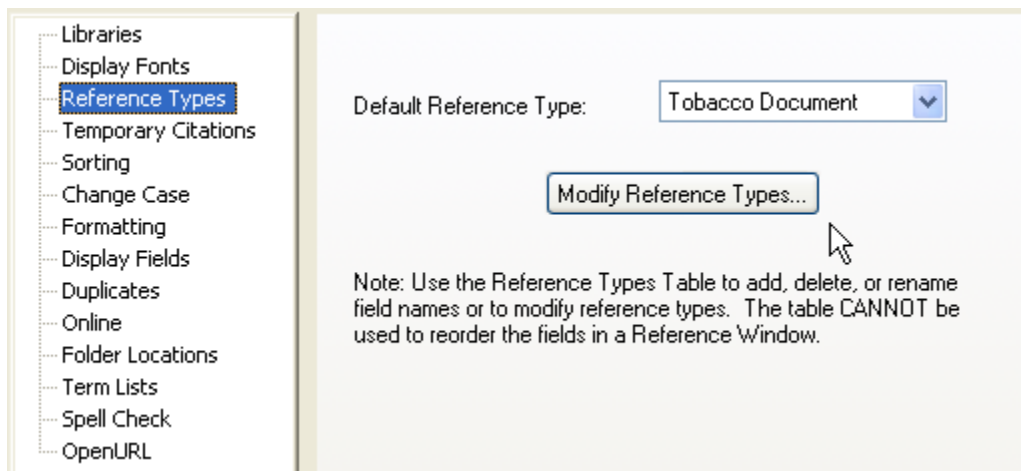


Set up the Tobacco Document Reference Type for EndNote

1. Open EndNote.
2. Go to the Edit menu and select **Preferences**.
3. From the menu on the left side of the window, select **Reference Types**.



4. Click the **Modify Reference Types** button.
5. Click the drop-down box for **Reference Type** and scroll down to the type titled **Unused**.
6. Replace the "Unused" heading with **Tobacco Document** as shown below.
7. Fill in the fields as follows, being sure to line up each one with the corresponding field in the **Generic** column.

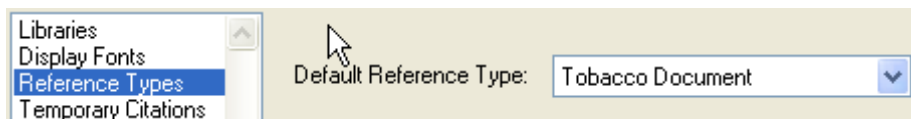
Generic	Tobacco Document
Author	Author
Year	Year
Title	Title
Secondary Author	Corporate Author
Secondary Title	
Place Published	Source
Publisher	
Volume	
Number of Volumes	
Number	
Pages	Bates Range
Section	
Tertiary Author	
Tertiary Title	

8. Use the vertical scroll bar to move down. Continue filling in the fields as shown.

Generic	Tobacco Document
Edition	
Date	Date of Document
Type of Work	
Subsidiary Author	
Short Title	
Alternate Title	
ISBN/ISSN	
Electronic Resource Number	
Original Publication	
Reprint Edition	
Reviewed Item	
Custom 1	Court Case
Custom 2	Page Count

Generic	Tobacco Document
Custom 3	
Custom 4	
Custom 5	
Custom 6	
Custom 7	
Accession Number	Access Date
Call Number	
Label	
Keywords	
Abstract	
Notes	Estimated Date/Notes
Research Notes	
URL	URL
Link to PDF	

9. Click **OK** to finish editing the Reference Type. **Optional:** At this point, you may select **Tobacco Document** as your Default Reference Type (highlight it in the pull-down menu of the Preferences page).

