EndNote X8 Collect. Collaborate. Create. From anywhere.

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Introduction

- Reference Management is perceived to be tedious and time consuming by many researchers, especially when it is done manually.
- In the past, references used to be written on index cards and stored in boxes.
- Reference management software allows for the digitalization of a personal collection of relevant scholarly publications.
- The earliest programs to manage the basic task of storing references and adding them to manuscripts have been around for over 25 years (including Endnote and BibTeX/LaTeX-based programs still popular today), but each individual entry had to be typed in by hand.
- In the last 15 years we have seen a number of significant developments that have made

Introduction (cont.)

□reference management much easier for the researcher:

- Retrieval of reference information from online bibliographic databases
- DOIs and other persistent identifiers for bibliographic information
- Automated management of PDF files
- Open Access for easier access to full-text content
- Web-based reference management for easier collaboration and use across multiple devices

Citation Management Tools

- EndNote (Mac, PC) is bibliographic management software that you install on your computer. It offers sophisticated, flexible tools for organizing references & creating bibliographies. EndNote works with word processing software to format citations, and create bibliographies in a comprehensive array of styles. Get the student price by purchasing online with proof of student status.
- RefWorks (Online) is a web-based bibliographic management service licensed by the library for use by current UCB faculty, staff and students. It can be used to organize references, format citations, and create bibliographies. To use RefWorks, create an account using the RefWorks New User form.

Citation Management Tools (cont.)

- TeX: is a typesetting language used for scientific document preparation. LaTeX is a program that converts a plain text file into TeX. BibTeX is a tool that can be used with LaTeX to create documents and bibliographies. http://www.latex-project.org. Tools are free to download. The TeX Users Group (TUG) includes an FAQ, links to software. Endnote has a BibTeX output style that will format your citations into TeX.
- Mendeley is a free web-based reference manager & can be used as a social network to organize your research, collaborate with others online, and discover current developments.

Citation Management Tools (cont.)

- Papers (Mac) is low-cost software that allows you to search, retrieve, organize, and annotate article PDFs. You can also easily export references into citation management tools like EndNote so that you can use their citation and bibliography formatting features.
- Zotero is a free Firefox extension that manages citations found online through your browser. You can capture citation information from some web pages and databases, and store citations, PDFs & images for easy retrieval. Zotero can create bibliographies in Word and OpenOffice in a limited number of styles.

What's New in EndNote X8?

- The new Activity Feed allows you to see how your collaborators have updated your shared library.
- Cite While You Write for Microsoft Word 2016
- Share your library with team members, collaborators and colleagues that you personally invite
- Connect with in-house EndNote experts and fellow users from around the world
- Set your preferences to create clear, organized, and easily searchable names for your PDF documents as you import them by defining your settings in PDF Handling preferences.
- Search and cite EndNote references in PowerPoint.
- Add subheadings to your bibliography in Microsoft Word[®] using your own categories or predefined by reference type in an output style. This is useful for distinguishing primary and secondary sources.
- Use improved Sync that occurs in the background so that your work is continuously backed up and always available online and on your iPad.
- Quickly identify groups that are shared in your EndNote online account after the Sync process completes in EndNote desktop.

What's New in EndNote X8? (cont.)

- Improved Quick Search with multi-phrase search of all fields, including PDF and PDF notes
- Better organize your research materials by using new reference types such as Interview, Podcast, and Press Release.
- Use new options to control the ratings and read/unread field display.
- * Reorder column headings in the Library reference list by using drag-and-drop and customize which columns display with just a right-click.
- Copy the record number to another field in a reference using the Copy feature from the Change/Move/Copy Fields command.
- Review program updates automatically.
- Activation Changes
- Macintosh and Windows serial numbers and product keys are now cross-platform compatible. You can use the same key on three computers regardless of platform. Just download the additional installers at http://endnote.com.
- Reference Manager customers (versions 8 12) can purchase EndNote at the upgrade price and use their original upgrade serial numbers to unlock EndNote.

The Library Window

- When you first open a library in EndNote, you see a Library window made up of five different panels.
- The Groups Panel
- The PDF Viewer Panel
- The Reference List Panel
- <u>The Search Panel</u>
- The Tabs Panel
- You can click on a panel to make it active or press F6 to jump from one panel to another.

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The Library Window Toolbar

 The Library toolbar provides various commands that allow you to manage your references. For a description of each command, see <u>Toolbars (Windows)</u>. For a description of each command, see Toolbars (Macintosh).



Selecting the Sync Feature

Already Have an EndNote Online Account

- Click the Sync button in the toolbar to go to an EndNote online login dialog.
- Enter your EndNote online e-mail address.
- Enter your EndNote online password.
- Click OK.
- The Sync process should automatically begin synchronizing your EndNote desktop references with your EndNote online references so that an exact match exists in both libraries

Selecting the Sync Feature (cont.)

