

WHAT IS ENDNOTE AND HOW DO I GET A COPY?

EndNote is widely used bibliographic reference software that can help you ...

- Retrieve references directly from online databases
- Store, manage, and organize bibliographic references
- Insert and format citations and bibliographies in Word documents

Download

- GSU users can download a free copy here: <http://research.library.gsu.edu/endnote>

Installation (for Windows)

- When you download EndNote, it comes in a zipped file (endnoteX7win.zip).
- **Windows users:**
 - Right click on the file and select the "extract all" option. This will create a new folder called endnoteX7win.
 - Inside the new folder will be an ENX7Inst.msi and a license.dat file. Run the ENX7Inst.msi file to install the program.

NAVIGATING THE ENDNOTE LIBRARY

- Definitions:
 - An **EndNote Library** (file extension is .enl) is your EndNote database of references
 - An **Output Style** is a formatting style (ie. APA, MLA, Chicago etc.)
- You will be prompted to create a new Endnote Library when you open the program, or select File → New
- Use dropdown menu on the top of the EndNote window to change output styles
- Click on any reference to preview formatting in bottom panel
- Double click on a reference to edit it
- Configure EndNote to Find Full Text at GSU. Edit → Preferences → Find full text → and fill in the URL fields as pictured on the right

OpenURL Path:

Authenticate with:

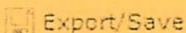

URL:

MANUALLY ADDING REFERENCES TO YOUR LIBRARY

- From the EndNote menu select **References → New Reference**
- Select reference type (this will determine the fields displayed in the reference)
- Enter bibliographic data into the fields
 - Multiple authors must be listed on different lines
 - For name fields (author, editor, illustrator etc.) anything preceding a comma is interpreted as a last name
- Close the reference window to save changes


DIRECT EXPORT

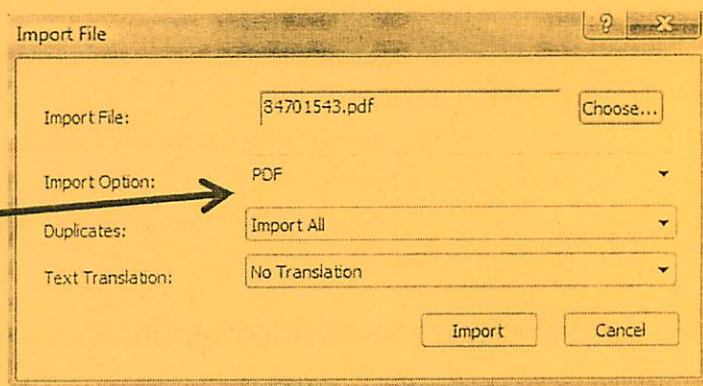
Many online databases (EBSCO, JSTOR, ProQuest, Google Scholar, GIL-Find, and others) support a direct export option. This feature allows users to export references from a database search directly into an EndNote library. The basic process is:

- 1) Execute your search
- 2) Mark the citations you want to keep (usually by adding to a folder or checking a box)
- 3) View the items you selected
- 4) Look for a download, save or export option 
- 5) Follow the prompts to save your reference in EndNote 
- 6) EndNote usually recognizes your browser is transferring reference data and will save it to your library

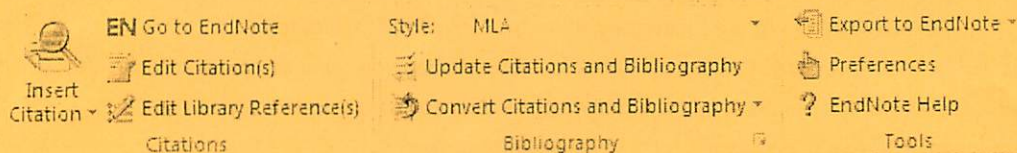
IMPORTING PDFS

You can import PDFs into your EndNote library. EndNote X4 and later can extract the reference information using its Digital Object Identifier (DOI). If the DOI is not present the PDF will be imported, but you will need to do manually enter the reference information into EndNote.

- 1) From your EndNote window, click **File**
- 2) Click **Import** → **File**
- 3) Choose the PDF or file of PDFs that you wish to import
- 4) Select PDF as your Import Option 
- 5) Click the Import button



CITE WHILE YOU WRITE (CWYW)



- **Cite While You Write (CWYW)** allows you to use EndNote in conjunction with MS Word to insert and format citations in a document
- EndNote will place a CWYW tab in Word 2007 or a CWYW toolbar in an earlier versions of Word
- Insert citations using Find Citation button on the EndNote toolbar
- Format citations and bibliographies and change output styles by using the Update Citations and Bibliography toolbar option
- Always edit and delete citations from the Edit Citation(s) button on CWYW tab/toolbar

MANAGING ENDNOTE FILES

- **.enl** is the EndNote Library File Extension
- **.DATA** folder- EndNote automatically creates this folder for each saved library
- The **.DATA** folder and the **.enl** file need to be saved in the same location to work properly

- EndNote's **Compressed Library** feature allows you to save the .enl file and the .DATA folder in a single compressed (.enlx) file which facilitates emailing of libraries
 - File → Send To → Compressed Library...

CREATING AN ENDNOTE ONLINE (ENDNOTE WEB) ACCOUNT

- **EndNote Online** (formerly EndNote Web) allows you to:
 - Store your library online, making it accessible anywhere you have internet access
 - Share references (at the folder level) with colleagues, classmates, instructors, etc.
- Create your EndNote Online account via the EndNote window: Edit → Preferences → Sync →
 - Click the "Enable Sync" button to create your account
 - You will see an option on that page that allows you to sync automatically. Selecting this option will sync your EndNote Desktop library to your EndNote Online library whenever you make a change to one or the other.
 - Alternatively, you can manually press the sync button on your EndNote Desktop window whenever you wish to sync.

SHARING REFERENCES VIA ENDNOTE ONLINE

- Log into EndNote Online at <http://www.myendnoteweb.com/>
- EndNote Online references can be shared at the group level, so the first thing you need to do is put the references you want to share into a group
- To share your references, click the Manage My Groups option under the Organize tab.



- Click the Manage Sharing button associated with the group you want to share and then click "Start sharing this group" Manage Sharing
- You will then see a prompt to enter the email addresses of the people with whom you'd like to share your group.
- The email addresses you enter must be the same email addresses that the people with whom you are sharing used to create their EndNote Online accounts.

Enter e-mail addresses. Use the Enter or Return key to separate addresses.

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