

Chapter 5: Searching an Online Database

With the EndNote *Online Search* command, you can search online bibliographic databases just as easily as you can search an EndNote library on your own computer. And to make it even easier, the results of your searches are saved as references in your own EndNote library.

This section will guide you through these basic steps:

- ◆ Connect to an online database.
- ◆ Search the database and download the references into an EndNote library.

NOTE: In order to follow this exercise, you must be at a computer with access to the Internet (either dial-up or a direct network connection).

About the PubMed Database

For this lesson, you will connect to PubMed, the National Library of Medicine's online public access version of their MEDLINE database. PubMed is the **online database** you will be searching; the National Library of Medicine is the **information provider**.

For Users With "Dial-up" Internet Connections

If you use a modem and a phone line to connect to the Internet, as opposed to a direct network connection, this section pertains to you.

Connecting: Most setups for dial-up connections are configured to automatically dial your information provider and connect to the Internet when you use an application that requests an online connection (as EndNote's *Online Search* command does). However, some setups require that you establish an online connection (sign on) *before* choosing EndNote's *Online Search* command.

Disconnecting: EndNote disconnects from an online database as soon as a search is completed, but will not disconnect your Internet connection at any point. You need to shut down your connection when you have finished using EndNote's *Online Search* feature.

Open the Sample Library

If EndNote is not already running, start it and open the sample library (Sample_Library.enl), as shown under "Start EndNote" on page 25.

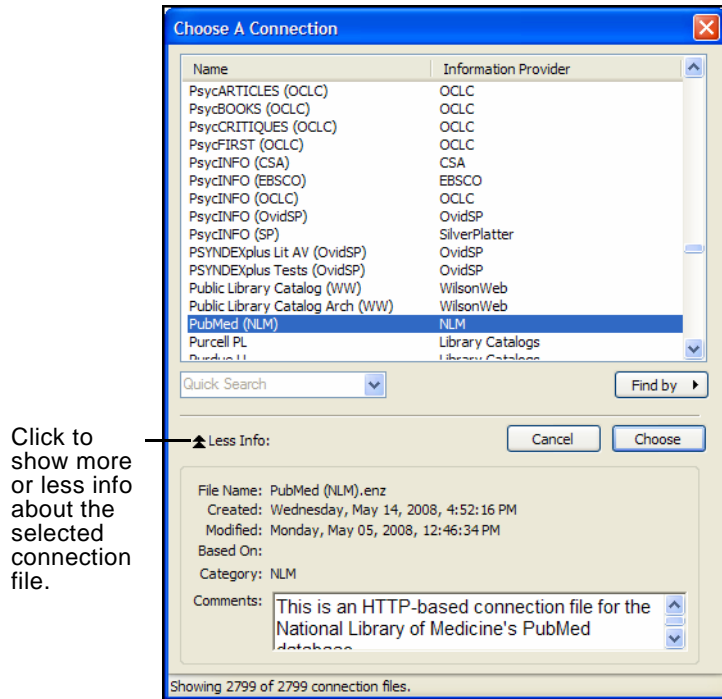
Connect to an Online Database

The first step in searching an online database is connecting to it.

To connect to the PubMed Database:

1. Go to the *Tools* menu and select *Online Search* to see the available list of online databases. You could also look under Online Search in the Groups pane and click *more*.

(The Groups pane will remember databases you have connected to in the past for easy access under Online Search. You can also customize a list of favorite databases to search by using the Connection Manager.)

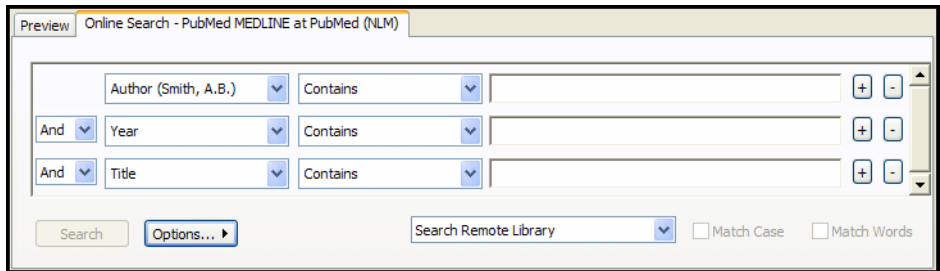


NOTE: This window displays all of the connection files available in your Connections folder. Use the *Find by* button to quickly view various categories of databases to help you locate the one that you need. Or, type text into the Quick Search text box and press Enter.

