

# 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/files/sample\\_library\\_x5.enlx](https://www.ub.tum.de/files/sample_library_x5.enlx)

### 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 top right corner.
- c) Now add the keywords *Argentina*, *Brazil* and *Dinosaur* in the “Edit” tab.

### 2. Importing references from the online catalog

- a) Search the TUM online catalog (OPAC) for references that include the keyword „dinosaur“.
- b) **Access:** [www.ub.tum.de](http://www.ub.tum.de) → OPAC
- c) Save a few interesting references in “Temporary 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](http://www.ub.tum.de) → search box for OPAC, OPACplus, E-Journals, Databases and mediaTUM → tab Databases → Log in via eAccess (TUM ID + password) → 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” using the “Online Search” function.
- b) Start a new search. Search for references from 2012 and import them to EndNote.

### 5. Organizing References in EndNote

- a) Create a new (custom) group and rename it. Add references to your new group via drag and drop.
- b) Search for references including the term “dinosaur” in any field which were added to the library today. Save this search as your new Smart Group with the name “dinosaurs” (Search options → Convert to Smart Group).
- c) What happens if you delete a reference from the Smart Group? Try it!

## 6. Searching for Duplicates

Search your entire EndNote library for duplicate references. ("Library" → "Find Duplicates")

## 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. 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 consultation:

In addition to our EndNote courses, we offer reference management consultations online. For further information, please visit our website at:

<https://www.ub.tum.de/en/webinar/904>

### For further information please see:

[www.ub.tum.de/workshops](http://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](mailto:workshop@ub.tum.de)

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