

2019 UF/IFAS Annual Report of Peer-reviewed Journal Articles – EndNote Basic Tutorials

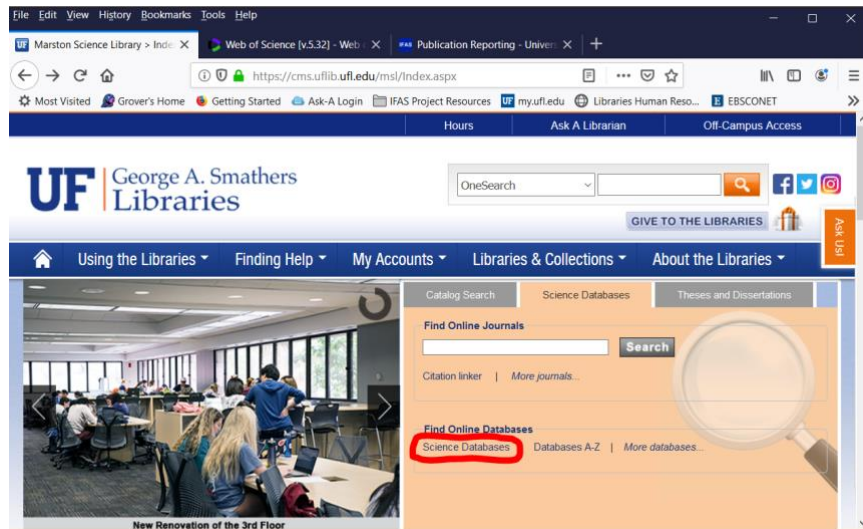
Importing references from *Web of Science*

(NOTE: Off-campus must connect to VPN before accessing UF Library electronic resources)

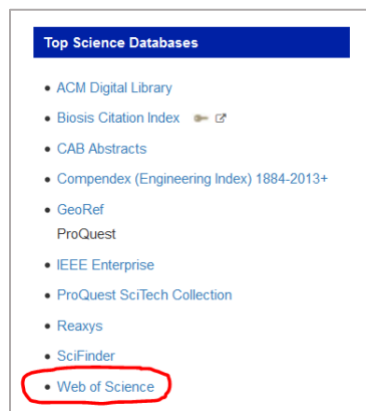
1. Log into EndNote Basic Account (<https://access.clarivate.com/login?app=endnote>)

Access Web of Science

2. Open Marston Science Library home page (<https://cms.uflib.ufl.edu/msl/Index.aspx>)
3. Select “Science Databases”

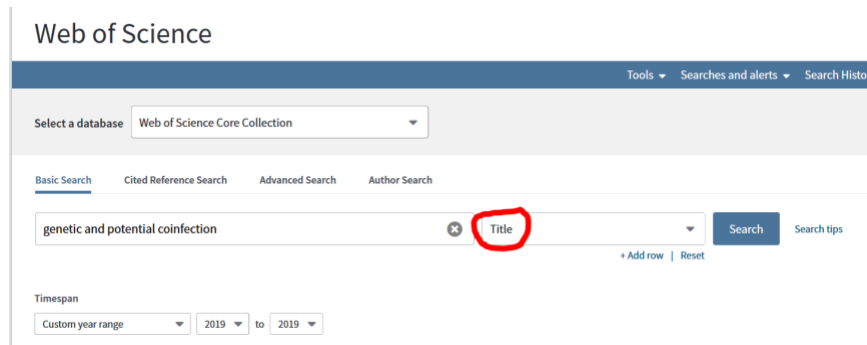


4. Select *Web of Science*



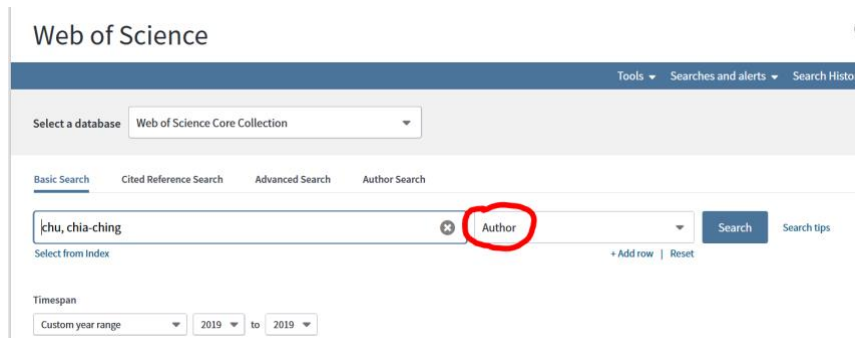
5. *Web of Science* search interface displays
6. Enter search terms and settings
 - a. Select a database: Web of Science Core Collection (default)
 - b. Basic Search (default)
 - i. Type search term and select search type - Use lowercase or uppercase
 1. First words of article title and select “Title” as search type

