
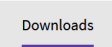
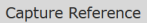
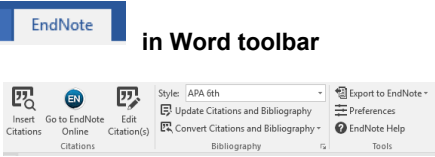
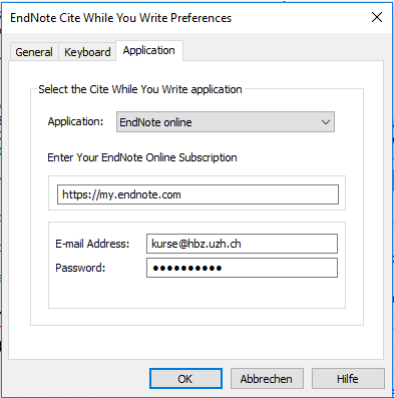


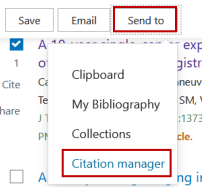
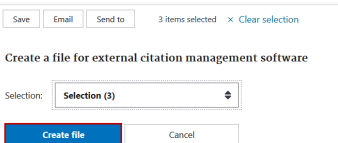
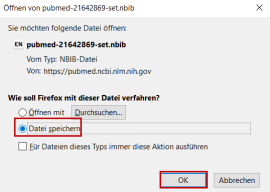
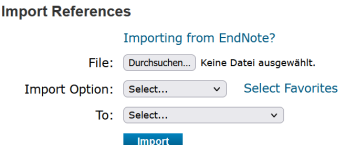



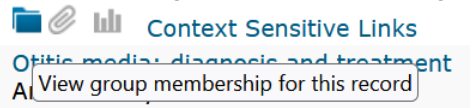

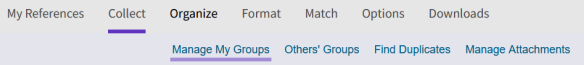
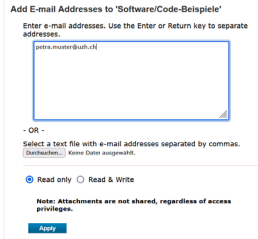

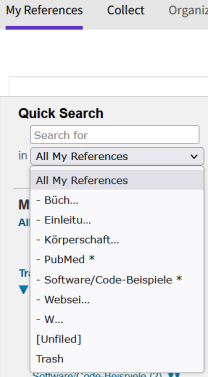
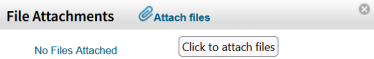
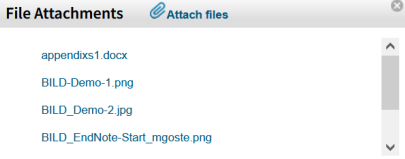

I. Getting started

Create EndNote Basic Account	Install Cite While you Write® Add-In	EndNote Tab in Word
<p>Endnote Basic is free for use</p> <p>Access: https://access.clarivate.com/register?app=endnote</p> <div style="text-align: center;">  </div> <p>1) Fill in form</p> <p>Once you have registered, you can access your EndNote Basic account from anywhere: https://access.clarivate.com/login?app=endnote</p> <p>The free version contains 8 bibliographic styles.</p> <p>More than 4000 styles can be used via the UZH licence of Web of Science.</p> <p>Work 1x per year out of UZH-IP Range (VPN-connection), so that the licence is renewed!</p>	<p>Install CWYW-toolbar</p> <p>1) Select tab </p> <p>Cite While You Write™</p> <p>Find out why EndNote is the industry leader in bibliographic formatting.</p> <p>Download our patented* Cite While You Write tool to insert references, and format citations and bibliographies automatically while you write your papers in Word.</p> <p>See Installation Instructions and System Requirements.</p> <ul style="list-style-type: none"> ◦ Download Windows ◦ Download Windows MSI for mass program installation ◦ Download Macintosh <p>2) Download the appropriate Cite While You Write version and open it with a double-click</p> <p>3) Follow installation instructions</p> <div style="background-color: #cccccc; text-align: center; padding: 5px;">Capture Tool</div> <p>4) Capture reference by dragging the cursor to the favourites bar of the browser (Firefox or Chrome).</p> <p>Capture: </p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">EndNote in Word toolbar</p>  </div> <p>1) Open Word</p> <p>2) Click on Tab EndNote/ EndNote X9/20 > Preferences < Application</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <p>3) Enter email address and password and activate Application EndNote Basic.</p>

