

Andrews University, James White Library EndNote Beginner's Guide

General Information

First download EndNote to your computer following instructions on the Library home page.

Ways to Enter Citation Information

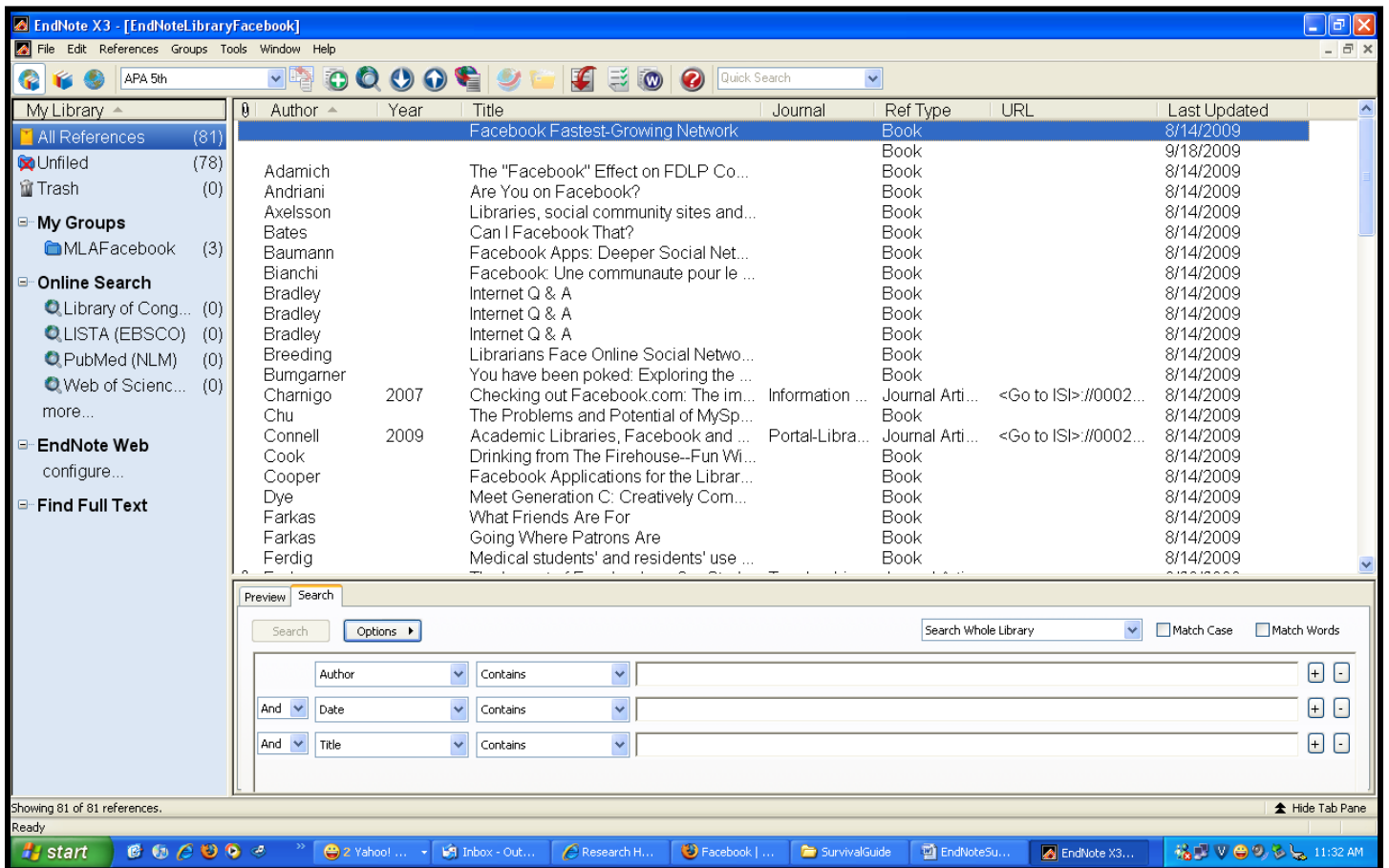
1. Type in all the information by hand
2. Search databases through EndNote
3. Search databases and export sources into EndNote.

Why Use?

EndNote helps you manage bibliographic sources, cite them, and create bibliographies.

