

## APPENDIX A

# Online Resources to Learn More about EndNote

EndNote web site:

<http://www.endnote.com>

EndNote online technical support:

<http://www.endnote.com/support/ensupport.asp>

Countway Library of Medicine, Harvard University:

[http://www.countway.harvard.edu/reference/courseware/  
Endnote\\_DirectExportAll\\_Sept29\\_03.pdf](http://www.countway.harvard.edu/reference/courseware/Endnote_DirectExportAll_Sept29_03.pdf)

[http://www.countway.harvard.edu/reference/courseware/  
Endnote\\_ImportPubMed\\_Sept22\\_03.pdf](http://www.countway.harvard.edu/reference/courseware/Endnote_ImportPubMed_Sept22_03.pdf)

Duke University Medical Center Library:

<http://www.mclibrary.duke.edu/training/endnote/>

Harvey Cushing/John Hay Whitney Medical Library, Yale School of Medicine:

[http://www.med.yale.edu/library/education/guides/subcategory/  
citations](http://www.med.yale.edu/library/education/guides/subcategory/citations)

Leeds University Library:

<http://www.leeds.ac.uk/library/training/endnote/>

Monash University Library:

<http://www.lib.monash.edu.au/endnote/>

RMIT University Library:

<http://www.rmit.edu.au/library/endnote>

The Australian National University:

<http://ilp.anu.edu.au/endnote/>

The University of Auckland Library:

<http://www.library.auckland.ac.nz/endnote/endnote.htm>

The University of Queensland Library:

<http://www.library.uq.edu.au/faqs/endnote/faqs.html>

The University of Newcastle Australia:

<http://www.newcastle.edu.au/service/library/tutorials/endnote/index.html>

The University of Waikato:

<http://www.waikato.ac.nz/library/learning/endnote.shtml>

University of Leeds University Library:

<http://www.leeds.ac.uk/library/training/materials.htm#managing>

University of Michigan's Knowledge Navigation Center:

<http://www.lib.umich.edu/knc/howto/citation/endnote.html#intro>

University of North Carolina Health Sciences Library:

<http://www.hsl.unc.edu/services/tutorials/endnote/intro.htm>

University of Washington Health Sciences Library:

<http://healthlinks.washington.edu/howto/endnote/tutorial/>

Weill Cornell Medical Library:

<http://library2.med.cornell.edu/Classes/pdf/EndNoteTutorial.pdf>

Yale University Library:

<http://www.library.yale.edu/endnote/>

All these hyperlinks were last accessed on October 10, 2008.

## APPENDIX B

# Online Resources to Help Writing for Publication

### FINDING AUTHORS' GUIDELINES

International Committee of Medical Journal Editors (ICJME):

<http://www.icmje.org/index.html#manuscript>

Instructions to Authors in the Health Sciences, University of Toledo:

<http://mulford.meduohio.edu/instr/>

### FINDING JOURNAL TITLE ABBREVIATIONS

Journal Abbreviation Sources (JAS):

<http://www.abbreviations.com/jas.asp>

Locator Plus by the National Library of Medicine:

<http://locatorplus.gov/>

### CITING INTERNET SOURCES

American Psychological Association (APA):

<http://www.apastyle.org/electref.html>

Beyond the MLA Handbook: Documenting Electronic Sources on  
the Internet:

[http://english.ttu.edu/kairos/1.2/inbox/mla\\_archive.html#varma](http://english.ttu.edu/kairos/1.2/inbox/mla_archive.html#varma)

Columbia Guide to Online Style:

[http://columbiauniversity.net/cu/lweb/help/howto/citing\\_er.html](http://columbiauniversity.net/cu/lweb/help/howto/citing_er.html)

Modern Language Association (MLA):

[http://www.mla.org/publications/style/style\\_faq/style\\_faq4](http://www.mla.org/publications/style/style_faq/style_faq4)

National Library of Medicine:

<http://www.nlm.nih.gov/pubs/formats/internet.pdf>

Purdue University Online Writing Lab:

[http://owl.english.purdue.edu/handouts/research/r\\_docelectric.html](http://owl.english.purdue.edu/handouts/research/r_docelectric.html)

The Library of Congress: How to Cite Electronic Sources:

<http://lcweb2.loc.gov/ammem/ndlpedu/start/cite/index.html>

University of Alberta:

<http://www.library.ualberta.ca/guides/citation/index.cfm#biomedical>

All these hyperlinks were last accessed on October 10, 2008.

## APPENDIX C

# Downloading Files, Filters, and Styles for EndNote

### DOWNLOADING CONNECTION FILES AND FILTERS

EndNote website:

<http://www.endnote.com/pr-cont-nov07.asp>

University of Canberra, Australia:

[http://www.canberra.edu.au/library/research-gateway/research\\_help/endnote/connect-files](http://www.canberra.edu.au/library/research-gateway/research_help/endnote/connect-files)

The Australian National University:

[http://ilp.anu.edu.au/endnote/how\\_filters.html](http://ilp.anu.edu.au/endnote/how_filters.html)

The University of New South Wales:

<http://info.library.unsw.edu.au/skills/filters.html>

### DOWNLOADING OUTPUT STYLES

EndNote website:

<http://www.endnote.com/support/enstyles.asp>

Auckland University of Technology:

<http://www.isworld.org/endnote/endnote.htm>

The University of Georgia Libraries:

<http://www.libs.uga.edu/liaison/endnote/downloadstyles.html>

The University of Queensland:

<http://www.library.uq.edu.au/faqs/endnote/styles.html#alpha>

The University of Western Australia Library:

[http://www.library.uwa.edu.au/education\\_training\\_and\\_support/guides/endnote/download\\_reference\\_styles](http://www.library.uwa.edu.au/education_training_and_support/guides/endnote/download_reference_styles)

All these hyperlinks were last accessed on October 10, 2008.

# Index

- About EndNote menu, 24*f*
- About EndNote screen, 24*f*
- Absolute links to references, 74–75, 75*t*
  - converting to relative links, 77, 78*f*
  - setting default settings for, 77, 77*f*
- ActiveSync operation, 214, 221
  - for EndNote installation on Windows Mobile-based PDA, 220
- Advanced Securities screen, configuring, 34*f*
- Annotated style of referencing, 206, 207
- APA 5th style, 157–158, 158*f*, 206
- Articles, online, 201–202
  - downloading references from websites of journals, 90–91, 91*f*, 92*f*
  - journal articles, citing from Internet sources, 201
  - magazine articles, citing from Internet sources, 201
  - managing from Internet sources, 205–208
  - newspaper articles, citing from Internet sources, 202
- Articles from the same source, entering in reference fields, 74
- Attach Figure function, 80*f*
- Attaching note to a reference, 228, 228*f*
- Author-date referencing style, 4
- Authors, 71–72
  - entering manually in reference fields, 71–72
  - Internet, citing references from sources on, 196–197
  - searching references by in EndNote Web, 247–248, 248*f*
- “Auto-completion” feature of term lists, 83, 83*f*
- “Auto-update” feature of term lists, 83
- Automatic hyphenation feature in Microsoft Word, 199, 200*f*
- Automatically generated reference groups, 108
- Automatically updating, 27–28
  