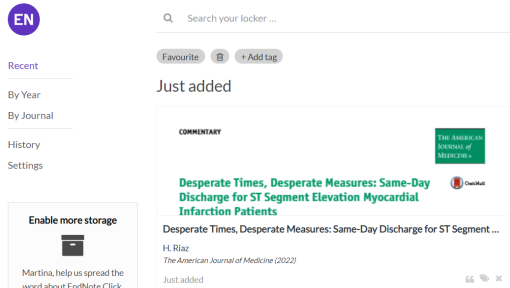
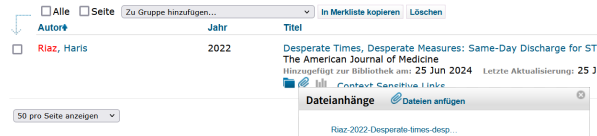
II. Import references

Import from swisscovery	Export from PubMed	Import Exportfiles
<p>1) When a reference is desired in</p> <p>2) Click on dots on the right</p>  <p>3) A toolbar will open under the corresponding reference.</p> <p>4) Click on the EndNote icon</p>  <p>5) Attention: check and correct the fields publisher/place of publication in EndNote Basic!</p>	<p>1) Select references to export in PubMed</p> <p>2) Create an exportfile via Send to > Citation manager:</p>   <p>3) Save pubmed-xxxx-set.nbib file and import into EndNote Basic according to the instructions in the 3rd column.</p> 	<p>1) Tab Collect > Import References</p>  <p>2) File: Specify the path where the export file is located</p> <p>3) Select import option accordingly (see list in the appendix)</p> <p>4) To: define target group</p> <p>5) Import</p> <p>It is recommended to save the most frequently used import options as favorites:</p>
	<p>References from other Databases</p> <p>In several databases references have to be imported indirectly into EndNote Basic:</p> <p>1) Save references in the database as name.txt file or name.ris file on desktop (Exportfile)</p> <p>2) Import into EndNote Basic according to the instructions in the 3rd column.</p> <p>A summary of the file formats and import filters for various medical databases can be found in the appendix on page 4 of this manual.</p>	<p>My Favorites: Hide</p> <ul style="list-style-type: none"> EndNote Import PubMed (NLM) RefMan RIS


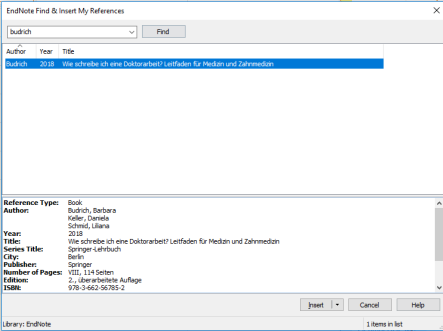
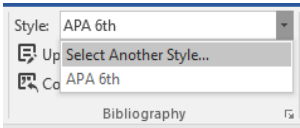
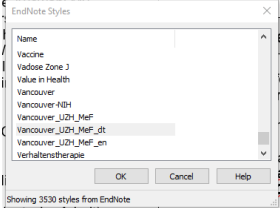