- Do Not Have an EndNote Online Account
- Since you do not have an EndNote online account, you must create one. Registration is fast and easy and activates your two-year EndNote online account when completed.
- Click the Sync button in the Library toolbar to go to an EndNote online login dialog.
- Click the Sign Up button to go to a User Registration dialog.
- Enter your e-mail address in the User Registration dialog. Retype your e-mail address, and then click the Continue button.
- Enter your personal information in the required fields on the next User Registration form. For example, enter your name, a password, a title, and fill in the remaining fields.
- Click the I Agree button to complete the registration process and to begin synchronizing your EndNote online library with your EndNote library.

Selecting a Layout Mode

- Click the Layout button in the lower right-hand corner of the Library window to change layout view of the Library window. There are seven layout options from which to choose.
- Groups Panel
- Left / Off: This layout allows you to hide or show the Groups panel. Use this option in combination with any of the other layout options.
- Reference Panel

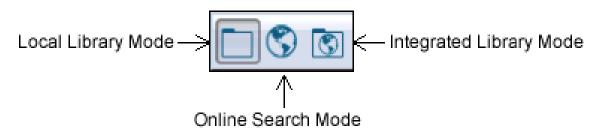
Reference Panel

- Right: This layout allows you to combine the Reference, Preview, and PDF Viewer panels as one panel to the right of the reference list in a columnar arrangement. This is the default layout option.
- Right Split: This layout allows you to arrange the Reference/Preview panels and the PDF Viewer panel to the right of the reference list in a columnar arrangement.
- Bottom: This layout allows you to combine the Reference/Preview panels and the PDF Viewer panel in a split arrangement below the reference list.
- Bottom Split: This layout allows you to combine the Reference, Preview, and PDF panels in one panel below the reference list.
- Off: This layout allows you to hide the Reference, Preview, and PDF Viewer panels. EndNote displays only the Groups panel and the reference list side- by-side

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Selecting a Display Mode

- Local Library Mode: Displays automatic groups, custom groups, and smart groups, but not Online Groups.
- Online Search Mode: Search and download references from online databases.
- Integrated Library & Online Search Mode: All groups and commands are available.



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Creating a New Library

• From the File menu, select New.

EndNote presents a dialog prompting you to name and save the new library.

- Enter a name for your new library. If you include an extension, use the extension "ENL" which stands for <u>EndNote Library</u>." If you do not include an extension, EndNote will add ".ENL automatically.
- Using the "Save in" list, folder menu, select the location where you would like to save the library. For simplicity, we suggest that you save your EndNote libraries in the EndNote folder, which is typically located in the Applications folder.
- (Optional) You may want to save your library files to a single folder package. See Saving a Packaged Library for more information.
- Click Save and the new library appears as an empty EndNote library, "Showing 0 out of 0 references."

Creating a New Reference

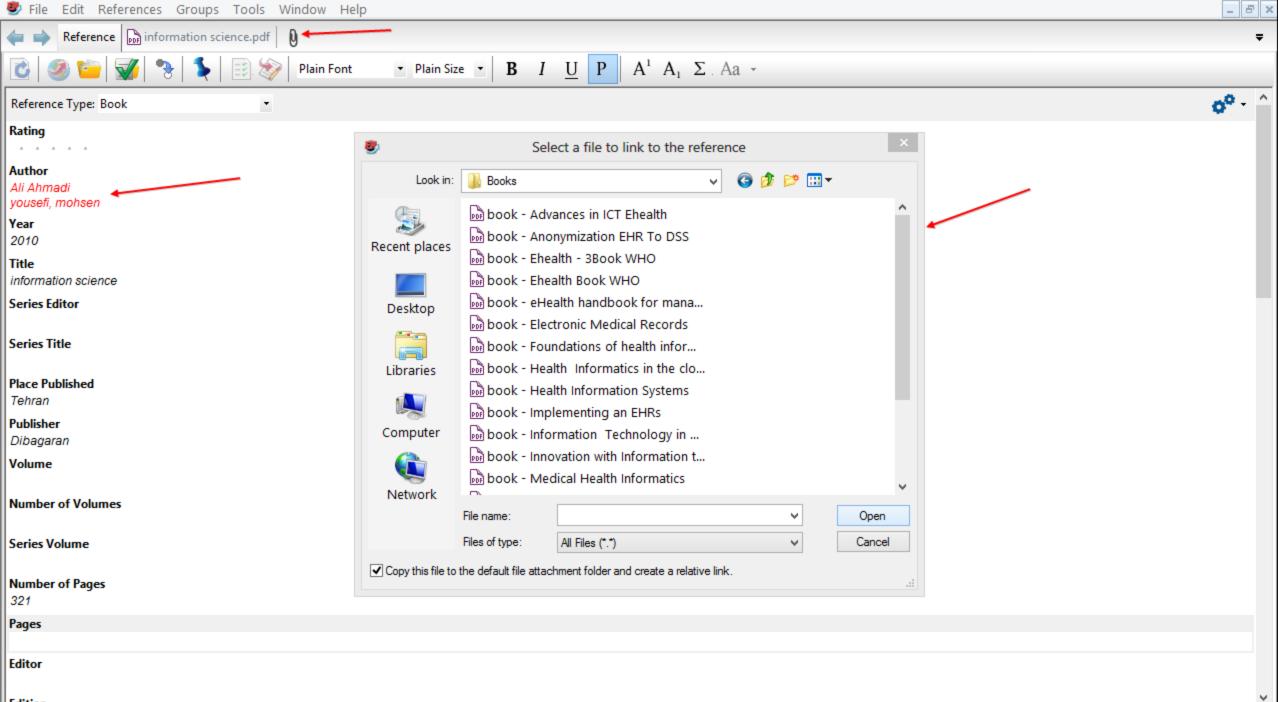
- From the References menu, select New Reference (Command KeyCtrl+N). This opens an empty Reference window:
- Select a reference type from the Reference Type list at the top of the window.
- Enter bibliographic data into each of the fields in the reference.