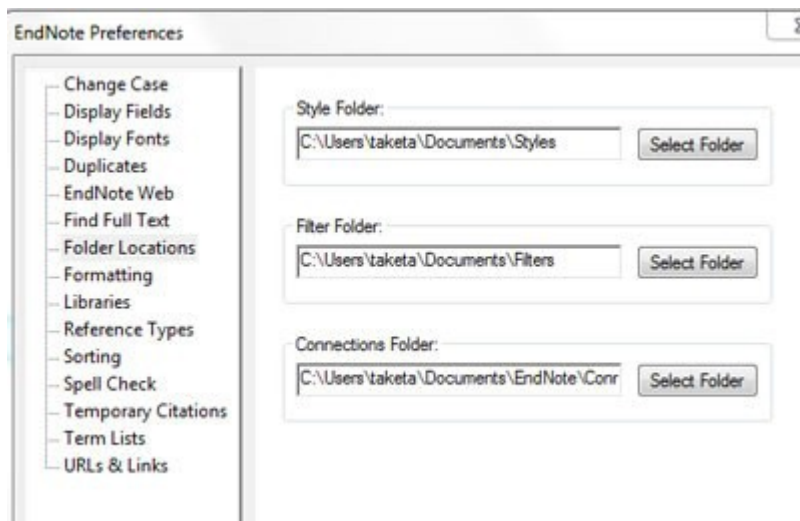


10. Click **OK** to save.

Set up the Tobacco Document Style

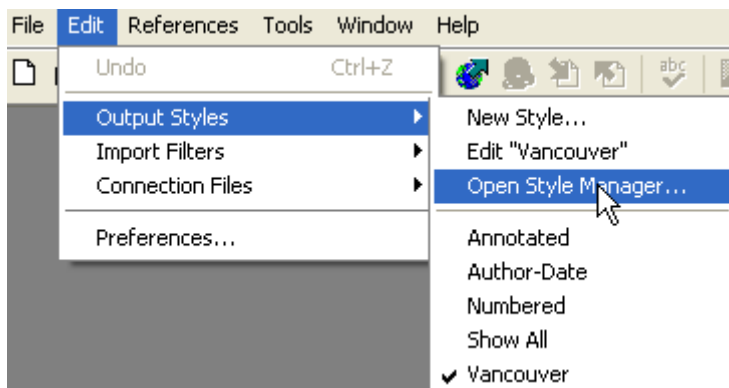
To set up the Tobacco Document style quickly and easily:

1. In EndNote, go to **Edit > Preferences** and click on "Folder Locations". The correct location for user-created Filter, Style and Connection Folders should be in your **Documents** folder - "C:\users*Your Account*\Documents\"

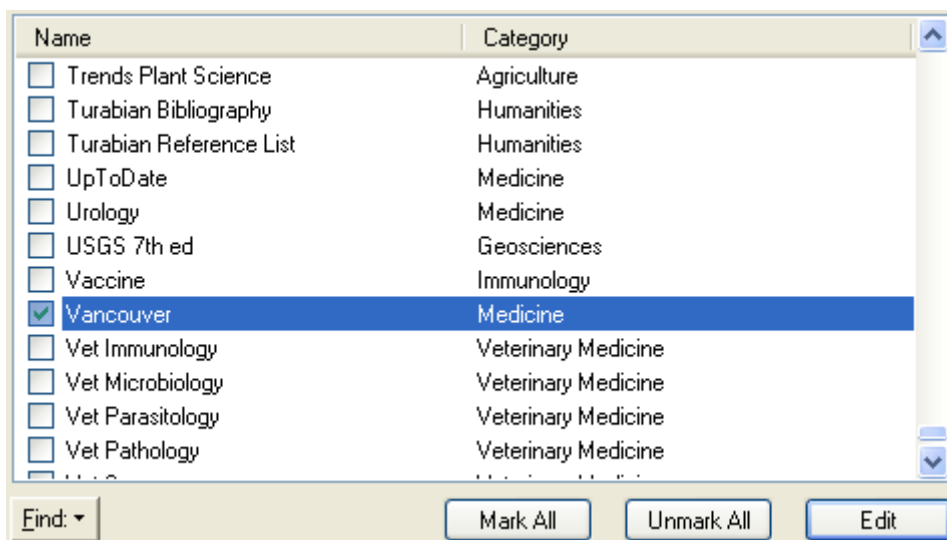


2. [Download](#) the pre-formatted Tobacco Documents reference style
3. Save the file (called "vancouver.ens") to your Styles folder in *Documents*.

