information Collection and Usage Notice." This will enable you to use the [E-resources System](#) and connect from off-campus.

Download the EndNote

2

Extract “EN##.zip” file exactly, if not, you will be asked to enter the Serial Number.



TMU_EN20.1.zip

① right click



② select “Extract Here” or “Extract files...”



EN20.1

③ you’ll get a EN## folder



⑤ Double click the .msi file to install EndNote program



EN20Inst.msi

Type: Windows Installer Package



License.dat


Type: DAT File

④ Double click to open the folder

How to install EndNote on Windows

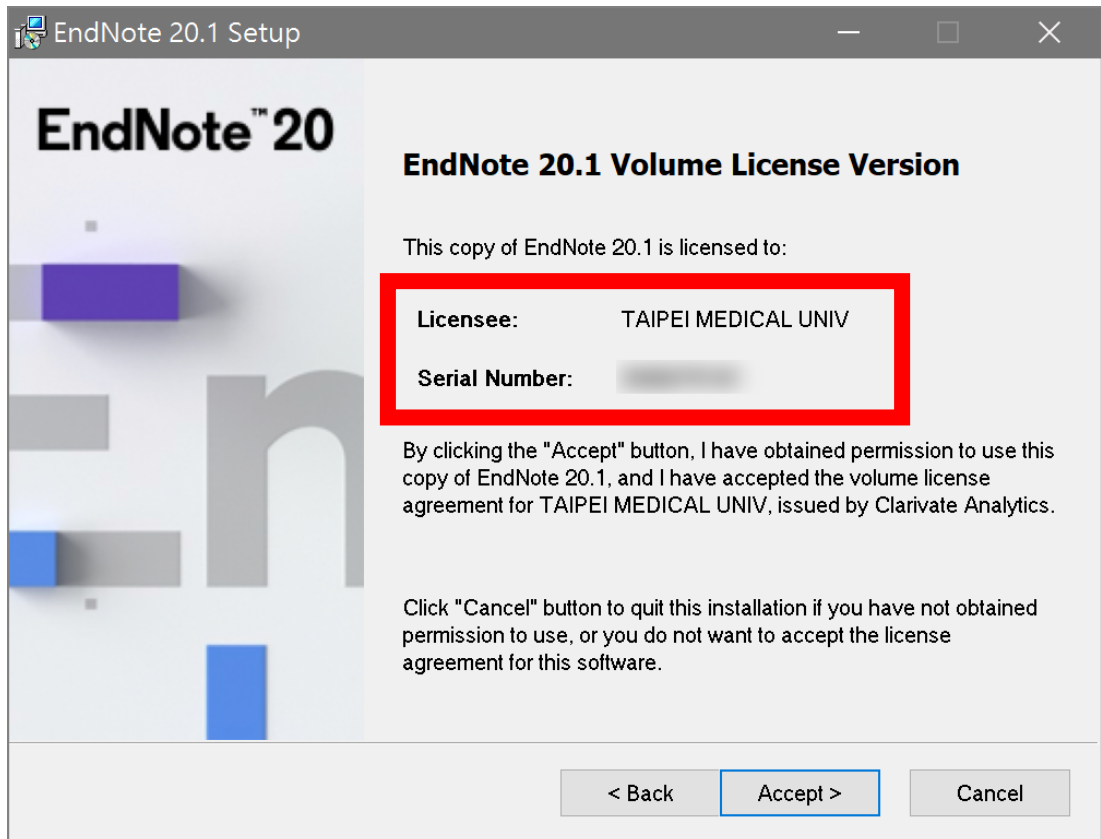
Note

Extract the zipped file exactly.



If you get asked for a Serial Number when you install EndNote...

1. Cancel the installation process
2. Go back to the downloaded file and right click on it
3. Select Extract All
4. Install the program again from the extracted files



How to install EndNote on Windows

Note

If you are going to submit a paper, select “Custom” type, otherwise you can select “Typical” type.

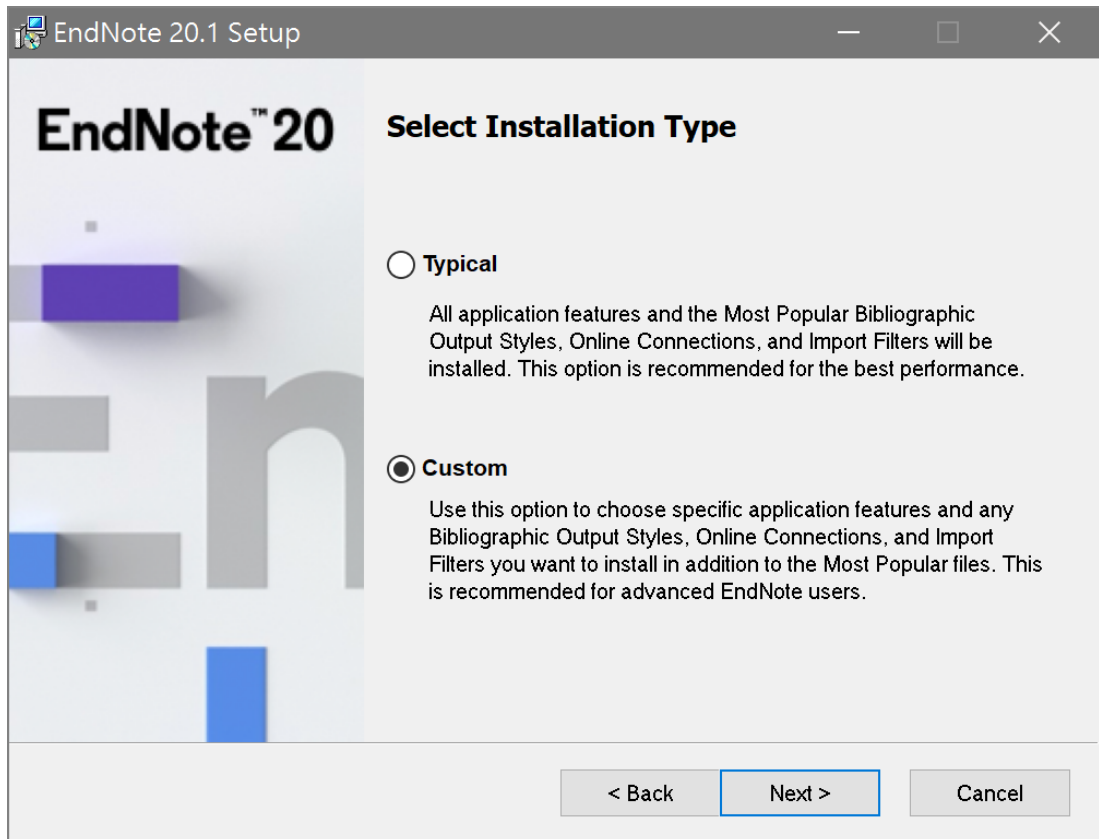


Typical Type

Typical type installs only the most popular 495 output styles, filters.

Custom Type

Custom type installs more than 7,000 output styles to completely install.



How to install EndNote on Windows

Note

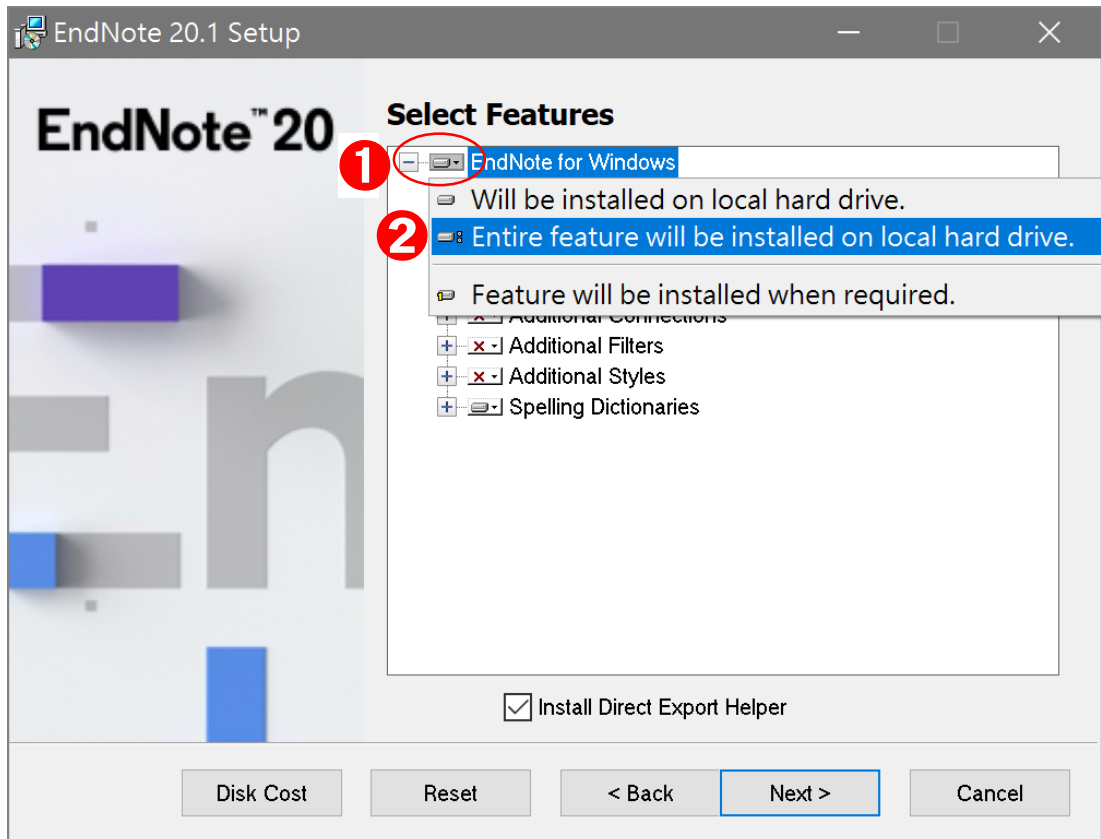
If you are going to submit a paper, select “Custom” type, otherwise you can select “Typical” type.

❗

1 Click on the icon next to “EndNote for Windows” to display the dropdown menu.

2

Select “Entire feature will be installed on local hard drive”.

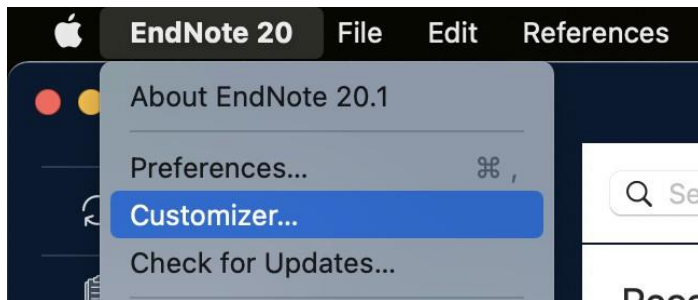


How to install EndNote on Macintosh

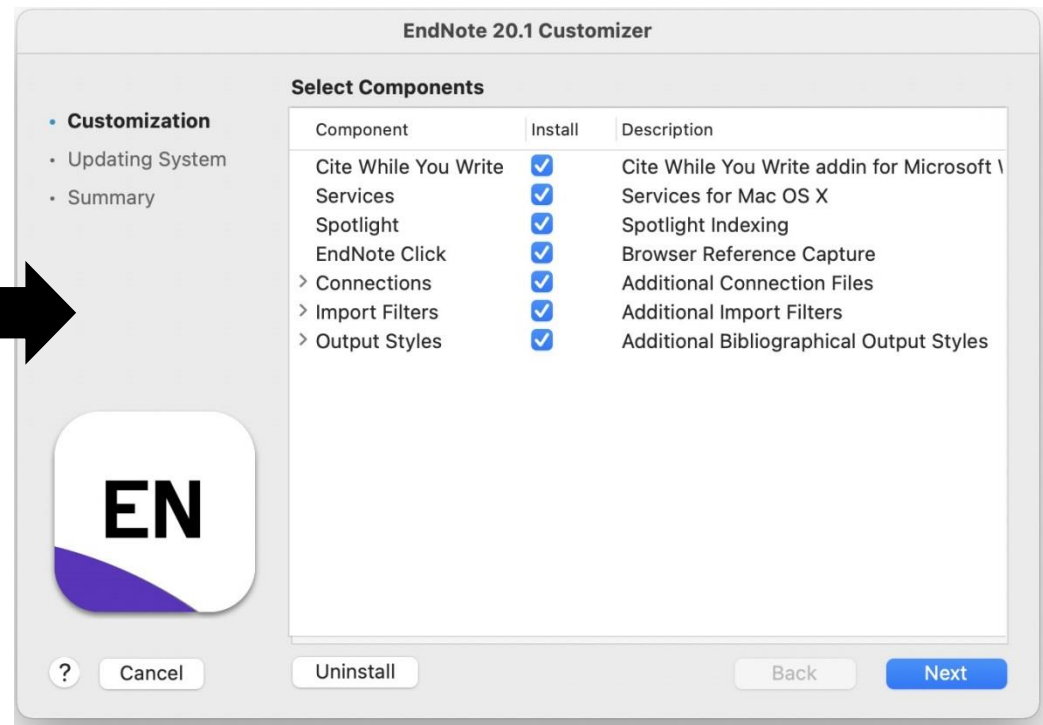
Note

If you are going to submit a paper, select “Custom” type, otherwise you can select “Typical” type.

① After completing the installation, open EndNote and select Customizer from the EndNote menu.



② Mark all boxes and click the “Next” button.



Other reminders

Note

The EndNote and Mendeley plugins in Word don't play nicely together, so you might experience problems if you have both installed (such as receive the message "Cannot Edit Range").

To solve this problem, you can remove or disable the Mendeley plug-in.



Cannot edit Range.

OK

Windows

A COM exception has occurred.

Cannot edit Range.

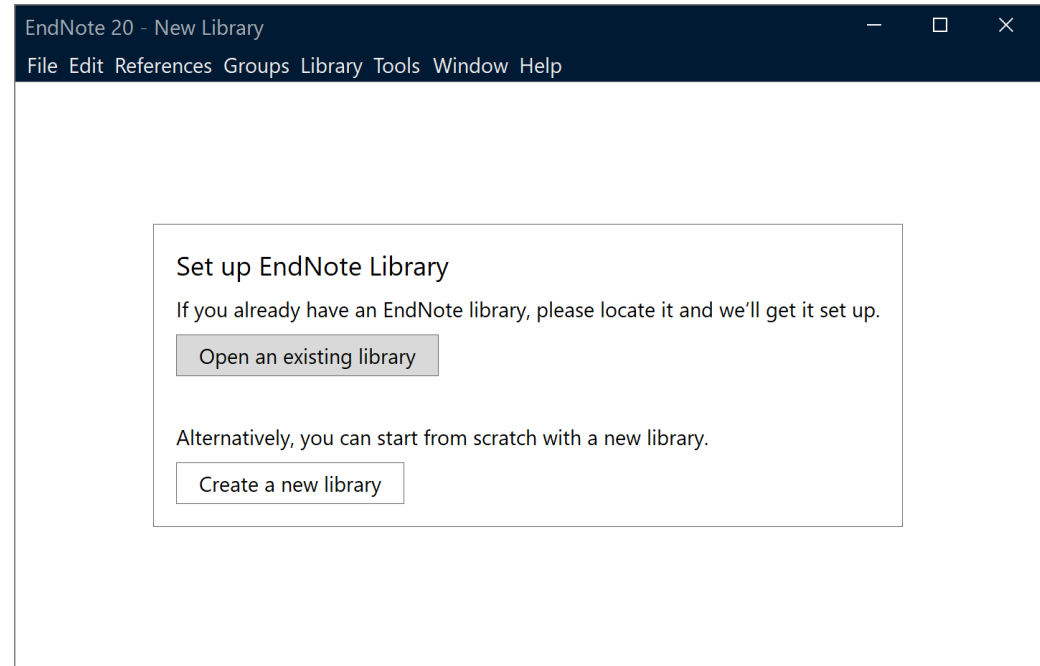
OK

Mac

Part 2. The interface

Build your own EndNote library

Click Create a new library to create a new library or click “New...” option from the File menu. (Shown as below)



You are going to see an .enl file and an folder with same file name .



Sample.Data



Sample.enl

Other reminders

Note

Never store an EndNote library in any cloud-syncing system such as Dropbox, iCloud, Google Drive, OneDrive, or any similar services. These services will corrupt your EndNote library.

Note

Every EndNote library is made up of two parts, the .enl file and the .data folder. Always keep them together.