2. Select the *PubMed* connection file (you can start typing the file name to quickly jump to it in the list), and click *Choose*.

By selecting that connection file, you have directed EndNote to connect to the National Library of Medicine's PubMed database. If for any reason the connection *cannot* be established, EndNote alerts you with an error message and closes the connection.

When the connection has been established, EndNote displays a Search tab. Note that the search tab is titled, "Online Search - PubMed MEDLINE at PubMed (NLM)." The PubMed MEDLINE database is selected and EndNote is ready to search.



NOTE: If you previously set a default configuration for the Search tab, the search field lists display the fields you selected as your defaults. If one of these fields appears italicized in the Search tab lists, that indicates it is not a valid option for this particular online database.

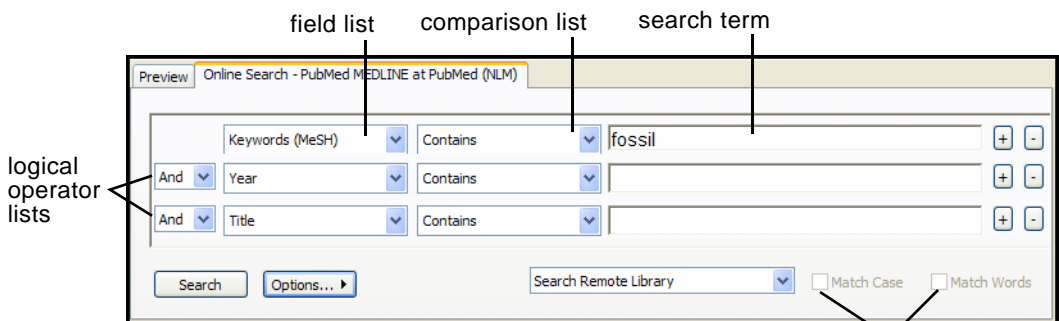
Search the Database

The next step is to enter the search term(s) to find the references you need. Searching an online database is very similar to searching an EndNote library, with a few exceptions.

Let's say you are interested in finding more information about fossils for the sample library.

To enter the search term(s) and perform the search:

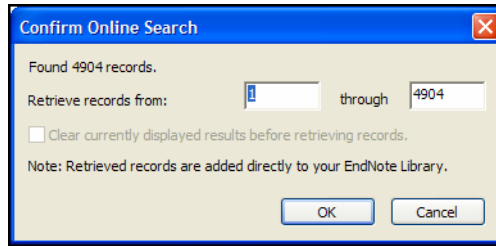
1. Set the field list for the first line to *Keywords (MeSH)*, and enter "fossil" into the search text field. The comparison list for online searches is always set to *Contains*.



Match Case and Match Words are not available for online searches

2. Click *Search*.

EndNote sends the search request off to the online database (PubMed MEDLINE, in this example), and a summary of the search results is displayed:

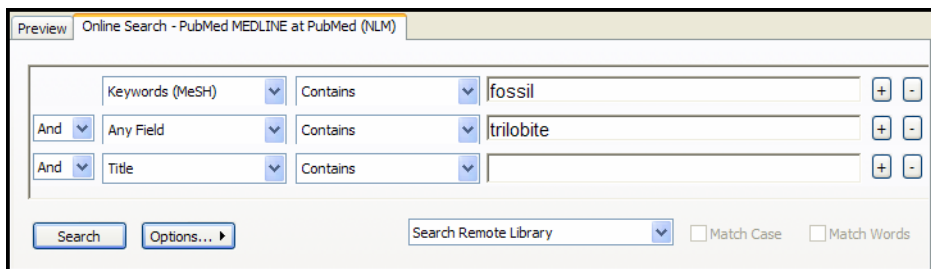


The dialog displays the number of references that were found to match your search request, and gives you the option to retrieve them.

NOTE: PubMed is updated regularly, so you may find a different number of references than illustrated here.

