

Getting Started with EndNote

Software: EndNote

Platform: Mac/PC

Overview

EndNote bibliographic management software takes the drudgery out of manually tracking reference information by allowing you to automatically add references to a database and focus on creating annotations or keyword descriptions to help categorize and describe your references. Searching for and keeping track of your references will also be much easier than with a paper based system. Finally, EndNote will automatically format your bibliography.

Starting EndNote

To start EndNote, double click on the “EndNote” icon (Macintosh) or select “EndNote” program from the Start Menu (Windows). (Fig. 1) You will be prompted to either open a library or create one.

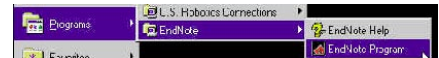


figure 1

Library Window

EndNote tracks individual bibliographic entries, called references, in files called libraries. Most work in EndNote is done from the library window (Fig. 2). From this window, you can double-click to edit individual references or select references to copy and paste as citations in a word processed document.

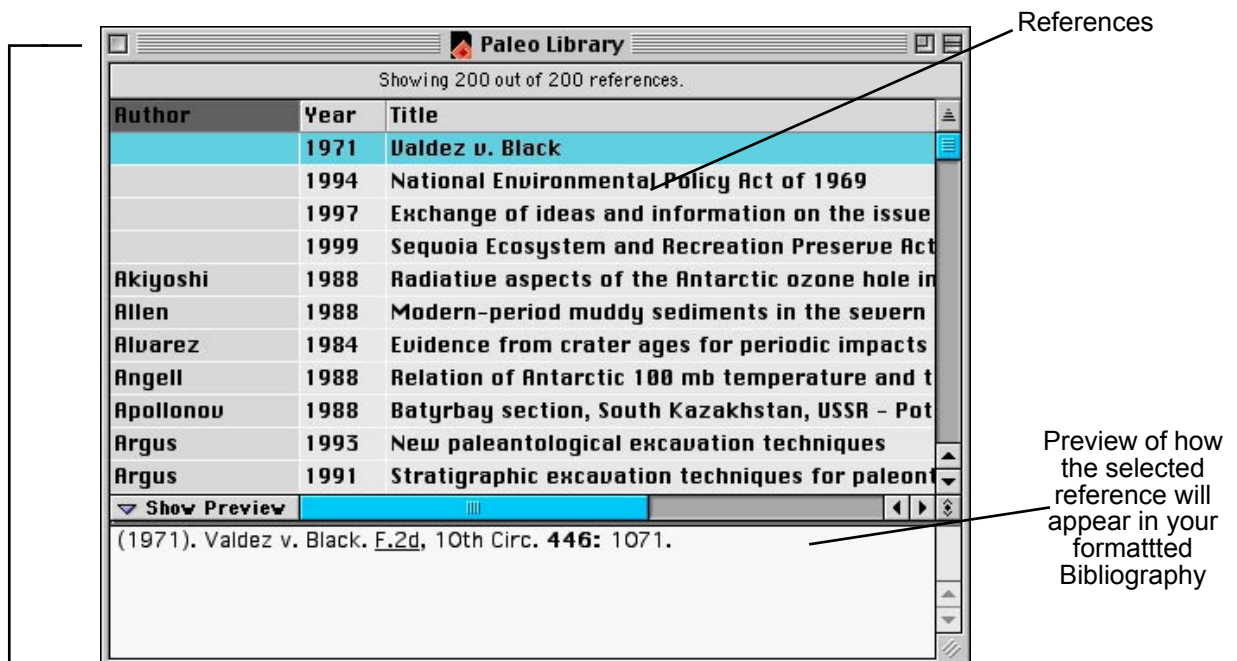


figure 2

Reference Window

Individual references are entered and edited in this window (Fig. 3). The fields available for entry will change depending on the reference type selected. TAB to move between fields. Fields will automatically wrap text, so press ENTER only to distinguish between different author or editor names.