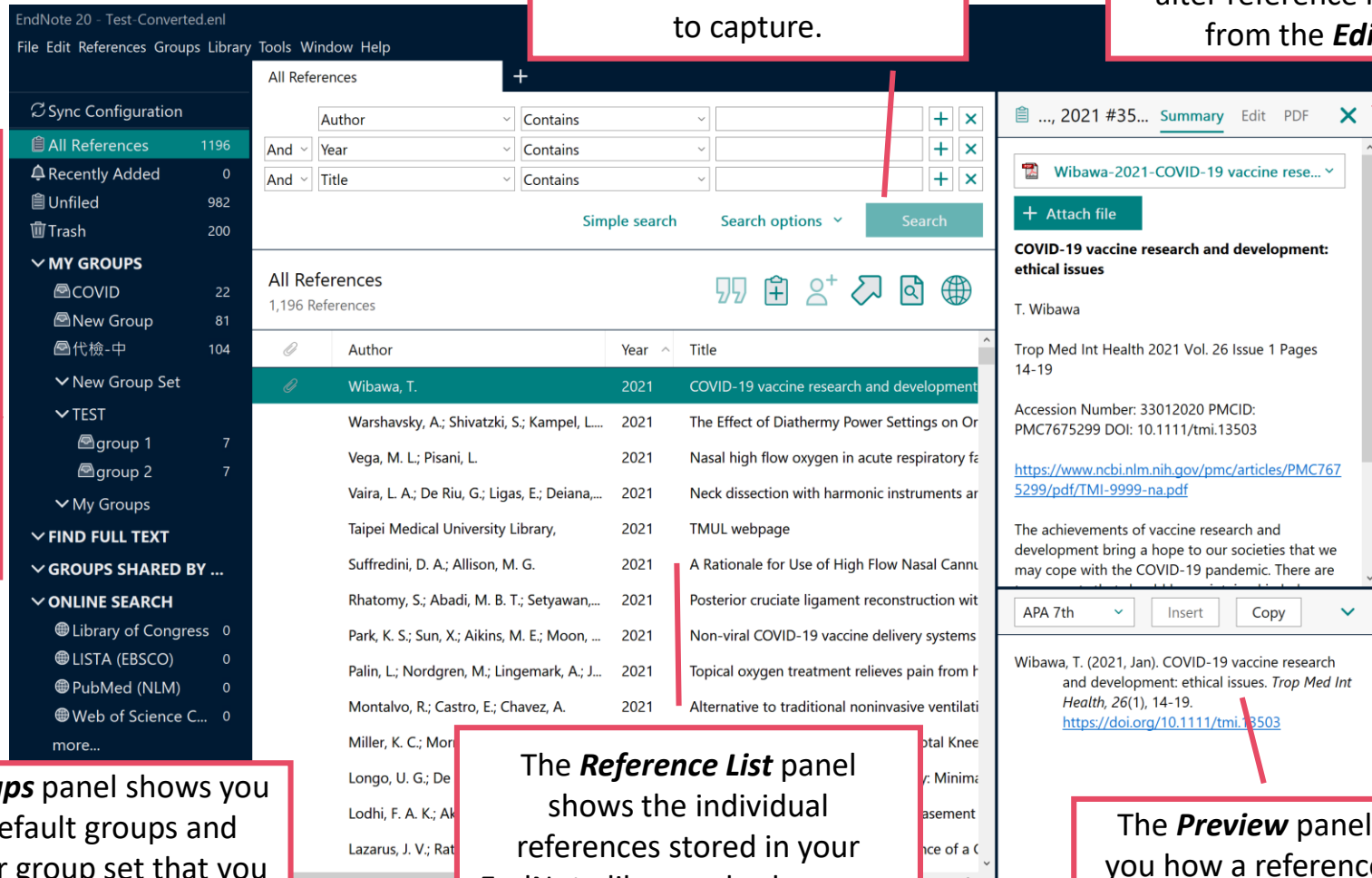
Note

Back up your EndNote libraries frequently.

The interface

Use the **Advanced search** panel to find an item in your library or to query a remote database for new references to capture.

The **Summary** tab displays a detailed overview of a selected reference. Quickly alter reference metadata from the **Edit** tab.



The screenshot shows the EndNote 20 interface. On the left is the 'Groups' panel with a tree view of 'MY GROUPS' and 'ONLINE SEARCH'. The main area is the 'Reference List' showing a table of references. On the right is the 'Summary' panel for a selected reference.

Author	Year	Title
Wibawa, T.	2021	COVID-19 vaccine research and development: ethical issues
Warshavsky, A.; Shivatzi, S.; Kampel, L...	2021	The Effect of Diathermy Power Settings on Or...
Vega, M. L.; Pisani, L.	2021	Nasal high flow oxygen in acute respiratory fa...
Vaira, L. A.; De Riu, G.; Ligas, E.; Deiana,...	2021	Neck dissection with harmonic instruments ar...
Taipei Medical University Library,	2021	TMUL webpage
Suffredini, D. A.; Allison, M. G.	2021	A Rationale for Use of High Flow Nasal Cannu...
Rhatomy, S.; Abadi, M. B. T.; Setyawan,...	2021	Posterior cruciate ligament reconstruction wit...
Park, K. S.; Sun, X.; Aikins, M. E.; Moon, ...	2021	Non-viral COVID-19 vaccine delivery systems
Palin, L.; Nordgren, M.; Lingemark, A.; J...	2021	Topical oxygen treatment relieves pain from p...
Montalvo, R.; Castro, E.; Chavez, A.	2021	Alternative to traditional noninvasive ventilati...

The Summary panel shows details for the selected reference: 'Wibawa-2021-COVID-19 vaccine rese...'. It includes the title 'COVID-19 vaccine research and development: ethical issues', author 'T. Wibawa', journal information 'Trop Med Int Health 2021 Vol. 26 Issue 1 Pages 14-19', and a link to the full text: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7675299/pdf/TMI-9999-na.pdf>. The preview at the bottom shows the reference formatted in APA 7th style.

The **Groups** panel shows you both default groups and groups or group set that you create for your research project.

The **Reference List** panel shows the individual references stored in your EndNote library, also known as library records.

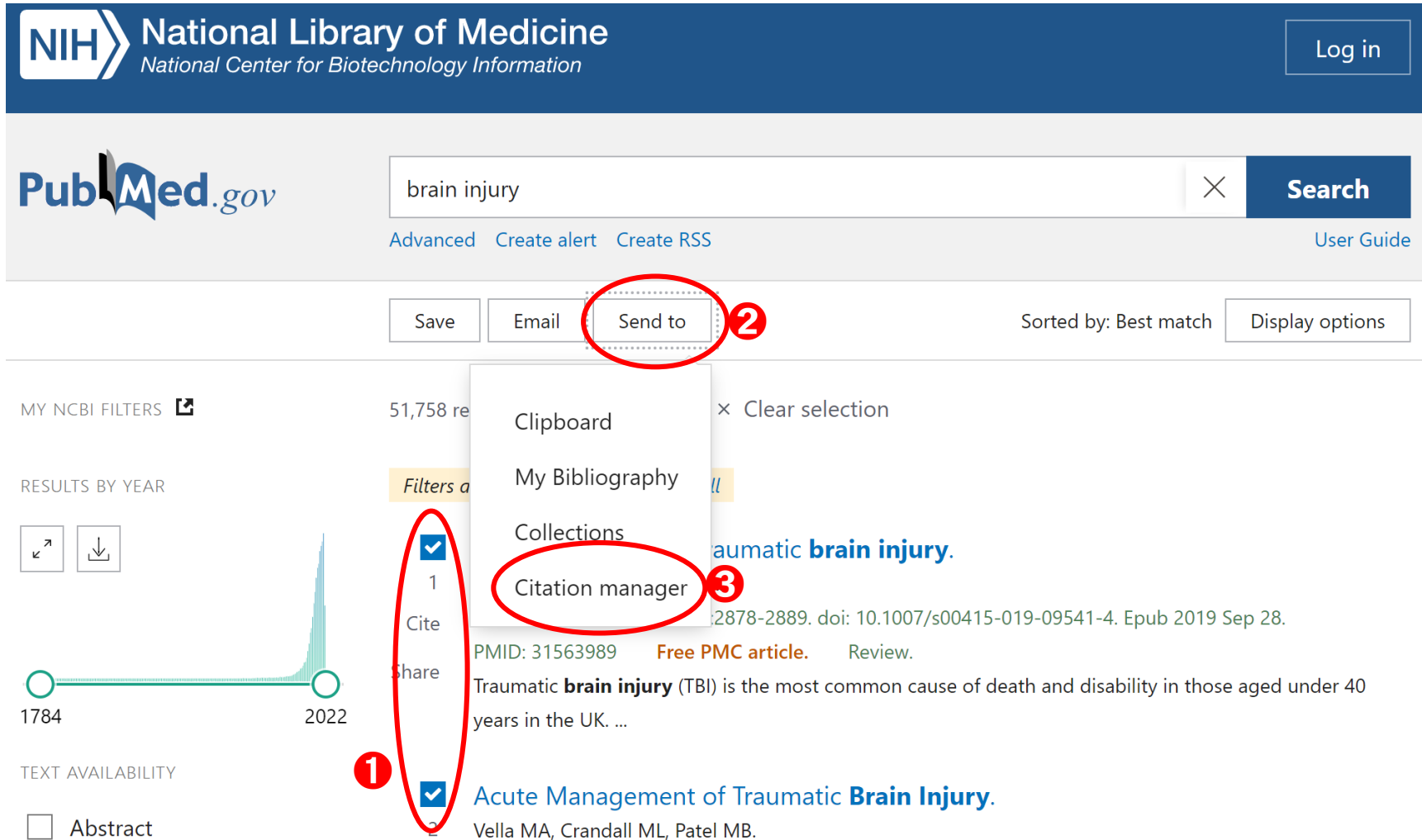
The **Preview** panel shows you how a reference would appear formatted with a specific output style.

Part 3.Importing bibliographic to Endnote



- 1. From databases**
- 2. From pdf file(s)**
- 3. Create manually**

Import from Pubmed 1/2



NIH National Library of Medicine
National Center for Biotechnology Information

Log in

PubMed.gov

brain injury

Search

Advanced Create alert Create RSS User Guide

Save Email **Send to** 2 Sorted by: Best match Display options

MY NCBI FILTERS

RESULTS BY YEAR

1784 2022

TEXT AVAILABILITY

Abstract

51,758 results

Clipboard Clear selection

My Bibliography

Collections

Citation manager 3

1

Acute Management of Traumatic **Brain Injury**.
Vella MA, Crandall ML, Patel MB.

Import from Pubmed 2/2

NIH U.S. National Library of Medicine
National Center for Biotechnology Information Log in

PubMed.gov × Search

[Advanced](#) [Create alert](#) [User Guide](#)

Save Email Send to Sorted by: Most recent ↓

Create a file for external citation management software


Selection: Selection (2) ▾

4 Create file Cancel

MYNCBI FILTERS

164,150 results

5



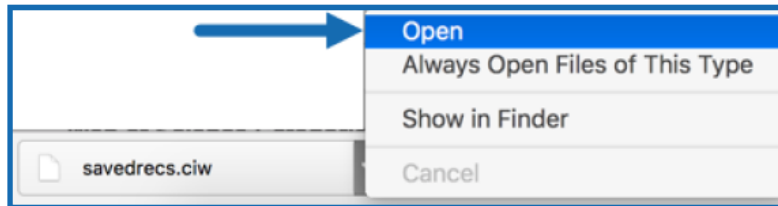
pubmed-braininjur-se
t.nbib

You will get a file ended with a .nbib extension. Double click to import reference(s) into EndNote library.

Import references on Windows

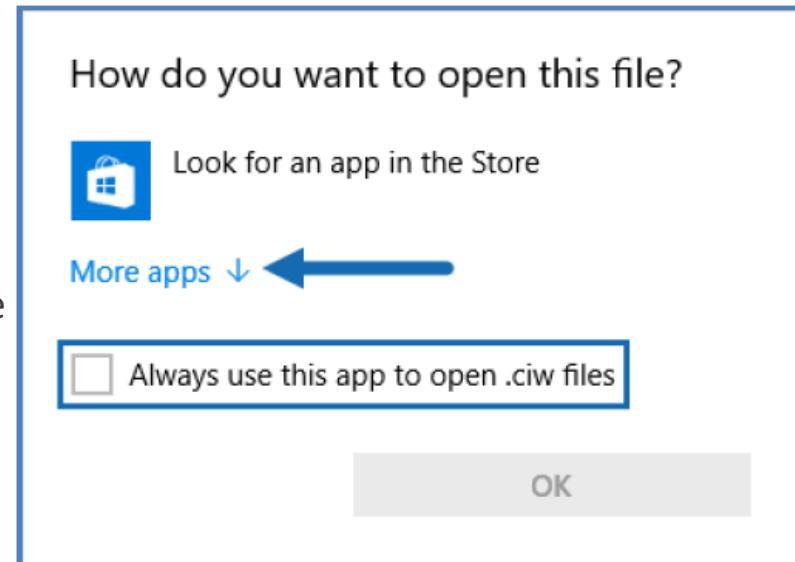
① Select the option to Open.

Note that you can also select the option to Always open files of this type if you are absolutely sure you always want it to open those files in EndNote in the future.



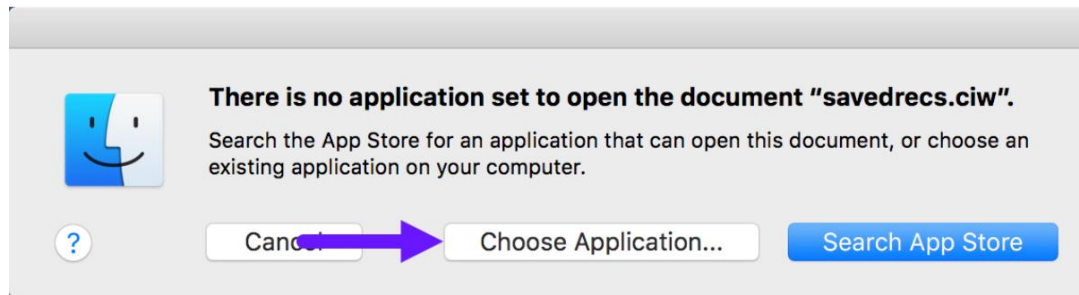
② If you see the window like this >>> , click “More apps” and select the EndNote application in the list of available applications .

Unmark the box to always use this app to open files of this type unless you are absolutely sure you always want this type of file to be opened by EndNote.

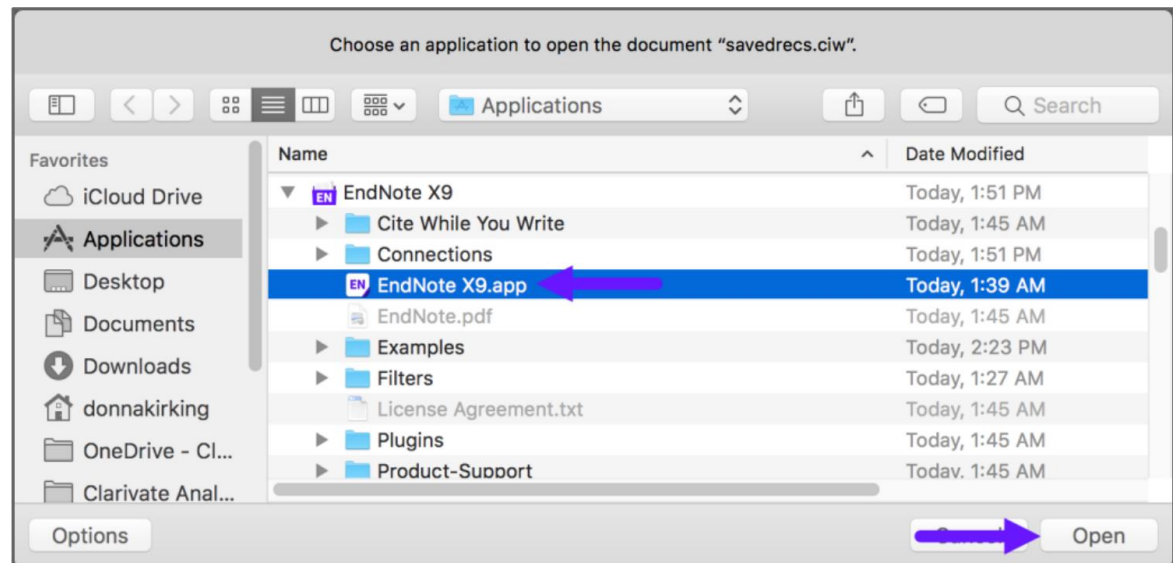


Import references on Macintosh

- 1 If you see the window below, click **Choose Application** to see a list of available applications.



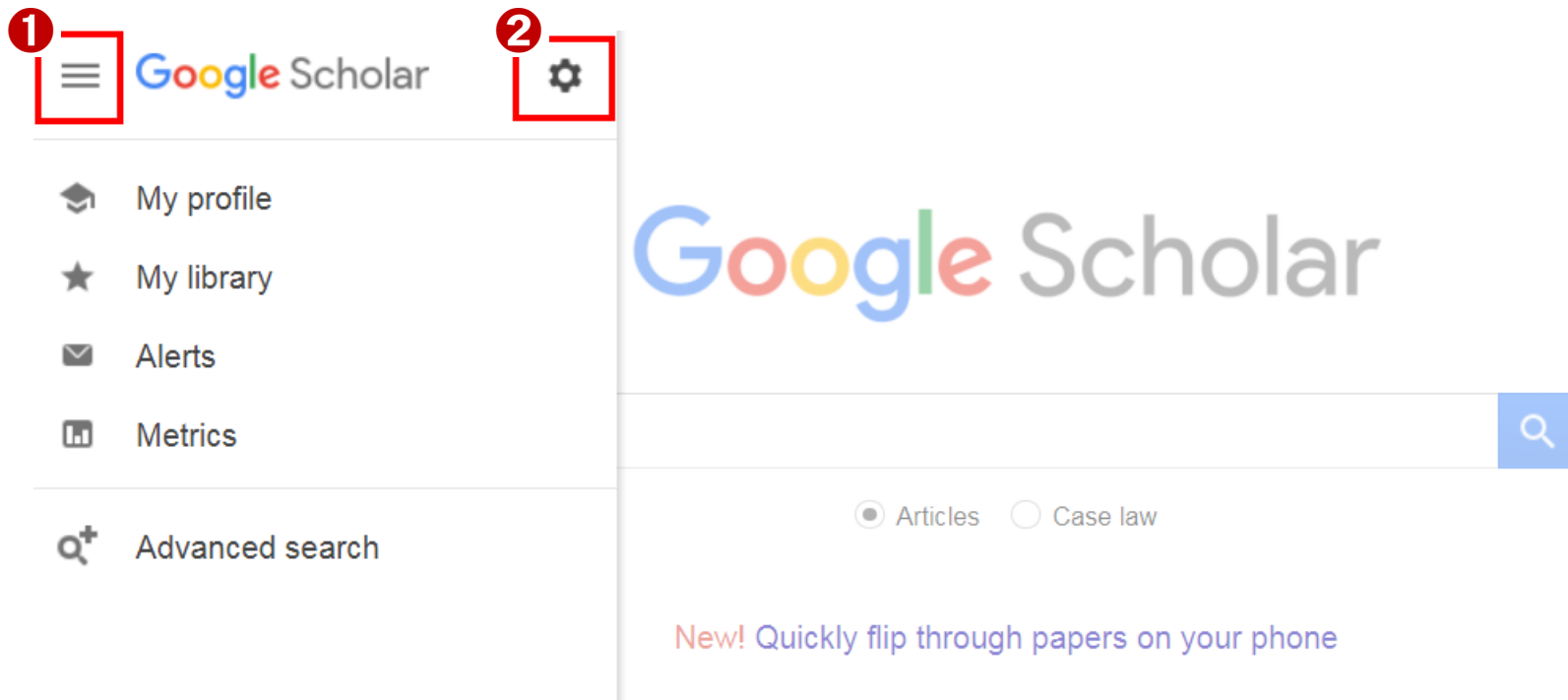
- 2 Select the EndNote application in the **Applications/EndNote** folder, then click the Open button.