- Backup folder, 23
- Backup of files, 23*f*
- Beaming messages on PDA, 230*f*
- Beaming references between PDAs, 230–231, 230*f*
- Bibliographies, 151–192
  - APA 5th style, 157–158, 158*f*
  - authors' output style guidelines for biomedical journals, 154*f*
  - bookmark, creating, 189, 190*f*
  - changing existing citations, 161–164
  - chart references in manuscripts, working with, 169–173
  - Cite While You Write (CWYW), 152–153, 153*f*
  - Cite While You Write (CWYW) preferences, 187–188, 187*f*–188*f*
  - cited references, finding and editing, 166–167
  - copying citations, 163
  - creating, 9–10, 152–158, 164–169
  - creating using CWYW plug-in, 257–261
  - creating using EndNote Web, 253–261
  - creating using Format Paper in EndNote Web, 256–257, 256*f*, 257*f*
  - creating without CWYW plug-in, 255–257
  - cross references, creating, 191–192
  - customizing, 165
  - customizing figures and tables/charts, 172, 172*f*
  - customizing punctuation for figures and tables, 173*f*
  - deleting citations, 163–164
  - Edit Citations dialog window, 159*f*
  - editing citations, 161–162
  - editing output styles, 156–158
  - examples of editing output styles, 157–158, 158*f*
  - field codes, 173–174
  - field codes hidden, citation with, 174*f*
  - field codes showing, citation with, 175*f*
  - field shading, turning off, 192, 192*f*
  - figures and tables/charts management, 169–173
  - Find Citations Dialog, 161*f*
  - Find Figure(s) dialog, 171*f*
  - font, customizing, 165, 166*f*
  - footnotes, citing references in, 177–179, 178*f*
  - footnotes, customizing citations, 179, 180*f*
  - Format Bibliography command, 156*f*, 165*f*
  - Format Bibliography dialog box in EndNote Web, 261*f*
  - formatting, 153, 164–165
  - generating a list of figures or tables/charts, 171
  - independent bibliography, 180–182, 254–255
  - inserting figures or tables/charts, 171
  - inserting references from EndNote library, 159–164

## Bibliographies (cont'd)

- “Instant Formatting” feature, 164
- layout, customizing, 165, 166*f*
- manuscript, creating, 151–152
- Manuscript Wizard, 161*f*
- marking styles as favorites, 155, 155*f*
- moving citations, 163
- multiple documents, creating from, 167–168
- notes, inserting in list of references, 168–169
- Outline View, selecting, 167*f*
- output styles, 154–158
- output styles using EndNote Web, 254
- overview of steps, 152–153
- page number, inserting, 189–192
- placement, customizing, 166
- reference list and, 3
- reference management software program, 9–10
- removing field codes, 177, 177*f*
- sending paper to publisher, 173–176
- setting favorite output styles, 254, 254*f*, 255*f*
- sharing documents with others, 175–176
- Style Editor window, 157*f*
- Style Manager, 154–158
- subject bibliography, creating, 182–186
- subject list, creating, 186–187
- table/chart references in manuscripts, working with, 169–173
- Toggle Field Codes, 175*f*
- Traveling Library, 174–176, 176*f*
- unformatting citations, 162–163
- Biomedical databases, commonly used, 122*t*
- BMC Medical Informatics style of referencing, 206, 207
- Book, online, citing from World Wide Web (WWW), 202
- Book chapters, online, citing from World Wide Web (WWW), 202
- Bookmarks, creating, 189, 190*f*
- dialog box, 190*f*
- Boolean operators, 105–106, 106*f*
- Browser requirements for EndNote Web, 237–238
- CBE Style Manual N-Y style of referencing, 206, 207, 207*f*
- Change Fields command, 115*t*, 116, 117*f*, 118
- Change Text command, 114–115, 115*t*, 116*f*, 117*f*
- Character Map program, 89*f*, 90*f*
- Chart references in manuscripts, working with, 169–173
  - customizing, 172–173, 172*f*
  - generating a list, 171
  - inserting in document, 171
- Chart type references, 180
- Charts/tables, managing, 78–79, 169–173
- Checking installation, 25–26, 25*f*, 28*f*
  - automatically updating, 27–28, 28*f*
  - CWYW files for different software versions, 37*f*
  - enabling macros for EndNote, 40*f*
  - EndNote submenu in Microsoft Word, 26*f*
  - EndNote tab in Microsoft Word, 26*f*
  - EndNote toolbar and command disappearing from Microsoft Word, 39–40
  - EndNote toolbar or commands not appearing in Microsoft Word, 33, 35–39
  - file locations, Startup folder, 36*f*
  - fixing installation errors, 29–42
  - folder options in Windows Explorer, 38*f*
  - “Hide file extension for known file types,” unchecking, 38
  - installing Add-ins manually, 35, 36*f*, 37–39
  - launching Windows Explorer, 37*f*
  - Macro Security dialog box, 41*f*
  - Macro Security warning in Microsoft Word, 41–42, 41*f*
  - reselecting Normal Setup, 31*f*
  - running EndNote configuration utility, 35
  - running EndNote installation again, 35
  - Security Level tab, Medium setting, 42*f*
  - selecting Configure EndNote components, 26*f*
  - selecting Configure EndNote utility, 26*f*
  - selecting EndNote files, 40*f*
  - selecting Permissions, 33, 33*f*–34*f*
  - selecting Unified Cite While You Write, 26*f*
  - shortcuts not working, 39
  - “Show hidden files and folders,” selecting, 49
  - Startup folder, 36*f*
  - System Configuration utility, 30*f*–31*f*
  - Templates and Add-Ins, selecting, 40*f*
  - troubleshooting, 29–42
  - Trust All ... box, 42*f*
  - using Msconfig utility, 29–30, 29*f*
  - word processor support, checking, 25–26
- Citations. *See* specific topic
- Cite While You Write (CWYW), 152–153, 153*f*
  - comparison with EndNote Web CWYW with Desktop CWYW, 258–260, 259*f*
  - creating bibliography using CWYW plug-in, 257–261
  - creating bibliography without using CWYW plug-in, 255–257
  - figures and tables, 174*f*
  - files for different software versions, 37*f*
  - installation after upgrading Microsoft Word, 26
  - menu commands, 153*f*
  - preferences, bibliographies, 187–188
  - preferences dialog box, 187*f*–188*f*
- Cite While You Write (CWYW) plug-in, 260–261
  - installing, 258, 258*f*
- Collect tab in EndNote Web, 238*f*, 239
- Comparison operators, 105*t*
- Compressed library file, 53–54
  - restoring, 54
  - saving, 53–54, 53*f*

