

EndNoteX8

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1. Introducing Endnote

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1.1 EndNote is a bibliographic software for **storing** and **managing** bibliographic references.

1.2 The main functions of EndNote are the followings;

- private reference library
- storing & managing bibliographic references more than 4,500 reference types
- importing references into your library from many online databases e.g. Academic Search Complete PubMed, Science Direct, ProQuest, etc.
- importing PDFs file / folders to your library

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- find full text from PubMed.
- formatting citation style in MS Word with the CWYW.
- choose from the 21 most popular bibliography formats, including MLA , APA, and Vancouver style etc.

1.3 More details of application at <http://endnote.com/>

2. Program installation

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2.1 Go to <http://www.car.chula.ac.th/endnote.php>

2.2 Request **Password** for EndNote installation by entering student's **ID** without the last 2 digit. e.g. 59788394✂53 & **password**

Password or the **PRODUCT KEY** of EndNote will be sent to your e-mail account (University e-mail account)

2.3 Download set up file **WINDOWS or MAC**

2.4 While installation, **all programs working on your desktop must be turn off.**

Password for Windows: -----

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3. Working with EndNote

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3.1 Creating a new library

1. The 1st time of starting EndNote, you are given the option of setting up a new EndNote Web account. Select “Do not create an EndNote Web account at this time”
2. **Starting with “Create a new library”** or Go to **“File”** menu. Then, Click **“New...”**

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3. Enter the name of new library, specify the location where you'd like to save your library, and Click "Save".

- Let's name it "Test" and put it on the desktop.

- A new EndNote library will automatically be given an.enl extension

4. Test.enl window displays Showing 0 of 0 references on the status bar.

5. You can now enter your references into the library.

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Example: Creating a new library

Create a new library

Name your new library

EndNote X8 - Itest X8: My EndNote Library

File Edit References Groups Tools Window Help

New...

Open Library...

Open Shared Library... Ctrl+Shift+O

Open Recent

Close Library Ctrl+W

Save Ctrl+S

Save As...

Save a Copy...

Revert

Share...

Export...

Import

Print... Ctrl+P

Print Preview

Print Setup...

Compressed Library (.enlx) ...

Exit Ctrl+Q

New Reference Library

This PC > Documents

Search Documents

Organize New folder

Name	Date modified	Type
599		
2016_Turn_Backup2016	7/13/2016 4:31 PM	File folder
JHR	12/13/2014 3:41 PM	File folder
JHR_Editorial Com	12/14/2015 10:12 ...	File folder
OneDrive	8/19/2016 4:00 PM	File folder
This PC	9/22/2016 1:33 PM	File folder
Desktop	4/22/2015 9:19 AM	File folder
Documents	12/14/2015 10:11 ...	File folder
Downloads	10/12/2016 11:01 ...	File folder

File name: My EndNote Library

Save as type: EndNote Library (*.enl)

Save Cancel

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3.2 Enter references into a Library

3.2.1 By manually typing

1. “References” menu, → “New Reference” or Click on the icon .
2. Choose an appropriate Reference Type e.g. Journal Article, Book, Edited book etc.
3. Enter bibliographic data into each of the fields in the reference.

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4. Enter other fields by using Tab to move to the next field.
5. Click File → Close Reference when you are done.
6. **Inserting Figures,**
 - 6.1 Use the right-click contextual menu to select Figure → Attach Figure.
 - 6.2 EndNote presents a Attach Figure dialog box → Click “**Choose File...**” to insert graphic
 - 6.3 Caption field is needed for figure.

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HELP!!! Enter references into a library by manually typing

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- A personal author name with the **first name** , then **the last name**.
- **One author per line**.
- Use “,” after **Thai author or Corporate author** names e.g.

สุนันทา วงศ์ชาติ,

กระทรวงสาธารณสุข,

World Health Organization,

University of California,,Berkeley

- Enter the **whole name whenever possible**. Endnote will shorten the name up for you.

