

# EndNote ® Tips - Searching Remote Databases

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This tip sheet will help you will learn how to do the following:

- Connect to and search a remote database.
- Retrieve and save references from a remote database.

Before you begin:

If EndNote is not already running, start it and open the sample Paleo Library (PALEO.ENL).

## What EndNote's Searching Offers

EndNote's search interface provides a simple way to do basic searches on EndNote libraries and remote databases. The same Search window is used for both purposes. This removes the need to learn a separate program to access the online databases. This search interface is not intended to replace the advanced search options that may be available using the search interface offered by your information provider. There may be times when you want to use the information provider's search interface (for example, to take advantage of a thesaurus of search terms) and then import those references into EndNote. This is still an option using EndNote's Import command. But once you know the terms that you want to use in your searches, being able to retrieve the necessary references directly from EndNote is a very fast and efficient approach.

## Connect to a Remote Database

The first step in searching a remote database is connecting to it, so we begin this example by connecting to the Medline Practice Database. Note that EndNote offers a variety of connection files to remote databases, some of which are fee-based (password and account information necessary), some public access (no restrictions for general use, including library catalogs, Library of Congress book catalog, and the National Library of Medicine's PubMed). More information on access to remote databases is provided below. To connect to the sample database provided with EndNote :

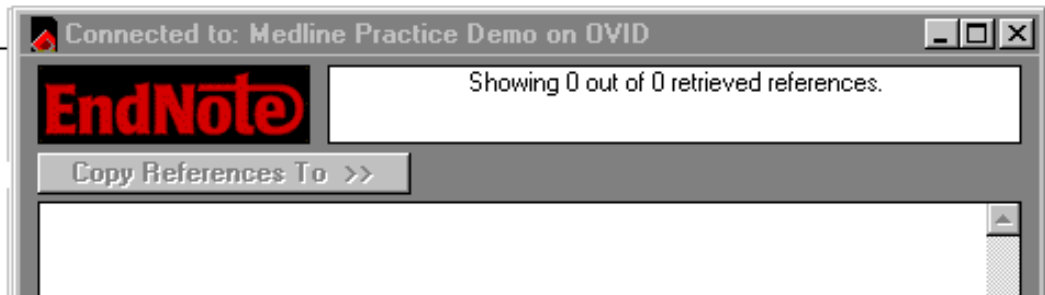
*With EndNote running, choose **Connect...** from the **File** menu.*

*Open the Demo folder in the Connect folder, then select the "Medline Practice (Ovid)" connection file and click Open.*

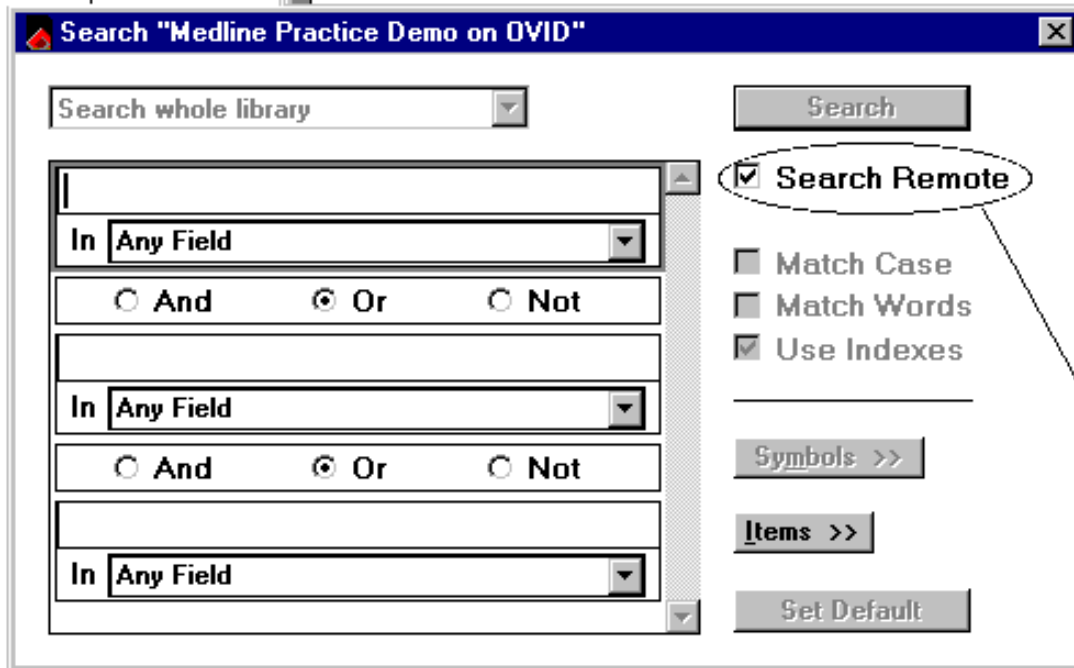
By opening that connection file, you've directed EndNote to connect to Ovid's Medline Practice database. If for any reason the connection cannot be successfully established, EndNote alerts you with an error message and closes the connection.