- Configure EndNote command for Palm-based PDA, 218*f*
- Configure EndNote components, 26*f*
- Configure EndNote utility, 26*f*
- Confirm Online Search window, 137*f*
- Connection file method, 125–130
  - choosing the right method, 125–126
  - defined, 127
  - described, 124
  - downloading connection files from Internet, 128–130, 129*f*
  - “favorite” connection files, setting, 128
  - illustrated, 128*f*
  - opening Connection Manager, 127*f*
  - PubMed, 135–136, 136*f*
  - searching database, 129
  - using method, 129–130
  - viewing “favorite” connection files, 129*f*
  - working with Connection Manager, 127–128, 128*f*
- Copy Formatted command for independent bibliography, 181*f*
- Copy-paste method for independent bibliography, 181
- Corporate author names, entering manually in reference fields, 72
- Creating bibliographies. *See* Bibliographies
- Cross references, creating in bibliographies, 191–192
  - dialog box, 191*f*
- Custom reference groups, 108
- Customizing. *See* specific topic
- CWYW. *See* Cite While You Write (CWYW)
- Damaged library, recovering, 56–58, 57*f*
- .DATA folder, backing up, 52–53
- Data Visualization command in RefViz, 267*f*
- Databases, online, citing from World Wide Web (WWW), 202
- Date, 73
  - Internet, citing references from sources on, 200
  - manually entering reference data, 73
- Default Library in EndNote libraries, setting, 55–56, 55*f*
- Default reference type, setting, 69, 70*f*
- Define Term Lists, selecting, 84*f*
- Deleting duplicate references, 113
- Deleting references, 101–102
  - using EndNote Web, 246*f*, 247
- Deleting temporary Internet files, 134*f*
- Desktop CWYW compared with EndNote Web CWYW, 258–260, 259*f*
- Direct export, 131–134
  - databases allowing direct export, 132*f*
  - described, 124
  - Selecting Tools, 133*f*
- Direct Export method for Ovid, 146–147
- Direct Export method for Web of Knowledge, 148–149
- Display Fields in EndNote libraries, 56, 56*f*
- Downloading references from websites of journals, 90–92
  - online article, 92*f*
  - selecting article for download, 91*f*
- Drag-and-drop method, 75
  - for independent bibliography, 181
- Duplicate references, 110–113
  - checking for, 111
  - customizing settings for Find Duplicates command, 112, 113*f*
  - deleting, 113
  - in EndNote Web, 248, 248*f*
  - Find Duplicates command, 112, 112*f*
- E-mail messages, examples, 203
- Edit Citations dialog, 159*f*
- Edited electronic article box, 209*f*
- Editing a reference, group editing of references. *See* Group editing of references
- Edition, citing references from sources on Internet, 199
- Editor names entering manually in reference fields, 71–72
- Electronic article references, from Internet sources, 205–208
  - annotated style of referencing, 206
  - APA 5th style of referencing, 206
  - BMC Medical Informatics style of referencing, 206
  - CBE Style Manual N-Y style of referencing, 206, 207*f*
  - Life Sciences style of referencing, 206
  - Vancouver style of referencing, 205, 207*f*
- Electronic source references, from Internet sources, 206–208
  - annotated style of referencing, 207
  - APA 5th style of referencing, 206
  - blank electronic source box, 207*f*
  - BMC Medical Informatics style of referencing, 207
  - CBE Style Manual N-Y style of referencing, 207
  - Life Sciences style of referencing, 206
  - Vancouver style of referencing, 206
- EndNote 7, exporting from to the Web, 62–64
- EndNote compared with EndNote Web, 237*t*
- EndNote desktop version 10 transferring references to EndNote Web, 250–252
- EndNote libraries, 43, 45–64
  - abstract viewing, 51
  - adding reference fields, 68–69
  - attaching note to a reference on PDA, 228, 228*f*
  - backing up and sharing a library, 52–54
  - changing existing citations in bibliographies, 161–164
  - Character Map program, 89*f*, 90*f*
  - chart type references, 180
  - choosing right reference type, 69



## EndNote libraries (cont'd)

- Configure Handheld Sync. on PDA computers, 222*f*
- copying between libraries, 51
- copying citations in bibliographies, 163
- copying EndNote library to PDA computers, 220–223
- copying limited references to PDA computers, 223
- copying references between libraries, 59
- creating bibliographies, 158–159
- creating new library, 45, 46*f*
- creating new reference, 68, 68*f*, 69*f*
- customizing on PDA, 232–233, 233*f*
- customizing reference types, 87–89, 87*f*
- CWYW menu in bibliographies, 153*f*
- damaged library, recovering, 56–58, 57*f*
- default library, setting, 55–56, 55*f*
- default reference type on PDA, 233
- defined, 44
- deleting citations in bibliographies, 163–164
- deleting reference on PDA, 227, 227*f*
- displaying library information on PDA, 232*f*
- displaying record number in library, 50*f*
- displaying references on PDA, 224*f*
- downloading references from websites of journals, 90–91, 91*f*, 92*f*
- editing citations in bibliographies, 161–162
- editing reference on PDA, 226–227, 227*f*
- EndNote Library window, 47–49, 48*f*
- EndNote Web, entering new references, 239–245
- EndNote Web use, 235–262
- entering, 65–66
- entering author and editor names, 71–72
- entering corporate author names, 72
- entering date in reference fields, 73
- entering journal names in reference fields, 72–73
- entering new reference on PDA, 214–215, 225, 226*f*
- entering pages in reference fields, 73
- entering reference data manually, 70–74
- entering several articles from the same source, 74
- entering special characters, 89, 90*f*
- entering year in reference fields, 73
- exporting from EndNote 7 or earlier versions, 62–64, 64*f*
- exporting to RefWorks, 62, 63*f*
- features of, 44–45
- fields to be displayed in library, setting, 56, 56*f*
- “figure”-type references to PDA computers, 223, 223*f*
- file compatibility across platforms, 61
- file compatibility issues, 59–61
- Find Citations Dialog, 161*f*
- fonts, setting, 54, 55*f*
- Format tab in EndNote Web, 239*f*
- formatting references, 70–71
- guidelines for entering references, 71–73
- importing files created in RefWorks, 93–96
- importing references from other reference management programs, 92–96
- inserting references, 153
- inserting references into a manuscript, 159–164
- inserting references into bibliographies, 159–164
- jumping to particular reference on PDA, 228, 229*f*
- keyword searching on PDA, 228
- linking references to files, 74–78
- managing figures and charts/tables, 78–82
- managing references, 97–120
- manually entering reference data, 70–74
- manually entering references using EndNote Web, 20*f*, 240
- merging EndNote libraries, 58–59
- moving citations in bibliographies, 163
- navigating library, 49–50
- opening a library, 46–47
- opening EndNote library on PDA, 224, 224*f*
- opening reference on PDA, 225, 225*f*
- Options tab in EndNote Web, 239*f*
- Organize tab in EndNote Web, 239*f*
- output style, 52*f*
- on PDA computers, 214–233
- preferences editing, 49
- previewing reference, 51
- publishing EndNote library on the Web, 61–64
- Recover Library dialog box, 57*f*
- reference fields, 44, 66–68, 67*f*
- reference fields explained, 66–67
- reference fields in different types, 67*f*
- Reference Groups, 60
- reference types, 66–68, 67*f*
- references, entering into, 65–66
- references, entering into using EndNote Web, 239–245
- restoring compressed library file, 54
- retrieving references from PubMed, 137
- saving a compressed library file, 53–54, 53*f*
- saving library, 46*f*
- saving references to, connection file method, 138–139
- scroll button behavior in Edit View, 233
- searching and retrieving references from online databases using EndNote Web, 241–243
- searching references on PDA, 228–230, 229*f*
- selecting EndNote library for synchronization on PDA computers, 222*f*
- selecting Info from Library menu on PDA, 231*f*
- selecting Preferences menu on PDA, 232*f*
- selecting properties, 47*f*
- selecting reference type on PDA computers, 226*f*
- setting default reference type, 69, 70*f*