Import single reference from Google Scholar



Change the setting before searching Google Scholar.



1

2

Google Scholar

- My profile
- My library
- Alerts
- Metrics
- Advanced search

Google Scholar

Articles Case law

New! Quickly flip through papers on your phone

Import single reference from Google Scholar

Settings

Search results Languages Library links Account Button

Collections

- Search articles (include patents).
- Search case law.

Results per page

10

Google's default (10 results) provides the fastest results.

Where results open

- Open each selected result in a new browser window

Bibliography manager

Don't show any citation import links.

Show links to import citations i

BibTeX

EndNote

RefMan


RefWorks

5

Save

Cancel

Import single reference from Google Scholar



Google Scholar **6** kangaroo care 

Articles About 48,500 results (0.05 sec)

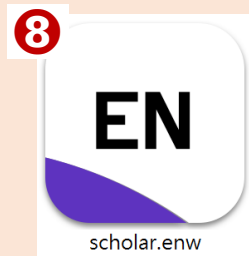
Any time
 Since 2018
 Since 2017
 Since 2014
 Custom range...

Sort by relevance
 Sort by date

include patents

7 [Current knowledge about skin-to-skin \(kangaroo\) care for preterm infants.](#)
 GC Anderson - Journal of perinatology: official journal of the ..., 1991 - europepmc.org
 Abstract Skin-to-skin ("kangaroo") care for preterm infants is becoming widespread in Western Europe. During this care the mother holds her diaper-clad premature infant against her skin beneath her clothing and allows self-regulatory ac... to breast feeding. Fathers ...
 ☆  Cited by 257 Related articles All 4 versions **Import into EndNote** 

Kangaroo mother versus traditional care for newborn infants ≤ 2000 grams: a randomized, controlled trial
 N Charpak, JG Ruiz-Peláez, MD Zita Figueroa de C... - Pediatrics, 1997 - Am Acad Pediatrics
 Background. In 1978, kangaroo mother care (KMC) was proposed as a caring alternative for

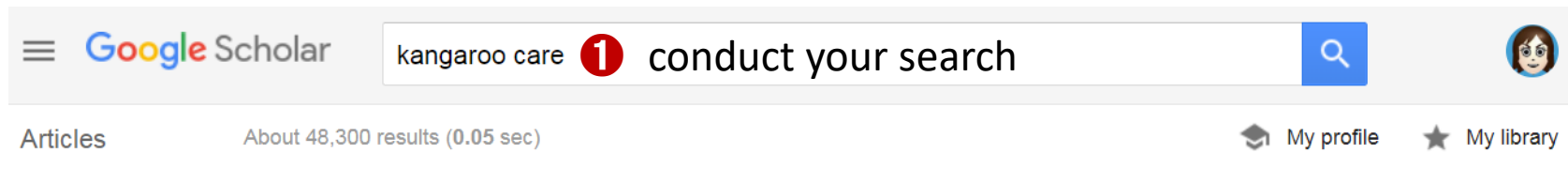


After clicking "Import into EndNote", the browser will download a "scholar.enw" file. **Double click** to import reference into EndNote library.

Import multiple references from Google Scholar



To get started, log in with your Google Account.



Google Scholar search results for "kangaroo care". The search bar contains "kangaroo care" and "conduct your search". The results show "Articles" with "About 48,300 results (0.05 sec)". There are links for "My profile" and "My library".

Any time

Since 2018

Since 2017

Since 2014

Custom range.

2



Click the **Star** under references that you're interested in.

Sort by relevance

Sort by date

include patents

include citations

Create alert

Current knowledge about skin-to-skin (**kangaroo**) care for preterm infants.

GC Anderson - Journal of perinatology: official journal of the ..., 1991 - europepmc.org

Abstract Skin-to-skin (" **kangaroo**") care for preterm infants is becoming widespread in Western Europe. During this care the mother holds her diaper-clad premature infant against

Kan
rand

N Charpak, JG Ruiz-Peláez, MD Zita Figueroa de C... - Pediatrics, 1997 - Am Acad Pediatrics
Background. In 1978, **kangaroo** mother care (KMC) was proposed as a caring alternative for low birth weight (LBW) infants. We are reporting here early outcomes of a randomized, controlled trial comparing KMC to traditional care. Method. An open randomized, controlled ...

☆ Cited by 307 Related articles All 9 versions Web of Science: 118 Import into EndNote

[HTML] **Kangaroo care** is effective in diminishing pain response in preterm neonates

CC Johnston, B Stevens, J Pinelli... - ... of pediatrics & ..., 2003 - jamanetwork.com

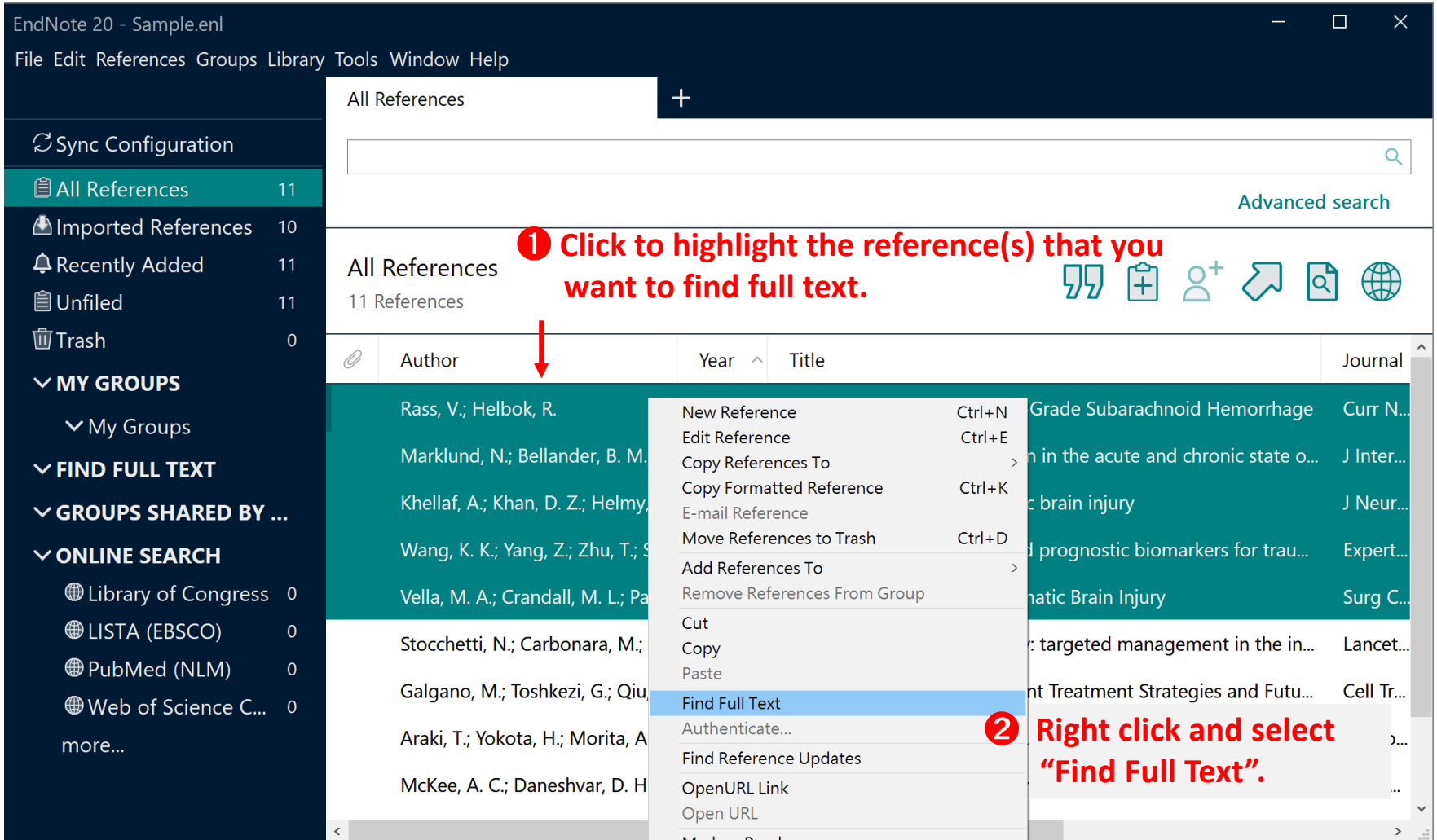
Objective To test the efficacy of maternal skin-to-skin contact, or **kangaroo care** (KC), on diminishing the pain response of preterm neonates to heel lancing. Design A crossover design was used, in which the neonates served as their own controls. Subjects Preterm ...

☆ Cited by 314 Related articles All 9 versions Web of Science: 142 Import into EndNote

[PDF] kebijakankesehata...
Full-text @ 北醫 (TMU)

[HTML] jamanetwork.com
Full-text @ 北醫 (TMU)

Find Full Text 1/3



EndNote 20 - Sample.enl
File Edit References Groups Library Tools Window Help

All References +

Sync Configuration

- All References 11
- Imported References 10
- Recently Added 11
- Unfiled 11
- Trash 0

MY GROUPS

- My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

ONLINE SEARCH

- Library of Congress 0
- LISTA (EBSCO) 0
- PubMed (NLM) 0
- Web of Science C... 0
- more...

All References
11 References

Advanced search

1 Click to highlight the reference(s) that you want to find full text.

Author	Year	Title	Journal
Rass, V.; Helbok, R.		Grade Subarachnoid Hemorrhage	Curr N...
Marklund, N.; Bellander, B. M.		... in the acute and chronic state o...	J Inter...
Khellaf, A.; Khan, D. Z.; Helmy,		... brain injury	J Neur...
Wang, K. K.; Yang, Z.; Zhu, T.; S		... prognostic biomarkers for trau...	Expert...
Vella, M. A.; Crandall, M. L.; Pa		... natic Brain Injury	Surg C...
Stocchetti, N.; Carbonara, M.;		... targeted management in the in...	Lancet...
Galgano, M.; Toshkezi, G.; Qiu		... nt Treatment Strategies and Futu...	Cell Tr...
Araki, T.; Yokota, H.; Morita, A			...)
McKee, A. C.; Daneshvar, D. H			...)

2 Right click and select "Find Full Text".

Find Full Text 2/3



There is no full text file when you import a bibliography from an online database or from Google Scholar. You may be able to get some of the full-text articles from the "Find Full Text" feature, but not all of them.



After the "Find Full Text" has been performed, the status will be :

Found PDF



Full text retrieved and downloaded.

Found URL



No full text, but the full text link was retrieved.

Not Found



No full text or link.

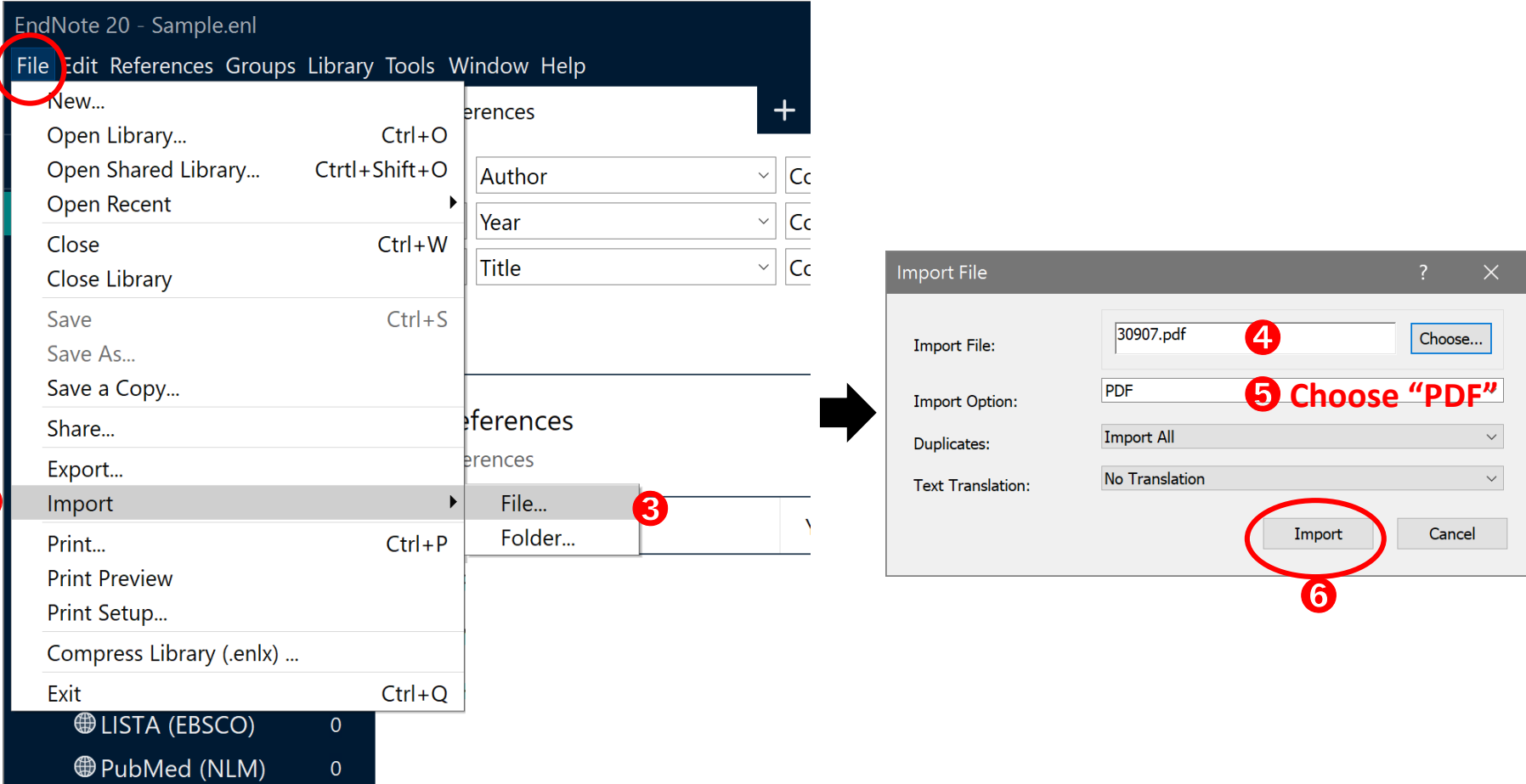
Find Full Text 3/3



Reasons for not receiving full-text articles:

- 1 You may not be in TMU IP range.
- 2 No subscription nor open access article.
- 3 Publication year is too early to have an electronic version.
- 4 Article is too new to have a link.
- 5 Find Full Text is not compatible with the providers, such as ScienceDirect, Wiley, Ebsco. ([reference](#))

Convert a PDF into EndNote: Windows



The image illustrates the steps to convert a PDF into EndNote on Windows. It shows the EndNote 20 interface with the File menu open, highlighting the 'Import' option. A sub-menu is shown with 'File...' selected. An arrow points to the 'Import File' dialog box, which is open and shows the file '30907.pdf' selected, the 'Import Option' set to 'PDF', and the 'Import' button highlighted.