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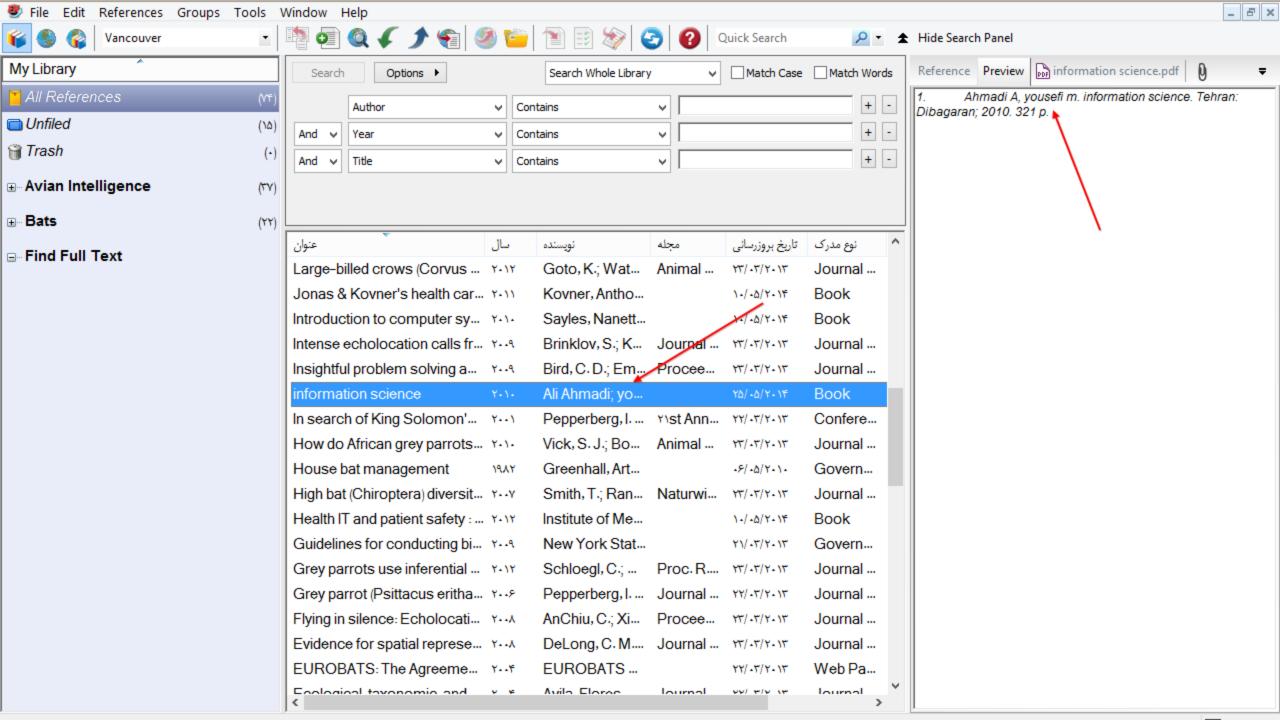
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File Attachments

- To link a file to a reference in your EndNote library:
- Select a reference in the Library window, or open the reference for editing.
- From the References menu, select File Attachments > Attach File.
- On the file dialog, select a file to link to the selected (or open) reference.
- Note the check box along the bottom titled, "Copy this file to the default file attachments folder and create a relative link." This gives you the option to:
 - Select the check box to copy the original file and place the copy in the DATA\PDF folder that is part of your EndNote library.
 - Deselect the check box to always have EndNote look in the original folder for the inserted file..
- Click Open.



