

EndNote[®] 7 Tips

Customizing the Library Display

This tip sheet will help you learn how to do the following:

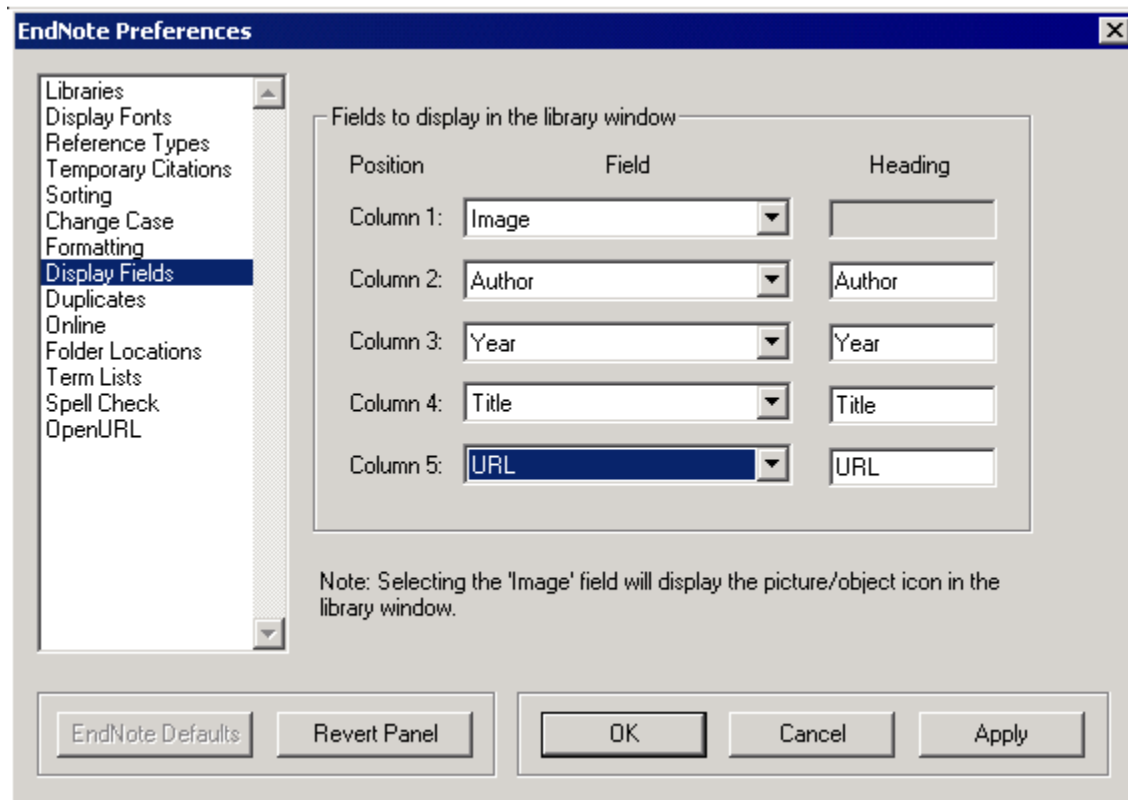
- Customize the displayed fields within your library.
- Sort your library display.

If EndNote is not already running, start it and open the sample Paleo library (Paleo.enl in the EndNote\Examples folder).

Customize the Fields Displayed within the EndNote Library

By default, EndNote displays first a column to indicate whether an Image file is attached to each reference, then the first author, year, title, and URL for each reference. However, you can customize your Library Display to include any of the EndNote fields, in any order, with a maximum of five displayed columns. For the purposes of this example, assume you want to customize the display to include reference types instead of the URLs. This will help you distinguish journal articles from books, conference proceedings from theses, etc.

From the *Edit* menu, choose *Preferences*. The Preferences panel contains a wealth of options for customizing EndNote to suit your needs. For this example, select *Display Fields* from the listed options.



Pull down the *Column 5* menu (currently listing *URL*) and select *Reference Type* from the list. The heading “Ref Type” will automatically be assigned (you can overwrite this if you prefer). Click on *OK* (Windows) or *Save* and the *Close* box (Macintosh) to leave the panel.

Use the horizontal scroll bar to view the new “Ref Type” column to the far right.



0	Author	Year	Title	Ref Type
	Allen	1988	Modern-period muddy sediments in the severn est...	Journal Article
	Alvarez	1984	Evidence from crater ages for periodic impacts on...	Journal Article
	Angell	1988	Relation of Antarctic 100 mb temperature and tota...	Journal Article
	Apollonov	1988	Batyrbay section, South Kazakhstan, USSR - Pote...	Journal Article
	Argus	1993	New paleantological excavation techniques	Journal Article
	Argus	1991	Stratigraphic excavation techniques for paleontolo...	Journal Article
	Babcock	1988	New Permian conulariids from Devon Island, Can...	Journal Article
	Badejoko	1988	Unusual titanium-rich oxide mineral from peralkalin...	Journal Article
	Baginski	1988	Lightning-related fields in the ionosphere	Journal Article
	Baker	1988	Geological fluvial geomorphology	Journal Article
	Barlow	2001	Ghost stories from the Ice Age	Journal Article
	Barnes	1988	The proposed Cambrian-Ordovician global bound...	Journal Article
	Bartschwinkler	2000	Cycle of earthquake-induced aggradation and rela...	Journal Article
	Bearce	1998	New paleontologic evidence constraining the age ...	Journal Article
	Beckmann	2000	Comparison of biological properties and transfor...	Journal Article
	Belknap	2000	Sea-level changes	Journal Article
	Bensalah	1998	Relation between emersion phase and compressi...	Conference Pr...
	Bessiere	1998	The lower Palaeozoic in the Mouthoumet Massif (...)	Journal Article

Showing 200 out of 200 references. Show Preview

To resize the columns for optimal viewing, simply position the cursor along the vertical edge of the column heading to be resized, then drag it left or right. This will reappportion the viewable space within the Library window accordingly.

Sort the Library Display

Your EndNote Library can be sorted easily by any displayed field in ascending or descending order. Simply click on any column heading to sort by that field. For example, click on the *Year* column and it sorts your database by year in ascending order (i.e., from the record with the oldest date in the Year field to the one with the most recent). For Windows users, clicking on the Year column a second time reverses the sort, to descending order. On the Macintosh version, a sort triangle button above the vertical scroll bar accomplishes a reversed sort order.

For additional information see the EndNote manual chapter *Introducing the EndNote Library*.