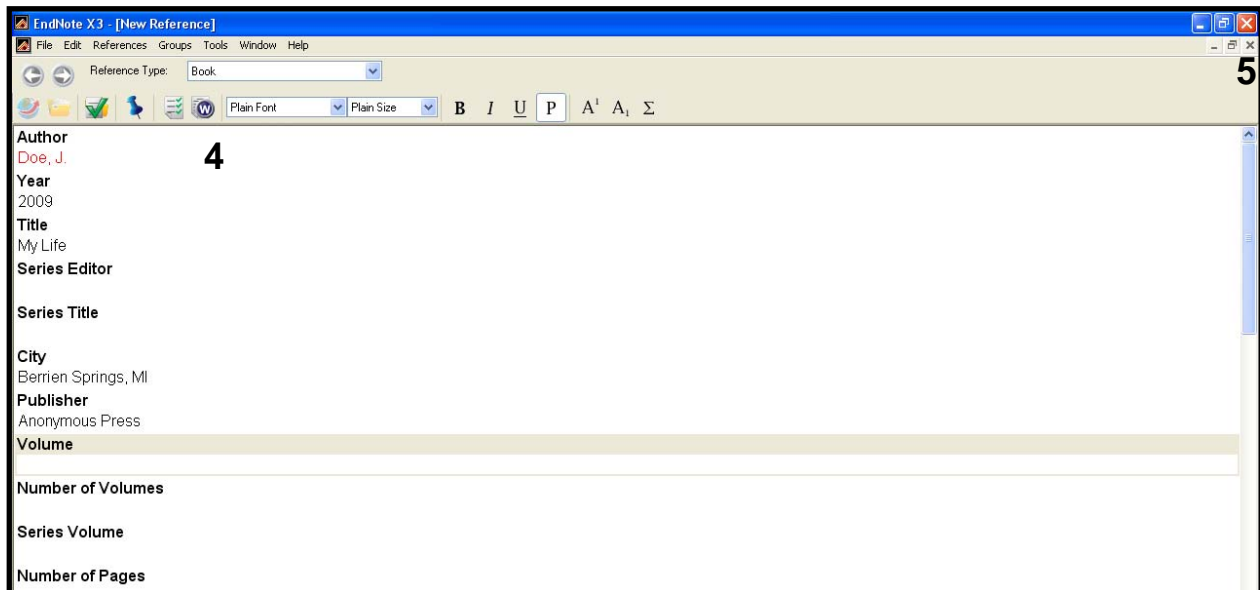
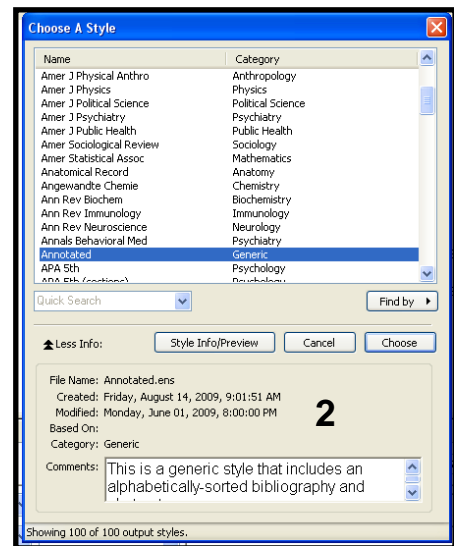
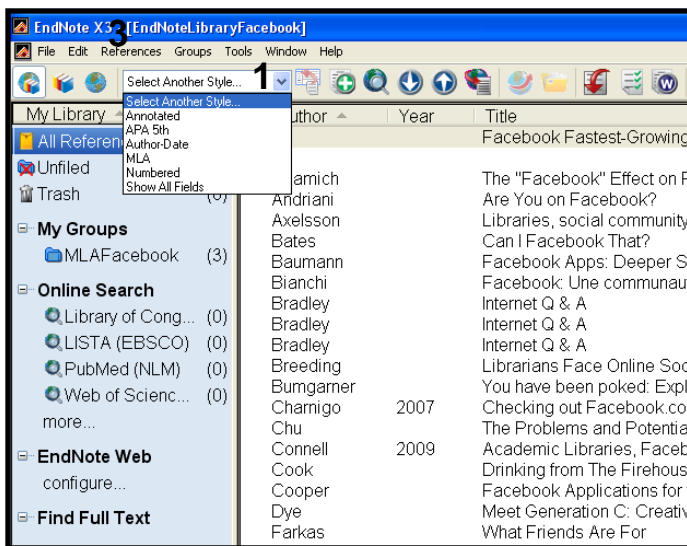
Access Path:

From the home page click on **Research Help**, then **EndNote Software**. Follow the instructions to download EndNote to your computer.



Entering Citation Information by Hand

1. Select the publication style you wish to use. If it is not listed, click on **Select Another Style**.
2. Select a style and click on **Choose**.
3. To type in a reference by hand, click on the **References** tab at the top of the window, and click on **New Reference**.
4. Type the citation information. Then click on **File** and **Save**.
5. To return to the main window, click on the black **X** in the upper right corner or click on **File** and **Close Reference**.