Use Forward and Back buttons to move between references

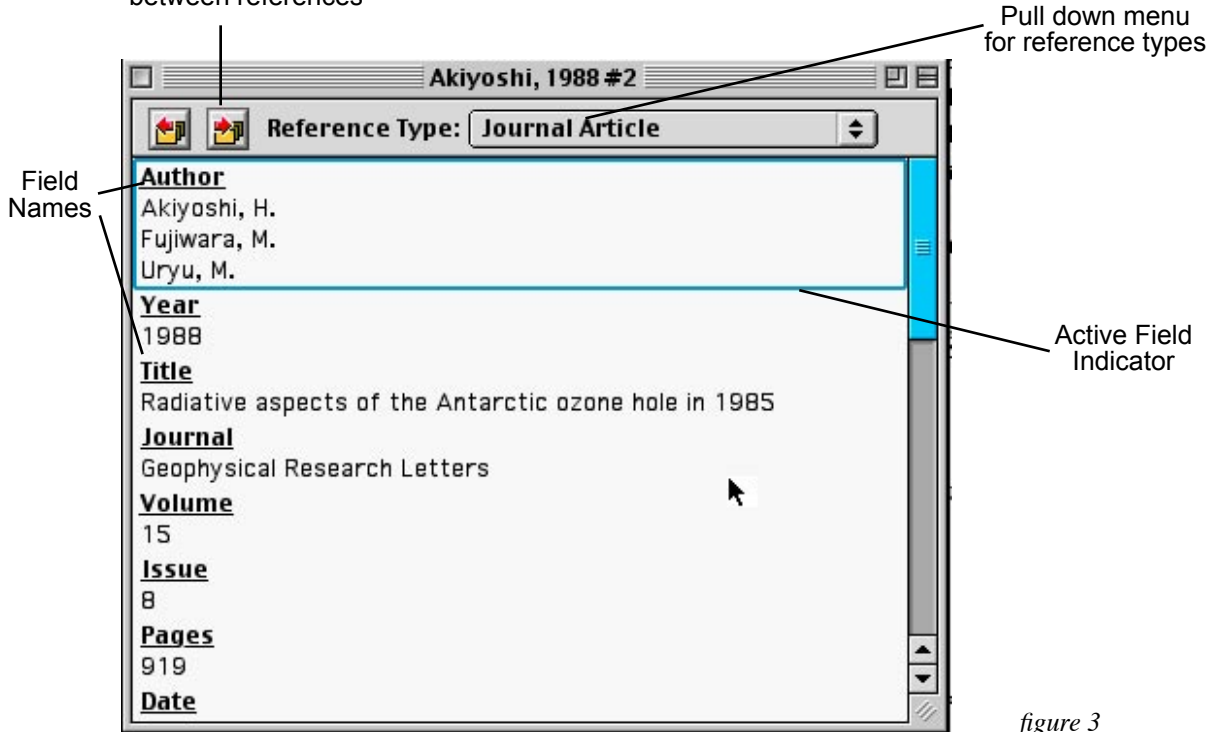


figure 3

Search Window

The search window (Fig. 4) will open both when you connect to a searchable database on the Internet and when you select Search under the Reference Menu. After you enter your search criteria, click Perform Search. Your search results will appear in a new Library Window (Fig. 2)