When the connection has been successfully established, EndNote opens a Retrieved References window for the Medline Practice Database on Ovid's server, and displays the Search window. Note that the "Search Remote" option is automatically selected. EndNote is ready to search the remote database. (The "Search Remote" checkbox must be selected in order to submit a search request to the remote database. Turn this option off to search the references that are already in the Retrieved References window, instead of searching the entire remote database.)

Retrieved References window

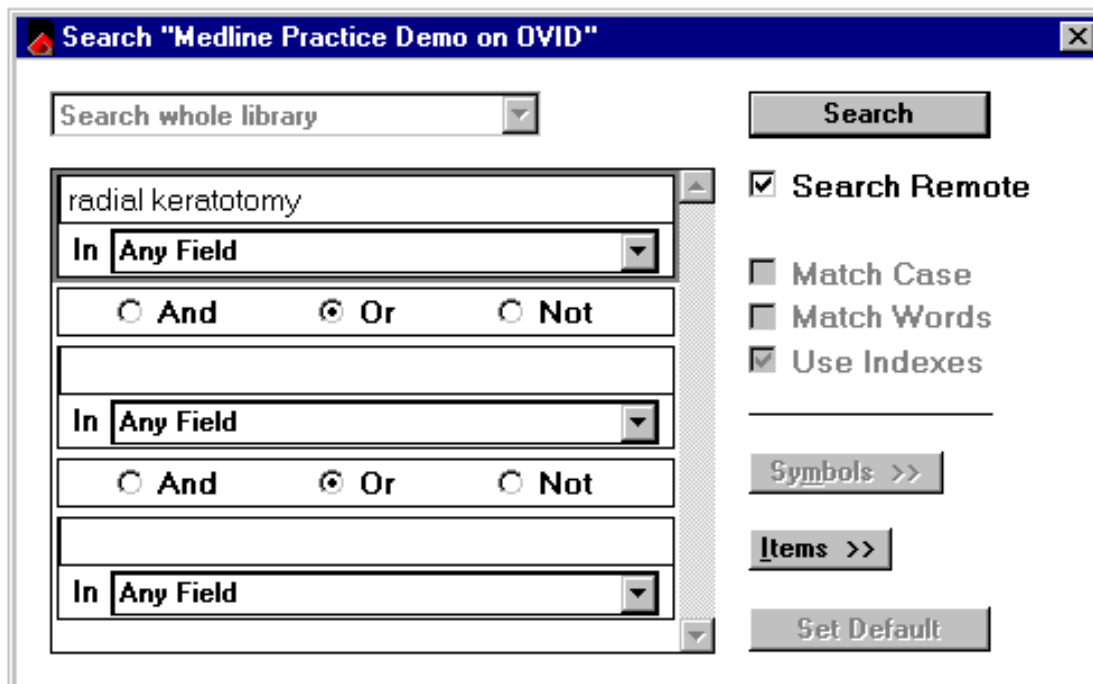


Search window



"Search Remote" is automatically selected when you connect to a remote database.

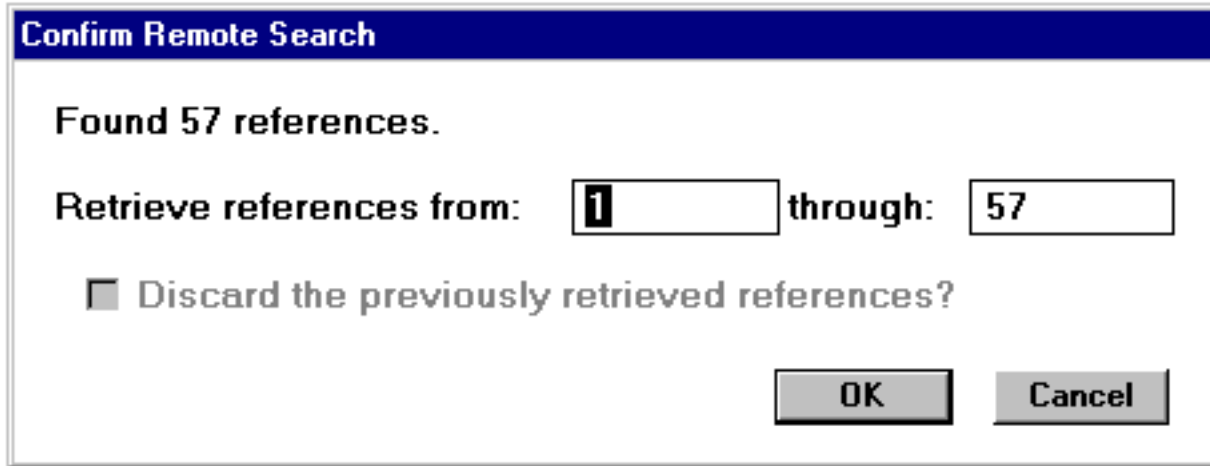
## Search the Database



*The next step is to enter the search term(s) to find the references you need. Searching a remote database is very similar to searching an EndNote library.*

