

EndNote Software

Opening & Creating an EndNote Library:

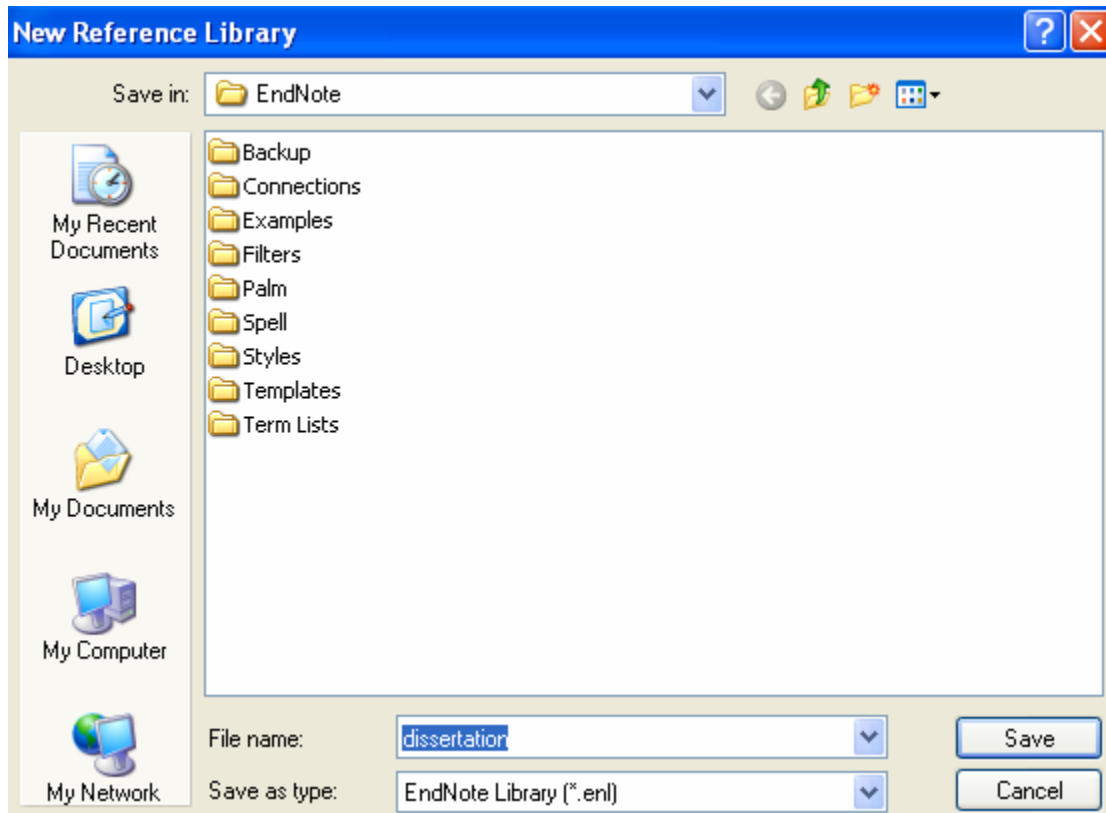
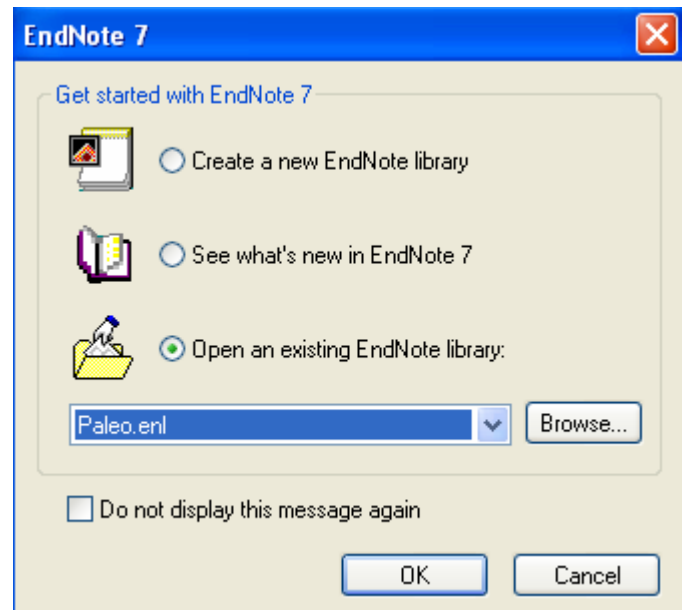
1. Start Menu - Programs

EndNote 

2. The following screen will appear each time you open EndNote.

3. You will need to create a **new endnote library** the first time you use the program. This will allow you to begin organizing

your references. Creating a new library sends you to the EndNote folder in your Program Files. Choose a name for your library and save the file.