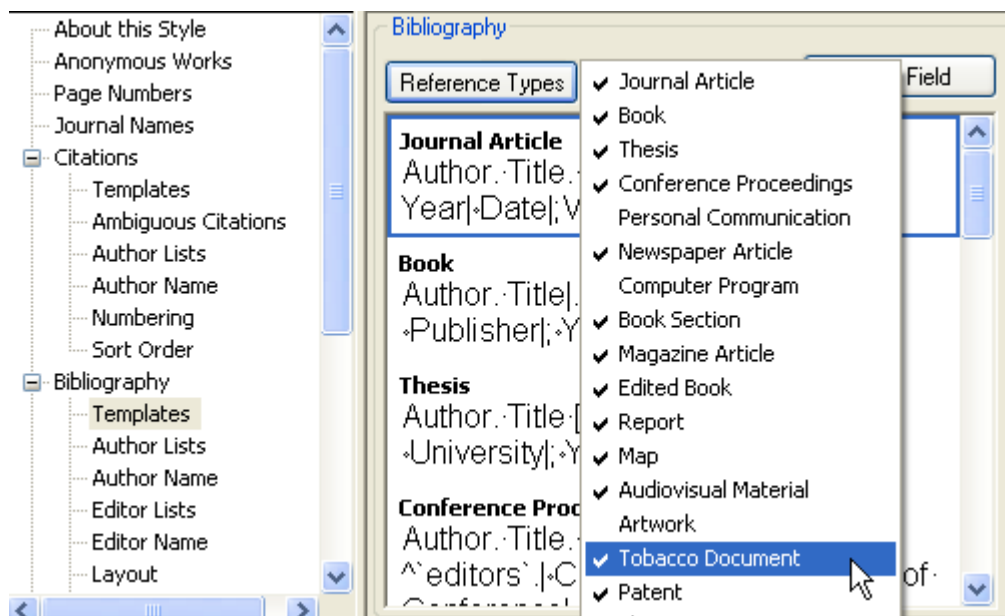
-
1. In the Edit menu, scroll to Output Styles and select **Open Style Manager** as shown.



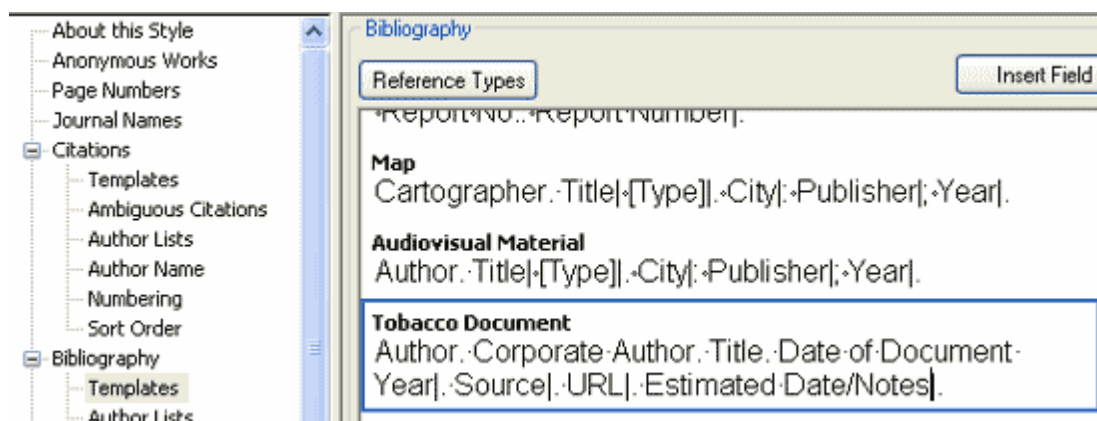
2. Scroll down the Styles list to locate **vancouver** and make sure the adjacent box is checked so that you are able to use this style.



3. If you would like to edit the actual tobacco document template in **vancouver**, double click on vancouver to open the style. From the menu at the left side of the window, locate **Bibliography** and click on the **Templates** item below it. Click on Reference Types to make the scroll-down menu appear. Then select **Tobacco Document**.