*Enter the term "radial keratotomy" in the search window and click Search.*

EndNote sends the search request off to the remote database (Medline Practice Database, for this example), and the summary of the search results is displayed :

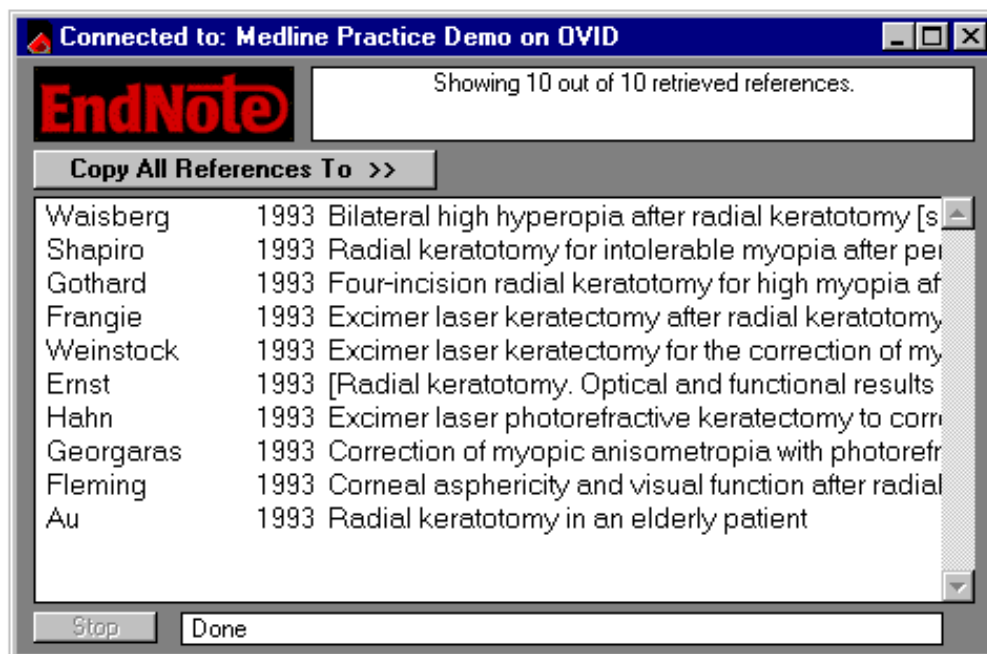


The dialog displays the number of references that were found to match your search request, and gives you the option to retrieve them. If the result set seems too broad, you can always refine the search to get closer to exactly the references that you want. [To do so, click "Cancel", return to the EndNote search window, and enter in a more defined search criteria.]

*Change the number in the second box in the dialog to "10" and click OK.*

The first ten references are downloaded and appear in the Retrieved References window for the Medline Practice Database connection.

NOTE : You can cancel a retrieval in progress by clicking the Stop button at the bottom of the Retrieved References window, or by pressing the Escape key (Esc).

