**Tips to save hundreds of hours writing research papers – follow up**

There were a few questions I did not get to answer during the session, here are my responses:

* A few of you wanted to know the difference between desktop and online versions. Details are here: <http://clarivate.libguides.com/ld.php?content_id=48646479>
* *“I have lots of papers which are from before the year 2000 so no DOI numbers. Does Endnote give me any help with extracting the necessary information from the old papers rather than having to do it manually?”*

The Import PDF tools uses only the DOI number to track down the metadata that belongs with the PDF, as this is the only unique identifier. Using anything else might result in the wrong metadata being attached. So no.

* *“Is there any possibility in endnote to convert an word file of references to be converted into an endnote file back again??coz... after all arranging the references using endnote... the article has to be submitted for reviewing in word file in text format. hence endnote connections can't be maintained. wt happens later is.. after reviewers have informed their comments, it is really really hard to go on back with the references especially with those ones which has an ascending numbering of references.”*

The key point here is to make sure you save the Word document with the EndNote codes in, before you use the ‘Convert to Plain Text’ tool to strip out the EndNote codes, as they cannot be put in.

If you have arrived in this unfortunate situation and still have the library of references, you can use Word’s ‘Find and Replace’ to find “(“ and replace it with “{“, then repeat for “(“ to “}”. Once you have done, this click on ‘Update citations and Bibliography’. EndNote will try to match each of the {author, year} citations to references in the library and replace them with correctly formatted citations, plus add a new reference list. You will need to help it find some of them. At the end you can delete the old reference list.

* *“Is there a way to import citations from other bibliogrphic libraries?”*

Yes, just about all application like EndNote can Export into a RIS formatted file, this can then be imported into EndNote by simply opening the file.

* *“Can we move the references from Mendeleyto Endnote, for example?”*

Yes, full details here: <https://support.clarivate.com/Endnote/s/article/EndNote-Transferring-records-from-Mendeley-Desktop>

* *“To move libraries to another laptop by USB? and would it would be updated on both?”*

If you want the two devices to be synchronised, it is best to sync both to the same EndNote online account, this would not need you to copy the file from one to the other via USB. Simply sync the first device, then on the second one, create a New Library and sync that device too.

* *“What is the difference between keywords and label?”*

Keywords are those provided by the source, usually attributed to the paper by the author and they naturally import into the ‘Keywords’ field. The ‘Label’ field is just one that I suggest you use to add your own tags, to find papers the way you think rather than the way the authors of all the papers think.

* *“Actually, I would like to know if I can get same view of EN in Mac like windows?”*

The two versions have almost identical features but they have been designed to fit in with the platform they are on. EndNote 20 will see the two user interfaces come together more.

* *“Can I share my personal library online with my colleagues when they are correcting my draft?”*

You can sync your desktop library to an online account, then share the contents of that to other EndNote online users (those that do not have desktop). Details on sharing online are here: <https://videos.webofsciencegroup.com/watch/vmCDa3UTxY569iV3jARmfM>

* *“What's the best way to connect/synchronise an existing non-Endnote reference list on Word to EndNote?”*

There is an online tool where you can paste a reference list, not created by EndNote and it will try to find the reference and put them into a RIS file that can be imported into EndNote. It is here: <https://git.macropus.org/citation-finder/>

* *“When we try to import the .enw files downloaded from scholar... the software does not allow us to select more than one. That is really annoying... what could be a better solution?”*

Scholar only allow you to export one reference at a time, this is not an EndNote issue. A better solution is to use a quality reference source, not Scholar. Don’t forget, you will only ever get limited metadata from Scholar and sometimes it is not correct.

* *“Can I link PDFs stored on my computer to the references on Endnote?”*

Either use Import PDF (mentioned elsewhere in this document), or drag and drop the PDFs onto the correct reference.

* *“How do you add a style that is not available on the list?”*

Simply find the style file and open it, it will open in the editor, go to ‘SaveAs’ and give it a name. Close the editor. The new style will be in your list of styles in EndNote and Word. You can get any of our styles here: <https://endnote.com/downloads/styles> you can also get then from other source, like the journals themselves and you can edit styles to create your own.

* *“Can I use EN with Excel docx?”*

Yes, EndNote can export to Excel and import from Excel. There is a video covering Importing from Tab de-limited files here: <https://www.youtube.com/watch?v=FFmN2xQ-Bqo>

In addition, there were a few points that were raised in the feedback:

* *“Please simplify the application interface.”*

We are currently working on EndNote 20, which will have a very different user interface to all previous versions. What out for this towards the end of this year 😊.

* *“Bob said Kopenio so it would be good to elaborate on this part too.”*

To find out all about Kopernio’s ability to find Full Text from subscription services and Open Access sources, please follow this link: <https://kopernio.com/>

* *“How to safeguard your endnotes library?”*

In the ‘File’ menu, select ‘Compressed Library’. For full details, check out the user guide: <http://clarivate.libguides.com/ld.php?content_id=42104347>

* *“Best way(s) to access your personal enl libraries on different devices when working from home and work back and forward and when sharing word document with colleagues for editing. I have the desktop version of EndNote at work (site licence at my academic institute) and at home (personal licence).”*

Synchronise one of your desktop libraries to an online account, then from the other device, create a new library and sync that to the same online account. The contents of the online account will be downloaded to the second device and from that point onwards, the two will keep in sync. Once a library has been synchronised you can set up sharing with up to 100 other desktop users, they can all seamlessly collaborate on the same document by using the same library. For details on sharing, see here: <https://videos.webofsciencegroup.com/watch/MFKXkz8R85ErpVq8f9wd23>

* *“How to use EndNote as a tool in Systematic Reviews. For example, demonstrate how you can record easily the numbers coming from different databases, see the number of duplicate records and then list the numbers of included and excluded records.”*

We have done sessions on this in the past but not for a while and nothing is planned at the moment. We will see if we can arrange one. In the meantime, some of the techniques included in that session can be seen in this video, which I aim to add content to in the coming weeks (the link will remain the same): <https://share.vidyard.com/watch/gZr9pTWDkP5GafgWMDHnpN>?

*“If possible, it would be good to have a moderator to watch the chat and filter the presenter just the questions that are relevant.”*

This is a good idea when there is such a large attendance and lots of questions. Usually this is not the case, so it was not adopted on this occasion. It also means we would have to dedicate two people to the session rather than one and all the team are delivering lots of online sessions at the moment ☹.

**In addition to the above, we have put together a self-learning guide for EndNote desktop, register for this free resource here:** <https://webofsciencelearning.clarivate.com/learn/course/external/view/elearning/14/EndNoteX9essentialsWindows>