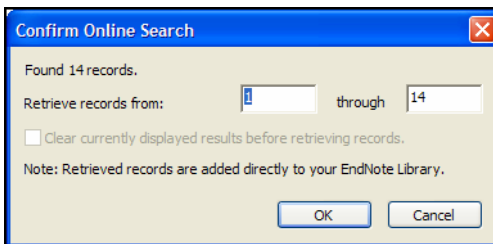
If the result set seems too big, you can always refine the search to get closer to exactly those references you want. Let's refine this search by looking for just those references that include mention of a "trilobite," a group of extinct marine animals that were abundant in the Paleozoic era.

3. Click *Cancel*, and you are returned to the Search tab.
4. Set the operator at the beginning of the second search line to *And*.
5. In the second search line, select *Any Field* from the field list and type "trilobite" as the search text.



6. Click *Search*.

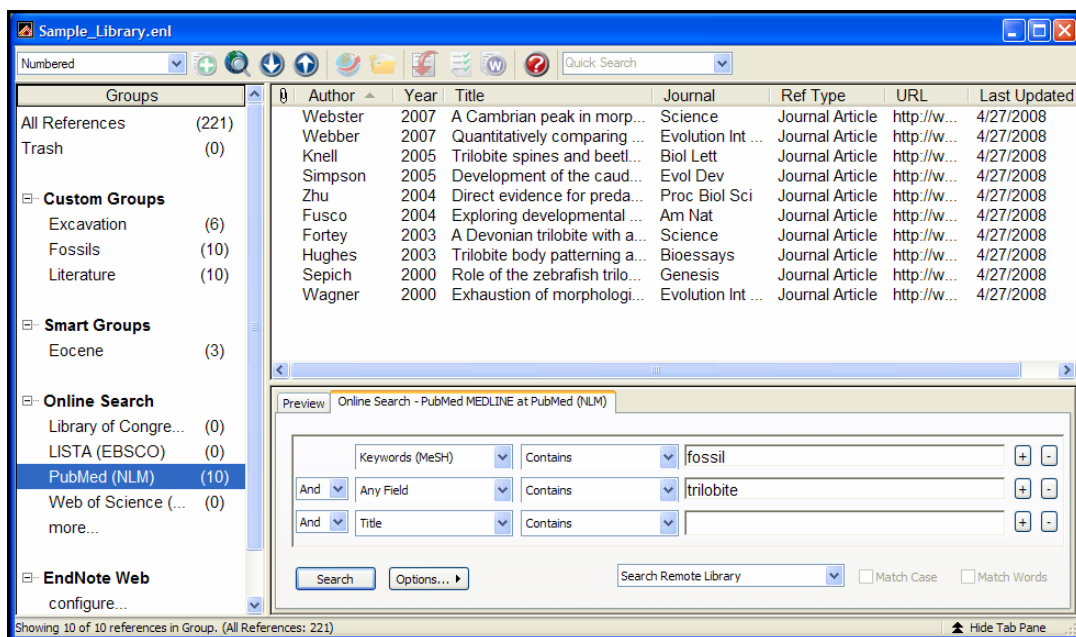
This time only 14 references were found.



7. For our purposes, limit the download even further. Change the number in the second box to "10" to limit our download to the first 10 records.
8. Click *OK* to retrieve and save the matching references.

The references are downloaded into your library and appear both in the All References group and in a temporary group for the PubMed database connection.

You can halt a retrieval in progress by clicking the *Cancel* button on the Search tab. Records that have been processed up to that point already exist in the library.



The temporary PubMed (NLM) group will reset back to 0 references when you close the library.

Review the References

At this point you can peruse the retrieved references to make sure you want to keep all of them. You may find that some of the references are not helpful for your research.

While you could open each reference individually to scan through the bibliographic data, you can also use the Preview tab.

To quickly look at the new references:

1. Click on a reference in the reference list.
2. In the Tab pane, click on the Preview tab to display a reference preview.
3. On the toolbar, select the *Show All Fields* output style from the output style list.

The Show All Fields style is not bibliographic, but represents all of the fields in your references. On the Preview tab, you can scroll through the data in the selected reference.