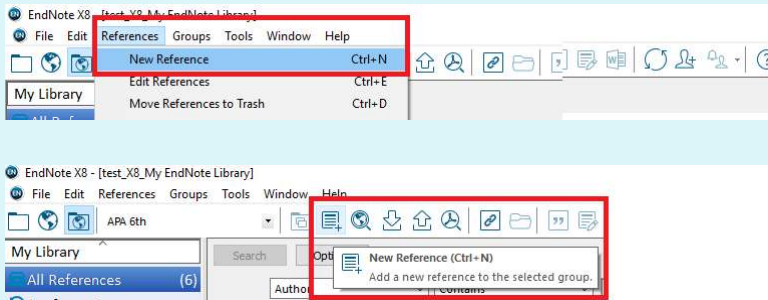
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- No author available, use editor as author.
- No author & editor, keep author field blank.
- Don't type “**Vol.**”, “**No.**” in Volume & Issue field.
- Don't type “**page**” or “**p.**” in Pages field.
- Journal field, **mention full name of journal title**.
- Year field, **mention only figure** = 2007, 2008
- Use “**n.d.**” if there is **no publication year**.
- Use “**n.p.**” if there is **no place of publication**

Enter references into a Library

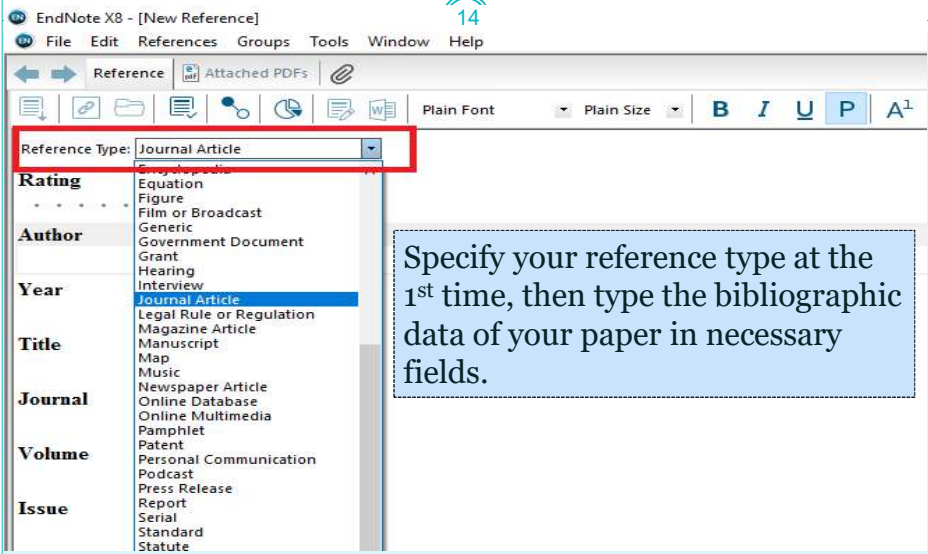
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“References” menu, → “New Reference” or Click on the icon.



Worksheet for entering data

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Necessary fields for the most used reference type in EndNote	
15	
Book	Journal article
• There are 5 necessary fields; ○ Author ○ Publication year ○ Book Title ○ Place Published ○ Publisher ○ Keywords (Addition)	• There are 6 necessary fields; ○ Author ○ Article title ○ Journal title ○ Publication year ○ Volume, number & pages ○ Keywords (Addition)

16	
Thesis / Dissertation	Webpage
○ Author ○ Publication year ○ Thesis title ○ Place published ○ University ○ Thesis type ○ Keywords (Addition)	○ Author ○ Publication year ○ Title ○ Year cited ○ Date cited ○ URL ○ Keywords (Addition)

Example: Inserting Figures

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There are 2 options for inserting Figures, images, and charts.

Reference

Attached PDFs

Plain Font

Plain Size

B

I

U

P

A¹

A₂

Σ

A₀

Notes

Dorfman, Lori

eng

2003/12/16 05:00

Am J Health Behav. 2003 Nov-Dec;27 Suppl 3:5217-26.