- setting EndNote preferences in bibliographies, 163*f*
- setting library preferences, 54–58
- sharing a library, 53–54
- Show/Hide empty fields, 70, 70*f*
- sorting library, 49, 50*f*
- sorting references on PDA, 225
- special characters, entering into references, 89, 90*f*
- spell-checking, 90
- splash screen on PDA, 232
- starting EndNote program, 45*f*
- statistics about PDA EndNote library, 231–232
- term lists, 82–86
- unchecking “Ready-Only” box, 48*f*
- unformatting citations in bibliographies, 162–163
- viewing statistics about EndNote library on PDA, 231*f*
- working with, 45–52
- working with EndNote library on PDA, 224–230
- X1 libraries and file compatibility, 59–61
- EndNote Version 9 transferring references from EndNote Web to, 252–253
- EndNote Web, 11, 235–262
  - browser requirements, 237–238
  - checking Cwyw.dot file in Microsoft Word, 259*f*
  - Collect tab, 238*f*, 239
  - comparison with desktop EndNote, 237*t*
  - configuring Google Scholar for, 245, 245*f*
  - creating bibliography, 253–261
  - creating bibliography using CWYW plug-in, 257–261
  - creating bibliography using Format Paper function, 256–257, 256*f*, 257*f*
  - creating bibliography without CWYW plug-in, 255–257
  - creating independent bibliography, 254–255
  - customizing list of online databases, 243
  - CWYW comparison with Desktop CWYW, 258–260, 259*f*
  - described, 236
  - displaying favorite online databases, 243*f*
  - displaying retrieved PubMed references, 242*f*
  - entering new references, 239–245
  - exporting file from, 253
  - Find Citations dialog box, 260*f*
  - finding duplicate references, 248, 248*f*
  - finding out more information about Web library, 252*f*
  - Format Bibliography dialog box, 261*f*
  - Format tab, 239*f*
  - importing references from online database, 244, 244*f*
  - importing references from other reference management programs into, 261–262
  - importing references from ProCite, 262
  - importing references from RefWorks, 262
  - importing search results, 245, 245*f*
  - managing account, 262
  - managing references, 245–249
  - manually entering new references, 240, 240*f*
  - opening reference for viewing or editing, 246
  - Options tab, 239*f*
  - Organize tab, 239*f*
  - organizing references into groups, 249, 249*f*
  - output styles in, 254
  - overview of EndNote Web window, 238–239, 238*f*
  - PubMed search results, 242*f*
  - Reference Manager, importing references from, 261–262
  - searching and retrieving references from online databases, 241–243
  - searching references, 247–248, 247*f*, 248*f*
  - selecting favorite online databases, 243*f*
  - selecting online database to search, 241*f*
  - selecting references, 246, 247*f*
  - setting favorite output styles, 254, 254*f*, 255*f*
  - sorting references, 246
  - subscription details, 251*f*
  - technical requirements, 237–238
  - tools menu in Microsoft Word for, 258*f*
  - Transfer References dialog box, 252*f*
  - Transferred References temporary group, 253*f*
  - transferring references between EndNote and EndNote Web, 250–253, 251*f*
  - transferring references to EndNote Version 9, 252–253
  - using with Google Scholar, 244–245
  - Windows plug-in requirements, 238
  - working with references, 246*f*
- Entering new references. *See* EndNote libraries
- Error messages, 29–31
  - 1904 error message, 29–31
  - 1935 error message, 29–31
  - 1935 error message on Windows Vista, 31
  - unreadable characters when opening EndNote, 32–33
- Export method for independent bibliography, 181–182
- Exporting references, 113–114
- Field codes, bibliographies, 173–174
  - hidden field codes, citation with, 174*f*
  - removing field codes, 177, 177*f*
  - showing field codes, citation with, 175*f*
- Field Codes alert, 177*f*
- Field shading, turning off, 192, 192*f*

- Figure references in manuscripts, working
  - with, 169–173
  - customizing, 172–173, 172*f*
  - CWYW setting for Figures and Tables, 174*f*
  - generating a list, 171
  - inserting in document, 171
  - punctuation for figures and tables, 173*f*
- Figure-type citation, 170*f*
- Figure type references in PDA computers, 223, 223*f*
- Figures, managing, 78–79
- File Attachment method of linking to refer-
 ences, 74–75, 75*f*, 76*f*, 79*f*
- File compatibility across platforms, 61
- File compatibility issues, 20, 59–61
- File formats, supported, 81–82
- File from Send to menu, 141*f*
- File Locations Startup folder, 36*f*
- Find Citations dialog box in EndNote Web, 260*f*
- Find Duplicates command, 112, 112*f*
- Find Figure(s) dialog, 171*f*
- Find icon in searching references on PDA, 229*f*
- Folder Locations option, 140*f*
- Font customization, 165, 166*f*
- Fonts in EndNote Libraries, setting, 54, 55*f*
- Footnote/endnote referencing style, 4
- Footnotes. *See* Notes
- Format Bibliography command, 153, 156*f*, 165*f*
- Format Bibliography dialog box in EndNote Web, 261*f*
- Format Paper function, 256–257, 256*f*
  - preferences, 256, 256*f*
- Format tab in EndNote Web, 239*f*
- Freeware/shareware reference management
  - software programs, 14*f*
- FTP sites, examples of citing from World Wide Web (WWW), 204
  
- Galaxy view in RefViz, 269, 270*f*
- Generate Figure List command, 173
- Getting started with EndNote, 21–42
  - file compatibility issues, 20
  - handheld computer requirements, 20
  - hardware requirements, 18–19
  - installing EndNote, 22–25
  - obtaining EndNote, 21
  - operating system (OS) requirements, 19–20
  - overview of working with EndNote, 18, 19*f*
  - pricing for EndNote, 21*t*
  - technical requirements, 18–20
  - trial version, 21
  - uninstalling EndNote, 28, 28*f*
  - upgrading Microsoft Word after installa-
 tion, 26
  - word processor compatibility, 20
- Google Scholar, 143–144
  - configuring, 144
  - configuring for EndNote Web, 245, 245*f*
  - home page, 144*f*
  - importing search results, 144–145
  - importing search results into EndNote Web, 245, 245*f*
  - importing selected citations from, 145*f*
  - observations on use, 145–146
  - saving citation, 145*f*
  - setting preferences, 144*f*
  - using with EndNote Web, 244–245
- Graphics, inserting in Image field, 80–82, 80*f*, 81*f*
- Graphics, online, citing from World Wide Web (WWW), 202
- Group editing of references, 114–119, 115*t*
- Change Fields command, 115*t*, 116, 117*f*, 118
- Change Text command, 114–115, 115*t*, 116*f*, 117*f*
  - Move Fields, 117*f*, 118–119
  