EndNote allows you to have multiple libraries, there is no space limit.

EndNote provides a sample library. To browse this library, choose “open an existing library”.

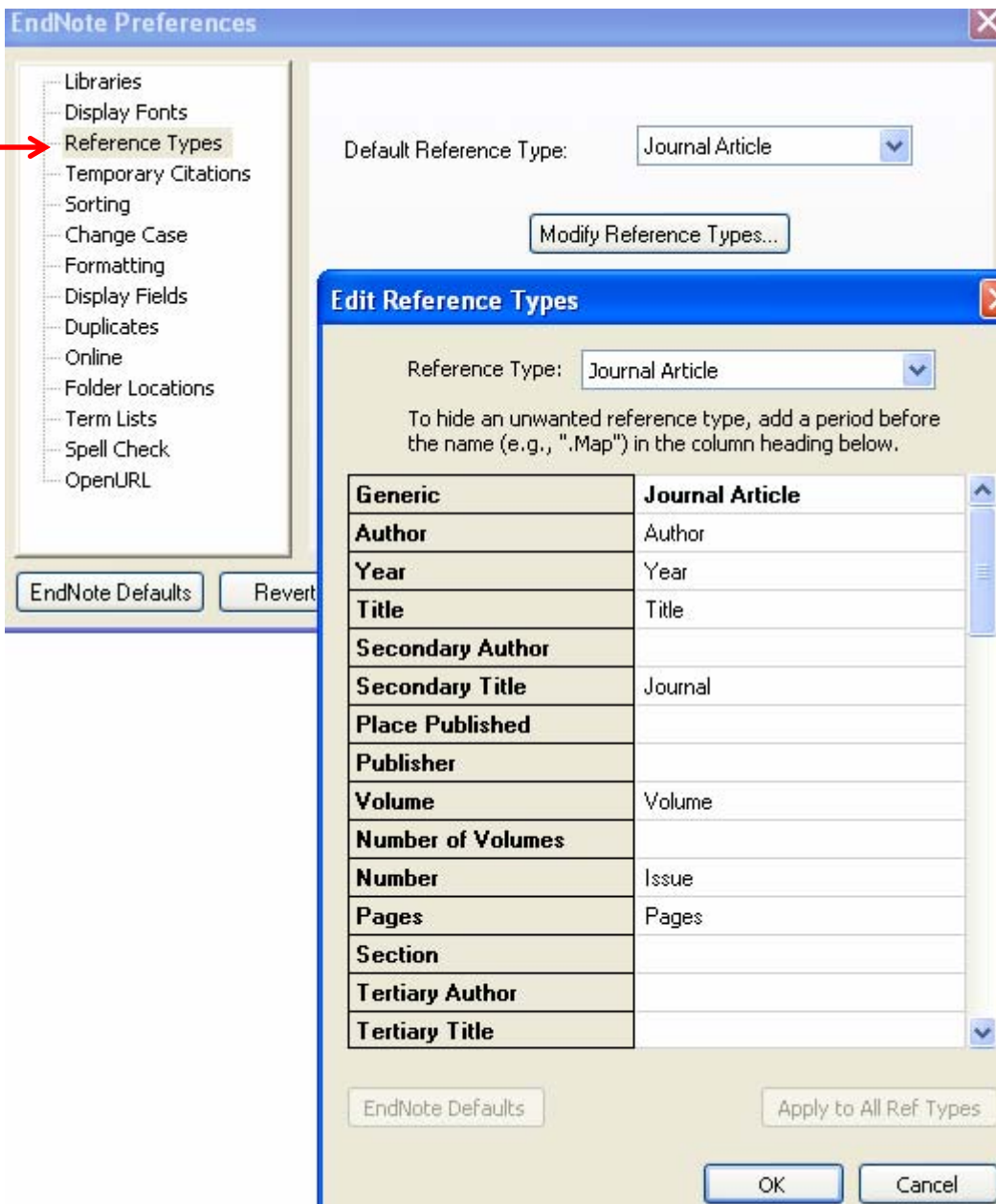
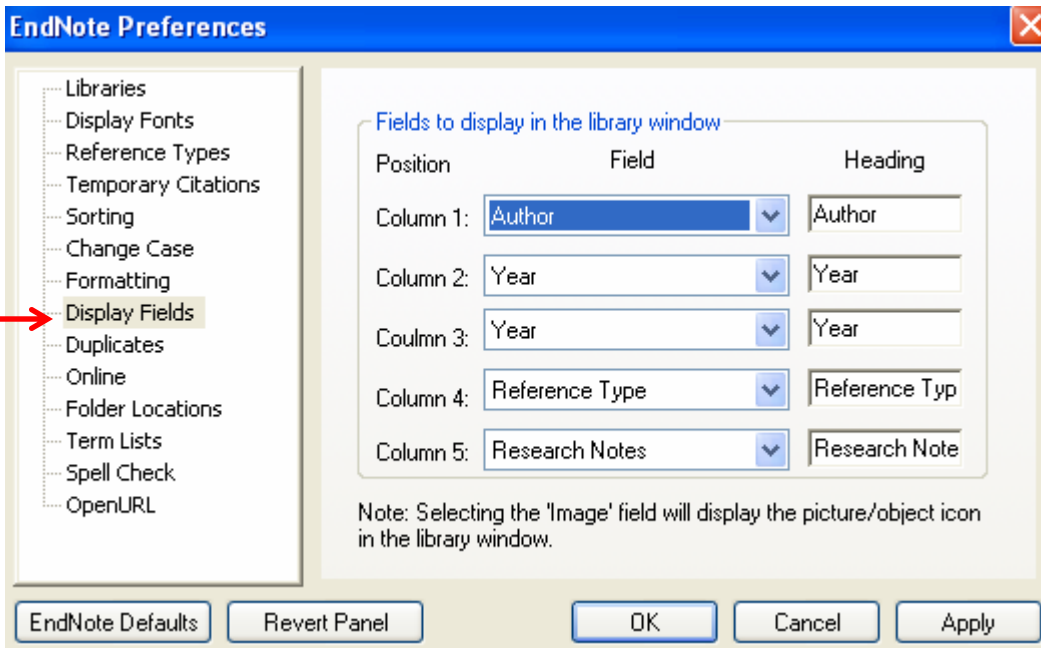
1. Select Examples folder.
2. Select “**Paleo.enl**”
 - a. Can browse using scroll bar, up and down arrows, home and end keys, and specific letter by typing it “t”.
 - b. Highlight citation, click on preview pane for more info, hide preview to return.
 - c. Change **sort order** by date, title, and author
 1. Click on field labels, click again to change from ascend to descend.
 2. From Reference Menu, select sort references, sort options and sort order
 - d. Select and **Open References**
 1. Within particular index, type first few letters/numbers to change to a different reference
 2. Click on X to close record and return to “library” ---- Automatically updated.