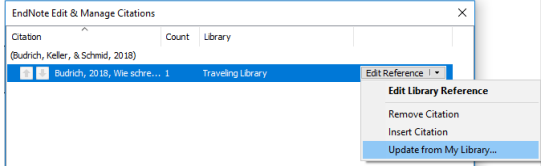

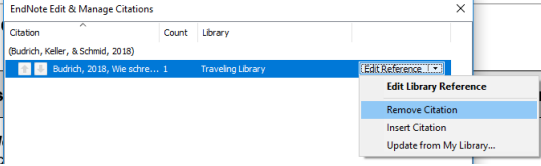
III. Manage references

Organize references	Share references	Search references																		
<p>References can be organized in groups.</p> <ol style="list-style-type: none"> 1) Select the desired references in the list with the checkbox  <ol style="list-style-type: none"> 2) Add to group: Select existing group or new group 3) <p>No subgroups can be created.</p> <p>References can be assigned to several groups. The group assignment can be seen in the blue folder:</p>  	<p>Groups can be shares via Organize > Manage My Groups</p>  <p>Select a group:</p> <table border="1"> <tr> <td>Körperschaften</td> <td>4</td> <td><input type="checkbox"/></td> <td>Manage Sharing</td> <td>Rename</td> <td>Delete</td> </tr> <tr> <td>PubMed</td> <td>4</td> <td><input checked="" type="checkbox"/></td> <td>Manage Sharing</td> <td>Rename</td> <td>Delete</td> </tr> <tr> <td>Software/Code-Beispiele</td> <td>2</td> <td><input type="checkbox"/></td> <td>Manage Sharing</td> <td>Rename</td> <td>Delete</td> </tr> </table> <p>Start the sharing of the group via Manage Sharing</p> <p>Manage Sharing for 'Software/Code-Beispiele'</p> <p>0 E-mail Addresses</p> <p>Start sharing this group.</p> <p>Enter the recipients' e-mail (the recipients must have an EndNote online account with the specified address). Only read access or read and write access can be given.</p>  <p>Sharing the group can be deleted at any time:</p> 	Körperschaften	4	<input type="checkbox"/>	Manage Sharing	Rename	Delete	PubMed	4	<input checked="" type="checkbox"/>	Manage Sharing	Rename	Delete	Software/Code-Beispiele	2	<input type="checkbox"/>	Manage Sharing	Rename	Delete	<p>Quick Search allows you to search in all fields in the entire library or specifically in a group.</p>  <p>Attach files to references</p> <p>Up to 5 files can be attached with the paper clip (pdf, xlsx, docx, jpg and png)</p>   <p>Data records with attachments are marked with blue brackets</p> 
Körperschaften	4	<input type="checkbox"/>	Manage Sharing	Rename	Delete															
PubMed	4	<input checked="" type="checkbox"/>	Manage Sharing	Rename	Delete															
Software/Code-Beispiele	2	<input type="checkbox"/>	Manage Sharing	Rename	Delete															

IV. EndNote Click & Locker (optional, external shelf for PDFs, additional account required)

EndNote Click Plugin	EndNote Locker	Reference and PDF in one click
<p>Full-text PDFs can be collected directly with the EndNote Click browser plug-in.</p> <p>This requires</p> <ol style="list-style-type: none"> 1) installation of the appropriate browser plug-in 2) creating an account at EndNote Click 3) the View PDF plugin now appears in PubMed, <div data-bbox="286 719 459 767" style="border: 1px solid purple; border-radius: 10px; background-color: #4a4a9a; color: white; padding: 2px 10px; display: inline-block; margin: 5px;">View PDF</div> 4) as soon as it is clicked, the plugin must be activated by logging into EndNote Click: 5) <div data-bbox="241 863 436 1002" style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>View PDF</p> <p><input checked="" type="checkbox"/> In Your Locker</p> <p><input checked="" type="checkbox"/> Publisher PDF Found</p> <p><input checked="" type="checkbox"/> Open Access</p> </div> <div data-bbox="241 1007 342 1034" style="border: 1px solid purple; border-radius: 10px; background-color: #4a4a9a; color: white; padding: 2px 10px; display: inline-block; margin: 5px;">View PDF</div> 6) with View PDF the PDF is opened in EndNote Click 7) in PubMed it is now displayed that it is stored in the Locker <div data-bbox="427 1166 663 1222" style="border: 1px solid purple; border-radius: 10px; background-color: #4a4a9a; color: white; padding: 2px 10px; display: inline-block; margin: 5px;">In Your Locker</div> 	<p>The EndNote Click storage is called EndNote Locker. With the free version, 1 GB is available.</p> <p>The Locker file is sorted by Recent, Year or Journal, but can also be searched. Entries appear in a preview window:</p> <div data-bbox="831 639 1339 927" style="border: 1px solid gray; padding: 5px;">  </div> <p>Click on the preview window to open the corresponding PDF and the command</p> <div data-bbox="831 1070 1216 1190" style="border: 1px solid gray; padding: 5px;"> <div style="border: 1px solid purple; border-radius: 5px; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> [Unfiled] ▼ </div> <div style="border: 1px solid gray; border-radius: 10px; background-color: #f0f0f0; padding: 5px; text-align: center; margin-top: 5px;"> Push to EndNote Web </div> </div>	<p>Using the Push to EndNote Web function, a reference is created and the PDF is automatically saved in the folder Unfiled or another selected folder. This is confirmed with a check mark:</p> <div data-bbox="1451 568 1805 624" style="border: 1px solid gray; border-radius: 15px; background-color: #f0f0f0; padding: 5px; text-align: center; display: inline-block;"> Push to EndNote Web ✓ </div> <p>In Endnote Basic, the reference can now be found in the folder of choice, the PDF is automatically attached:</p> <div data-bbox="1451 783 2045 919" style="border: 1px solid gray; padding: 5px;">  </div> <p>Further information on EndNote Click:</p> <p>https://support.clarivate.com/Endnote/s/article/EndNote-Click-What-is-EndNote-Click-and-how-do-I-use-it?language=en_US</p>