Research Notes

URL

<https://www.ncbi.nlm.nih.gov/pubmed/14672382>

File Attachments

Author Address

Berkeley Media Studies Group, Public Health Institute, Berkeley, CA 94704, USA.

Figure

Caption

Access Date

Translated Author

Attach Figure

File name:

Choose File...

Note:

The 'Attach-Figure' feature enables the attachment of images, charts, and tables into the 'Figure' field for later citing using EndNote CWW.

OK

Cancel

URL
<http://www.who.int/topics/pesticides/en/>

File Attachments

Author Address



Caption
Pesticides Spraying without PPE

Caption field is needed for inserting figure, photo, and charts.

Let's enter the following data

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- Reference Type: **BOOK**
There are 5 necessary fields;
 - **AUTHOR:** Robert H. Friis, Thomas A. Sellers
 - **YEAR:** 1999
 - **BOOK TITLE:** Epidemiology for public health practice
 - **PLACE PUBLISHED :** Gaithersburg, Md.
 - **PUBLISHER:** Aspen Publishers
 - **(Keywords):** Epidemiology

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- Reference Type: **BOOK**
There are 5 necessary fields;
 - **AUTHOR:** World Health Organization
 - **YEAR:** 2003
 - **BOOK TITLE:** Trainers' guide on alcohol use
 - **PLACE PUBLISHED:** New Delhi
 - **PUBLISHER:** World Health Organization

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• Reference Type: **THESIS**

Thesis Type fields: There are 5 necessary fields;

- **AUTHOR:** Ye Myat Htike
- **YEAR:** 2015
- **THESIS:** Environmental factors for malaria infection in Thanintharyi Region, Myanmar: a case-control study
- **THESIS TYPE:** Master's thesis / Doctoral' s dissertation
- **PLACE PUBLISHED:** Bangkok, Thailand
- **UNIVERSITY:** College of Public Health Sciences, Chulalongkorn University

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• Reference Type: **WEB PAGE**

There are 6 necessary fields;

- **AUTHOR:** World Health Organization
- **YEAR:** n.d
- **TITLE:** Pesticides
- **YEAR CITED:** 2017
- **DATE CITED:** 23 April
- **URL :** <http://www.who.int/topics/pesticides/en/>
- **Figure: (insert picture)**
- **Caption: Pesticides Spraying without PPE**

3.2.2 By direct exporting from online database: ProQuest

1. Choose 'ProQuest' which is the subscribed database.
2. Databases. Enter your search term in the "Search Box".
2. Mark the item(s) you want to include in EndNote.
3. Click "Save".
4. Click on "RIS (works with EndNote...)"

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5. Click on "Continue" menu.
6. Starting download from ProQuest is running.
7. Open with EndNote file which is a current library. Click on "OK".
8. Message from ProQuest shown "Request Complete".
9. Start the import process.

Example: direct export from ProQuest database

ProQuest

All databases > Health & Medicine databases > Health & Medical Collection | Change databases

Health & Medical Collection

Basic Search | Advanced Search | Publications | About

health street

1

Full text

Peer reviewed

Modify search

Recent searches

Save search/alert

Related searches: architecture architecture AND urban planning architecture AND area planning & development View all >

47 results Search within

Relevance

Sort

Narrow results

Applied filters

Publication date: 2010-2016

Full text

Select 1-20

20 Selected items Clear

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Save to My Research

Export/Save

RefWorks

EasyBib

HTML

PDF

RIS (works with EndNote, Citavi, etc.)

RTF (works with Microsoft Word)

Text only

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Export/Save

Items selected: 100 ☐ Deselect items when done

Output to: RIS (works with EndNote, Citavi, etc.)