Searching Through EndNote

1. From the column on the left under **MyLibrary**, click on the database you wish to search under **Online Search**. If you don't see the database you need, click on more.
2. Click on the **Search** tab at the bottom of the screen.
3. Fill out the search boxes and click on **Search**. If the item has been found you will then get a confirmation box. Click **OK**.
4. The item will then appear in the main part of your screen.
5. Double click on the item to go to the individual record just downloaded. Edit as needed.

Tip

This is particularly helpful in downloading specific titles of books. Web-based sites such as the Library of Congress give the best results.

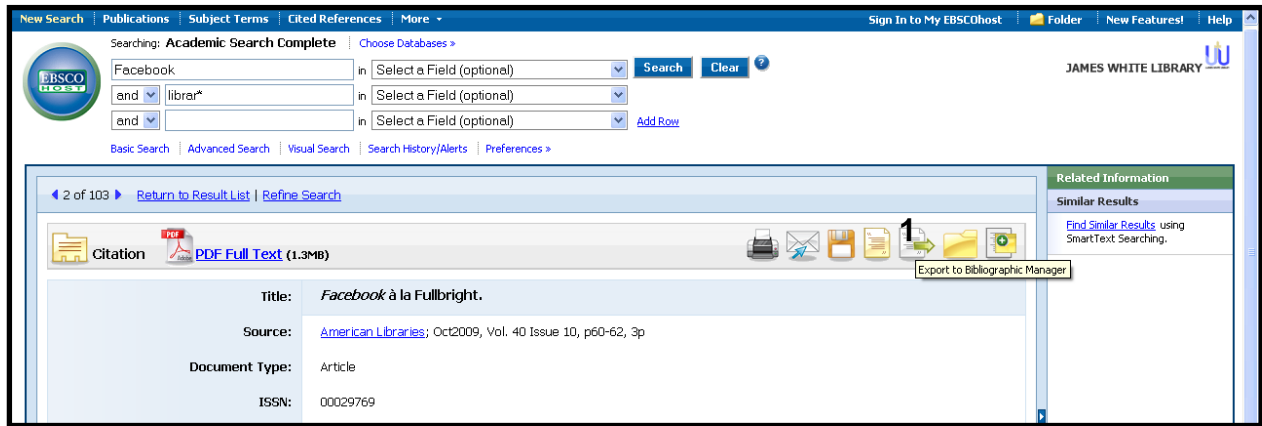
The screenshot shows the EndNote X3 interface. On the left, the 'My Library' pane is expanded to 'Online Search', where 'Library of Congress' is selected (marked with a '1'). The main window displays a table with one result:

Author	Year	Title	Journal	Ref Type	URL	Last Updated
Fabricius	1967	The unconscious and Mr. Eliot		Book		10/26/2009

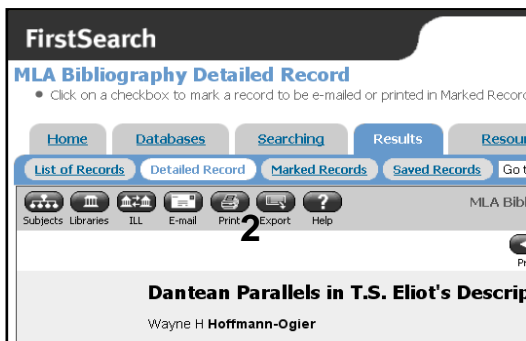
A large number '4' is overlaid on this table. Below the table, a search dialog box is open, titled 'Online Search - Library Catalog at Library of Congress'. It has a 'Search' button and an 'Options' dropdown. The search criteria are set to 'Title' 'Contains' 'The Unconscious and Mr. Eliot'. A large number '2' is overlaid on the dialog box, and a large number '3' is overlaid on the search criteria fields. The status bar at the bottom indicates 'Showing 1 of 1 references in Group. (All References: 84)'. The Windows taskbar at the bottom shows various open applications and the time 2:05 PM.

Exporting from a Database into EndNote

1. Records can be exported from most library databases into EndNote but each database works a little bit differently. Choose a database to search and locate a record. Then click on the Export link and follow directions to save it in EndNote.

