Adaptation of Organization wide EndNote installation in an Academic Hospital

To make it easier to use EndNote within our installation we have not installed EndNote in the standard way but have adapted it with the help of our IT department. Upon installation of EndNote on our system it will be adapted automatically. We recommend you cooperate with your IT department to adapt the installation of EndNote in your institute.

**Custom Help files**

In the menu of EndNote under Edit > Preferences > Folder Locations one can set the location of the custom help files. We have adapted this for Erasmus MC.

**Import filters and connect files**

Import filters and connect files assist in the communication with the databases and the import of references from these databases. With a standard installation of EndNote thousands of import filters and connect files are installed and available to the EndNote user. The average EndNote user however uses only a few databases and many of the databases that are available in EndNote are not accessible to your institute. For example a standard installation will install 10 import filters for Embase, only one of which corresponds with an interface that your institute subscribes to. This makes it difficult for the user to select the correct file.

Together with our IT department, we have created a read-only drive on which we have stored the 13 Import Filters and 4 Connect Files that correspond with databases that our institute subscribes to. We learned that three Import Filters are necessary for EndNote functionality, and their names should not be changed: EndNote Import.enf, PubMed (NLM).enf and RefMan RIS.enf. The other filters can be chosen freely.

Upon installation our IT department automatically deletes all installed Import Filters and Connect Files from the standard program folders of EndNote. Next, EndNote is automatically configured in such a way that the settings under Edit > Preferences > Folder Locations for Import Filters and Connect Files direct to the read-only drive.

**Output styles**

On standard installation of EndNote a selection of output styles is installed. At Erasmus MC we wanted to add several files to the standard installation of EndNote. However we wanted to give our employees the option to adapt or add their own output styles as well. Therefore the strategy that was used for import filters and connect files could not be used for output styles.

We chose to keep the output styles installed with the standard installation. Extra styles that we wanted to share were copied automatically into a map on the computer of each EndNote user. The settings of Edit > Preferences > Folder Locations for Output styles are adapted to refer to this location.

**Reference Types**

Several reference types are often manually added instead of downloaded from databases. The list of fields for manual entering of references can be very long and complicated. We chose to simplify several of these lists especially that for entering web pages.

In Edit > Preferences > Reference Types you can click on the button Modify Reference Types…. For the Reference Type Web Page only the following fields are necessary: Author; Year; Title; Publisher, Volume (Access Year); Number (Access Date); Date (Last Update Date) and URL.

After these settings are adapted and saved to your satisfaction the Reference Type Table can be exported. After installation of EndNote on the computer of employees our organization's IT department assures that automatically the adapted Reference Type Table is imported.