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Saving a Copy of a Library

To create a copy of your library:

- With a library open, select Save a Copy from the File menu.
- Name the new library and choose where to save it.
- (Optional) You may want to save your library files to a single folder package. See Saving a Packaged Library for more information.
- Click Save and EndNote creates a copy of the library.

How to Search an Online Database

Choose Integrated or Online Search Mode

- To save references directly into your library:
- Open the EndNote library that will receive the downloaded references.
- Make sure Integrated Library & Online Search Mode is selected so that all commands and groups are available

To store references in a temporary library:

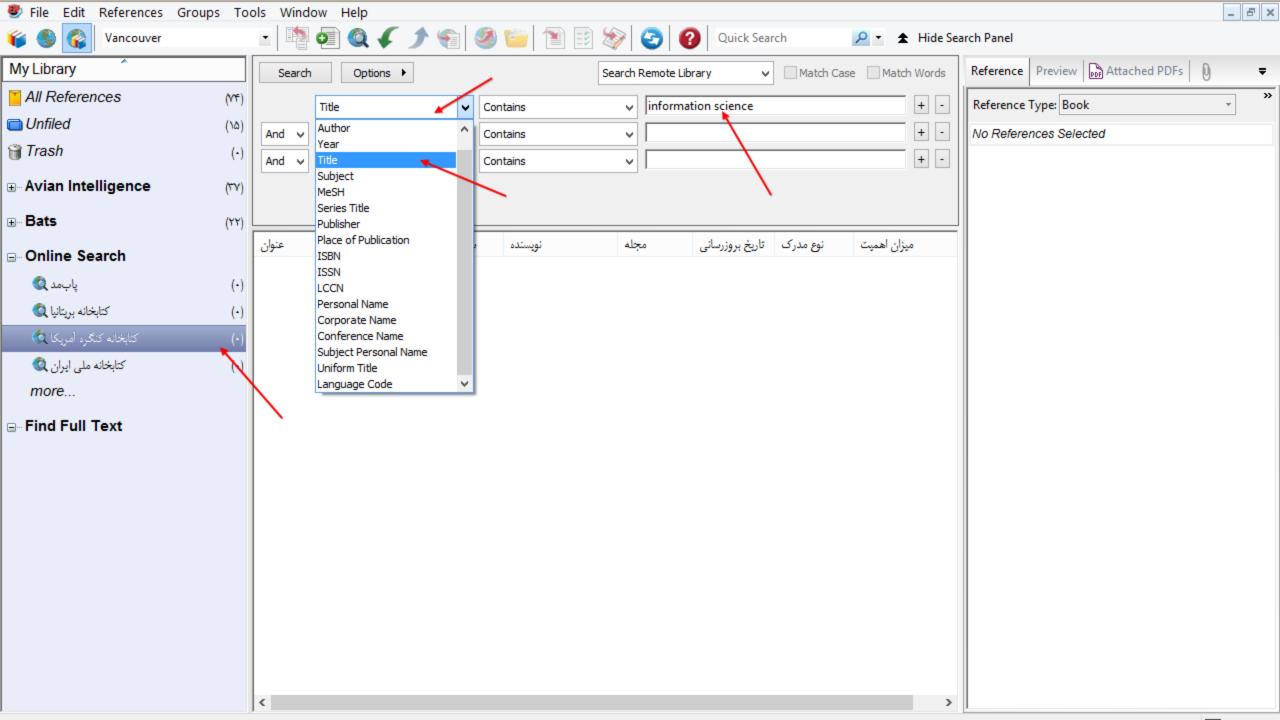
- Create a new EndNote library or open any existing library.
- On the toolbar, select Online Search Mode so that only Online Search groups and commands are available.

Search and Download References

*****To search and retrieve references from a online database:

- Initiate the online search in one of these two ways:
- From the Tools menu, select Online Search to display the full collection of connection files
- Once you have searched an online database, or marked the database as a favorite with the Connection Manager
- Enter your search request in the search fields on the Search panel, and then click Search.
- Click OK to retrieve the references.

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Determine Which References to Keep

- If you are working in Integrated Library & Online Search Mode:
- All references are already saved to the current EndNote library and are displayed in a group under Online Search.
- If you decide you do not want to keep any of the retrieved references, display the group of references and click in the list, go to the Edit menu and Select All, and then go to the References menu and select Move References to Trash.
- You can also highlight individual references and select References > Move References to Trash. (You can use Command Key Ctrl +click to select noncontiguous references in the list, or use Shift+click to select a range of references.)

Determine Which References to Keep (cont.)