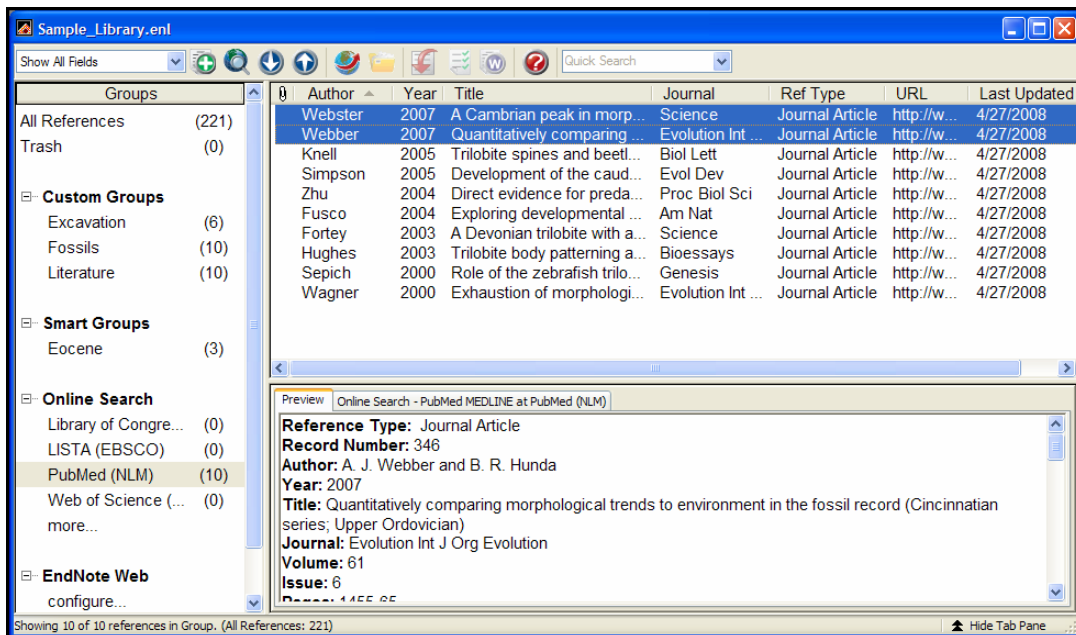
Delete Unwanted References

Once you identify references you do not want, you can delete them.

To delete references:

1. In the PubMed (NLM) group, select two of the displayed references by holding down the CTRL key and clicking on the

individual references. (Use SHIFT+click, or click and drag, to select a range of references.)



- From the *References* menu, select *Move References to Trash*. The selected references are removed from the library and put in the Trash group.

While the references are officially no longer in your library (they will not appear in any other group or reference list, they are not included in your reference count, and they cannot be cited), they are not completely deleted until you go to the *Groups* menu and choose *Empty Trash*. Until you choose *Empty Trash*, you can still drag references from the Trash group back to your active library.

- Because you are sure that you want to delete the references, click on the Trash group and then go to the *References* menu to select *Empty Trash*.
- Confirm the deletion by clicking *OK*.
- Click the All References group to return to the full reference list, and on the toolbar, set your output style back to *Numbered*.

If you wanted to do another search of PubMed at this point, you could display the PubMed group, enter another search strategy, and click *Search* again. On the Confirm Online Search dialog, you are asked, "Clear currently displayed results before retrieving records?" This check box simply removes the previous

downloaded references from the PubMed group; they still exist in the library. It is an easy way to see just those references downloaded with the current search strategy.

This concludes the tutorial for using EndNote's *Online Search* command.

If you are finished working with EndNote for now, go to the *File* menu and choose *Exit* to close the EndNote program.

Related Sections in the Full Manual

See these sections in the full EndNote.PDF manual for information related to this portion of the tour:

- ◆ See Chapter 6 for details about establishing connections, searching for references, and retrieving references.
- ◆ Read "Selecting a Connection File" in Chapter 6 to learn about the connection files that are available with EndNote.
- ◆ See "Troubleshooting Connections" in the Troubleshooting appendix if you encountered any problems establishing a connection.
- ◆ See Chapter 18, "Connection Files" for information about creating and editing connection files.