1 File

2 Import

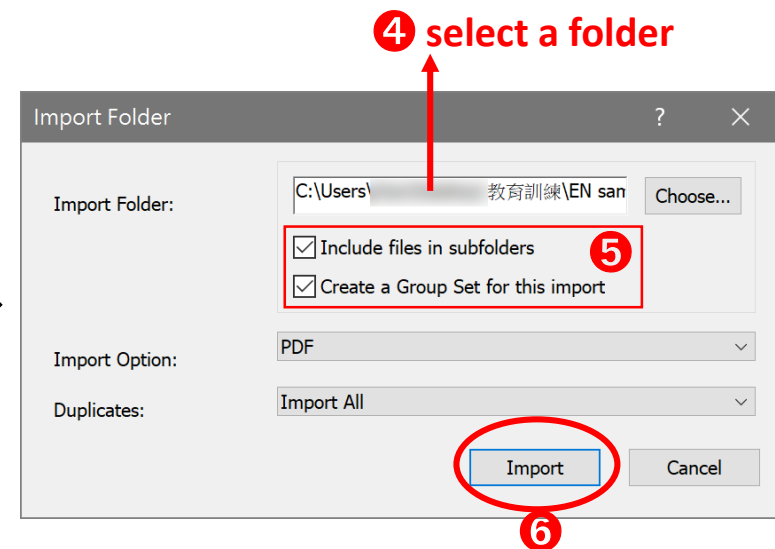
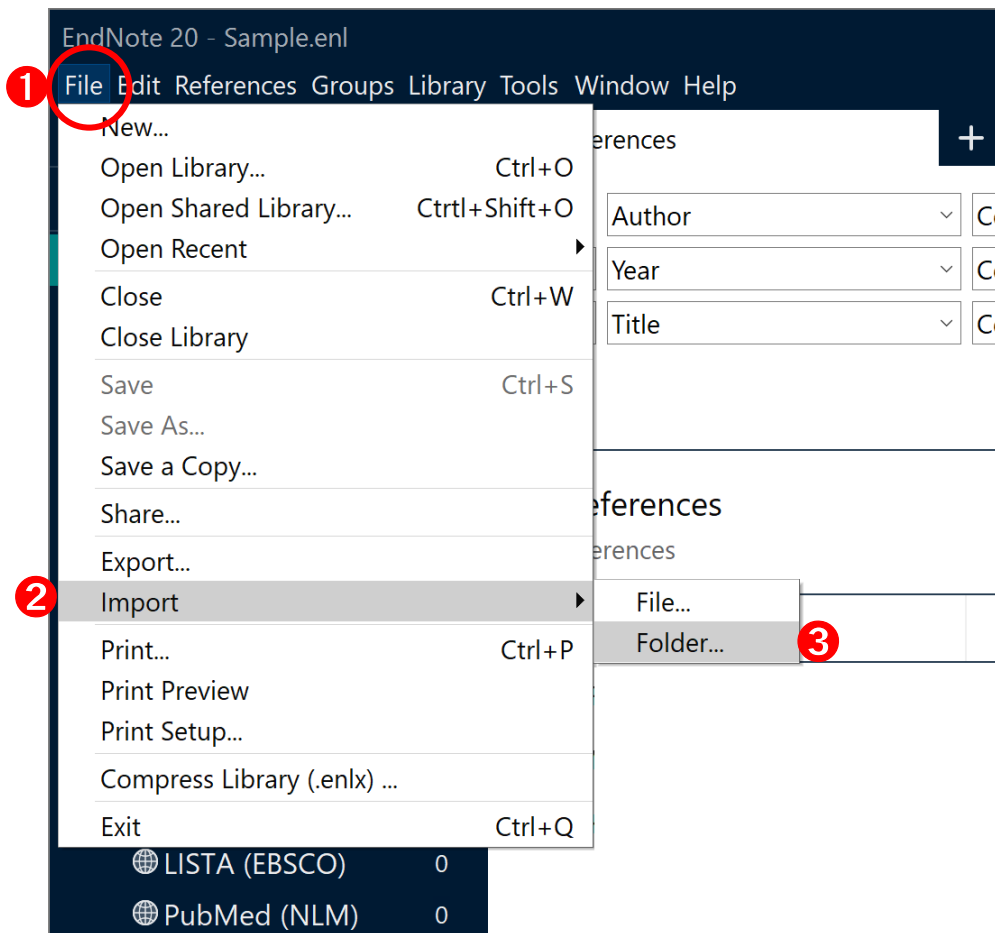
3 File...

4 30907.pdf

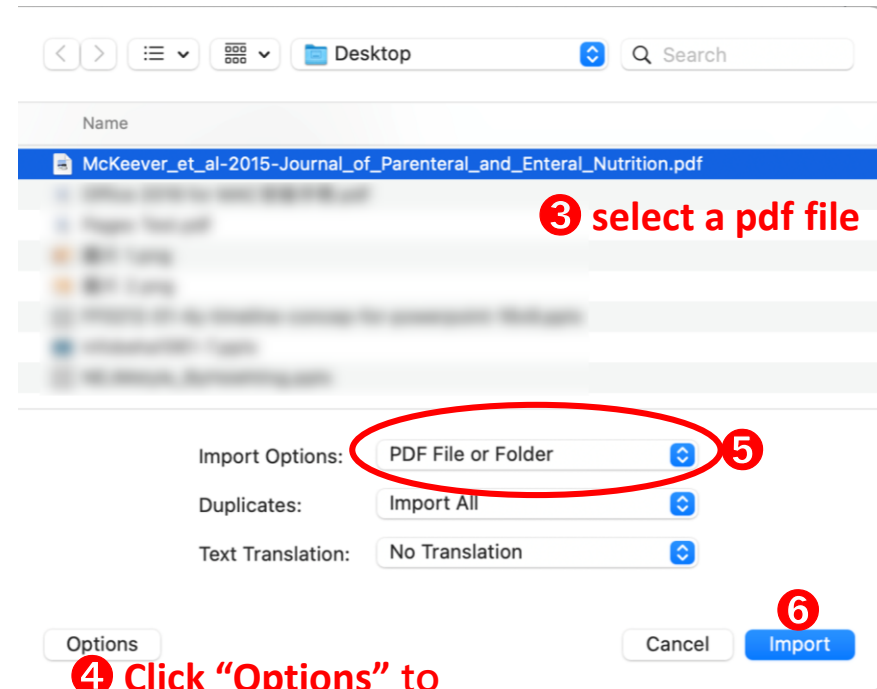
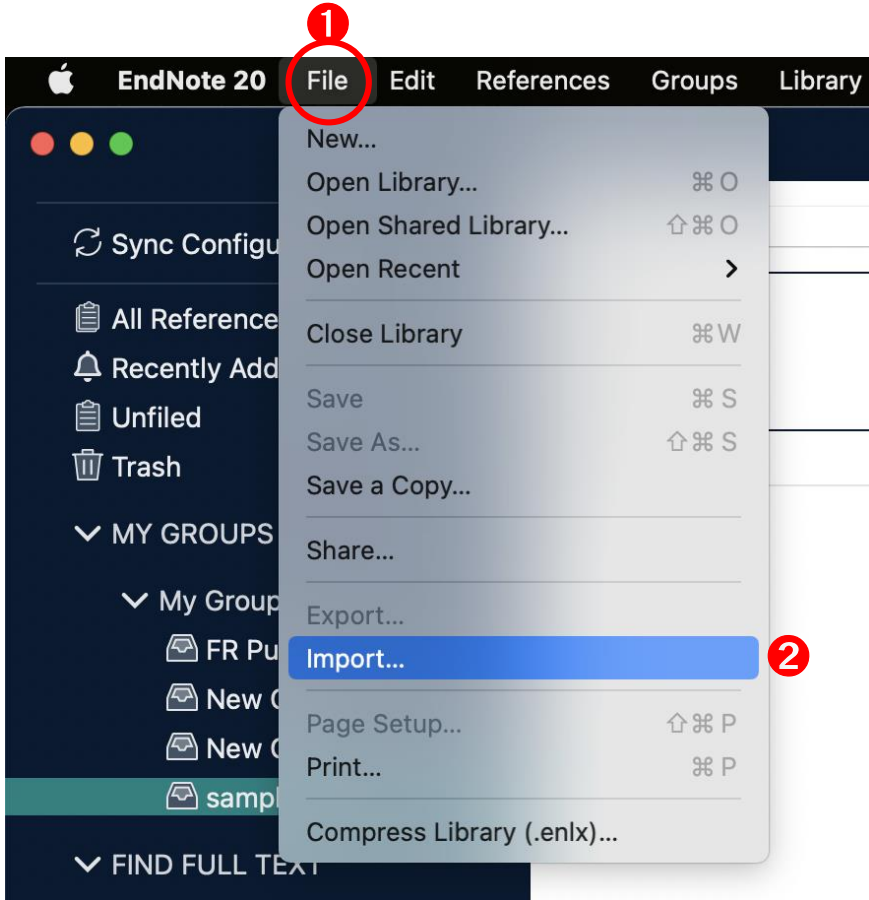
5 Choose "PDF"

6 Import

Convert PDFs into EndNote: Windows

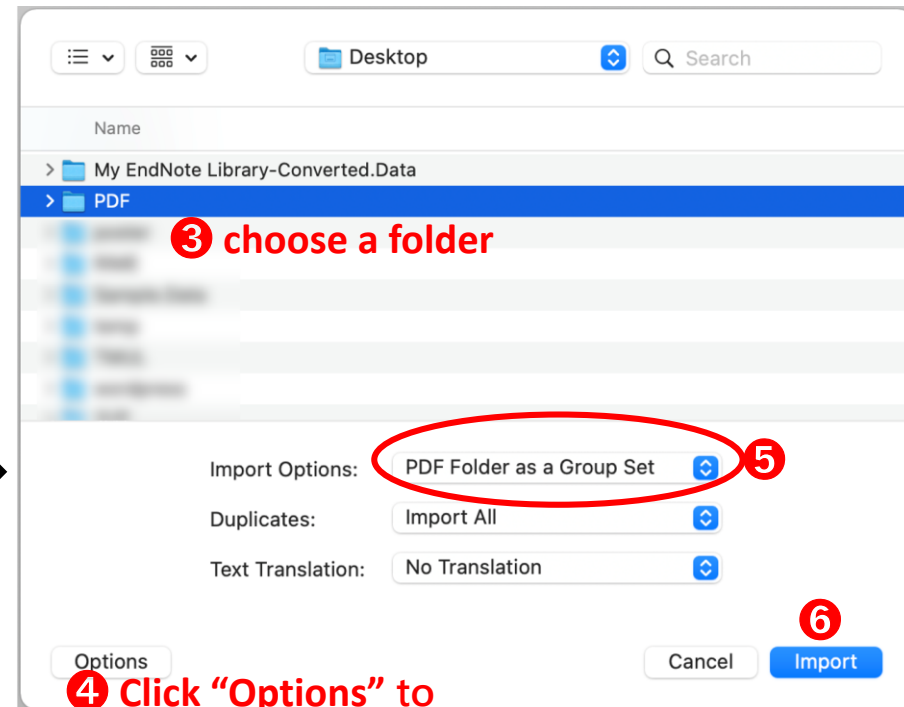
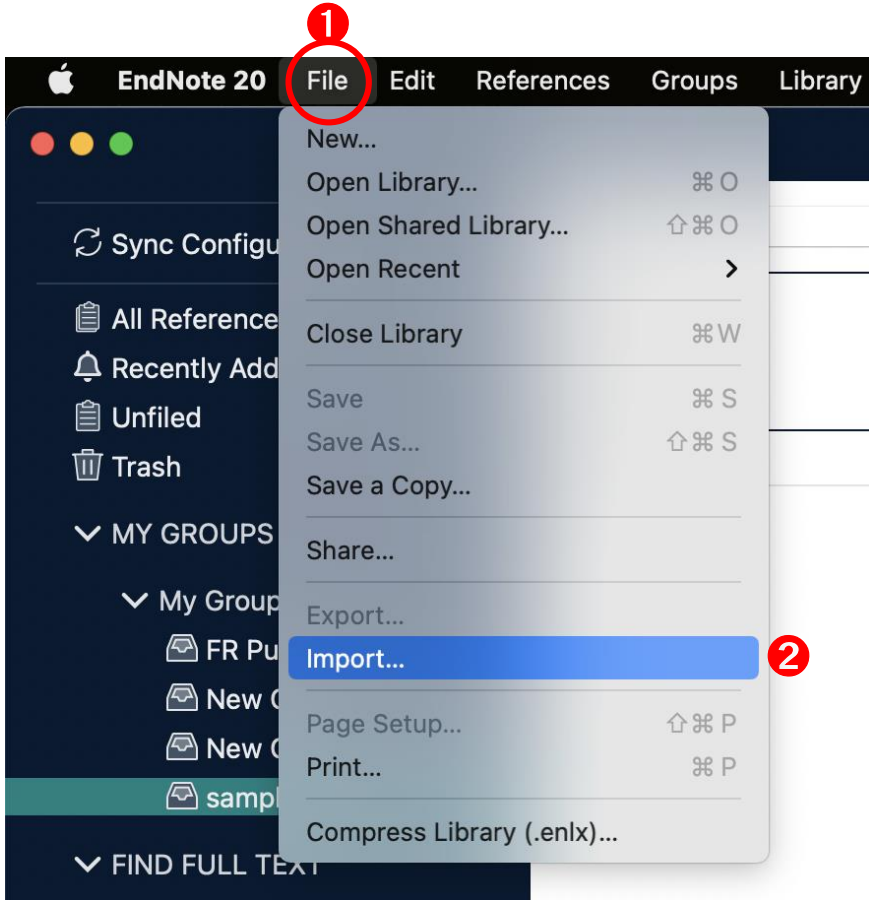


Convert a PDF into EndNote: Macintosh



4 Click "Options" to display other options.

Convert PDFs into EndNote: Macintosh



Sample: failed to import from PDF files

EndNote 20 - Sample.en

File Edit References Groups Library Tools Window Help

Paper +

Author Contains

And Year Contains

And Title Contains

Simple search Search options Search


Paper 11 References

	Author	Year	Title	Journal	Volume	Pages	Reference Ty
	Shi, G. M.; Zhang, Y. D.; Geng, C...	2016	Profile and 1-Year Outcome of Ischemic Stroke in East China: ...	J Strok...	25	49-56	Journal Article
	Um, Y. J.; Oh, S. W.; Lee, C. M.; ...	2015	Dietary Fat Intake and the Risk of Metabolic Syndrome in Kor...	Korea...	36	245-52	Journal Article
	Tseng, H. P.; Lin, F. J.; Chen, P. T...	2015	Derivation and validation of a large disposition predictin...	J Strok...	24	1179-86	Journal Article
	Park, T. H.; Redelmeier, D. A.; Li...	2015	Academic year-end cha... stroke outcomes	J Strok...	24	500-6	Journal Article
	Kauranen, T.; Laari, S.; Turunen, ...	2015	Use of Stroke-Related I... ements and Predictors of...	J Strok...	24	1715-23	Journal Article
	Kato, Y.; Hayashi, T.; Tanahashi, ...	2015	Cardioembolic stro... problem in the agin...	J Strok...	24	811-4	Journal Article
	Fukuoka, Y.; Hosomi, N.; Hyaku...	2015	Baseline feature of a ran... al assessing the effects of...	J Strok...	24	610-7	Journal Article
			<a0000539-200909-201001280077-201001280077-40-44.p...				Journal Article
			<a0000034-200312-9-4-10-12-a.pdf>				Journal Article
			<a0000005-200410-11-4-4-9-a.pdf>				Journal Article
			<15632555-201206-201206200004-201206200004-136-14...				Journal Article

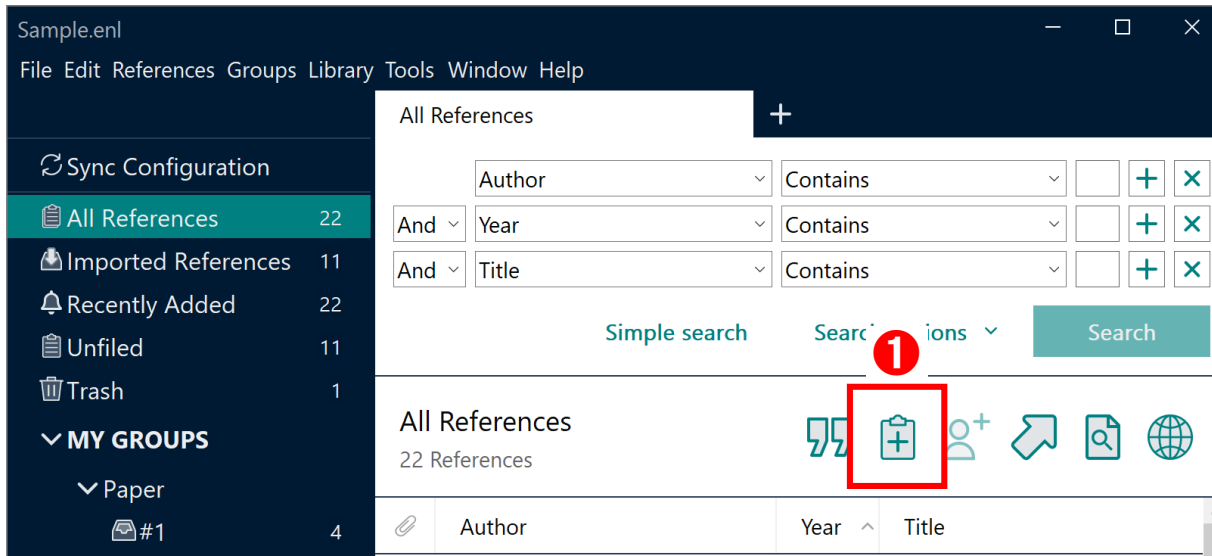
Convert PDFs into EndNote references

 PDF must contain Digital Object Identifier (DOI).