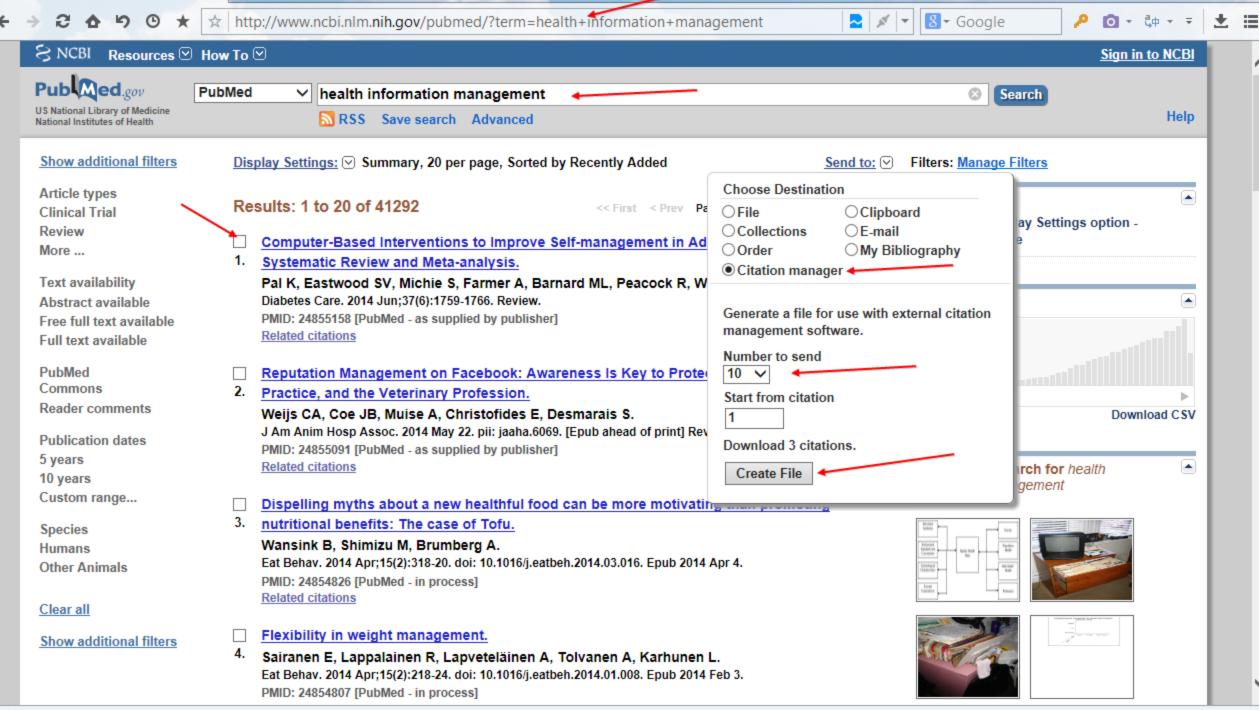
- If you are working in Online Search Mode:
- The retrieved references are stored in a temporary library. Rather than a library name at the top of the window, EndNote displays "Online Mode."
- To save all of the retrieved references, click in the list of references, go to the Edit menu and Select All, and then do one of these:
- Go to the References menu and select Copy References to in order to select a new or existing library and copy the highlighted references to that selected library
- Or, click the Copy to Local Library Mode icon on the toolbar to quickly copy the highlighted references to the currently active library

Leave Online Search mode in one of these ways

- Click on Local Library Mode, which leaves Online Search Mode intact. You can switch between these two modes without losing the current online search data.
- Click on Integrated Mode. This closes the Online Search Mode session. Any references in Online Search Mode are discarded so make sure you first copy references you want to keep into your permanent library.
- Click the corner close button. This closes the entire EndNote library (all modes). Any references in Online Search Mode are discarded, so make sure you first copy references you want to keep into your permanent library.

Direct Export of Records from PubMed

- Go to the PubMed Web site in your Web browser at http://www.pubmed.gov.
- In the Search field, enter your search criteria to execute your search.
- Click the Search button.
- Select the needed results, and then select Citation Manager from the "Send to" menu.
- Click Create File to export your selected records directly to EndNote.



Importing References from PubMed

- Go to the PubMed Web site in your Web browser at http://www.ncbi.nlm.nih.gov/pubmed.
- In the Search field, enter your search criteria to execute your search. Click the Search button.
- Select the needed results and then select File from the "Send to" menu.
- Select MEDLINE from the "Format" menu.
- Note: If you select Citation Manager from the "Send to" menu, then you can export your selected PubMed records directly to EndNote. See "PubMed" under the Information column in Direct Export Providers for more information about this feature.
- Select a sort order from the "Sort by" menu. The default sort order is Recently Added.
- Click the Create File button. This will bring up a dialog box allowing you to save your selected references as a text file.
- Click the Save button to save the file to your computer. Save the file somewhere easily accessible such as your desktop. The default file name is pubmed_results.txt. You may change the file name, but we recommend saving the file with the .txt extension.

Importing References from PubMed (cont.)