Customize displayed fields:

1. Edit menu - Preferences, display fields.

Customizing your display window allows you to view the citation fields that are important to your research.
2. Edit menu, Preferences, Reference Types

Modifying your references allows you to include/exclude fields that need/don't need to be included in documenting your citation(s).



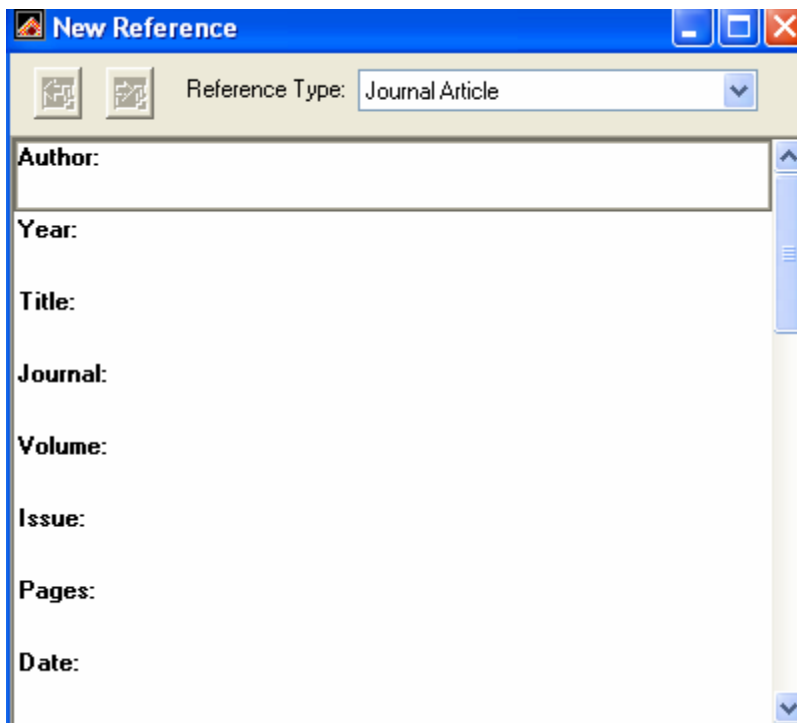
Entering references into your library:

There are 4 ways to get citations into your Endnote libraries:

1. Manually
2. Connecting via Z39.50
3. Direct Export from library databases
4. Save & Import from library databases.

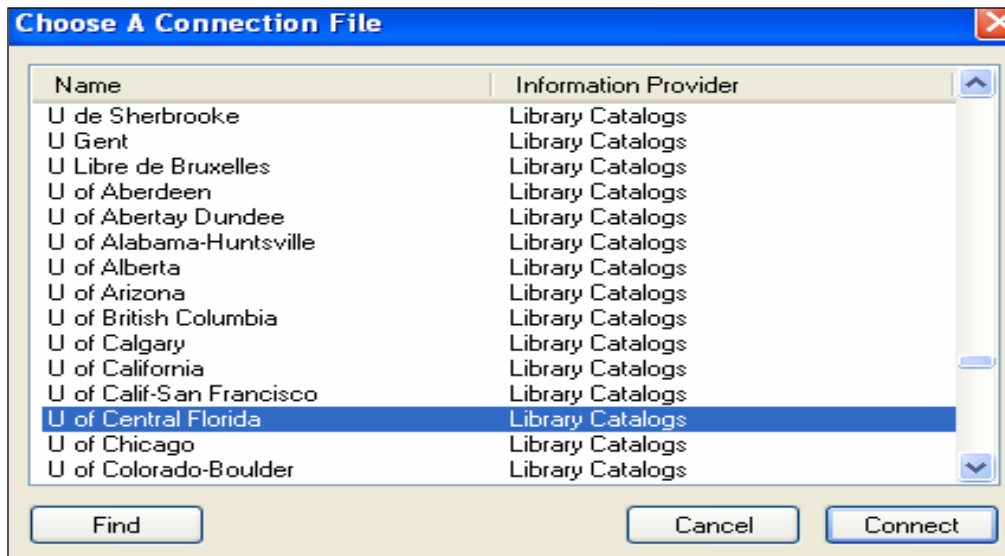
1. Manually:

- a. From References menu, select “New”
- b. Default reference type is ‘Journal Article’
- c. To change use drop-down menu
- d. Fill in all necessary fields. When finished, close reference with the X close button.