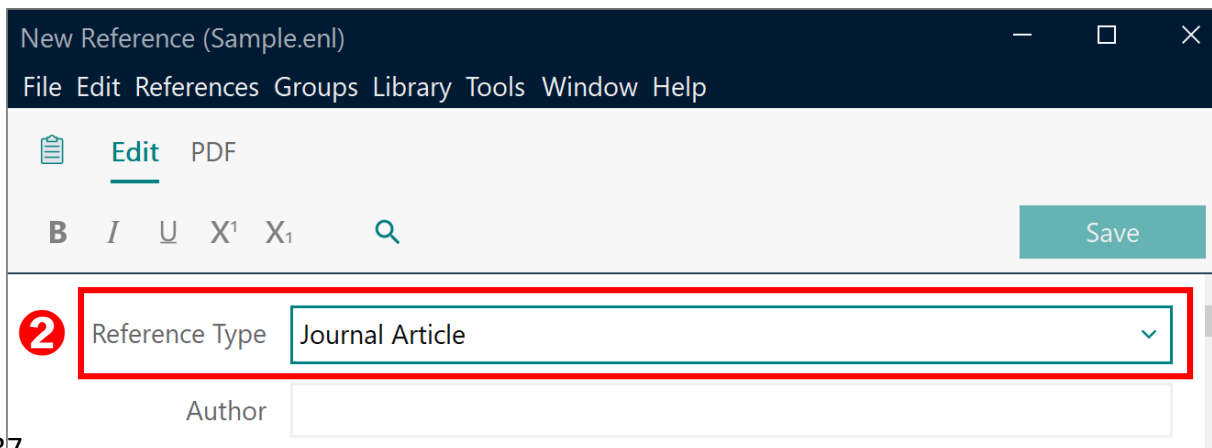
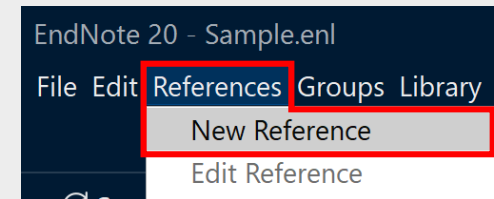
 EndNote will download reference information from CrossRef, Pubmed and WOS.

 Scanned PDF files do not contain the information EndNote needs to convert the file to a reference.

Create a New Reference



You also can select “New Reference” in References menu.




New references appear as “Journal Article” but can be changed to any other type of reference. Notice that the field labels changes to reflect the type of bibliography information you would record.

Create a New Reference

New Reference (Sample.enl) — □ ×

File Edit References Groups Library Tools Window Help


 Edit PDF

B *I* U X¹ X₁ 🔍 Save

Reference Type: Web Page **Enter the bibliography information**

Author: Taipei Medical University Library

Year: 2021

Title:  Individual author names must be entered one per line.

Series Editor:

Series Title:

Place Published:

Publisher:

Access Year:

Access Date:

Create a New Reference

X

Library, T. M. U. (2021). *TMUL website*. Retrieved 2021/7/10 from <http://library.tmu.edu.tw>

O

Taipei Medical University Library (2021). *TMUL website*. Retrieved 2021/7/10 from <http://library.tmu.edu.tw>



Authors that are organizations need to be entered with a comma after the name, otherwise EndNote will interpret part of the name as a family name.

Libr..., 2021 #24
Summary
Edit
PDF
✕

B
I
U
X¹
X₁
🔍
Save

Reference Type

Author

Year

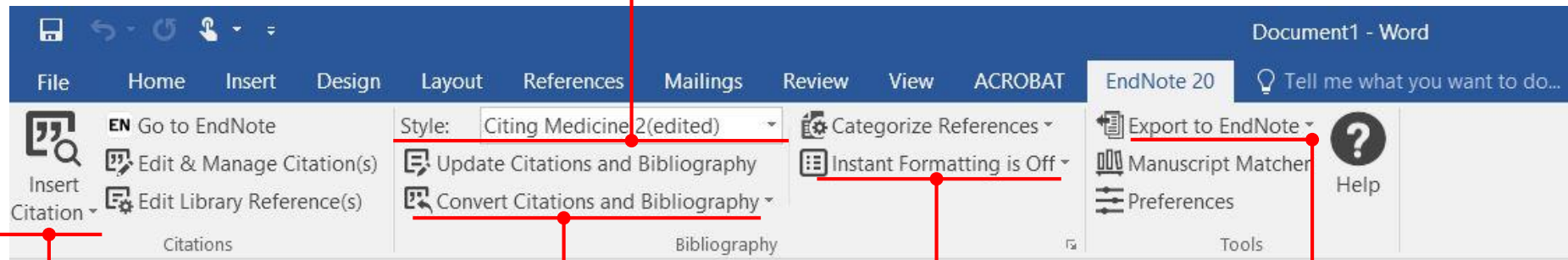
Title

Part 4. Insert Citation & Bibliography into Microsoft Word

EndNote toolbar in Word for Windows

Sample: MS Word 2019

- Select Another Style...
- Annotated
 - APA 7th
 - Chicago 17th Author-Date
 - Vancouver
 - 代檢用
 - 查新用



- 1**
- Insert Citation...
 - Insert Selected Citation(s)
 - Insert Note...
 - Insert Figure...

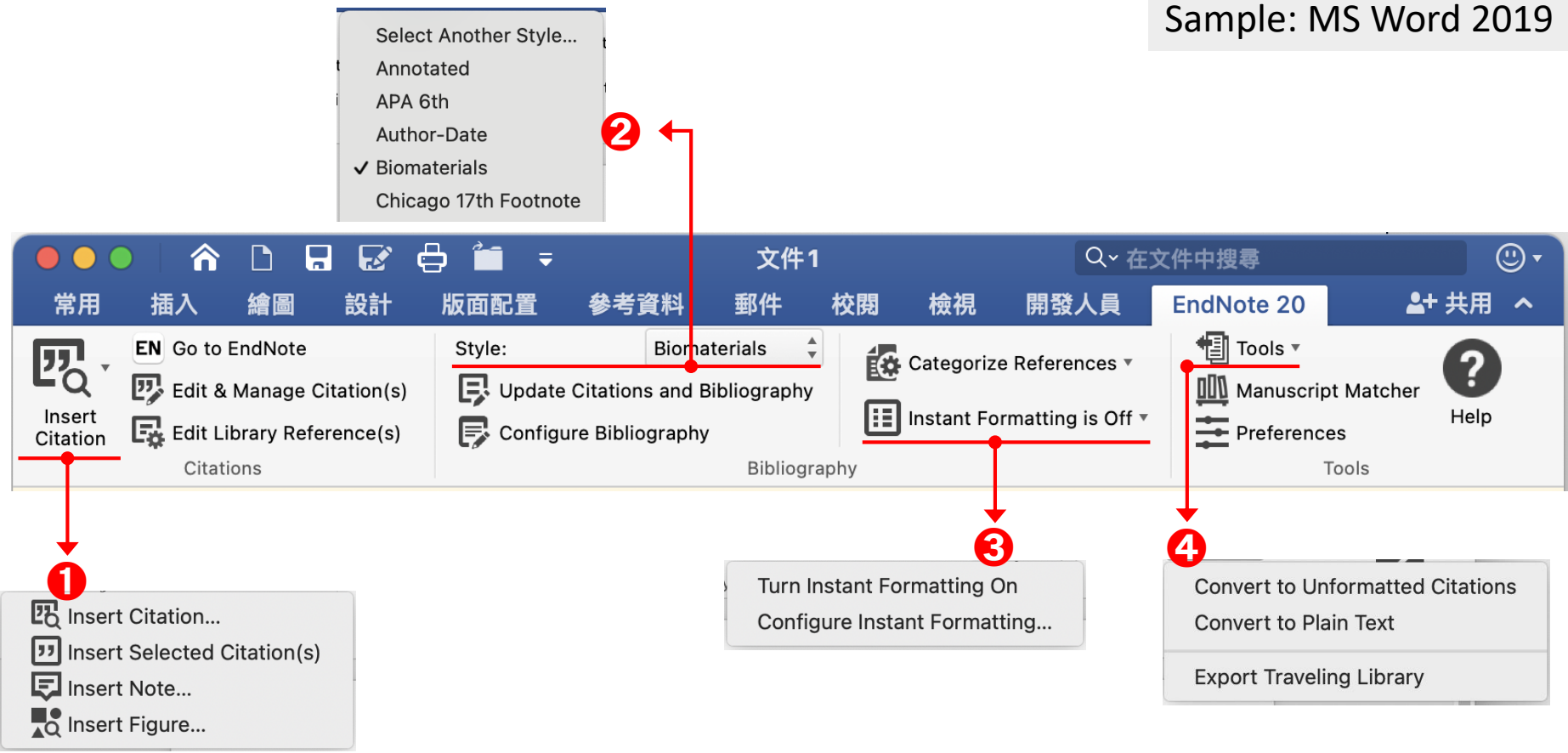
- 3**
- Convert to Unformatted Citations
 - Convert to Plain Text
 - Convert Reference Manager Citations to EndNote
 - Convert Word Citations to EndNote

- 4**
- Turn Instant Formatting On
 - Configure Instant Formatting...

- 5**
- Export Traveling Library
 - Export Word Citations
 - Export Word Master List

EndNote toolbar in Word for Mac

Sample: MS Word 2019



The image shows the EndNote 20 toolbar in MS Word 2019. The toolbar is divided into three main sections: Citations, Bibliography, and Tools. Red callouts 1, 2, 3, and 4 point to specific features and their context menus.

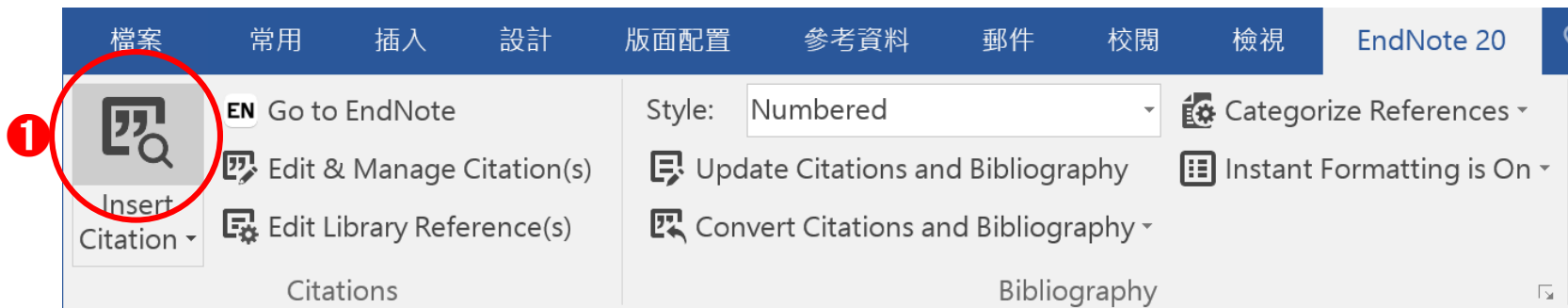
- Callout 1:** Points to the 'Insert Citation' icon. The context menu includes:
 - Insert Citation...
 - Insert Selected Citation(s)
 - Insert Note...
 - Insert Figure...
- Callout 2:** Points to the 'Style' dropdown menu, which is currently set to 'Biomaterials'. The context menu lists various citation styles:
 - Select Another Style...
 - Annotated
 - APA 6th
 - Author-Date
 - ✓ Biomaterials
 - Chicago 17th Footnote
- Callout 3:** Points to the 'Instant Formatting is Off' button. The context menu includes:
 - Turn Instant Formatting On
 - Configure Instant Formatting...
- Callout 4:** Points to the 'Tools' dropdown menu. The context menu includes:
 - Convert to Unformatted Citations
 - Convert to Plain Text
 - Export Traveling Library





Insert reference(s) from EndNote


Note

Don't forget to place your cursor after the text that you want to insert citation.

Method 1 insert via the EndNote toolbar in Word 1/2



-  Insert Citation...
-  Insert Selected Citation(s)
-  Insert Note...
-  Insert Figure...

You also can click on the text "Insert Citation" to display the dropdown menu, then select  Insert Citation...

Insert reference(s) from EndNote

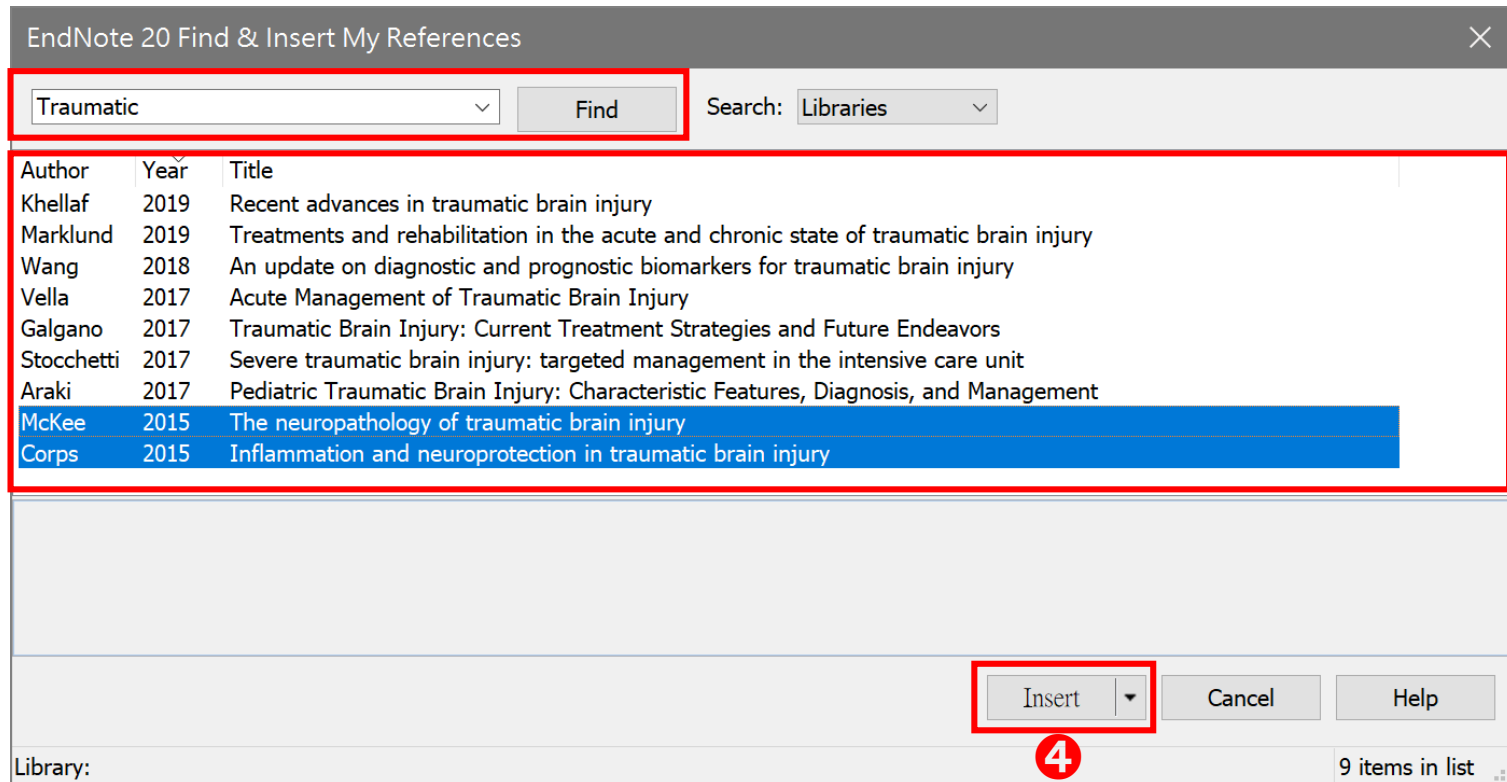
Note

You can select multiple references by pressing CTRL or SHIFT key.

Method 1 insert via the EndNote toolbar in Word 2/2

2
Enter a
keyword to
find references.

3
Click to
highlight the
reference(s).



EndNote 20 Find & Insert My References

Traumatic Find Search: Libraries

Author	Year	Title
Khellaf	2019	Recent advances in traumatic brain injury
Marklund	2019	Treatments and rehabilitation in the acute and chronic state of traumatic brain injury
Wang	2018	An update on diagnostic and prognostic biomarkers for traumatic brain injury
Vella	2017	Acute Management of Traumatic Brain Injury
Galgano	2017	Traumatic Brain Injury: Current Treatment Strategies and Future Endeavors
Stocchetti	2017	Severe traumatic brain injury: targeted management in the intensive care unit
Araki	2017	Pediatric Traumatic Brain Injury: Characteristic Features, Diagnosis, and Management
McKee	2015	The neuropathology of traumatic brain injury
Corps	2015	Inflammation and neuroprotection in traumatic brain injury

Insert Cancel Help

Library: 9 items in list

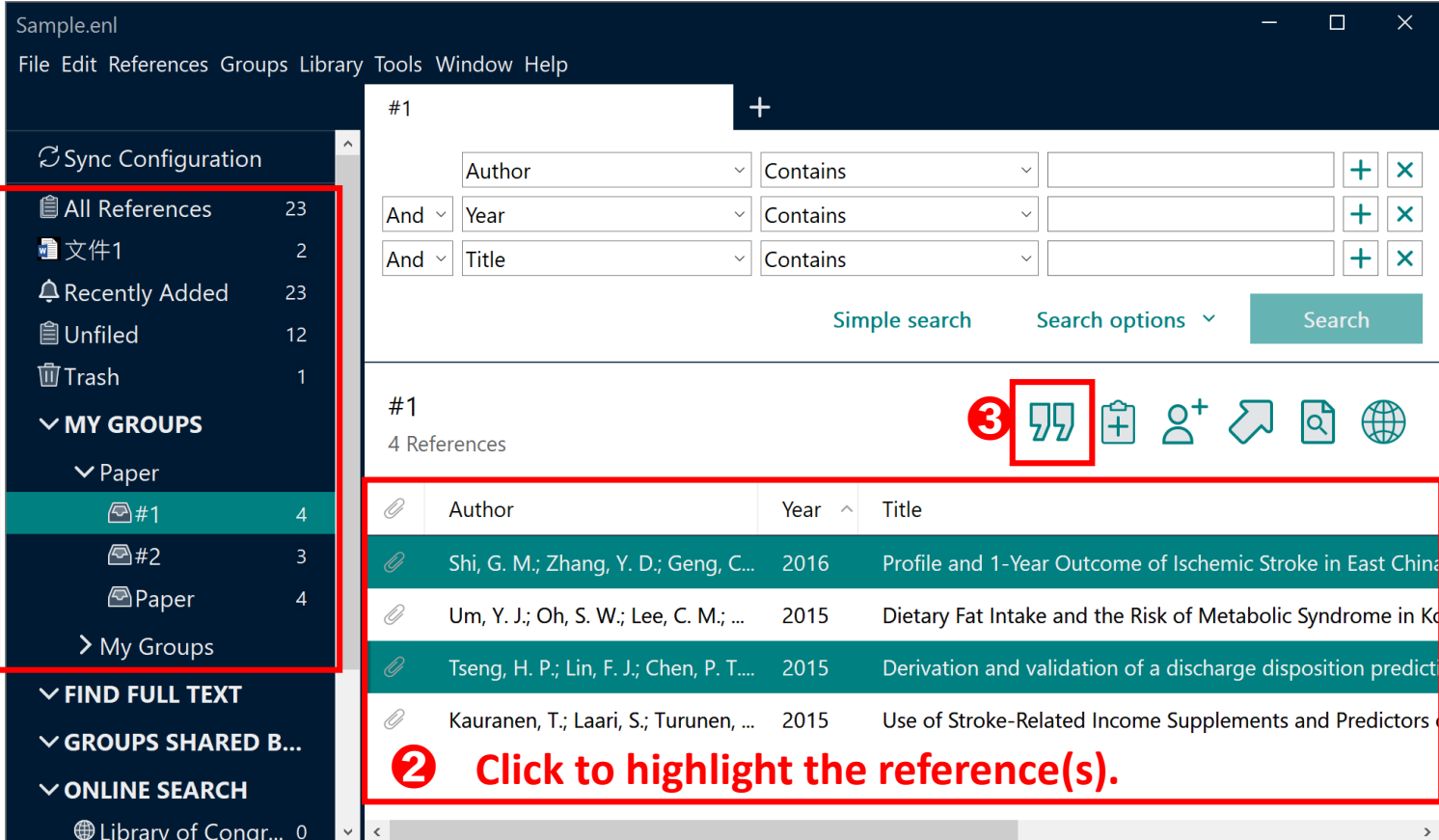
Insert reference(s) from EndNote

Note

Don't forget to place your cursor after the text that you want to insert citation.