- In EndNote, open the library where you would like to save these references.
- From the File menu, select Import > File to open a dialog box.
- Click the Choose button, and then select the downloaded pubmed_result.txt file from your PC.
- In the Import Option field, select Other Filters, and then select the import filter called PubMed (NLM) from the Choose an Import Filter dialog.
- Do not select any options from the Duplicates and Text Translation fields.
- Click the Import button to import your references.
- Look in your Groups column to see a new group called Imported References. All the references that you downloaded from PubMed will appear in this group

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APIs and Plug-ins

The basic functions of the API enable users to:

- Build plug-ins that add new functionality to EndNote
- Provide better integration with third-party tools and products.
- Create tools that extend the GUI of EndNote
- Script or batch existing EndNote capabilities and features
- Directly access records and data in EndNote Libraries (databases)
- Leverage the power of the EndNote formatting engine (Formatter)
- Directly Import or Export into or out of EndNote.

Groups and Group Sets

- Groups make it easy to break a large library into subsets for later viewing.
- A group points to a subset of references that already exist in the library.
- You can further organize your references by storing multiple groups in group sets.

The Types of Groups in EndNote

- Permanent Groups include All References, Unfiled, and Trash. These are groups that you cannot remove or rename. All References displays every reference in the library. Unfiled displays those references that are not part of a custom group (and, optionally, smart groups). Trash is a holding place for references you have removed from the library but have not yet permanently discarded by emptying the Trash.
- Temporary Groups include Copied References, Duplicate References, Imported References, Search Results, and several Full Text groups. These temporary groups may be replaced as you use commands in EndNote, and are always deleted when you close a library. (Only the groups are deleted; the references remain in the library.)
- Recently Added Group is built into each X8 library (shared, unshared, syncing and unsyncing) which allows users to see the latest references added. The group is handled on a library by library basis and is not built into global preferences so that it can be set to display the last 24 hours in one library and last 30 days in another.

The Types of Groups in EndNote (cont.)

- Custom Groups are manually created by the user to help organize the library; you can drag-and-drop to copy individual references into a custom group. Custom Groups are listed alphabetically (click the My Library header to toggle between ascending and descending order).
- Smart Groups use search criteria to dynamically update groups as existing references are edited or new references are added to the library.
- Combination: Use combination groups to better organize your EndNote references. Combine groups and use AND, OR, and NOT to create new, useful smart groups. Save references in groups and then save sets of groups in group sets. You can collect both custom groups and smart groups within the same combination group set.
- Online Search groups allow you to easily initiate a search of a favorite online database and quickly view the latest download.
- Find Full Text groups are temporary, and appear only when you use the Find Full Text command.

The Types of Group Sets in EndNote

- Online Search
- Find Full Text

You can also create any number of group sets. Group sets can contain any combination of custom groups, smart groups, and combination groups

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Creating a Group Set

- A new library begins with a single group set titled My Groups. However, you can create up to 5,000 group sets in your EndNote library.
- To create a group set:
- From the Groups menu, select Create Group Set.
- Enter a name for the new group set.
- When you first create a group set, there are no groups listed below the heading. You can drag groups to move them from other group sets to the new group set or you can create new custom groups, smart groups, and combination groups under the new heading.

Renaming a Group Set

✤To rename a group set:

Click on a group set heading to select it.

From the Groups menu, select Rename Group Set. Or, right-click on the group name and select Rename Group Set.

Enter a new name for the group set.

- Renaming does not affect the groups found in the set. Your groups will remain intact.
- You cannot rename the permanent group sets: Online Search and Find Full Text.

Deleting a Group Set

Are you sure you want to delete that group set? When you delete a group set, all
of the groups within that set are also deleted! The references are not deleted;
they still reside in your library.

✓ To delete a group set:

✓ Right-click on a group set heading to display a menu.

✓ From the menu, select Delete Group Set.

 You cannot delete any of the permanent group sets such as Online Search and Find Full Text.

Creating a Custom Group

- To create a custom group:
- Highlight the name of the group set to contain the new group.
- Use one of these options:
- From the Groups menu, select Create Group.
- Control+click Right-click on the group set name to display a context-sensitive menu and select Create Group.
- Select references in a reference list, then go to the Groups menu and select Add References To > Create Group.
- Enter a group name that is anywhere from 1 to 255 characters in length. There are no restrictions on the characters you can use in a group name. It is possible to give two different groups the same name.
- Your next step is to add references to the new group

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Creating a Smart Group

To create a smart group:

- Display the set of references that you would like to search. This would typically be All References.
- From the Groups menu, select Create Smart Group. A search dialog appears.
- Enter a name for the group, then your search strategy, and then click Create.

The Smart Group search dialog works the same as the regular Search panel.

