1. Start the EndNote program. If you see the "Get Started with Endnote" screen, select **Create a new EndNote library**; otherwise, go to the **File** drop-down menu and select **New.**

2. When the **New Reference library** window appears, in the **Save as:** you can leave the default file name of "My EndNote Library." or create a new name for your library. Then in the **Where:** designate the location you want to save your library.

3. **Import a Journals Term List** for your library before adding references to your new library; it is useful to import the "medical journals terms list" which incudes the full titles and corresponding abbreviations of over 13,000 journals. Having this list in your library will facilitate the use of output styles that require either full journal or abbreviations, regardless of the way the references were entered into your library. Follow these steps to import the journals term list:

    a. In the EndNote **Tools** drop-down menu, select **Define Term List**.
    b. Make sure that **Journals** is highlighted**.** Then click on **Import List** in the lower right.
    c. Locate and open the **Terms** folder, which is **located** in the **Applications→EndNote** folder.
    d. Open the **Medical.txt** file. This will import the list into the Journals Term List of your library. *(You can import the other lists one at a time if necessary and the incoming list(s) will be incorporated into the existing list in alphabetical order.)*
    e. When the list is imported, click **OK**.
    f. To view the list, click on the **Terms** tab. The full journal names are in the first column of the list. The second column, labeled "Abbreviation 1," contains the abbreviations *with* periods. The third column, "Abbreviation 2," contains the abbreviations *without* periods. When finished viewing the Term Lists window, click **Close**.
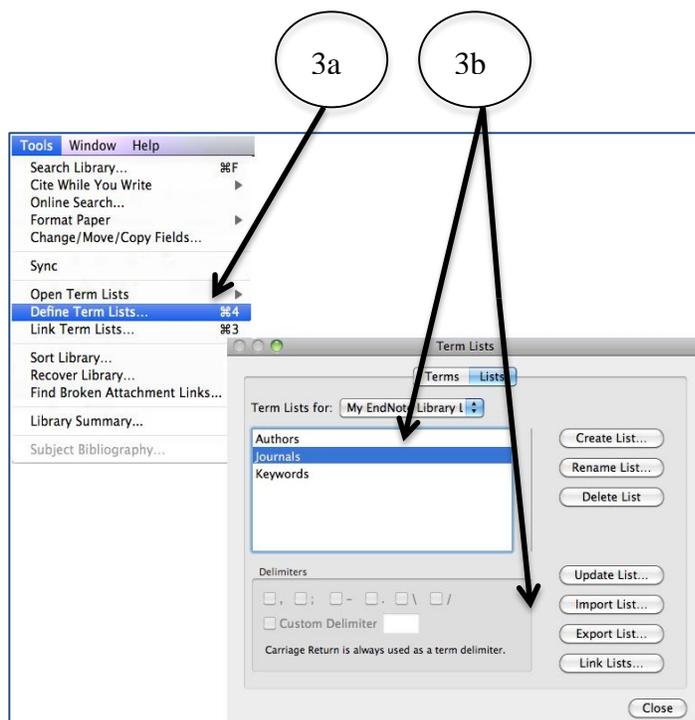
Note: If you already have references in your library, EndNote will have started to build a Journals Term List using the journals from your references, but you should delete this existing list before executing the Import List function described in step 4 above. So, **click on the Terms tab** to display this list. Then **highlight all the journals** and click on **Delete Term**. Then **click on the Lists tab** and **continue with step 4 above**.

5. Use the **Bibliographic Output Style** drop-down menu to select the style you expect to use in your document: the default Output Style is "Annotated." The location of the drop-down menu is dependent on the layout you choose. After locating the **Bibliographic Output Style** drop-down menu, click on the down arrow and choose **Select Another Style** to display additional output styles. **Highlight** your desired **style** in the list, and click on **Choose**.

6. Format your currently selected style to work properly with the Journals Term List:
    a. In the **Edit** drop-down menu, go to **Output Styles**, then choose the option to **"Edit" the [currently selected style]**.
    b. The Style window will open. Click on **Journal Names** near the top left of the window.
    c. Under **Journal Name Format** on the right, select the appropriate option for your style. For example, if you are using the APA6th format, select *Full Journal Name*. Most biomedical styles require journal abbreviations. For example, *American Journal of Epidemiology* requires abbreviations without periods, so select *Abbreviation 2* (which corresponds to that column in the Journals Term List). You may want to refer to a style guide, or a journal's "Instructions for Authors." A large list of "Instructions for Authors" is available at: http://mulford.meduohio.edu/instr/.