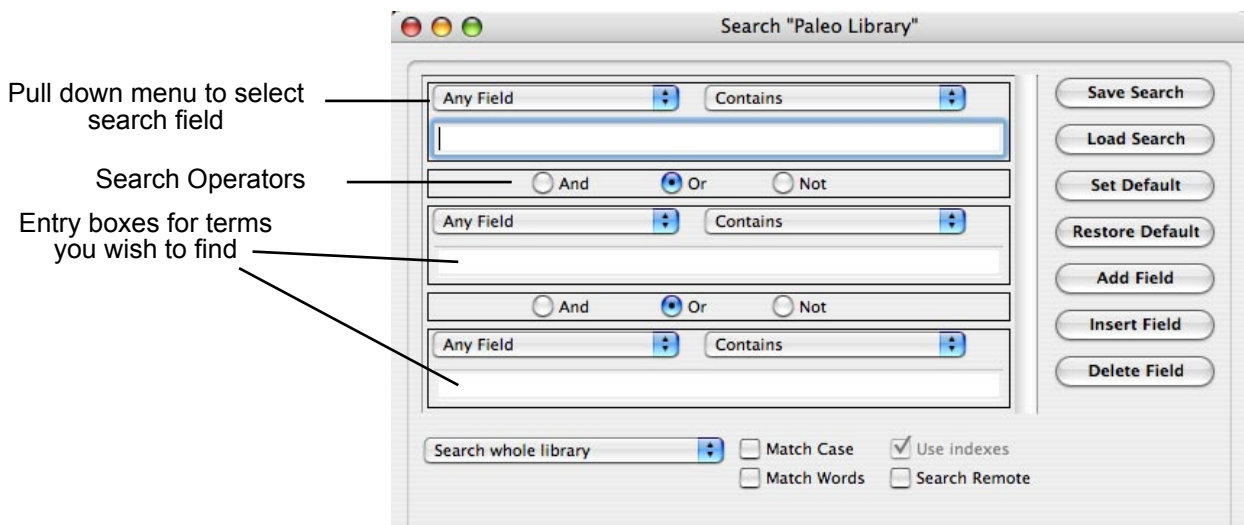
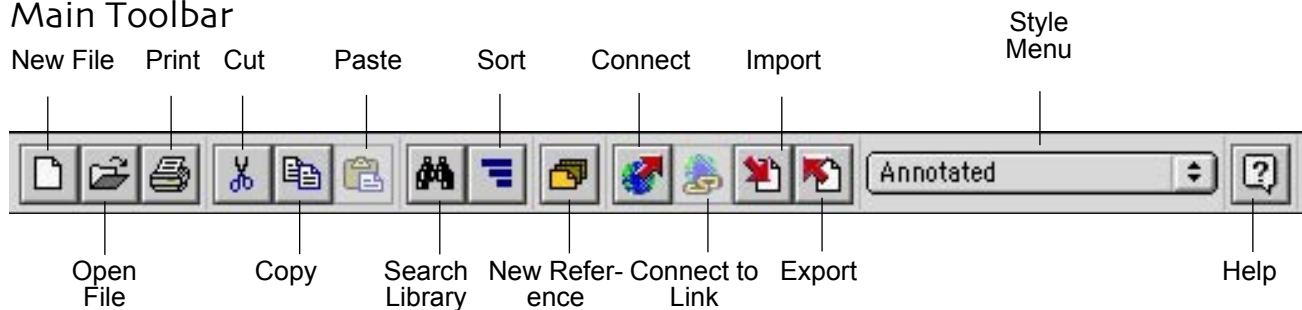


figure 4

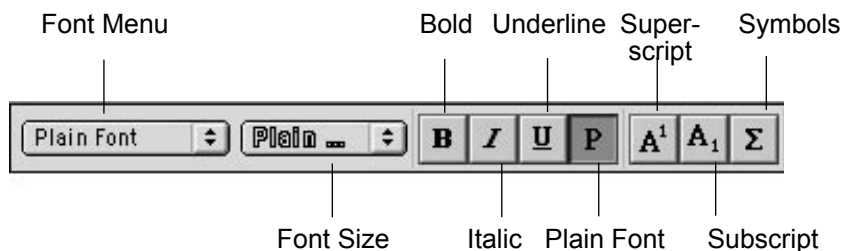
Toolbars

EndNote Toolbars are not on by default. To activate the Toolbar, select Show Toolbar from the Edit Menu.

Main Toolbar

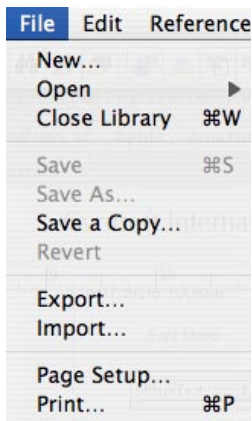


Text Style Toolbar



Menus:

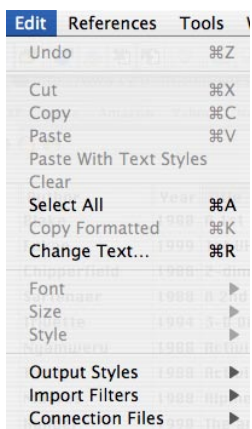
Keystroke equivalents are listed next to the command on the menu.



