TITI

Exercises: Reference Management with EndNote – Introductory Course

Preparation
First of all, open the .enlx file „Sample_Library_X5".

You will find this file on our training computers via the path => Computer => OSDisk (C:) in the folder „Schulung". Or on the internet under this URL: https://www.ub.tum.de/en/elearning/endnote-sample-library

1. **Entering references manually**
   a) Press the + button and enter the following journal article manually:
      Author: Kellner, A.W.A. and Campos, D.A.
      Title: Brief review of dinosaur studies and perspectives in Brazil,
      Journal: Journal Anais da Academia Brasileira de Ciencias
      Year: 2000, volume 72, issue 4 on pages 509 – 538.
   b) Close the data entry window by saving with the turquoise "Save"-button and clicking on the little x on the right upper side.
   c) Now add the keywords *Argentina*, *Brazil* and *Dinosaur* in the "Reference" tab.

2. **Importing references from the online catalogue**
   a) Search the TUM online catalogue (OPAC) for references that include the keyword „dinosaur".
   b) **Access**: www.ub.tum.de => OPAC
   c) Save a few interesting references in "My List". Go to "My List" and export the results. Choose the full records view and the format „EndNote" for the export.

3. **Importing references from a database**
   a) Search the database Scopus for this year's articles about dinosaurs.
   b) **Access:** www.ub.tum.de => search box for OPAC, OPACplus, EZB, DBIS and mediaTUM => tab Databases => Log in via eAccess (TUM ID + password) => come back to the Databases search tab => search for Scopus
   c) Export at least one article using the export function.

4. **Online search via EndNote**
   a) Search the database "PubMed (NLM)" for references that include the term "dinosaur" via the "Online Search" function.
   b) Start a new search. Search for references from 2012 and import them to EndNote.

5. **Organising References in EndNote**
   a) Create a new (custom) group (= grey folder symbol) and rename it. Add references to your new group via drag-and-drop.
   b) Search for references including the term "dinosaur" in any field and which were added to the library today. Save this search as your new Smart Group with the name "Dinosaurier" (Search options => Convert to Smart Group).
   c) What happens if you delete a reference from the Smart Group? Just try it!

6. **Searching for Duplicates**

   Search your entire EndNote library for duplicate references. ("Library" => "Find Duplicate")

7. **Find Full Texts**
   a) Use the "Find Full Text" function to search for the full text of the articles by Breslau, Brinklow and Chiu.
   b) Edit any pdf document in the pdf window by highlighting a part of the text and adding a comment.

8. **Citing with CWYW (Cite while you write)**
   a) Start Word and open a new document. Write a short text (any text).
   b) *(Alternatively generate a dummy text in word. Therefore type **=lorem(6,6)** and press Enter.)*
   c) Insert a citation via the EndNote toolbar in Word.
   d) Add page numbers with the button "Edit & Manage Citations".
   e) Change the output style via the style dropdown menu.

Lecture notes on this workshop:
http://mediatum.ub.tum.de/node?id=1128680

TUM Citations Guide:
https://mediatum.ub.tum.de/node?id=1231945

Library's Reference Management and Citation drop-in session:
Every Friday from 2-3 pm in Munich or online.

For further information please see:
www.ub.tum.de/workshops

We appreciate your feedback.
This exercise sheet is being updated regularly. However, should you find that the information mentioned herein is not accurate or you have suggestions for further improvement, we would welcome an email to workshop@ub.tum.de

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Contact
Technical University of Munich
University Library
Arcisstraße 21, 80333 München
Phone: +4989189659220
literaturverwaltung@ub.tum.de
www.ub.tum.de   Updated: January 2021