Method 2 insert from the EndNote program

1
 Select the reference(s) within any group.



The screenshot shows the EndNote interface with a sidebar on the left and a main window on the right. The sidebar contains a list of groups and references. The main window shows a search interface with a table of references.

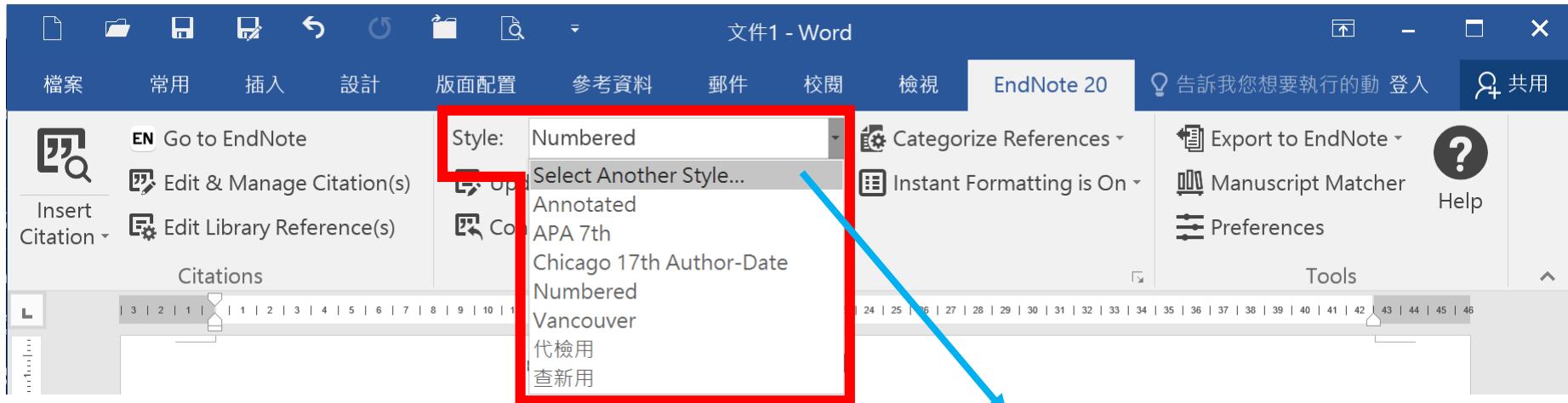
1 Select the reference(s) within any group.

2 Click to highlight the reference(s).

3 Click the quotation mark icon to insert the reference(s).

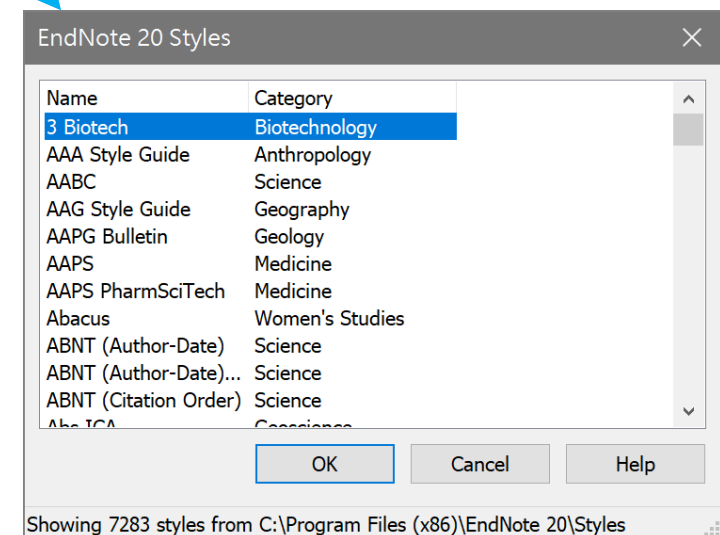
Author	Year	Title
Shi, G. M.; Zhang, Y. D.; Geng, C...	2016	Profile and 1-Year Outcome of Ischemic Stroke in East China
Um, Y. J.; Oh, S. W.; Lee, C. M.; ...	2015	Dietary Fat Intake and the Risk of Metabolic Syndrome in K
Tseng, H. P.; Lin, F. J.; Chen, P. T....	2015	Derivation and validation of a discharge disposition predict
Kauranen, T.; Laari, S.; Turunen, ...	2015	Use of Stroke-Related Income Supplements and Predictors

Change Bibliography Style



Choose a new style from the drop-down menu.

If you do not see the style you want, click **Select another Style...** to select any style installed on your computer.

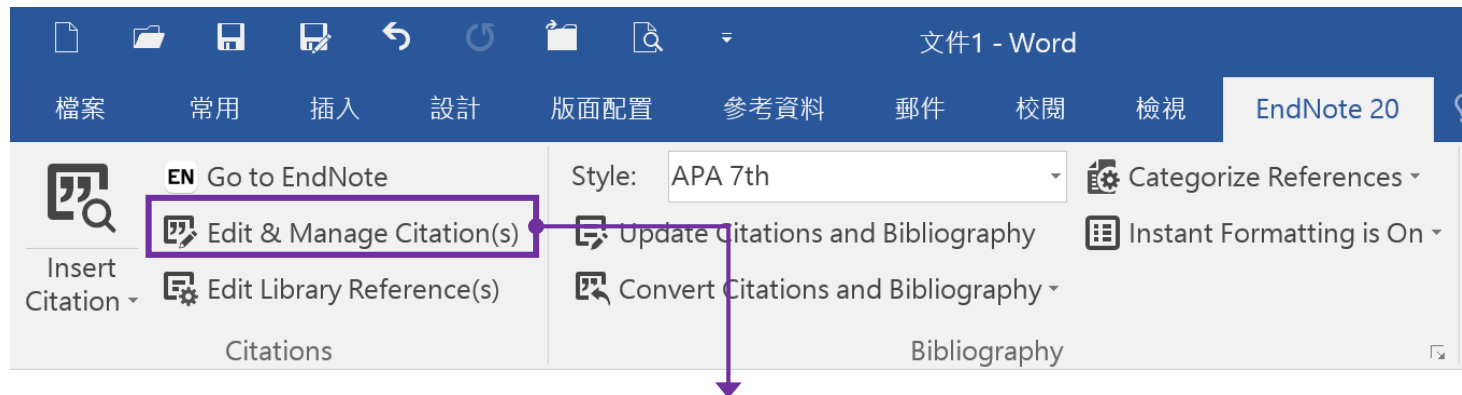


You can not use more than one output style in a Word document.

Edit Citation or Bibliography

Note

One of the biggest mistakes EndNote users make is to edit their citation in MS Word, this corrupts your EndNote Library.



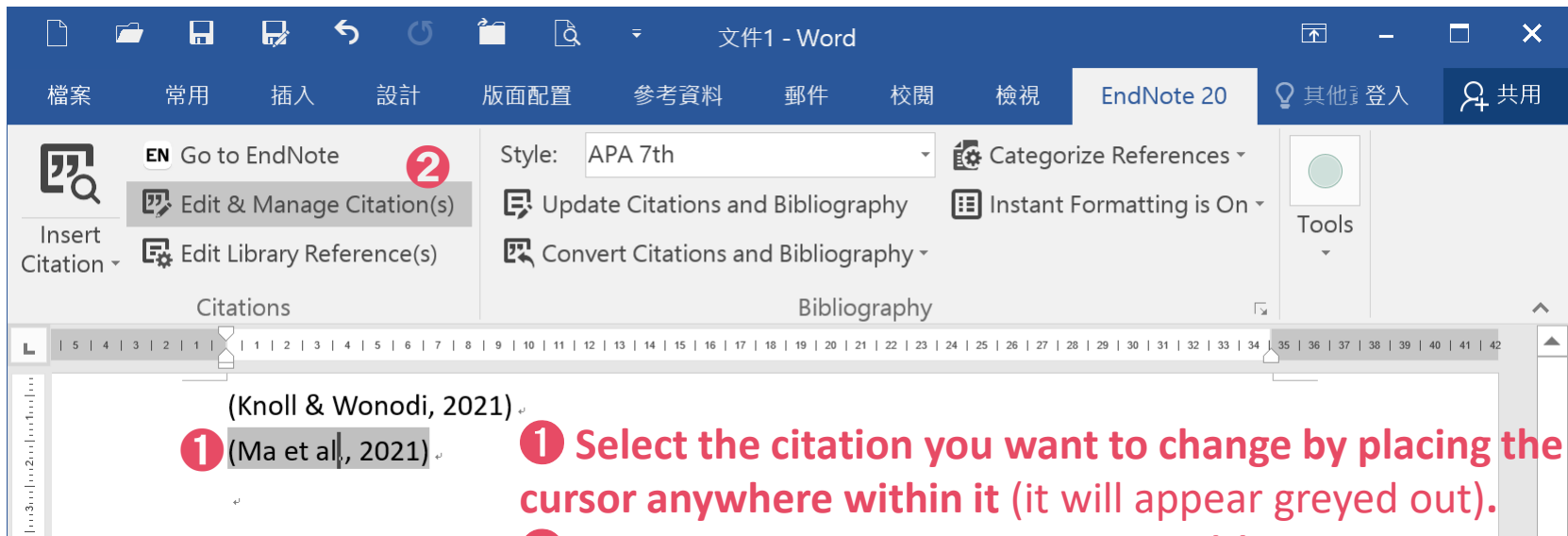
In your document select the citation you want to change by placing the cursor anywhere within it (it will appear greyed out). Next, select the **Edit & Manage Citation(s)** button

EndNote 20 Edit & Manage Citations			
Citation	Count	Library	
McKee, 2015 #5	1	Sample	Edit Reference ▾
Corps, 2015 #11	1	Sample	Edit Reference ▾
Kauranen, 2015 #15	1	Sample	Edit Reference ▾

Edit Citation or Bibliography

Note

One of the biggest mistakes EndNote users make is to edit their citation in MS Word, this corrupts your EndNote Library.



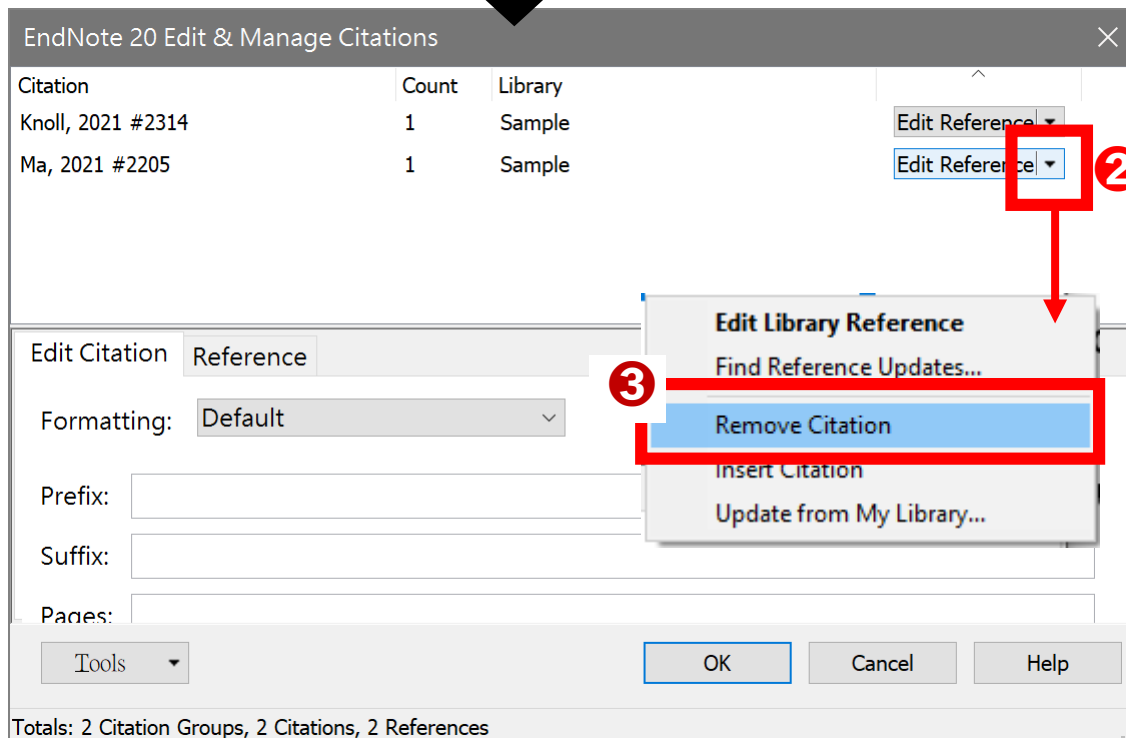
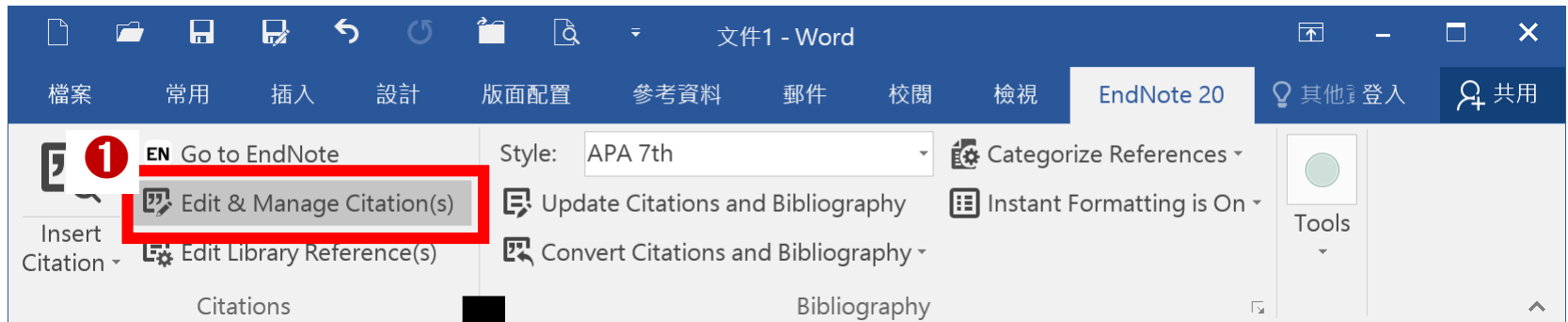
① Select the citation you want to change by placing the cursor anywhere within it (it will appear greyed out).

② Select the Edit & Manage Citation(s) button.

EndNote 20 Edit & Manage Citations

Citation	Count	Library	
McKee, 2015 #5	1	Sample	③ Edit Reference ▾
Corps, 2015 #11	1	Sample	Edit Reference ▾
Kauranen, 2015 #15	1	Sample	Edit Reference ▾

Remove Citation & Bibliography



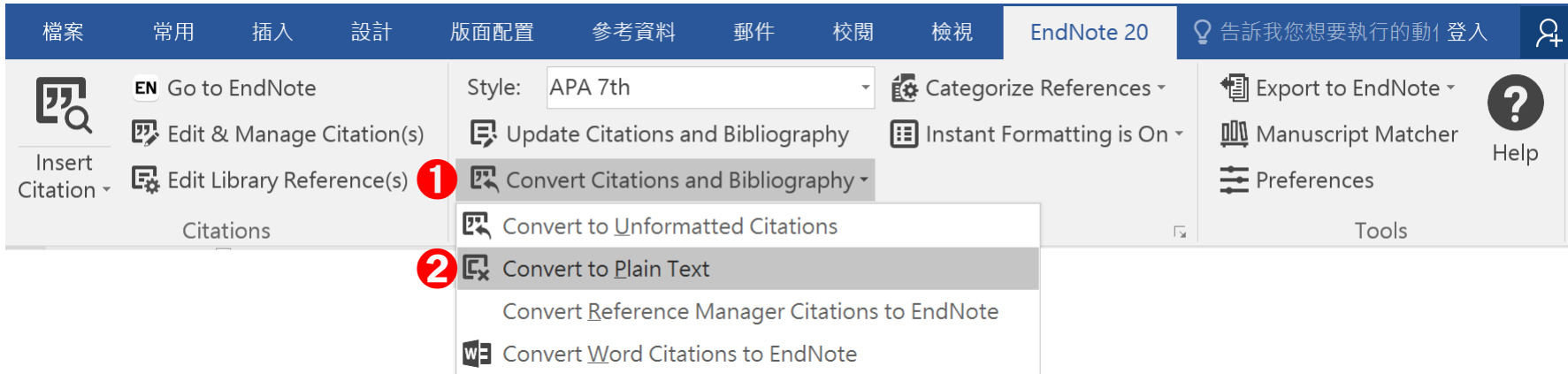
2 Click ▼ to show the menu.