- Handheld computers, 10
  - requirements for EndNote, 20
- Hardware requirements for EndNote, 18–19
- Harvard style of referencing, 4
- Help, checking installation, 28*f*
- “Hide Empty Fields” feature in managing
  - references, 99
- “Hide file extension for known file types,”
  - unchecking, 38
- Hiding references, 102, 103*f*
- HotSync command, 214
- HotSync operation, 221
  - for EndNote installation on Palm-based PDA, 218
- Hyphenation command in Microsoft Word, 199, 200*f*
  
- Image field, inserting graphics, 80–82, 80*f*, 81*f*
- Image file formats supported, 81
- Image reference field, 79, 79*f*
- Import command in merging EndNote
  - libraries, 58*f*–59*f*
- Import filters, 130–131
  - defined, 130
  - described, 124
  - opening Filter Manager, 131*f*
  - PubMed, 139–143
  - using, 130
  - window, 131*f*
- Import into RefMan command, 245*f*
- Import options for EndNote libraries, 61*f*
- Imported References group, 143*f*
- Importing references from other reference
  - management programs, 93*f*
  - conversion dialog box, 93*f*
  - opening files, 93*f*
- Importing references into EndNote Web from
  - other reference management programs, 261–262
  - from ProCite, 262
  - from Reference Manager, 261–262
  - from RefWorks, 262
- In-text citations of Internet sources, 201

- Independent bibliography, 180–182
  - Copy Formatted command, 181*f*
  - copy-paste method, 181
  - creating, 180–182
  - creating using WebNote Web, 254–255
  - defined, 180
  - drag-and-drop method, 181
  - export method, 181–182
  - print method, 182
- Insert Note dialog box, 169*f*
- Inserting citations without CWYW plug-in in EndNote Web, 255–256
- Installing EndNote, 22–25
  - About EndNote screen, 24*f*
  - Backup folder, 23
  - checking installation (*See* Checking installation)
  - first time for, 22
  - network, installing onto, 11, 25
  - selecting About EndNote menu, 24*f*
  - selecting backup of files, 23*f*
  - Selecting Start Run, 22*f*
  - typing in the “Run” box, 23*f*
  - upgrading from earlier version, 23–24
- Instant Formatting command, 164, 189
- Internet, citing references from sources on, 194–211
  - annotated style of referencing, 206, 207
  - APA 5th style of referencing, 206
  - authors, guidelines, 196–197
  - BMC Medical Informatics style of referencing, 206, 207
  - CBE Style Manual N-Y style of referencing, 206, 207, 207*f*
  - challenges, 194–195
  - customizing EndNote to cite references, 208–211
  - dates, guidelines, 200
  - definitions of common terms, 210*f*, 210*t*, 211
  - difference about citing internet sources, 194–195
  - e-mail messages, examples, 203
  - edited electronic source box, 209*f*
  - edition, guidelines, 199
  - electronic articles, 205–206
  - electronic sources, 206–208
  - examples of references, 201–202
  - FTP sites, examples, 204
  - general principles, 195–196
  - guidelines, 196–200
  - Hyphenation command, guidelines, 199, 200*f*
  - in-text citations, 201
  - Life Sciences style of referencing, 206
  - listserv message, example, 203
  - location of information not static, 195
  - managing references, 205–211
  - missing citation elements, 195
  - newsgroup message, example, 204
  - online book chapters from World Wide Web (WWW), 202
  - online book from World Wide Web (WWW), 202
  - online databases from World Wide Web (WWW), 202
  - online graphics from World Wide Web (WWW), 202
  - online journal article from World Wide Web (WWW), 201
  - online magazine article from World Wide Web (WWW), 201
  - online newspaper article from World Wide Web (WWW), 202
  - opening Style Manager, 208*f*
  - page information, guidelines, 200
  - publication date unavailable, 195
  - selecting CBE style in Style Manager, 209*f*
  - software programs, example, 204
  - Style Manager, opening, 208*f*
  - title, guidelines, 197, 197*f*
  - URL, guidelines, 197–199, 198*f*
  - Vancouver style of referencing, 205, 206, 207*f*
  - Web discussion forum posting, example, 203
  - websites from World Wide Web (WWW), 202
  - World Wide Web (WWW), examples, 201–202
- Internet, managing references from sources on, 205–211
  - customizing EndNote, 208–211
  - definitions of common terms, 210*f*, 211
  - electronic article, 205–206
  - electronic source, 206–208
- Internet databases, using EndNote with, 121–149
  - additional fields imported, 123*f*
  - biomedical databases, commonly used, 122*f*
  - connection file method, 124, 127–130
  - deleting temporary Internet files, 134*f*
  - direct export, 124, 131–134
  - Google Scholar, 143–146
  - illustrated, 128*f*
  - import filters, 124, 130–131
  - methods of using, overview, 124–126, 125*f*
  - overview, 125*f*
  - Ovid, 146–147
  - PubMed, 122*t*, 128*f*, 134–143
  - PubMed Central journals, 124*f*
  - Web of Knowledge, 147–149
- Internet Explorer, deleting temporary files, 134*f*
- Journal names, manually entering in reference data, 72–73
- Journal term lists, 83–84
  - importing, 84*f*
- Keyboard shortcuts not working, 39
- Keyword searching on PDA, 228

- Launching EndNote Search, 103, 104*f*
- Layout customization, 165, 166*f*
- Library preferences in EndNote libraries, setting, 54–58
- Life Sciences style of referencing, 206
- Linking references to files, 74–78
  - comparison of relative *vs.* absolute links, 75*t*
  - converting absolute links to relative links, 77, 78*f*
  - drag-and-drop method, 75
  - file attachment method, 74–75, 75*f*, 76*f*
  - opening a linked file, 78
  - setting default setting for links, 77
- Linking references to websites, 119–120
  - OpenURL link command, 119, 120*f*
- Listserv message, example of citing from World Wide Web (WWW), 203
- Look-up field in searching references on PDA, 229*f*
  