V. WORD: Inserting and editing references and creating bibliographies

Inserting References	Select Bibliographic Styles	Edit Citations: Correct a Reference
<p>In WORD</p> <ol style="list-style-type: none"> Open Word document > position cursor at desired insertion point Click on the Insert Citation(s) magnifying glass in the EndNote CWYW toolbar.  Enter the author or title of the cited reference in the search box.  Choose the appropriate reference from the selection Confirm with Insert A bibliography is automatically created at the end of the document. 	<ol style="list-style-type: none"> Choose appropriate style through Select Another Style...  <p>For the Master's thesis in Medicine, these citation styles are recommended Vancouver_MeF_dt (for German text) Vancouver_MeF_en (for English text)</p>  The complete text document is reformatted according to the new style. Attention: The selection of bibliographic output styles refers to the selection My Favorites, which can be compiled to create an independent bibliography in EndNote Basic. If you want to have the selection of all > 3200 styles in Word, you have to delete the favorites in EndNote Basic: Format > Bibliography > Customize this list 	<p>Do not correct reference in Word!</p>  <ol style="list-style-type: none"> Correct reference in <i>EndNote Basic</i> Click on the reference/citation in Word Select reference(s) via Edit Citation and update via Update from My Library.  <p>Edit Citations: Delete Reference properly</p> <p>Never delete a reference directly in the text with the cursor marker and Delete!</p> <p>Delete correctly:</p>  <ol style="list-style-type: none"> Click on reference / citation in Word Select reference via Edit Citation(s) and delete via Remove Citation 

VI. Appendix: Saving formats and filters for indirect import

Database/Interface	File Format	Import-Filter
PubMed (directly)	Reference is imported directly via the Capture tool	-
PubMed (indirectly)	Send to Citation manager, a file <i>pubmed-xy-set.nbib</i> will be created	PubMed (NLM)
Embase	Export, Export-Format: RIS format	RefMan RIS
Web of Science	Export to EndNote Basic	
Scopus	Export, Export-Format: RIS format	RefMan RIS
Cochrane Library	Export Type: RIS (EndNote)	RefMan RIS
Medline/OvidSP	RIS or Reprint/Medlars	Medline (Ovid)
CINAHL	Suchoberfläche EBSCOhost ermöglicht direkten Export nach EndNote Basic	-
AgeLine	Suchoberfläche EBSCOhost ermöglicht direkten Export nach EndNote Basic	-
PsychINFO	Suchoberfläche EBSCOhost ermöglicht direkten Export nach EndNote Basic	
Google Scholar	<p>Select the following setting in Scholar settings</p> <p>Bibliografie-Manager</p> <p><input type="radio"/> Keine Links zum Importieren von Literaturverweisen anzeigen.</p> <p><input checked="" type="radio"/> Links zum Importieren von Literaturverweisen in EndNote anzeigen.</p> <p>Choose link Save to EndNote, save file <i>scholar.enw</i></p>	EndNote Import