Place your cursor on the citation that you want to remove before clicking *Edit & Manage Citation(s)* button, then you will find the citation you clicked on already selected.

Remove Field Codes

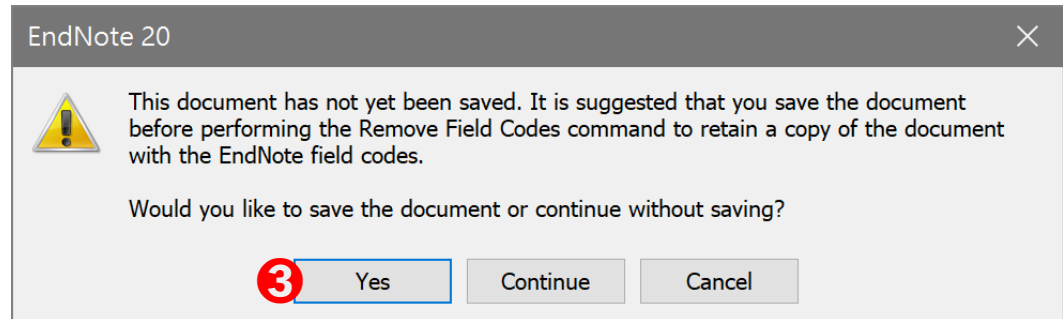
Note

You may need to remove field codes before sharing your document or E-mail to publisher.



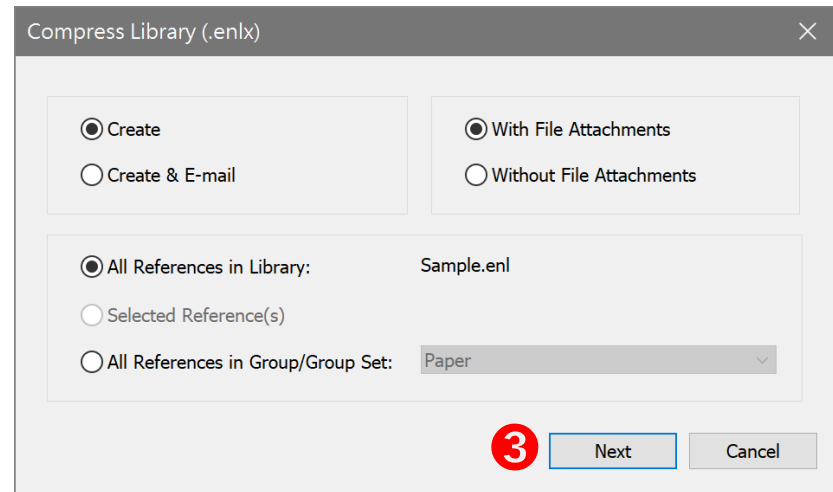
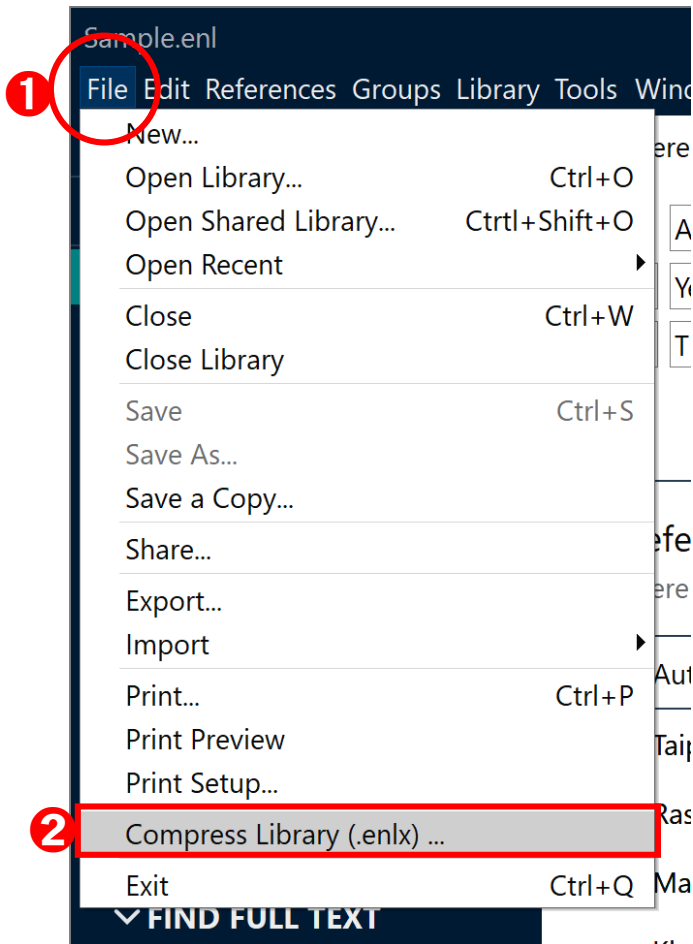
The screenshot shows the EndNote 20 software interface. The 'References' menu is open, and the 'Convert Citations and Bibliography' option is selected. A red circle with the number '1' highlights the 'Convert Citations and Bibliography' menu item. A second red circle with the number '2' highlights the 'Convert to Plain Text' option in the sub-menu. The sub-menu also includes 'Convert to Unformatted Citations', 'Convert Reference Manager Citations to EndNote', and 'Convert Word Citations to EndNote'. The 'Style' is set to 'APA 7th'.

- ▶▶ A copy of the document, without field codes, appears in a new document window.
- ▶▶ The new copy does not contain the EndNote field codes, thus you cannot edit with Cite While You Write (EndNote) anymore.

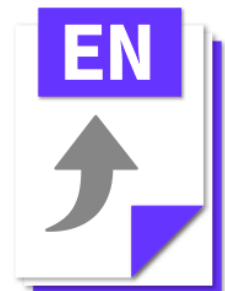


The screenshot shows a dialog box titled 'EndNote 20' with a warning icon. The text reads: 'This document has not yet been saved. It is suggested that you save the document before performing the Remove Field Codes command to retain a copy of the document with the EndNote field codes. Would you like to save the document or continue without saving?'. There are three buttons: 'Yes' (highlighted with a red circle and the number '3'), 'Continue', and 'Cancel'.

Back up your EndNote library



When this compressed file be opened it will extract to create a ".enl" file and a ".data" folder.



Sample.enlx

Again



Don't remove citation and bibliography by pressing DELETE key, it may corrupt your document.



Never put EndNote libraries in any type of syncing drive or folder. They cause corruption over time.



Back up your EndNote libraries frequently.



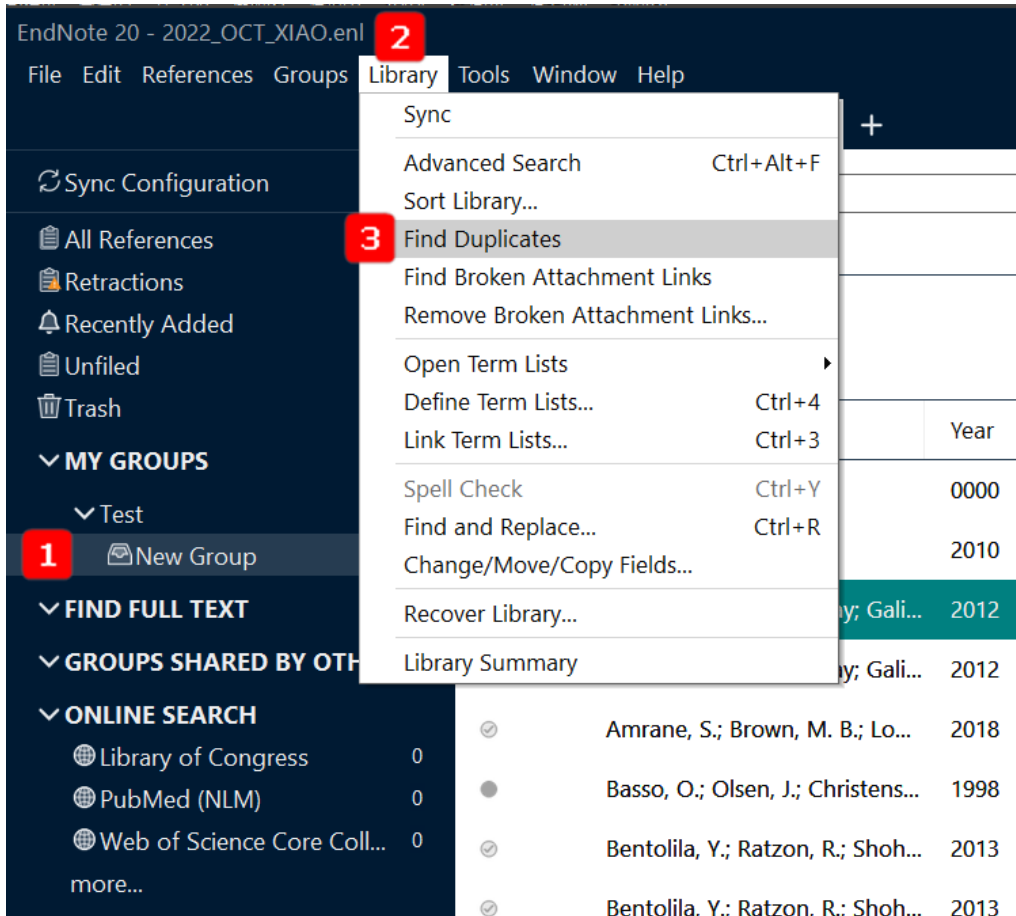
Every EndNote library is made up of two parts, the .enl file and the .data folder. Always keep them together.

Part 5. Bonus

Find duplicates 1/2

Notes

You still need to de-duplicate again manually.



EndNote 20 - 2022_OCT_XIAO.enl

File Edit References Groups **Library** Tools Window Help

- Sync
- Advanced Search Ctrl+Alt+F
- Sort Library...
- 3** Find Duplicates
- Find Broken Attachment Links
- Remove Broken Attachment Links...
- Open Term Lists
- Define Term Lists... Ctrl+4
- Link Term Lists... Ctrl+3
- Spell Check Ctrl+Y
- Find and Replace... Ctrl+R
- Change/Move/Copy Fields...
- Recover Library...
- Library Summary

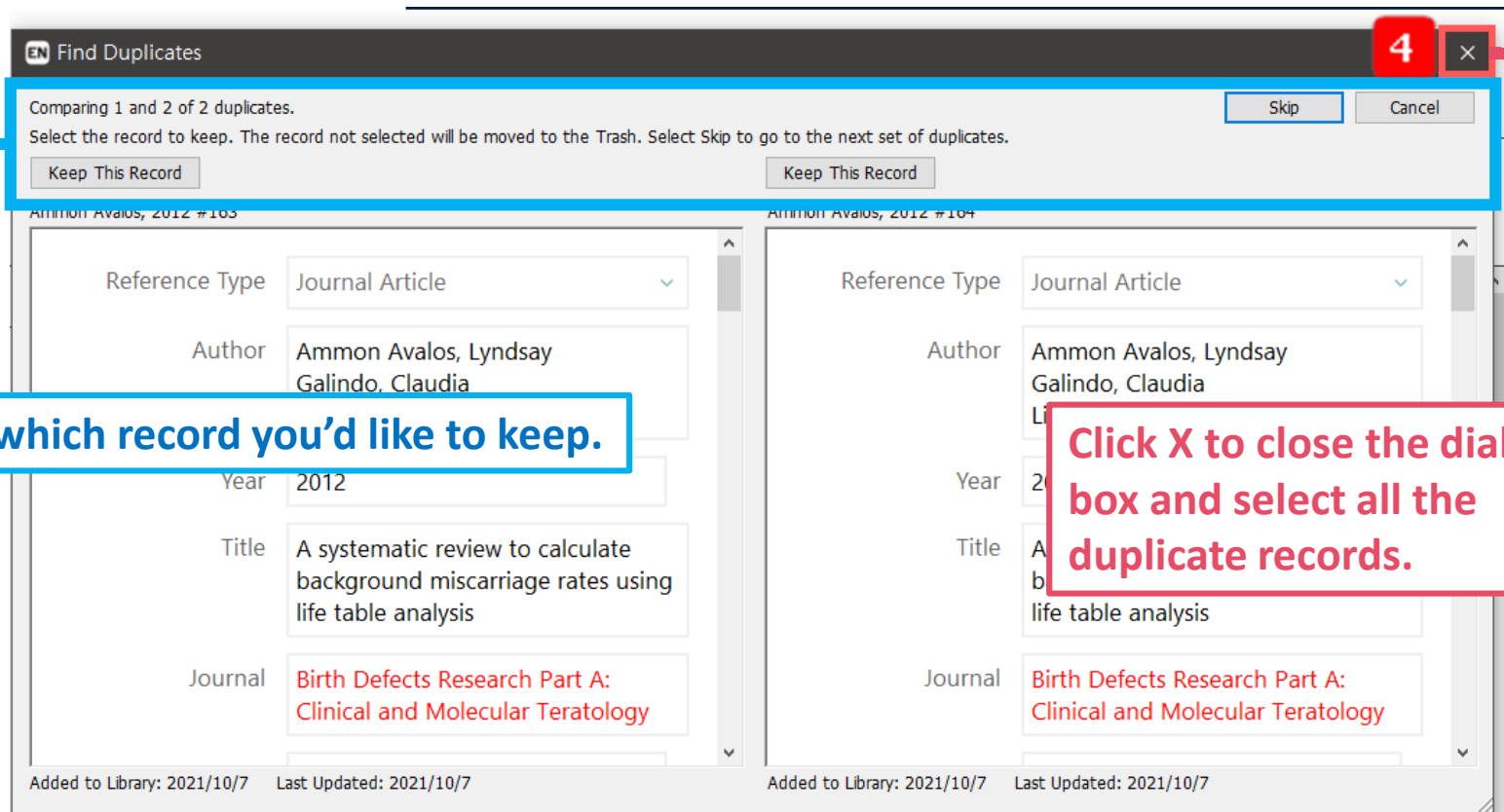
1 New Group

Year
0000
2010
2012
2012
2018
1998
2013
2013

Find duplicates 2/2

Notes

You still need to de-duplicate again manually.



EN Find Duplicates

Comparing 1 and 2 of 2 duplicates.
Select the record to keep. The record not selected will be moved to the Trash. Select Skip to go to the next set of duplicates.

Skip Cancel

Keep This Record Keep This Record

Ammon Avalos, 2012 #103 Ammon Avalos, 2012 #104

Reference Type Journal Article Journal Article

Author Ammon Avalos, Lyndsay Galindo, Claudia Ammon Avalos, Lyndsay Galindo, Claudia

Year 2012 2012

Title A systematic review to calculate background miscarriage rates using life table analysis A systematic review to calculate background miscarriage rates using life table analysis

Journal Birth Defects Research Part A: Clinical and Molecular Teratology Birth Defects Research Part A: Clinical and Molecular Teratology

Added to Library: 2021/10/7 Last Updated: 2021/10/7 Added to Library: 2021/10/7 Last Updated: 2021/10/7

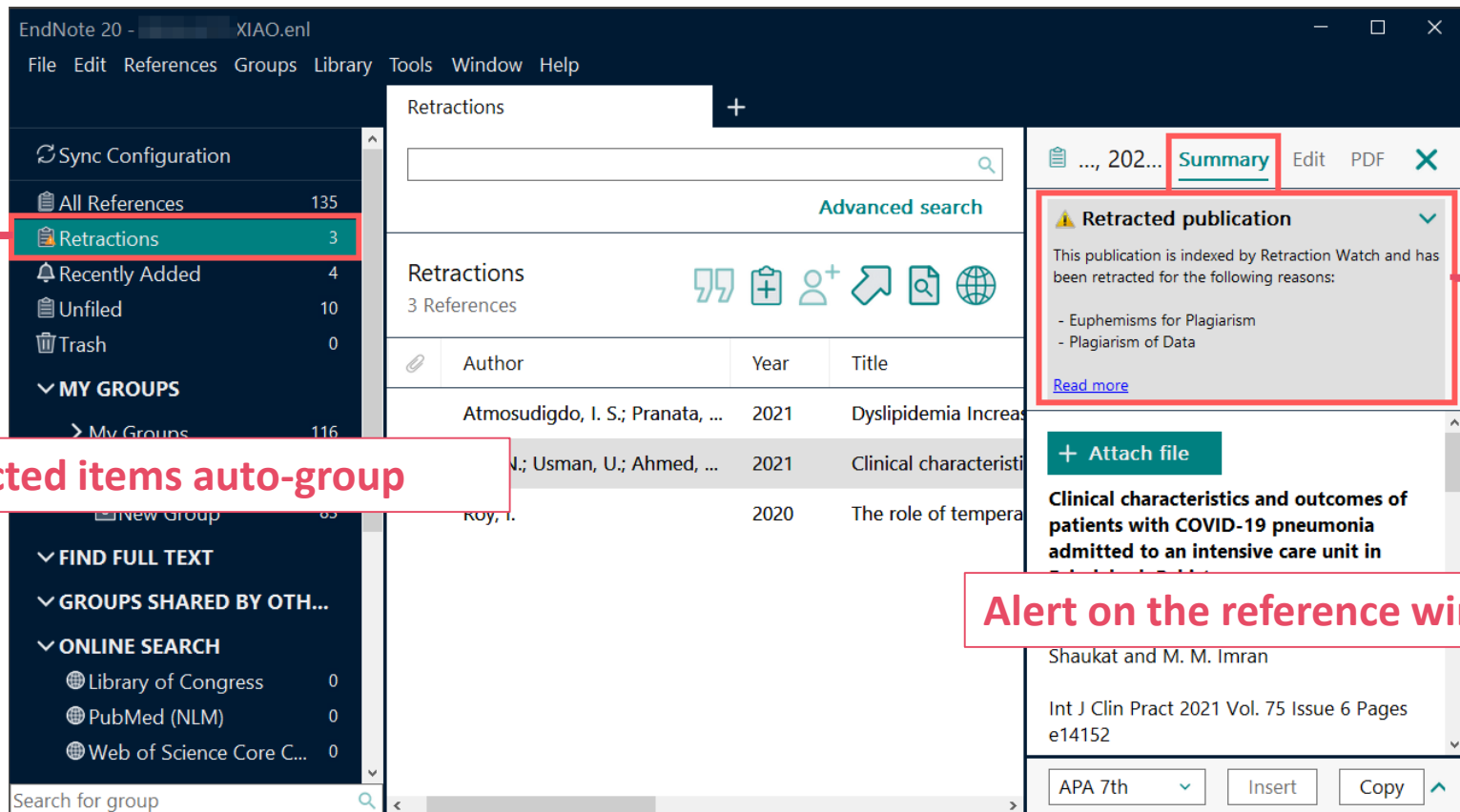
Choose which record you'd like to keep.