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Creating a Combination Group

- From the Groups panel, select Create from Groups to display the Create from Groups dialog.
- Enter a name for the combination group.
- In the fields under the Include References heading, select up to 10 custom and/or smart groups to use as your search criteria.
- Use AND, OR, NOT to include or exclude custom and/or smart groups in your combined group set.
- You can also use the Add (+) and Remove (-) buttons to manage which groups you want to include in and/or remove from your combined group set

Editing a Combination Group

- Select the group that you want to edit.
- From the Groups panel, select Edit Group to display the Create from Groups dialog.
- Enter a new name for the group (optional).
- Use AND, OR, NOT to include or exclude custom and/or smart groups in your combined group set (optional).

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How to Cite While You Write with Microsoft Word

- Open the EndNote library or libraries that contain the references you wish to cite.
- Start Microsoft Word and open the paper you are writing. We recommend using the template wizard to create your Word documents as described in Creating a Word Document Based on a Template.
- When you are ready to cite a source, position the cursor in the text where you would like to put the citation.
- Go to the Tools menu, then the EndNote submenu, and then select Insert Citation(s).
 From the EndNote tab, select Insert Citation, and then select Find Citation.
- A Find & Insert My References dialog appears

How to Cite While You Write with Microsoft Word (cont.)

- In the text box at the top, enter identifying text for EndNote to locate the appropriate reference. This could be an author's last name, a year, a keyword, or any other combination of terms found in the reference.
- Click Find and EndNote compares the identifying text to your EndNote references and then lists the matching reference(s).
- Identify and highlight the appropriate reference(s).
- Use the Insert button triangle to display a menu

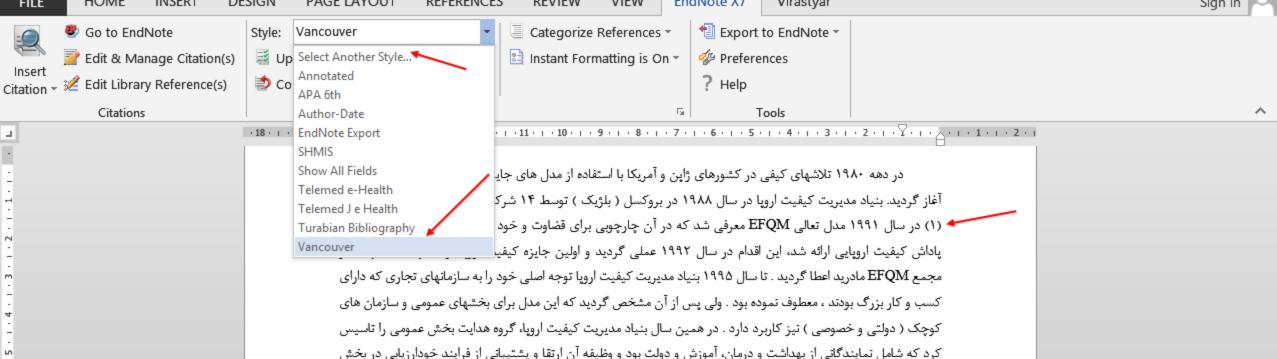
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- Go back to step 3 to insert the next citation, and continue citing references this way
- If your citations are not automatically formatted, and a bibliography is not updated each time you insert a citation
- Click OK. EndNote scans your paper and, using the selected style, formats any temporary citations, reformats formatted citations, and appends a bibliography to the end of your paper.

Your paper is ready for publication

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	در دهه ۱۹۸۰ تلاشهای کیفی در کشورهای ژاپن و آمریکا با استفاده از مدل های جایزه دمینگ و مدل مالکوم بالدریج آغاز گردید. بنیاد مدیریت کیفیت اروپا در سال ۱۹۸۸ در بروکسل (بلژیک) توسط ۱۴ شرکت بزرگ اروپایی تاسیس گردید. در سال ۱۹۹۱ مدل تعالی EFQM معرفی شد که در آن چارچوبی برای قضاوت و خود ارزیابی سازمانی و نهایتا دریافت پاداش کیفیت اروپایی ارائه شد، این اقدام در سال ۱۹۹۲ عملی گردید و اولین جایزه کیفیت اروپا توسط پادشاه اسپانیا در مجمع EFQMمادرید اعطا گردید . تا سال ۱۹۹۵ بنیاد مدیریت کیفیت اروپا توجه اصلی خود را به سازمان ⊡های تجاری که دارای	
	کسب و کار بزرگ بودند ، معطوف تموده بود . ولی پس از آن مشخص گردید که این مدل برای بخش⊡های عمومی و سازمان□های کوچک (دولتی و خصوصی) نیز کاربرد دارد . در همین سال بنیاد مدیریت کیفیت اروپا، گروه هدایت بخش عمومی را تاسیس کرد که شامل نمایندگاتی از بهداشت و درمان، آموزش و دولت بود و وظیفه آن ارتقا و پشتیباتی از فرایند خودارزیایی در بخش عمومی بود. در سال ۱۹۹۶ مدلی مربوط به سازمان□های کوچک توسعه داده شد .در سال ۱۹۹۹ مهم□ترین بازبینی مدل EFQM صورت گرفت . در سال ۲۰۰۱ مدل سرآمدی EFQM ویرایش سازمان□های کوچک و	
	متوسط و درسال ۲۰۰۳ ویرایش جدیدتری از مدل EFQM ارائه شد که در زیر معیارها و نکات راهنما تغییرات قابل ملاحظه ای تسبت به ویرایش سال ۱۹۹۹ داشت. در سال ۲۰۱۰ تیز ویرایش جدیدتری از EFQM ارائه شد که در این سند تلاش می□شود تا تقاوت های این دو ویرایش تیز بیان شود.	
11 · - 1 · 10 ·	اعضای کمیته مرکزی EFQM از مدیران عامل شرکت □های اروپایی هستند که برای چهار سال انتخاب و برای ۵ سال تیز بعنوان عضو ذخیره که هر سال یکبار انتخاب می □شوند می باشند. کمیته اجرائی تیز مرکب از ۲۰ عضو از همان سازمان □ها بوده که نه تنها بعنوان تماینده تام الاختیار در زمینه کیفیت جامع انجام وظیفه می تمایند بلکه گزارشات لازم را به کمیته مرکزی ارائه می تمایند. اعضای کمیته اجرائی EFQM در واقع نقش هدایت گر و پشتیباتی کننده استراتژیها طرحهای عملیاتی	