Export will allow you to export either your entire library or the selected references as text, formatted text, or HTML.

Import will allow you to import references from other bibliographic programs into EndNote. Editing of the filters used during import is done under the Edit menu. Filters can be customized to work with your favorite on-line or CD-ROM database.

Print will print out a bibliography of either selected references or all references currently shown in the library window in the selected output style.



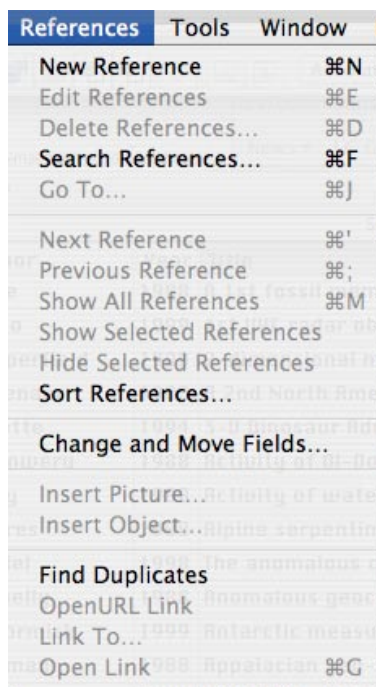
Copy Formatted will make a formatted copy of the selected citation onto the clipboard to be pasted into another program.

Change Text will allow you to search for and replace text in all fields of your current set of found references.

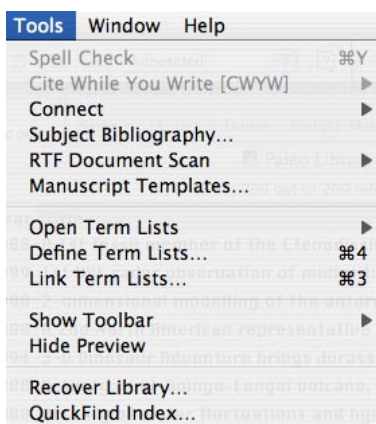
Output Styles will allow you to select and edit the bibliographic style EndNote will use to format your bibliography.

Import Filters will allow you to create or edit an import filter.

Connection Files will allow you to create or edit a connection file to use when connecting to a Z39.50 database over the Internet.



- New** will open the reference window so you can add a new entry to your library.
- Edit** will open the reference window so you can edit the selected reference.
- Delete** will delete the selected reference.
- Search** will open the Search Window so you can search for and then edit, export or print a subset of entries in your library.
- Sort References** will allow you to sort your library by any field.
- Change Field** will allow you to search for and replace text in only a specific field of your current set of found references.
- Move Field** will allow you to move the contents of a field to another field in your current set of found references
- Find Duplicates** is used to find and correct duplicate reference entries that prevent EndNote from generating bibliographies.
- Link To** allows you to add a clickable url or local file to your reference. Simply click on the link to open the file or go to the linked web page..



- Connect** is used to search Z39.50 compatible databases over the Internet directly from EndNote.
- RTF Document Scan** will find all the EndNote citations in the selected paper and replace them with formatted citations.
- Term** commands allow you to edit and manage the lists EndNote creates to aid in Reference Data Entry.
- Show Toolbar** lets you select the EndNote toolbar you wish to display.
- QuickFind Index** allows you to create an index for any or all fields in a particular library to speed searches.

Further Information

The EndNote manual provides detailed instructions on creating custom reference types, bibliographic styles, connection files and import filters. Macintosh and Windows Manuals are available at the IT Lab Desk. Additional connection files and filters are available on the EndNote web page.

EndNote Connection Files: <http://www.endnote.com/support/enconnections.asp>
 Z39.50 Page: <http://lcweb.loc.gov/z3950/agency/>
 EndNote Styles Page: <http://www.endnote.com/enstyles.asp>