Content (where available): Citation, abstract, indexing

Sort Order: Oldest first

Bibliography: ☐ Include bibliographic citations at the end

Citation style: APA 6th - American Psychological Association, 6th Edition

Include: ☐ Recent searches ☐ Cover page/header ☐ Table of contents ☐ Document numbering

Opens a file in your citation management tool. You may be asked which program to use to open the file.

Cancel

Continue

5

ProQuest

Request in progress

Starting download

Close this window only if you want to interrupt the download

You can return to ProQuest and continue to work while your download completes.

6

ProQuest

Request complete

Opening ProQuestDocuments-2017-03-28.ris

You have chosen to open:

ProQuestDocuments-2017-03-28.ris

which is: RIS Formatted File

from: http://search.proquest.com

What should Firefox do with this file?

☒ Open with ResearchSoft Direct Export Helper (default)

☐ Save File

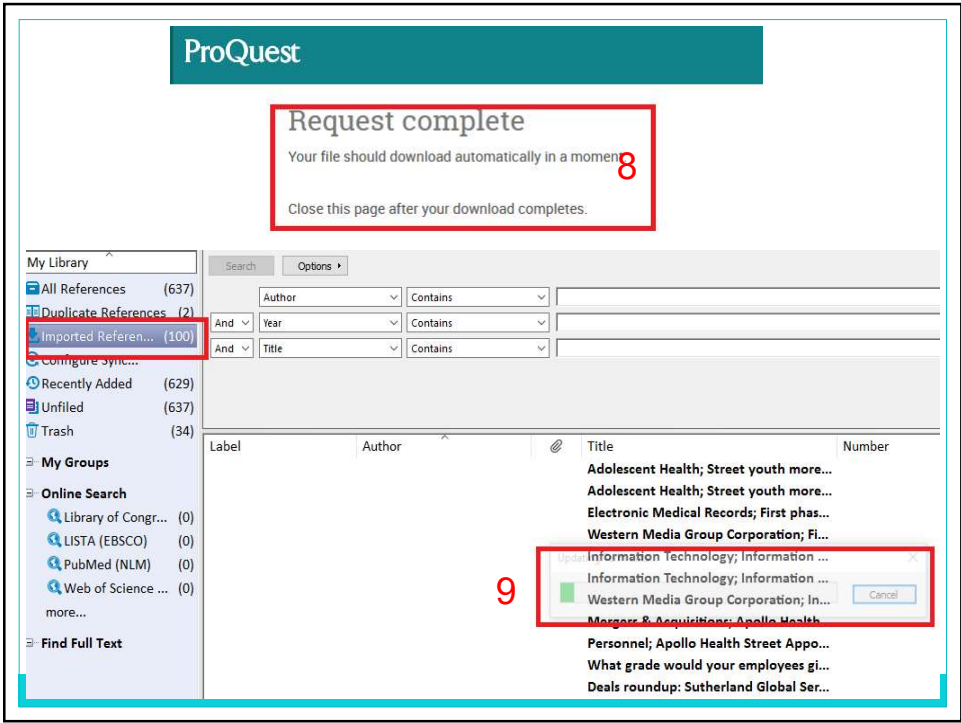
☐ Do this automatically for files like this from now on.

OK

Cancel

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3.2.3 By importing PDFs from a selected folder or file

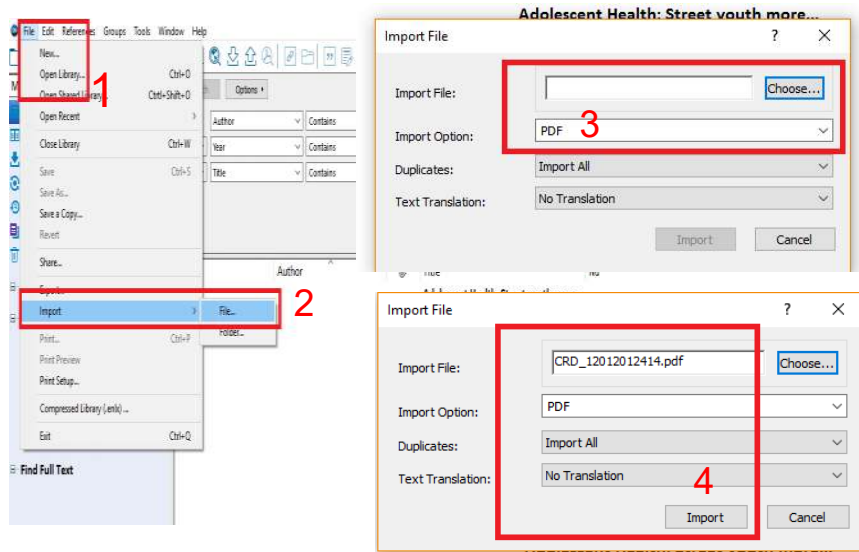
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NOTE:

- Endnote gives you the ability to convert your PDFs into Endnote references, using the Digital Object Identifier (DOI).
- If there is no DOI or even DOI shown, essential fields of journal articles will not be displayed. “Find Reference Updates” in References tab might be help or add it manually.

- 1. From the toolbar, click on “File”.
- 2. Choose “Import”. Click on “File” or “Folder”.
(depend on how you save or manage your PDF’s paper).
- 3. Make sure “Import option” is PDF
- 4. Click “import”.

Example: importing PDFs selected folder or file



3.2.4 By online searching within EndNote (PubMed)

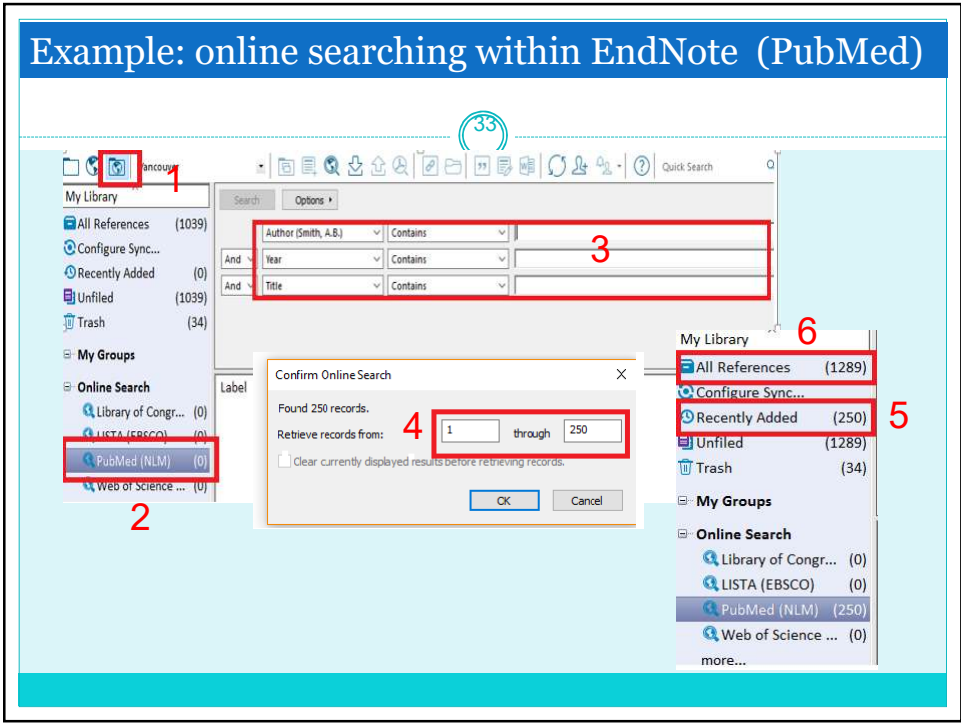
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NOTE: Make sure that you connected with Internet

1. From the toolbar, select “Integrated Library and Online Search Mode”.
2. Click on PubMed (NLM). EndNote connects to the PubMed and displays the search tab.
3. Enter the search terms(s) in the search tab.