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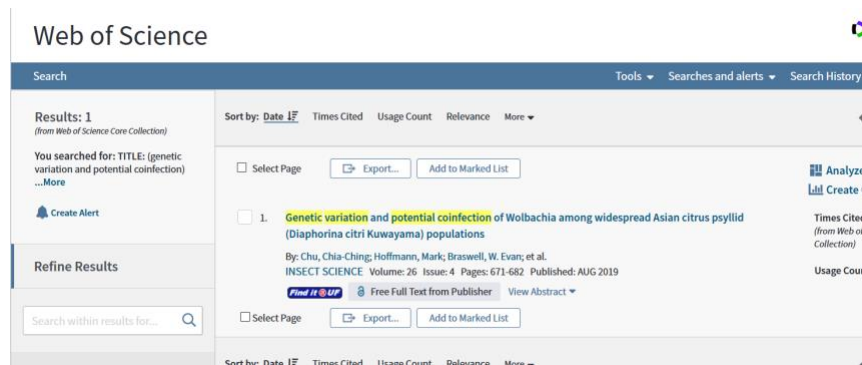


-OR-

2. Faculty member name and select “Author” as search type

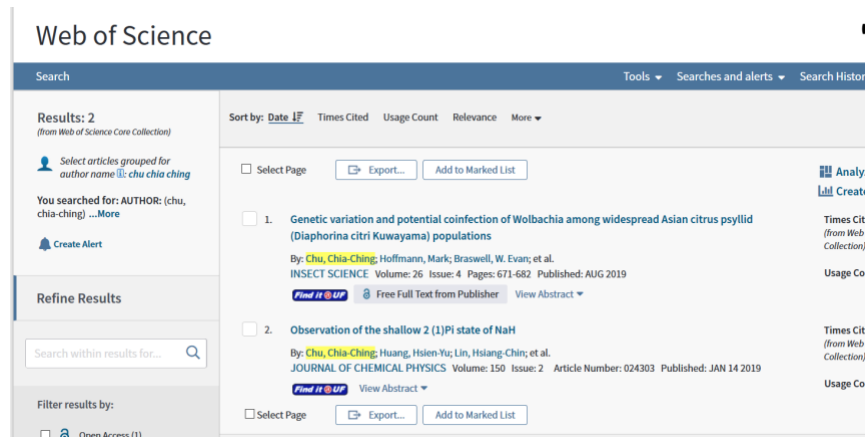


- c. Update “Timespan”
 - i. Custom year range – 2019 to 2019 -or-
 - ii. Year to date
 - 1. Optional, if searching during 2019
 - 2. Do not use if searching in 2020
- d. Click “Search”
- e. List of results displays



Title Search results

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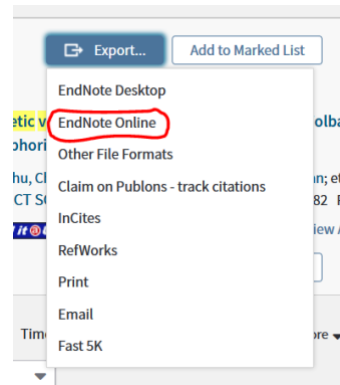


Author Search results

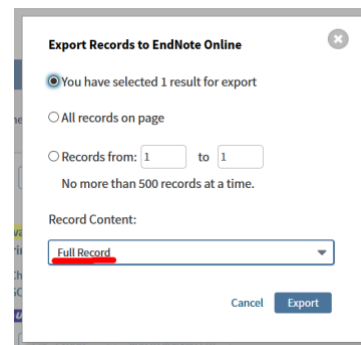
- f. Search terms are highlighted in results
- 7. There are two options for moving references out of *Web of Science* and into EndNote Basic.

Export (This is the easiest process and is described here)

- a. Confirm and select the correct reference(s)
- b. Click “Export”
- c. Select “EndNote Online” (aka: EndNote Basic)
 - i. This will become the ‘default destination’ for the duration of the *Web of Science* session



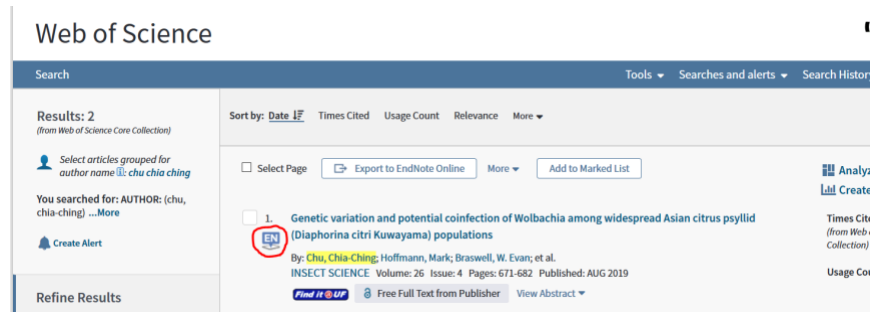
- d. “Export Records ...” window displays
 - i. Select “Full Record” from “Record Content” drop down menu



