Searching Compendex and importing results to EndNote

What is Compendex?
Compendex is the largest and most comprehensive interdisciplinary Engineering database available. It can be used to find references to journal articles and conference papers on your subject from 1969 onwards.

What is EndNote?
EndNote is a reference management package. It can help you store and organise the references to all the items (books, journal articles, theses, conference proceedings, newspaper articles, etc.) you will collect during your research, so you can find them again easily. It can create the reference lists for your documents, formatting them to the standards you require.

Task 1: Access Compendex
Open your Web browser and go to the University of Liverpool: http://www.liverpool.ac.uk. Sign in to the Student Intranet using your MWS username and password.
Choose the **Library** link on the left-hand side.

On the Library homepage, [http://www.liverpool.ac.uk/library](http://www.liverpool.ac.uk/library), under Support for my Learning in the central panel, go to **Library Guides**.

Under Subject Guides, choose **Engineering**.
Under Databases for Engineering, follow the link to [Compendex](#).

**Engineering: Home**

You will be taken to the Engineering Village homepage. There you can search two databases at once: Compendex (journal articles and conference papers and Knovel (e-books.)
Task 2: Carry out a subject search on Compendex

Start typing a word into the Search for … box.

If you click Turn on AutoSuggest beneath the search bar, the database will make suggestions, based on its index of preferred terms: the Ei Thesaurus. This can be helpful in finding the right words to describe your subject. You can have the Autosuggest turned on or off.

This guide uses an example search for papers written about heat treatment, selective laser melting and its mechanical or microstructural effects. Feel free to substitute your own keywords to find references relevant to your own research.

When you’re looking for your own topic, try to break it up into different concepts and identify relevant keywords. You can then combine your keywords together.

To follow this example, first add two extra search fields. Click + Add search field twice.
In the first box you have **heat treatment.** In the second box, type **SLM or “selective laser melting”**. Using quotation marks is helpful if you want to search for a phrase, i.e. two (or more) words occurring together. In the third box type **mechanical or microstructural.**

This gives the three components of a search: heat treatment AND SLM or “selective laser melting” AND mechanical or microstructural. They are joined together by AND in the small boxes between the larger search boxes. Using AND means that you will retrieve only records that contain all three concepts. OR is used between synonyms to broaden a search.

Under **Sort by**, the default is Date (Newest), which brings the most recent papers to the top of the results list. If you wish you can change this to Relevance which makes papers with the most occurrences of your search terms appear first.

Now click the magnifying glass icon to start your search. You will see how many records have been found and the screen will list the first 25. Scroll through the list to see if there is anything of interest. When you find an article that looks relevant, click **Detailed** under the reference. This shows you a single reference in more detail, including the abstract if there is one.
FINDING THE FULL-TEXT

To find the full-text of the article click on the Full text button if it appears. This will lead you through to the journal’s Website and hopefully a link to the full text PDF version of the article.

If there is no Full text button, or if it doesn’t lead you to the paper, click the Is it @ Liverpool? button. A pop-up window will open. If University of Liverpool users have the rights to access the full-text, you will see a link to it here. Follow the link to the journal’s website where you can read, print or download a copy of the article.

Access Options

Full text access

Is there a link to ScienceDirect 1995 - present

It is not always possible to find an online version of all journal articles. By searching Compendex, you are doing a comprehensive search of a wide range of international publications and it’s simply not possible for the Library to subscribe to all of them.

If you click Is it @ Liverpool? and don’t get a link to the journal Website, you can click on Check for library holdings of this journal to check the Library catalogue and see if we hold it in print.
If we do not have the journal online or in print, try Request this article via ArticleReach. ArticleReach is a co-operative venture between ourselves and several other university libraries: if one of the other libraries has the article you’re looking for, they will scan it and send you a link to a PDF version, which you can access free of charge.