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4. Related articles found in PubMed will be shown. Click “OK” if need all articles, if not limit on the number of articles you want to add.
5. “Recently added” shown total number of articles was added.
6. All papers will be included in “All References”.



3.3 Other functions; find full text

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1. Select the references that you want to find full text.
2. From the **References** menu, select **Find Full Text**.
You may use the right-click contextual menu to **Find Full Text**.
3. During the Find Full Text is searching and downloading process, results are constantly updated under a Find Full Text group set.
4. A paper clip icon displayed, if a full text is found.

Example: find full text

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FileEditReferencesGroupsToolsWindowHelp

My Library

All References (1289)

Configure Sync... (250)

Recently Added (250)

Unfiled (1289)

Trash (34)

My Groups

Online Search

Library of Congress (0)

LISTA (EBSCO) (0)

PubMed (NLM) (250)

Web of Science ... (0)

more...

Find Full Text

Searching... (0)

Found PDF (2)

New Reference

Edit References

Move References to Trash

Go To...

Copy References To

E-mail Reference

File Attachments

PDF Viewer

Find Full Text

Find Reference Updates...

URL

Figure

Next Reference

Previous Reference

Show All References

Ctrl+N

Ctrl+E

Ctrl+D

Ctrl+J

Ctrl+Page Down

Ctrl+Page Up

Ctrl+M

Quick Search

health street

health street

health street

Authenticate...

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Other functions; searching for references

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Quick Search and Search Panel

1. Use the Quick search item on the Main toolbar.

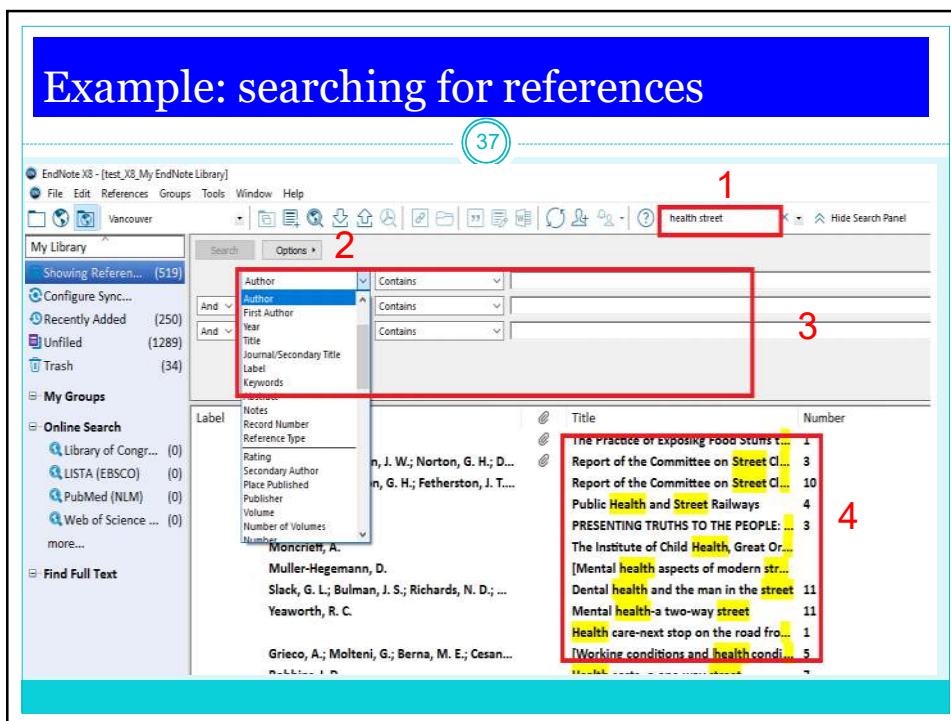
2. You may use "Search Panel", search by author, title, word etc.