- e. Click “Export”
 - i. EndNote Basic account **must** be open for export to be successful
- f. Export Progress window appears
- g. When Export is completed, Progress window disappears and results list is updated

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- i. The icon indicates the reference(s) have been successfully exported into EndNote Basic

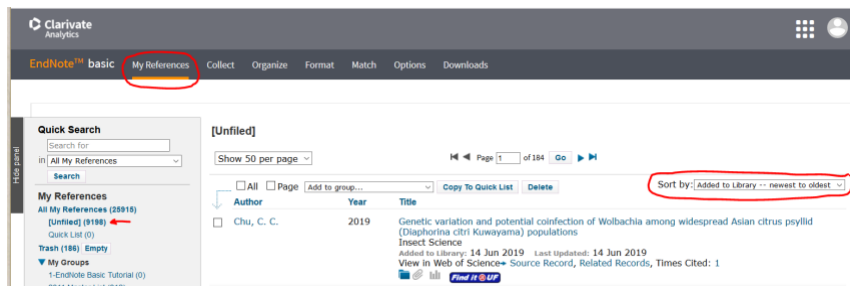


These steps are repeated until all references are exported into EndNote Basic.

References are exported into the “Unfiled” group in EndNote Basic

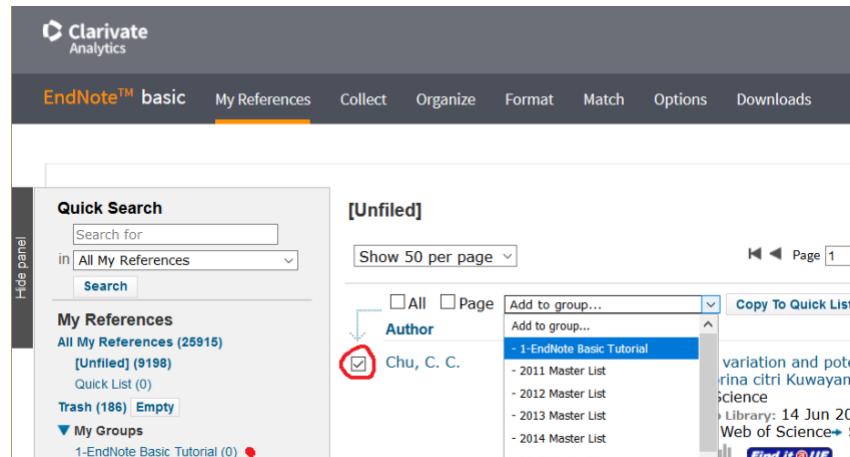
Access EndNote Basic

8. Select “My References”
9. Select “Unfiled”



10. Change “Sort by:” to “Added to Library – newest to oldest”
 - a. The most recently exported references will appear at the top of the group list
 - i. This is very helpful when there are a lot of references in “Unfiled”

11. Move reference(s) from “Unfiled” by clicking the box for the reference(s)



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- a. The reference is moved from “Unfiled” to the selected group
 - i. “Unfiled” decrements by the number of references moved
 - ii. The number of references in the group increments by the number of references moved

12. Click on the group name to see the references now listed in the group

The screenshot displays the EndNote Basic interface. At the top, the Clarivate Analytics logo is visible, followed by a navigation bar with options: EndNote™ basic, My References, Collect, Organize, Format, Match, Options, and Downloads. On the left, a sidebar contains a 'Quick Search' box, 'My References' (25915), 'Trash (186) Empty', and 'My Groups' with a sub-group '1-EndNote Basic Tutorial (1)'. The main area is titled '1-EndNote Basic Tutorial' and shows a table of references. The table has columns for 'Author', 'Year', and 'Title'. A single reference is listed: 'Chu, C. C.' (2019) with the title 'Genetic variation and potential coinfe populations Insect Science'. Below the title, it says 'Added to Library: 14 Jun 2019' and 'Last Up View in Web of Science → Source Recc'. There are also icons for 'Find It @ UF' and other actions like 'Copy To Quick List', 'Delete', and 'Remove from group'.

Author	Year	Title
Chu, C. C.	2019	Genetic variation and potential coinfe populations Insect Science Added to Library: 14 Jun 2019 Last Up View in Web of Science → Source Recc