- Macintosh compatibility to Windows, 61
- Macro Security dialog box, 41*f*
- Macro Security warning, 41–42, 41*f*
- Macros, enabling, 40*f*
  - for manuscript templates, 160*f*
- Magazine article, citing from World Wide Web (WWW), 201
- Managing references. *See* References, managing
- Manually entering reference data. *See* End-Note libraries
- Manuscript, bibliographies, 159–164
  - changing existing citations, 161–164
  - copying citations, 163
  - creating, 151–152, 158–159
  - creating using CWYW plug-in, 260–261
  - CWYW menu, 153*f*
  - deleting citations, 163–164
  - editing citations, 161–162
  - Find Citations Dialog, 161*f*
  - inserting references from EndNote library into, 152–153, 159–161
  - Manuscript Wizard, 161*f*
  - moving citations, 163
  - setting EndNote formatting preferences, 163*f*
  - unformatting citations, 162–163
- Manuscript templates, 159*f*–160*f*
- Manuscript Wizard, 161*f*
- Marked List feature, 148*f*
- Master Document feature in Microsoft Word, 167
  - inserting subdocuments, 168*f*
- Matrix view in RefViz, 269, 270*f*, 271
- MEDLINE, 134
  - selecting, 141*f*
- Microsoft Image Composer, 82
- Microsoft Word, 20
  - checking EndNote Web Cwyw.dot file, 259*f*
  - checking installation, 26, 29–42
- EndNote submenu, 26*f*
- EndNote tab, 26*f*
- EndNote toolbar and command disappearing from, 39–40
- EndNote toolbar or commands not appearing, 33, 35–39
  - inserting footnote, 178*f*
- Macro Security dialog box, 41*f*
- Macro Security warning, 41–42, 41*f*
- Master Document feature, 167–168
- Security Level tab, Medium setting, 42*f*
  - selecting Tools/Options, 36*f*
  - Templates and Add-Ins, selecting, 40*f*
  - Tools menu for EndNote Web, 258*f*
  - upgrading after installing EndNote, 26
- Move Fields command, 117*f*, 118–119
- Msconfig utility, using, 29–30, 29*f*
  
- National Library of Medicine, 134
- Network, installation, 11, 25
- New England Journal of Medicine*, 91
- News group message, example of citing from World Wide Web (WWW), 204
- Newspaper article, citing from World Wide Web (WWW), 202
- Notes, 177–179
  - citing references in, 177–179
  - customizing citations, 179, 180*f*
  - customizing output style, 180*f*
  - footnote options, selecting, 178*f*
  - inserting in list of references, 168–169
  - placing cursor in, 179*f*
- Numbered referencing style, 4
  
- Online databases, 241–243
  - citing from World Wide Web (WWW), 202
  - customizing list of online databases, 243
  - displaying favorite online databases, 243*f*
  - importing references using EndNote Web, 244, 244*f*
  - PubMed search window, 241*f*
  - searching and retrieving using EndNote Web, 241–243
  - selecting favorite online databases, 243*f*
  - selecting online database, 241*f*
- Online graphics, citing from World Wide Web (WWW), 202
- Online journal article, citing from World Wide Web (WWW), 201
- Opening Keywords term list, 85*f*
- Opening references, 101
  - EndNote for PDA, 225, 225*f*
  - selecting Edit References, 101*f*
- OpenURL link command, 119, 120*f*
- Operating system (OS) requirements for EndNote, 19–20
- Options tab in EndNote Web, 239*f*
- Organize tab in EndNote Web, 239*f*
- Outline View, selecting, 167*f*

- Output styles, bibliographies, 153–158, 154
  - APA 5th style, 157–158, 158*f*
  - authors' guidelines for journals, 154*f*
  - Cite While You Write (CWYW), 153, 153*f*
  - customizing for footnotes, 180*f*
  - Edit Citations dialog window, 159*f*
  - editing styles, 156–158
  - editing styles, examples, 157–158, 158*f*
  - in EndNote Web, 254
  - Format Bibliography command, 156*f*
  - marking styles as favorites, 155, 155*f*
  - overview of Style Manager, 154
  - setting favorite styles, 254, 254*f*, 255*f*
  - Style Editor window, 157*f*
  - Style Manager, 154–158
  - Style Manager window, 155, 156*f*
- Ovid, 146–147
  - direct export method, 146–147
  - performing a search, 166*f*
  - selecting direct export options in Ovid Results Manager, 147*f*
  - selecting references from search result, 147*f*
- Page Information, citing references from
  - sources on Internet, 200
- Page number inserting in bibliographies, 189–192
- Pages, manually entering reference data, 73
- Palm-based PDA, 214, 215
  - checking for EndNote installation, 217*f*
  - EndNote icon, 219*f*
  - installing EndNote for, 216–218, 218*f*
  - technical requirements for using EndNote, 215
- PDA computers, EndNote for, 213–233
  - attaching note to a reference, 228, 228*f*
  - beaming references between PDAs, 230–231, 230*f*
  - Configure Handheld Sync., 222*f*
  - copying EndNote library from desktop to, 220–223
  - copying limited references, 223
  - customizing PDA EndNote library, 232–233, 233*f*
  - default reference type, 233
  - deleting reference, 227, 227*f*
  - displaying library information, 232*f*
  - displaying references, 224*f*
  - editing reference, 226–227, 227*f*
  - entering new reference, 225, 226*f*
  - “figure”-type references, 223, 223*f*
  - HotSync operation, 218
  - icon, EndNote, 219*f*, 221*f*
  - installing steps, 216*f*
  - jumping to particular reference, 228, 229*f*
  - keyword searching, 228
  - opening reference, 225, 225*f*
  - opening the library, 224, 224*f*
  - Palm application, installing, 216–218, 218*f*
  - scroll button behavior in Edit View, 233
  - searching references, 228–230, 229*f*
  - selecting EndNote library for synchronization, 222*f*
  - selecting Info from Library menu, 231*f*
  - selecting Preferences menu, 232*f*
  - selecting reference type, 226*f*
  - sorting references, 225
  - splash screen, 232
  - statistics about PDA EndNote library, 231–232
  - technical requirements, 215
  - viewing statistics, 231*f*
  - Windows Mobile application, installing, 219–220
  - working with EndNote library on PDA, 224–230
- PDF (Portable Document Format), 21
- Permissions in ISI ResearchSoft folder, 33*f*–34*f*
- Personal Digital Assistants. *See* PDA computers, EndNote for
- Placement of bibliography, customizing, 166
- PocketPC, 214
  - checking for EndNote installation, 220*f*
  - EndNote icon, 221*f*
- Portable Document Format (PDF), 21
- Pricing for EndNote, 21*t*
- Print method for independent bibliography, 182
- ProCite, 92–93
  - importing references from, to EndNote, 92–93
  - importing references from, to EndNote Web, 262
- Publisher, sending paper to, 173–177
  - field codes, 173–174
  - removing field codes, 177, 177*f*
- Publishing EndNote library on the Web, 61–64
  - exporting to RefWorks, 62, 63*f*
- PubMed, 122*t*, 128*f*, 134–143
  - Confirm Online Search window, 137*f*
  - connection file method, using, 135–136, 136*f*
  - defined, 134
  - displaying retrieved references in EndNote Web, 242*f*
  - downloading latest PubMed filter, 139*f*
  - Folder Locations option, 140*f*
  - import filter method, using, 139–143
  - performing search, 136–137, 136*f*, 141*f*
  - Retrieved Reference window, 137–138, 138*f*
  - retrieving references, 137
  - saving NLM filter, 139
  - saving references, 138–139
  - search results in EndNote Web, 242*f*
  - search window in EndNote Web, 241*f*
  - selecting File from Send to menu, 141*f*
  - selecting file type and location, 141*f*
  - selecting Import options, 143*f*
  - selecting MEDLINE, 141*f*
  - selecting PubMed, 135*f*
  - selecting references, 141*f*