3. Enter search term, press ENTER.

4. The results are displayed in Search Results group.

Example: searching for references

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3.4 Cite while you write (CWYW) a paper with MS Word

(38)

1. Select the article you want to cite from Endnote.
2. Switch to MS Word from EndNote.
3. You will see EndNote X8 tab.
4. Place the cursor where you want the citation(s) to appear.
5. Click Insert Citation >> Insert Selected Citation(s).
6. In-text citation & the reference list is automatically added in your document.

Example: CWYW

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EndNote X8 - [test_X8_My EndNote Library]

File Edit References Groups Tools Window Help

Vancouver

Search Options

health street

Hide Search Panel

My Library

All References (369)

Duplicate Referen... (87)

Search Results (18)

Configure Sync...

Recently Added (0)

Unfiled (369)

Trash (954)

My Groups

Online Search

Library of Congr... (0)

LISTA (EBSCO) (0)

PubMed (NLM) (0)

Web of Science ... (0)

Search

Options

health street

And Year Contains

And Title Contains

Label Author Title Number Volume

Slack, F. H. The Practice of Exposing Food Stuffs t... 1 19

Whinery, S.; Paxton, J. W.; Norton, G. H.; D... Report of the Committee on Street Cl... 3 5

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Chapter I

Introduction

Background & rationale

Epidemiological data from several countries indicates that prevalence of dental caries is sharply increasing, particularly among school children. Although oral health of children has been improving in the present day, tooth caries still remains a public health problem, even though it is preventable (Slack, 1909; Whinery, Norton, Fetherston, Talbert, & Fox, 1917; Whinery, Paxton, Norton, & Davis, 1915)

Slack, F. H. (1909). The Practice of Exposing Food Stuffs to the Street Dust and its Effect upon the Public Health. *Am J Public Hygiene*, 19(1), 159-176. Retrieved from <https://www.ncbi.nlm.nih.gov/pubmed/19599316>

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2543566/pdf/amjphhygiene00005-0179.pdf>

Whinery, S., Norton, G. H., Fetherston, J. T., Talbert, C. M., & Fox, R. T. (1917). Report of the Committee on Street Cleaning, Sanitary Section, American Public Health Association. *Am J Public Health (N Y)*, 7(10), 854-867. Retrieved from <https://www.ncbi.nlm.nih.gov/pubmed/18009753>

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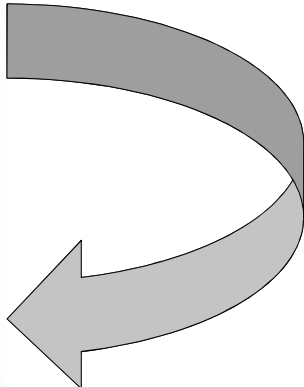
Epidemiological data from several countries indicates that prevalence of dental caries is sharply increasing, particularly among school children. Although oral health of children has been improving in the present day, tooth caries still remains a public health problem, even though it is preventable (Figure 1).

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List of Figures



Figure 1. Pesticides Spraying without PPE



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Example: Formatting citation style in MS Word

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Epidemiological data from several countries indicates that prevalence of dental caries is sharply increasing, particularly among school children (, Although oral health of children has been improving in the present day, tooth caries still remains a public health problem, even though it is preventable (1-3).

1. Slack PH. The Practice of Exposing Food Stuffs to the Street Dust and its Effect upon the Public Health. Am J Public Hygiene. 1909;19(1):159-76.

2. Whinery S, Paxton JW, Norton GH, Davis CO. Report of the Committee on Street Cleaning. Sanitary Engineering Section, American Public Health Association. Am J Public Health (N Y). 1915;5(3):255-9.

3. Whinery S, Norton GH, Fetherston J, Talbert CM, Fox RT. Report of the Committee on Street Cleaning. Sanitary Section, American Public Health Association. Am J Public Health (N Y). 1917;7(10):854-67.

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- What's New in EndNote X8? [cited 2017 March 31]. Available from: [http
https://www.youtube.com/watch?v=AnXN41rLmZs](http://www.youtube.com/watch?v=AnXN41rLmZs)

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THANK YOU