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	<	> Nathan, Peter E. V



مومی بود. در سال ۱۹۹۶ مدلی مربوط به سازمان □های کوچک توسعه داده شد .در سال ۱۹۹۹ مهمترین بازبینی مدل عمومی بود. در سال ۱۹۹۶ مدلی مربوط به سازمان □های کوچک توسعه داده شد .در سال ۱۹۹۹ مهمترین بازبینی مدل EFQMصورت گرفت . در سال ۲۰۰۱ مدل سرآمدی EFQM ویرایش سازمانهای کوچک و متوسط و درسال ۲۰۰۳ ویرایش جدیدتری از مدل EFQM ارائه شد که در زیر معیارها و نکات راهنما تغییرات قابل ملاحظه ای نسبت به ویرایش سال ۱۹۹۹ داشت. در سال ۲۰۱۰ تیز ویرایش جدیدتری از EFQM ارائه شد که در این سند تلاش میشود تا تفاوت های این دو ویرایش تیز بیان شود.

 Pepperberg IM. Symbolic communication in the grey parrot. In: Vonk J, Shackelford TK, editors. The Oxford Handbook of Comparative Evolutionary Psychology. New York: Oxford University Press; 2012. p. 297-319.

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		1		 مالكوم بالدريج	ایزه دمینگ و مدل کت بزرگ اروپایی	فادہ از مدل ھای ج	آمریکا با استن روکسل (بلژی	ژاپن و ۱۰ در بر که	, در کشورهای با در سال ۱۸۸ EF معرفی شد	۱۹ تلاشهای کیفی یریت کیفیت اروپ مدل تعالی QM		
- m	2009		¥	Find							مجمع EFQM مادر	
- 1 - 11: 1 - 10: 1 - 9 - 1 - 8 - 1 - 7 - 1 - 6 - 1 - 5 - 1 - 4 - E.	Author Brinklov Clayton Crowley Emery EUROBATS Secret Jimison New York State D Pepperberg Salwiczek Vick von Bayern < brary: Sample_Library	2009 II 2009 V 2009 C 2009 T 2004 E 2008 B 2008 B 2009 G 2009 A 2009 T 2010 H 2009 T	What do ja Connecting Tool use ar CUROBATS Barriers an Barriers an Barriers an Guidelines Alex & me: The develo How do Afri	holocation calls from two ' ys know about other mino American values with he of physical cognition in bir The Agreement on the C d drivers of health informat d drivers of health informat for conducting bird and ba How a scientist and a par pment of caching and obj rican grey parrots (Psittac experience in problem so	Is and other times? alth reform ds and mammals Conservation of Pop ation technology us ation technology us ation technology us to studies at comme rot discovered a hi ect permanence in us erithacus) perfo	pulations of Europea te for the elderly, d rcial wind energy p dden world of anima western scrub-jays rm on a delay of gr	an Bats hronically ill, rojects al intelligenc (Aphelocor atification t	ں ا ین ں (ی ا ی ا	ده بود . ولی پس رد دارد . در هم و درمان، آموزش بوط به سازمان ۲ مدل سرآمد	دند ، معطوف تمو صوصی) نیز کاربر ،گانی از بهداشت . ، ۱۹۹۶ مدلی مر ۳۰۱ . در سال ۱۹۹۶ EFQI ارائه شد ک	کسب و کار بزرگ بود کوچک (دولتی و خد کرد که شامل نمایند عمومی بود. در سال EFQM صورت گرف جدیدتری از مدل M داشت. در سال ۱۰ تیز بیان شود.	
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