- PubMed Central journals, 124*f*  
Punctuation for figures and tables, 173*f*
- Quick Search, 103, 103*f*
- Recover Library dialog box, 57*f*  
Recovery. *See* Damaged library, recovering  
Reference, bibliography, and citation, 2–3, 2*f*  
    common referencing styles, 4–5, 5*t*  
    effective reference management, information technology of, 5  
    Harvard style of referencing, 4  
    reference list and bibliography, 3  
    Vancouver style of referencing, 4–5  
Reference fields. *See* EndNote libraries  
Reference groups, 109–110  
    adding references to a group, 109–110, 110*f*  
    automatically generated groups, 108  
    creating a new group, 109, 109*f*  
    custom groups, 108  
    in EndNote Libraries, 60  
    in EndNote Web, 249, 249*f*  
    explained, 107, 108*f*  
    features of, 108–109  
    renaming a group, 110  
    searching a group, 110, 111*f*  
    working with, 109  
Reference management software program, 7–15  
    bibliographies, creating, 9–10  
    choosing, 11, 13  
    comparison of EndNote, Reference Manager and EndNote Web, 12*t*  
    defined, 8  
    ease of use *vs.* functionality, 13  
    freeware/shareware reference management software programs, 14*t*  
    functions of, 9–10  
    handheld computer, working with, 10  
    individual use, 11  
    network installation, 11  
    platform, 13  
    price, 13  
    searching and retrieving references from online databases, 10  
    storing and managing references, 9  
    summary of EndNote X1, 13*t*  
    user survey, 8*f*  
    various programs, described, 10–11, 12*t*, 14*t*  
Reference Manager, 11  
    importing references from, into EndNote, 92–93  
    importing references from, into EndNote Web, 261–262  
Reference template, 74  
Reference types, 87–90  
    adding field to, 87  
    adding new type, 88  
    choosing, 69  
    customizing, 87–89, 87*f*  
    deleting field from, 87  
    explained, 87  
    hiding, 88  
    modification of, 87–88  
    reference fields in, 88*f*  
    renaming a field, 87  
    screen to edit, 87*f*  
    setting default, 69, 70*f*  
    sharing reference types table, 88–89  
    various types available, 68*f*  
Reference window, understanding, 98–99, 98*f*  
References, entering into EndNote libraries.  
    *See* EndNote libraries  
References, managing, 97–120  
    comparison of relative *vs.* absolute links, 75*t*  
    customizing EndNote to cite references from Internet sources, 208–211  
    deleting references, 101–102  
    deleting references in EndNote Web, 246*f*, 247  
    duplicate references, 110–113  
    electronic article, 205–208  
    electronic source, 206–208  
    exporting references, 113–114  
    finding duplicates, 248, 248*f*  
    group editing of references, 114–119, 115*t*  
    “hide empty fields” feature, 99  
    hiding references, 102, 103*f*  
    importing from online databases into EndNote Web, 244, 244*f*  
    importing from other reference management programs into EndNote Web, 261–262  
    importing references from ProCite, 262  
    importing references from Reference Manager, 261–262  
    importing references from RefWorks, 262  
    inserting graphics in Image field, 80–82, 80*f*, 81*f*  
    from Internet sources, 205–211  
    linking files to references, 74–78  
    linking references to websites, 119–120  
    opening reference for viewing or editing in EndNote Web, 246  
    opening references, 101  
    organizing references into groups in EndNote Web, 249, 249*f*  
    reference groups, 107–110  
    reference window, understanding, 98–99, 98*f*  
    reverting references, 102  
    saving references, 101  
    searching references, 103–107  
    searching references in EndNote Web, 247–248, 247*f*, 248*f*  
    selecting Edit References, 101*f*  
    selecting references, 99, 100*f*  
    selecting references in EndNote Web, 246, 247*f*  
    “show empty fields” feature, 99

- showing references, 102, 103*f*
- sorting in EndNote Web, 246
- transferring references between EndNote and EndNote Web, 250–253, 251*f*
- using EndNote Web, 245–249
- working with references, 99–102
- working with references in EndNote Web, 246*f*
- RefMan, 245, 245*f*
- RefViz, use of with EndNote, 266–275
  - activating RefViz, 266–268
  - advisor, 274, 274*f*
  - column fields, selecting, 272*f*
  - Data Visualization command, 267*f*
  - definition of RefViz, 264–265
  - downloading RIS output style, 269*f*
  - exporting references, 274–275, 275*f*
  - galaxy view, 269, 270*f*
  - getting, 266
  - installing, 266, 266*f*
  - keyword tool, 274, 274*f*
  - location, screen to verify, 267*f*
  - matrix view, 269, 270*f*, 271
  - Reference Viewer window, 271, 271*f*
  - search tool, 272, 273*f*
  - selecting RefViz.exe file, 268
  - starting RefViz, 268
  - technical requirements for installing, 265
  - topics tool, 273–274, 273*f*
  - working in RefViz, 268–274
- RefWorks, 62, 62*f*, 63*f*
  - browse and import EndNote library, 63*f*
  - export confirmation page, 95*f*
  - import options for EndNote libraries, 64*f*
  - importing into EndNote libraries, 93–96
  - importing references into EndNote Web, 262
  - importing text file into EndNote, 95*f*
  - Login screen, 62*f*
  - saving exported text file, 95*f*
  - selecting export, 94*f*
- Registry Editor, 32–33, 33*f*
- Relative links to references, 74–75, 75*t*
  - converted from absolute links, 77, 78*f*
  - setting default setting for, 77, 77*f*
- Remove Hyperlink command, 198
- Results Manager in Ovid, 147*f*
- Reverting references, 102
- Rich Text Format (RTF), 255
- Saving references, 101, 138–139
- Scroll button behavior in Edit View, 233
- Search window, 104–107, 104*f*
- Searching a reference group, 110, 111*f*
- Searching references, 103–107
  - by author in EndNote Web, 247–248, 248*f*
  - Boolean operators, 105–106, 106*f*
  - comparison operators, 105*t*
  - in EndNote Web, 247–248, 247*f*, 248*f*
  - jumping to particular reference, 228, 229*f*
  - by keyword, 228
  - launching EndNote Search, 103, 104*f*
  - other options, 106–107
  - on PDA, 228–229
  - performing search, 107
  - Quick Search, 103, 103*f*
  - search options, 106
  - search window, 104–107, 104*f*
  - using Find icon, 229*f*
  - using Look-up field, 229*f*
- Security Level tab, Medium setting, 42*f*
- Selecting article for download, 92*f*
- Selecting reference type for PDA computer, 226*f*
- Selecting references, 99, 100*f*
  - multiple references, 99, 100*f*
  - from PubMed search, 141*f*
  - Select All feature, 100*f*
  - single references, 99
  - using EndNote Web, 246, 247*f*
- Sharing document with others, 175–176
- “Show Empty fields” feature in managing references, 99
- “Show hidden files and folders,” selecting, 49
- Show/Hide empty fields, 70, 70*f*
- Showing references, 102, 103*f*
- Software programs, example of citing from World Wide Web (WWW), 204
- Software programs, reference management. *See* Reference management software program
- Sorting options, editing, 73*f*
- Sorting references using WebNote Web, 246
- Special characters, entering into references, 89, 90*f*
- Spell-checking, 90
- Splash screen, PDA computers, 232
- Startup Folder, 36*f*
- Statistics about PDA EndNote library, 231–232
- Style. *See* Output styles
- Style Manager, 155
  - APA 5th style, 157–158, 158*f*
  - Edit Citations dialog window, 159*f*
  - editing styles, 156–158
  - examples of editing styles, 157–158, 158*f*
  - favorites, marking styles as, 155, 155*f*
  - Format Bibliography command, 156*f*
  - opening to cite references from Internet sources, 208*f*
  - output styles, bibliographies, 154–158
  - overview, 154
  - selecting CBE style for editing, 209*f*
  - Style Editor window, 157*f*
  - window, 155, 156*f*
- Subject bibliography, creating, 182–186
  - customizing, 185, 185*f*
  - definition of subject bibliography, 182
  - generating, 183–185
  - sample subject bibliography, 184*f*
  - saving or printing, 185–186