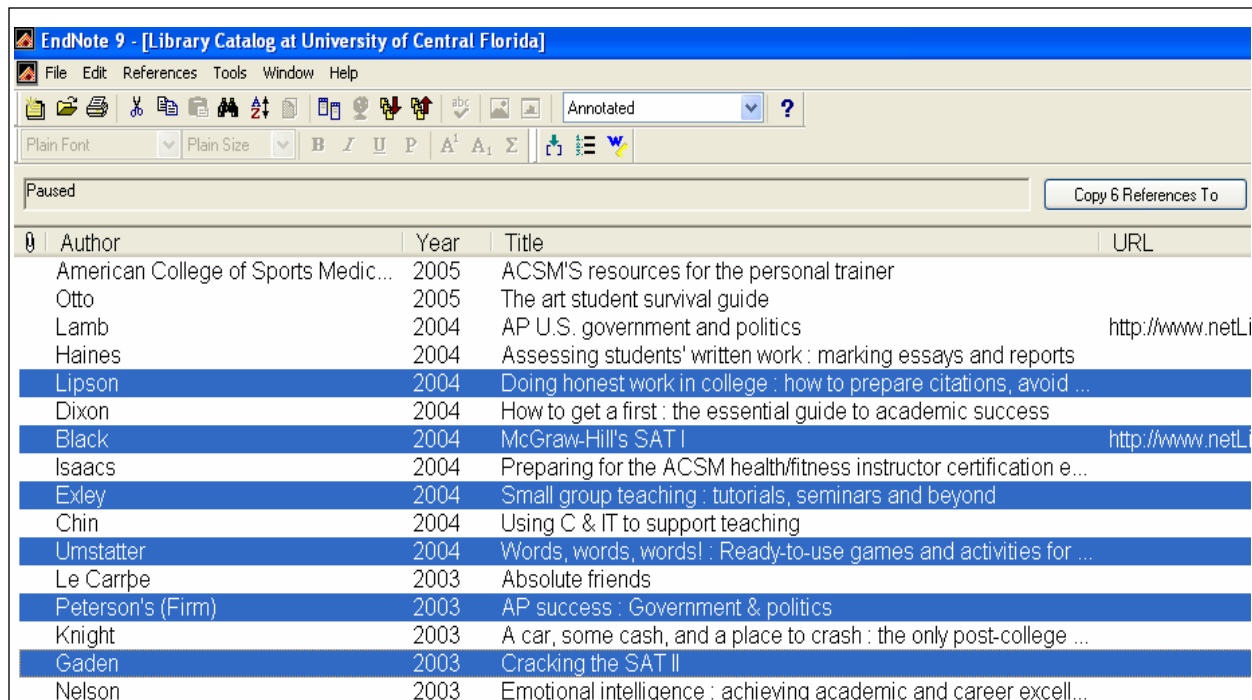


2. Connecting via Z39.50:

- a. From the Tools Menu, select **Connect**, and **connect** again. There is also an icon on your tool bar, but this image differs depending on which version of Endnote you have.
- b. From this list you can choose a library catalog (Connection File) to find citations on your topic/subject. For instance if you want to search the UCF Library Catalog, click on ‘U of Central Florida’.



- c. Once your search results appear you can quickly and easily send them to your Endnote Library. You can select as many citations as you need (hold down the “CTRL” key as you highlight multiple entries). When you have selected your citations in the upper right-hand corner you will see: **“Copy X References To”** – select this and then choose which library to copy the references into.



- d. When you are finished searching the UCF library Catalog remotely through Endnote a message will appear asking if you want to ‘discard the search results’ – say yes and this connection menu will close bringing you back to your Endnote Library.

3. Direct Export from Library Databases
4. Save & Import from Library Databases

Searching Your Libraries

1. From the Reference Menu – select Search References.
2. Search Results will pull up any records matching your search terms.

Change the bibliographic style within EndNote

1. From EndNote Toolbar – *Select Another Style*
Alphabetical list or “Find” by discipline.
2. OR under Word Tools, EndNote, Format Bibliography (there are over 1,000 output styles available).
3. You can also set default styles by using the Style Manager.
Select “Edit” -- Output Styles -- Open Style Manager.
4. Each box you place a check mark in will automatically be added to your favorites list and appear in the pull down menu.

The screenshot displays the EndNote interface. On the left, the 'Choose A Style' dialog box is open, showing a list of styles categorized by discipline. The 'Chicago 14th A' style is selected. Below the list, there are 'Find', 'Cancel', and 'Choose' buttons, and a 'Style Info' section with a dropdown menu.

| Name | Category |
|--------------------------|-------------|
| Cell Motility Cytoskel | Biosciences |
| Cellular Immunology | Immunology |
| Cellular Microbiology | Biosciences |
| Cellular Signalling | Biosciences |
| Cerebral Cortex | Medicine |
| Chemical Geology | Geosciences |
| Chemical Physics Letters | Chemistry |
| Chemical Record | Chemistry |
| Chemical Reviews | Chemistry |
| Chemical Society Reviews | Chemistry |
| Chemistry | Chemistry |
| Chemistry Biology | Chemistry |
| Chest | Medicine |
| Chicago 14th A | Humanities |
| Chicago 14th B | Humanities |

Below the list, the 'Style Info' section shows:

- File Name: ...Chicago 14th A.ens
- Created: Tuesday, September 30, 2003, 3:27 PM
- Modified: Friday, June 06, 2003, 6:17 PM
- Based On:
- Category: Humanities
- Comments: This style requires both footnotes and bibliography. To add cited pages to your in-text citations and

On the right, the 'Output Styles' menu is open, showing a list of styles. The 'Chicago 14th A' style is checked.

- New Style...
- Edit "Chicago 14th A"
- Open Style Manager...
- Amer J Ophthalmology
- Amer J Orthodontics
- Amer J Pathology
- Annotated
- APA 5th
- Author-Date
- ✓ Chicago 14th A
- MLA
- Numbered
- Show All

Where to find your Endnote File & Folders:

1. Find 'My Computer'



2. Select 'Local Disk (C:)'



3. Select 'Program Files'



4. Find 'Endnote' folder