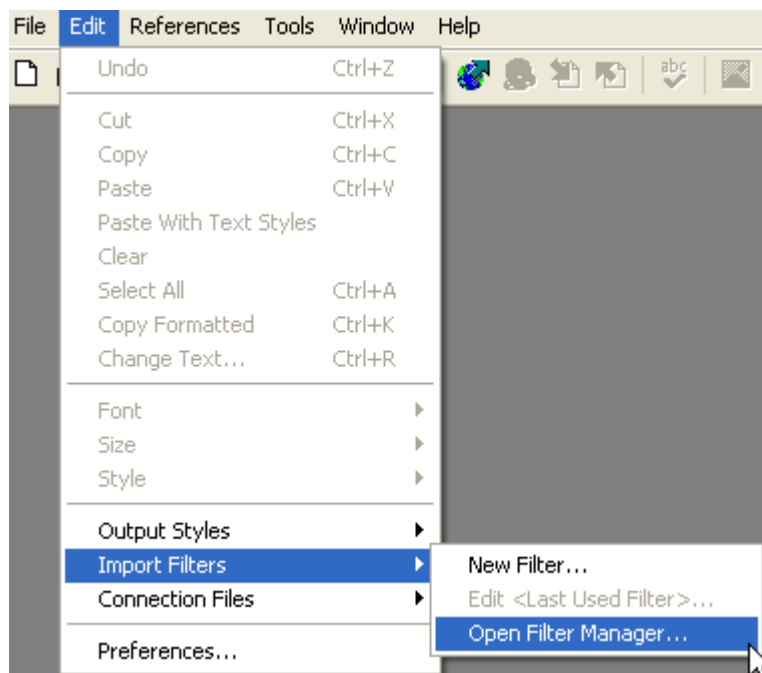
The Tobacco Document template is shown below in completed form. You can add or delete fields from the output style here.



4. Close the window. When prompted to save changes, click **Yes**.

Download Tobacco Documents Filter

1. [Download](#) the Tobacco Documents EndNote filter (tca.enf)
2. Save the file (called "tca.enf") to your Filters folder in your *Documents* file - "C:\users*Your Account*\Documents\Filters"
3. Choose **Edit > Import Filters > Open Filter Manager**



6. Scroll down to "tca" and check the adjacent box.

Name	Information Provider
<input type="checkbox"/> SPOLIT (DIMDI)	DIMDI
<input type="checkbox"/> SPORTDiscus (EBSCO)	EBSCO
<input type="checkbox"/> SPORTDiscus (OVID)	Ovid
<input type="checkbox"/> Springer (DIMDI)	DIMDI
<input type="checkbox"/> Springer PrePrint (DIMDI)	DIMDI
<input checked="" type="checkbox"/> TCA	Itol
<input type="checkbox"/> Thieme (DIMDI)	DIMDI
<input type="checkbox"/> TOXBIO (DIMDI)	DIMDI
<input type="checkbox"/> TOXCAS (DIMDI)	DIMDI
<input type="checkbox"/> Toxline (CSA)	Cambridge Scientific Abstracts
<input type="checkbox"/> TOXLINE (DIMDI)	DIMDI
<input type="checkbox"/> Toxline (NLM)	National Library of Medicine

Find:

Tips

Formatting the Vancouver Output Style

- **To add output fields:**

Fields such as Bates Number, Estimated Date/Notes, Page Count and Access Date are downloaded but are not visible in the bibliographic reference unless you specifically include them in the Tobacco Document Reference Type. To add or delete a field in the bibliographic reference, you must add or delete it in the Tobacco Document style format under **Reference Types**.

For example, to add Bates Numbers to the references, go to *Edit, Output Styles, Open Style Manager*. Double click on Vancouver style and choose *Templates* under *Bibliography*. Choose the Tobacco Document template.

- **To maintain the correct Bates Numbers format:**

Go to *Edit, Output Styles, Edit "Vancouver"*. On the left hand menu click Page Numbers and choose **Do Not Change Page Numbers**. In the Tobacco Document reference type, the field **Pages** is used to hold the Bates Numbers of the documents and this will tell EndNote not to reformat or abbreviate the field.