Click X to close the dialog box and select all the duplicate records.

Retraction alerts

Note

To activate retraction alerts, you will need to be signed in to your EndNote online account. Once signed in, you will get alerts with every library you open.



EndNote 20 - XIAO.enl

File Edit References Groups Library Tools Window Help

Retractions

Advanced search

Retractions
3 References

Author	Year	Title
Atmosudigdo, I. S.; Pranata, ...	2021	Dyslipidemia Increas
...; Usman, U.; Ahmed, ...	2021	Clinical characteristi
... Roy, I.	2020	The role of tempera

Summary

Retracted publication

This publication is indexed by Retraction Watch and has been retracted for the following reasons:

- Euphemisms for Plagiarism
- Plagiarism of Data

[Read more](#)

+ Attach file

Clinical characteristics and outcomes of patients with COVID-19 pneumonia admitted to an intensive care unit in

Shaukat and M. M. Imran

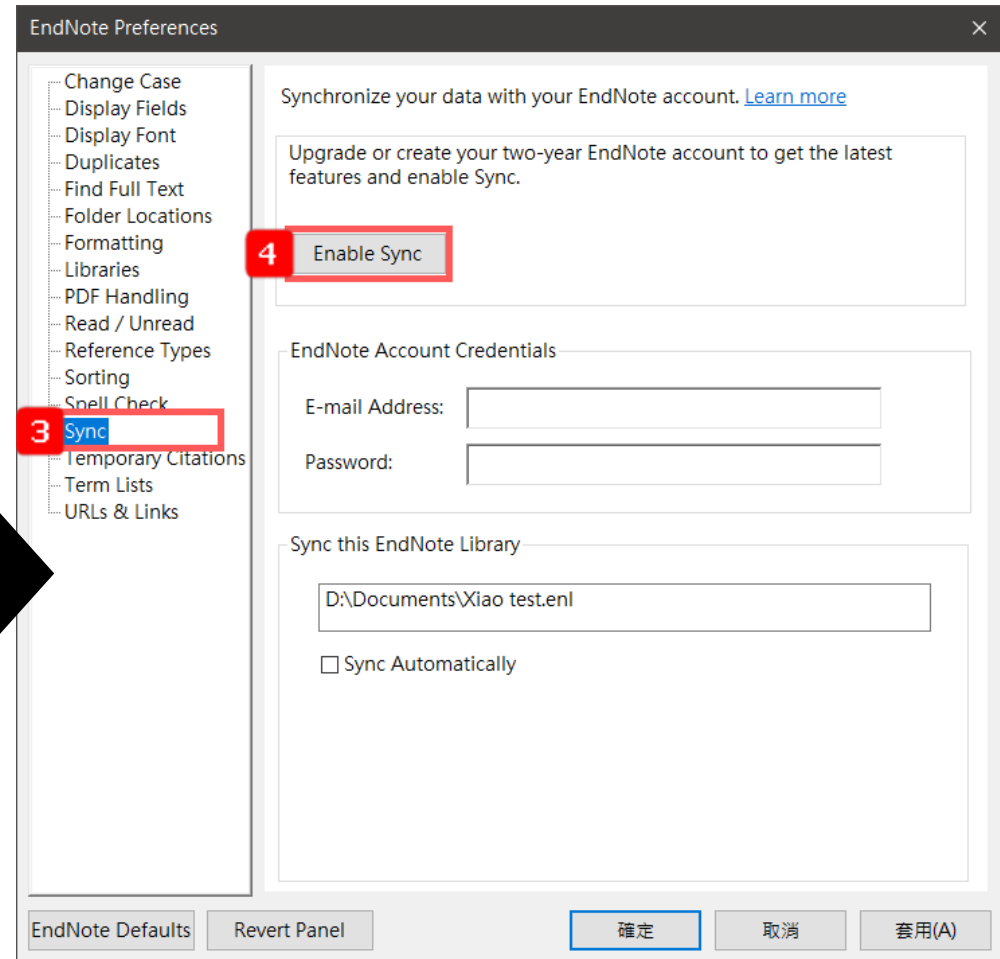
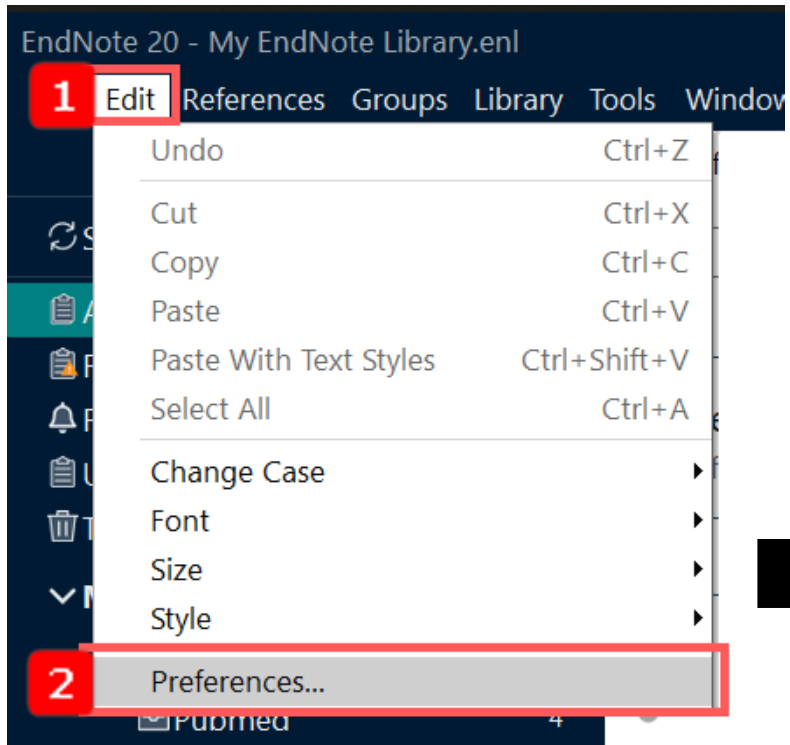
Int J Clin Pract 2021 Vol. 75 Issue 6 Pages e14152

APA 7th Insert Copy

Retracted items auto-group

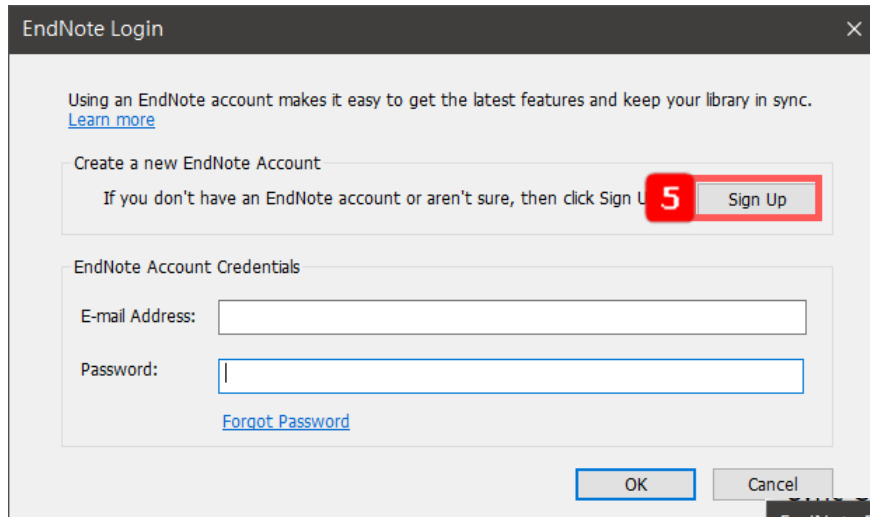
Alert on the reference window

Sign up an account 1/2



►► For Mac users:
You can find Preferences in
the "EndNote" menu.

Sign up an account 2/2



EndNote Login

Using an EndNote account makes it easy to get the latest features and keep your library in sync. [Learn more](#)

Create a new EndNote Account

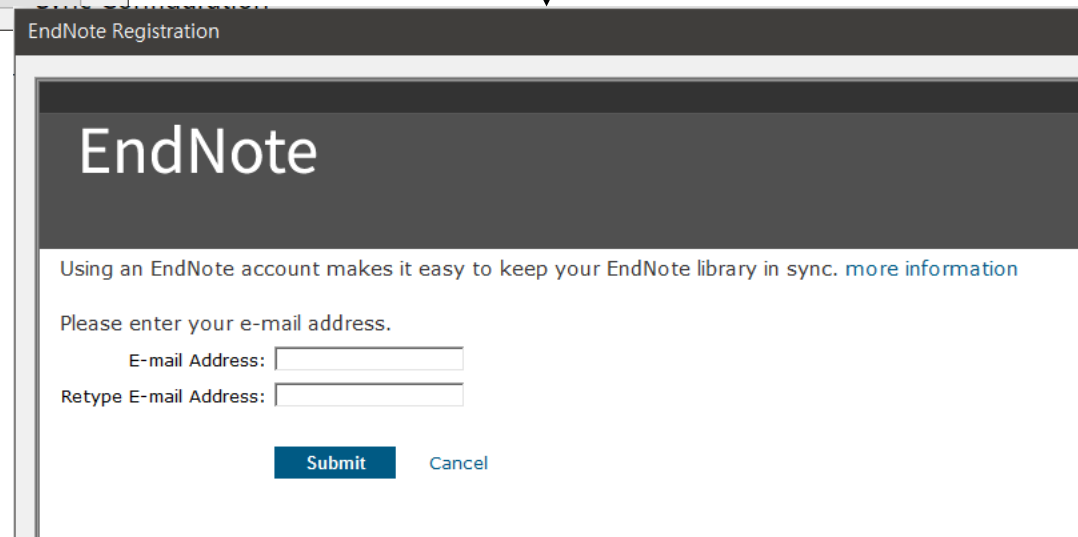
If you don't have an EndNote account or aren't sure, then click Sign Up **5** [Sign Up](#)

EndNote Account Credentials

E-mail Address:

Password:

[Forgot Password](#)



EndNote Registration

EndNote

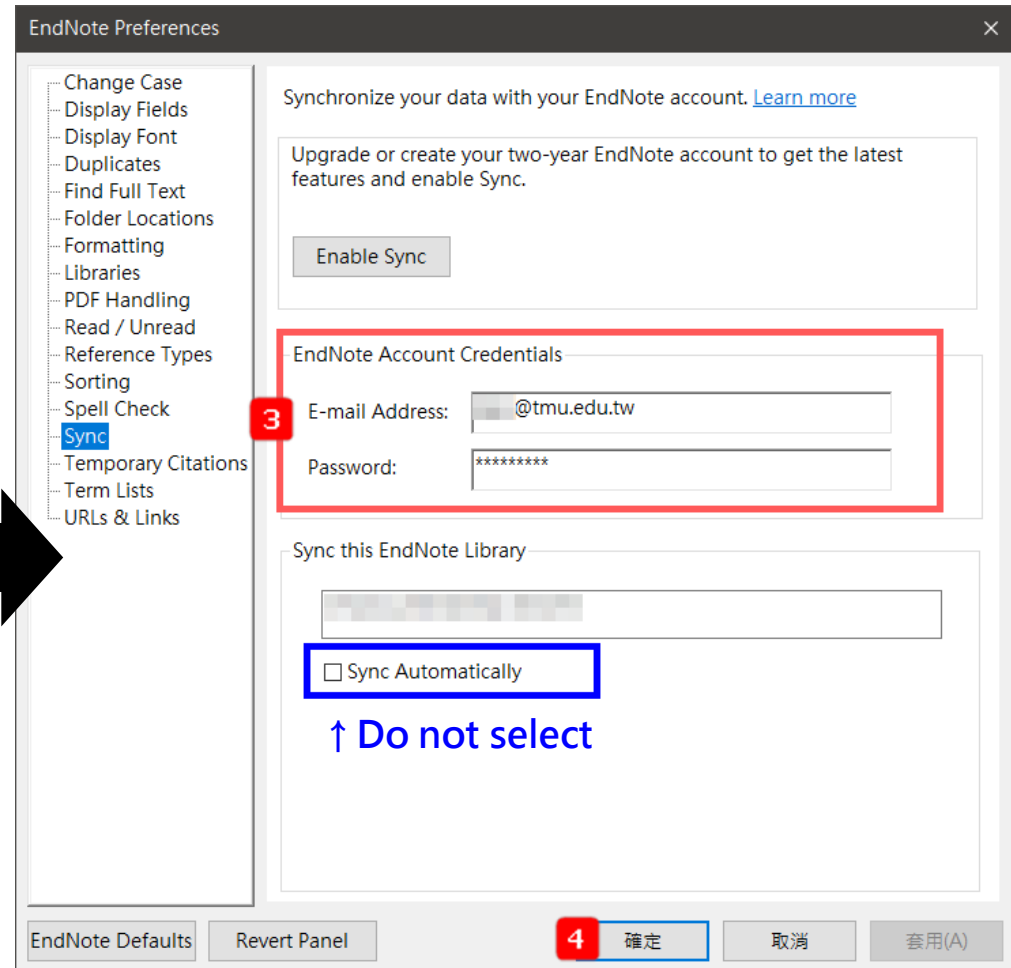
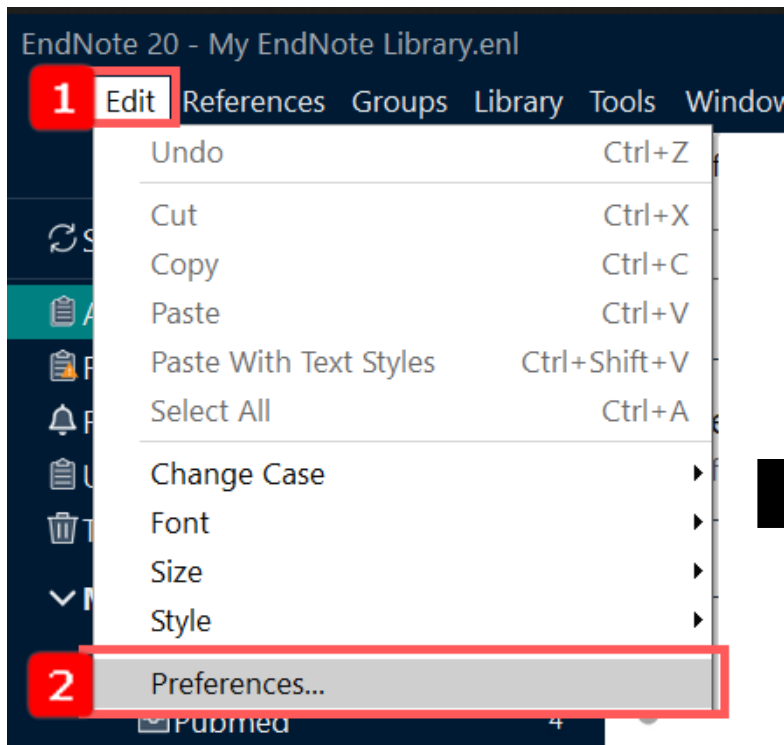
Using an EndNote account makes it easy to keep your EndNote library in sync. [more information](#)

Please enter your e-mail address.

E-mail Address:

Retype E-mail Address:

EndNote Account Credentials



Problems

Ask us at the Reference Desk, we will do our best to solve your problems.



asktmul@tmu.edu.tw



(02) 2736 1661 #2515



3F, Comprehensive Medical Building
(Rear building), Xinyi Campus



Mon ~ Fri
10:00-13:00, 13:30-17:00



@509milvh