- Subject bibliography, creating (cont'd)  
 selecting subject fields, 183*f*  
 selecting subject terms, 184*f*  
 Subject Bibliography command, 183*f*
- Subject list, creating in bibliographies,  
 186–187  
 definition of subject list, 182  
 generating, 186–187, 186*f*  
 “Suggest Terms as You Type” feature, 72  
 of term lists, 83
- Synchronization of EndNote library on PDA  
 computers, 222*f*
- System Configuration utility, 30*f*–31*f*
- Table/chart references in manuscripts, work-  
 ing with, 169–173  
 customizing, 172–173, 172*f*  
 CWYW setting for Figures and Tables, 174*f*  
 generating a list, 171  
 inserting in document, 171  
 punctuation for figures and tables, 173*f*
- Tables/charts, managing, 78–79
- Technical requirements for EndNote, 18–20  
 EndNote Web, 237–238  
 handheld computer requirements, 20  
 hardware requirements, 18–19  
 operating system (OS) requirements, 19–20  
 on PDAs, 215  
 word processor compatibility, 20
- Templates, manuscript, 159*f*–160*f*  
 Add-Ins, selecting, 40*f*
- Term lists, 82–86  
 “auto-completion” feature, 83, 83*f*  
 “auto-update” feature, 83  
 basic features of, 83  
 Define Term Lists, selecting, 84*f*  
 defined, 83  
 journal term lists, 83–84, 84*f*  
 manually adding terms to, 85, 85*f*, 86*f*  
 Opening Keywords term list, 85*f*  
 setting preferences, 86*f*  
 “suggest terms as you type” feature, 83  
 turning off, 86
- Title, citing references from sources on Inter-  
 net, 197, 197*f*
- Toggle Field Codes, 175*f*
- Transfer References dialog in EndNote Web,  
 252*f*
- Transferred References temporary group in  
 EndNote Web, 253*f*
- Traveling Library, 174–176  
 creating, 176*f*
- Trial version of EndNote, 21
- Trust All ... box, 42*f*
- Typing citations for Format Paper function,  
 256, 256*t*
- Unified Cite While You Write, selecting, 26*f*
- Uninstalling EndNote, 28, 28*f*
- Unreadable characters error message, 32–33
- Updating, automatically, 27–28, 28*f*
- URL, citing references from sources on Inter-  
 net, 197–199, 198*f*
- User Access Control (UAC), selecting, 31*f*–32*f*
- Vancouver style of referencing, 4–5, 205, 206,  
 207*f*
- View Marked Records feature, 149*f*
- Web discussion forum posting, example of cit-  
 ing from World Wide Web (WWW), 203
- Web of Knowledge, 147–149  
 clicking on Marked List, 148*f*  
 clicking on View Marked Records, 149*f*  
 described, 147  
 Direct Export method, 148–149  
 performing a search, 148*f*  
 selecting citations for direct export, 148*f*  
 selecting output options for direct export,  
 149*f*
- Websites, linking references to, 119–120
- Windows compatibility to Macintosh, 61
- Windows Explorer, 37*f*  
 folder options, 38*f*
- Windows Mobile-based PDA, 214, 215  
 ActiveSync operation, 220  
 checking for EndNote installation, 220*f*  
 installing EndNote for, 219–220  
 technical requirements for using EndNote,  
 215
- Windows plug-in requirements for EndNote  
 Web, 238
- Windows registry modifications, 32–33
- Windows Vista, error message, 31
- Word. *See* Microsoft Word
- Word processors, 25–26  
 checking installation, word processor  
 support, 25–26  
 compatibility, 20
- World Wide Web (WWW), citing references  
 from, 201–202  
 online book, 202  
 online book chapters, 202  
 online databases, 202  
 online graphics, 202  
 online journal article, 201  
 online magazine article, 201  
 online newspaper article, 202  
 websites, 202
- X1 libraries and file compatibility, 59–61
- Year, manually entering reference data, 73



© Springer Science+Business Media, LLC 2009

This electronic component package is protected by federal copyright law and international treaty. If you wish to return this book and the electronic component package to Springer Science+Business Media, LLC, do not open the disc envelope or remove it from the book. Springer Science+Business Media, LLC, will not accept any returns if the package has been opened and/or separated from the book. The copyright holder retains title to and ownership of the package. U.S. copyright law prohibits you from making any copy of the entire electronic component package for any reason without the written permission of Springer Science+Business Media, LLC, except that you may download and copy the files from the electronic component package for your own research, teaching, and personal communications use. Commercial use without the written consent of Springer Science+Business Media, LLC, is strictly prohibited. Springer Science+Business Media, LLC, or its designee has the right to audit your computer and electronic components usage to determine whether any unauthorized copies of this package have been made.

Springer Science+Business Media, LLC, or the author(s) makes no warranty or representation, either express or implied, with respect to this electronic component package or book, including their quality, merchantability, or fitness for a particular purpose. In no event will Springer Science+Business Media, LLC, or the author(s) be liable for direct, indirect, special, incidental, or consequential damages arising out of the use or inability to use the electronic component package or book, even if Springer Science+Business Media, LLC, or the author(s) has been advised of the possibility of such damages.