Follow a sequence of screens, identifying yourself as being from University of Liverpool. Enter your name, University ID no. and your Library PIN. If you don’t have a Library PIN, you will need to create one in My Library Record: http://library.liv.ac.uk/patroninfo.

If ArticleReach can supply the journal article you want, you should receive a link to the PDF by email within three days.

If ArticleReach cannot supply the paper you want (and it only works for journal articles, not conference papers), you still have another avenue to obtain the material: Get it for me. We will borrow the item from another library for you, or if it’s a single paper, have it photocopied or scanned and sent to you. There is no charge for the Get it for me service.

Now go back to Compendex and look through the references you’ve found. You can click on > to move forward one record at a time in the detailed record view, or click Back to results at the top of the page to bring back the complete list. Looking at the Main heading or Controlled terms in the detailed record view can give you more ideas of useful terms to search.

As you look through the references, some will be of more interest to you than others. You can mark the records you are interested in for sending to your email address, or for downloading to a file or into a reference management package like EndNote.

It is easiest to do this from the search results screen. Clicking the box on the left next to a reference produces a tick to show it has been marked.

**Task 3: Set up EndNote and create an EndNote library**

Now that you’ve found some useful references, you may want to keep track of them by building up your own database of references. You can do this by saving your references as an EndNote ‘library.’ EndNote is pre-installed on PCs in the two libraries and can be downloaded via ‘Install university applications’ on the Managed Windows Service. EndNote can also be downloaded to your own PC or laptop.

It is recommended that you save your library of references in one place, e.g. your M: drive.
Check if EndNote is installed on the PC you are using and if so, open it. If not and you are using an MWS machine, go to **Install university applications > Bibliographic > EndNote X9**

Open EndNote and accept the licence agreement. Click through any intervening pop-ups until you are left with a grey screen.

Go to **File > New**

The name of the Library will default to 'My EndNote Library’. It is better to change this to avoid possible future duplication. The filename must end in .enl, e.g. **Project references.enl**. Save the Library to your **M: drive**: you will then be able to access it from any networked PC on-campus and also off-campus through Apps Anywhere.
When you create a new library, another folder will automatically be created with the same name, but will be a data folder. You will see a .enl file and a .data file. These need to stay together. Do not delete/rename one of them. If you move/rename one, do the same with the other. You may wish to periodically save a backup copy of your Library. To do this, click ‘File’ and then ‘Save A Copy’.

**Task 4: Download results from Compendex to EndNote**

Now go back to your Compendex results screen and make sure you have marked at least one reference by putting a tick next to it. Then click the Download icon 🔄.
Under the heading Download records, you will see several choices. Choose **EndNote** and **Download records**.

You will see a `.ris` file download at the bottom of the screen. Click the file to open it.

The references will be imported into your EndNote Library.
Task 5: Create a bibliography with Word

One of the most useful functions of EndNote is the ability to format (and re-format) the citations and references in your documents at the click of a button.

Within EndNote, choose your referencing style. The default is Annotated, so you will need to look at ‘Select other style’ and search for cite, which will bring up the Cite Them Right-Harvard style used by the School of Engineering. Or if you are from Electrical Engineering and Electronics, search for IEEE, which is the department’s preferred style.

Choose the appropriate style.

Then open Word. You should see an EndNote tab on the Word ribbon. Click on the tab.
Now go to Insert Citation, Insert Citation

At first the pop-up window will be blank. Enter a in the search box and hit Return to make all your references display. Highlight the reference you want to cite and click Insert.
You’ll see the citation appear in the body of your Word document. At the end of the document the full reference will appear in your chosen referencing style.

As you continue to add citations to your document, the reference list will grow as you write.

If you want to make changes or to delete a reference, always highlight the citation and do it through Edit and Manage Citations.

Save your document to your M: drive once you are happy with it.

Further help:

http://libguides.liverpool.ac.uk/compendex
http://libguides.liverpool.ac.uk/referencing/endnote

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