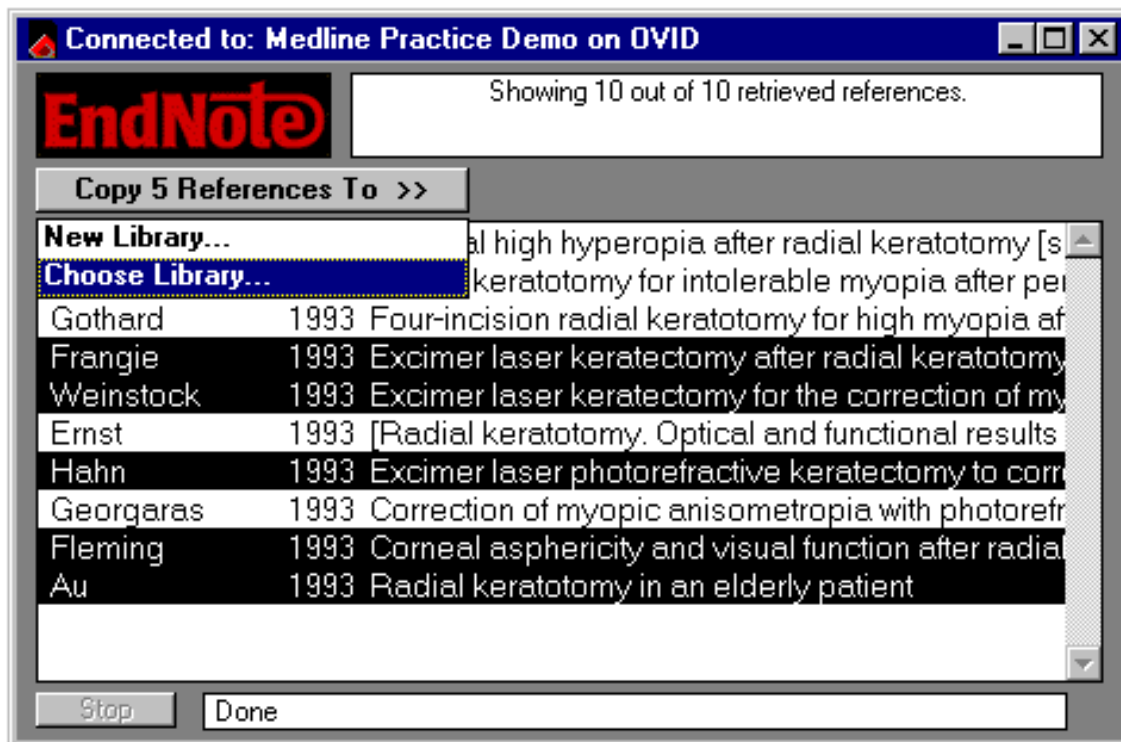


## Save the References

At this point you can peruse the retrieved references to see which ones you would like to keep. Save the references you want by transferring them into one of your own EndNote libraries.

The selected references can be copied to an open library using drag-and-drop or the **Copy** and **Paste** commands. You can also copy references directly to a library that is open, to a library that is closed, or to a new library using the **Copy References To** command, as described below.

For this example, we'll save a few of the retrieved references to the EndNote example library called "Paleo.enl."



*Select a subset of the references displayed by holding down the Ctrl key and clicking on the individual references. (Shift-click to select a range of references.)*

*Choose the option to **Copy # References To >** **Choose Library...** (the number indicates the number of selected references).*

*In the dialog that appears, open the Examples folder in the EndNote folder, choose Paleo.enl, and choose Open. The references retrieved from Medline Practice Database will be copied to the library.*

*Note that any currently open libraries will appear in the **Copy # References To** menu. You can also drag-and-drop references to any open library.*

When you close the Retrieved References window for Medline Practice Database, EndNote alerts you that the references in the Retrieved References window will be discarded. Because you have already saved what you needed, you may click Discard and close the window.

## Selecting a Connection File

The connection files are located in the Connect folder in your EndNote directory, where they are grouped together in sub-folders by information provider. A collection of general library catalogs is also available in the Libraries folder.

If a connection file hasn't been provided for the database that you want to search, contact your librarian or information provider to see if the database is available on a Z39.50 server. If it is, you should request the information required to set up a Z39.50 client for that database. See <http://www.endnote.com/home/z3950.htm> for more information. Additional connection files and instructions will also be posted at that site as they become available.

### **Access-Restricted Databases**

EndNote comes with pre-configured connection files to free reference databases and library catalogs as well as databases that require payment and/or a password for access. When you attempt to connect to a restricted database, EndNote prompts you to enter your user ID and/or password. Simply enter the necessary information, and click OK to log on. (Depending on the database you are accessing, the passwords and IDs may be case-sensitive.)

For certain connections, EndNote might prompt you for more information than you have to provide (for example, a Group ID or User ID along with a password). You may leave blank the items that do not pertain to you.

Most of the databases offered by the commercial information providers (Ovid, OCLC, DIMDI, SilverPlatter, etc.) require an account and password for access. There are, however, numerous databases that are available at no cost to you, and no account is required.

To gain access to a restricted database, you will need to contact the information provider directly to set up an account. Alternatively, your institution may have arranged for access; contact your library for further details. ISI ResearchSoft does not control access to any of the sources.

### **Free Databases**

Two major databases that do not require passwords are the MEDLINE database from the National Library of Medicine (PubMed), and the Library of Congress. Many of the general library catalogs are also unrestricted. A listing of free access databases can be found at the EndNote website's <http://www.endnote.com/home/freeaccess.htm>.

### **Additional Information**

Additional information and some troubleshooting tips are available online at the following:

[http://www.endnote.com/home/help/connect\\_help.htm](http://www.endnote.com/home/help/connect_help.htm)

[http://www.endnote.com/home/z\\_tips.htm](http://www.endnote.com/home/z_tips.htm)

**For more information, see the EndNote manual chapter entitled, "Searching Remote Databases with EndNote".**

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