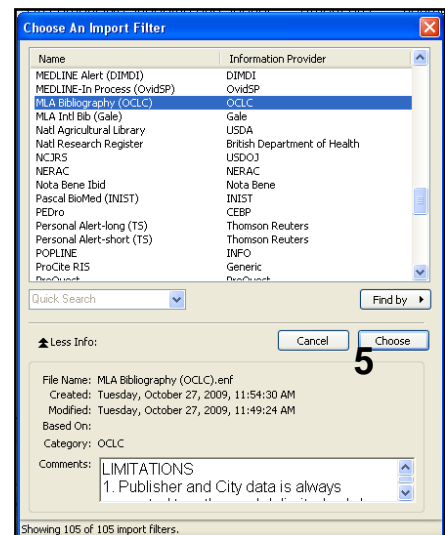
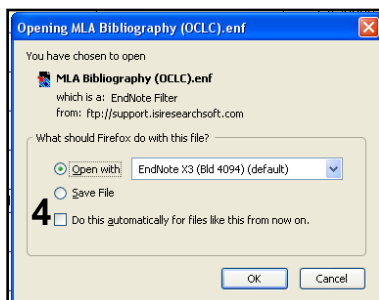


2. In some OCLC databases you will also have to download an import filter from EndNote.com. From the OCLC record, click on the Export icon.
3. The first time you use the database you need to click on **get latest filters**. This link will take you to the EndNote web site. First click accept, then find the filter you need. Click on **download**.



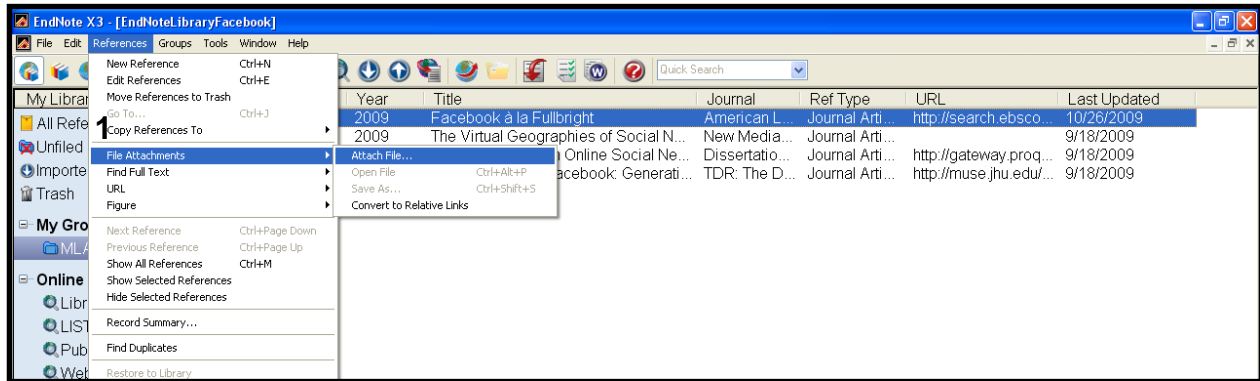
Gale	MLA International Bibliography	6/5/2009	Download
EBSCO	MLA International Bibliography	5/5/2009	Download
OCLC	MLA International Bibliography	3/2/2009	Download 3
OvidSP	MLA International Bibliography	9/14/2009	Download
SilverPlatter	MLA International Bibliography	6/24/2008	Download
BREPOLS	Monumenta Germaniae Historica	9/21/2009	Download

4. When you see this box, click **OK**. Then go back to the First Search screen and click export. EndNote will give you a screen with the limitations of the database. Click on the black **X** in the upper right corner.
5. Next you must highlight the filter you have just downloaded and click **Choose**.



Attaching a File to an EndNote Record

1. You can attach the full-text of an article to an EndNote record. Save the file to your desktop. From your EndNote window, click on the record. Then go to **References**, **File Attachments**, and **Attach File**; select the file and click on **Open**.

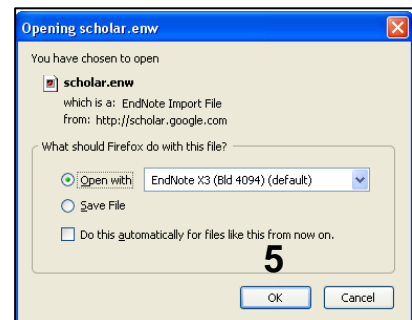
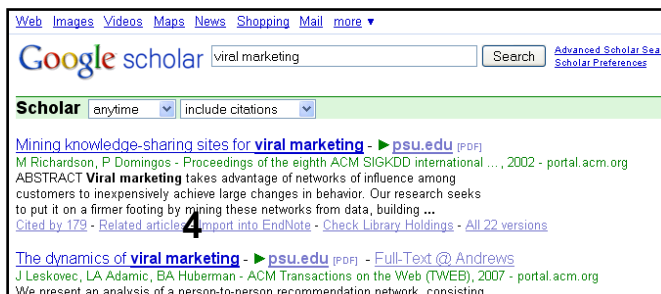


Using EndNote with Google Scholar

1. Go to Google Scholar <http://scholar.google.com/>. The first time you use it with EndNote, click on **Scholar Preferences**.
2. Scroll down to **Bibliography Manager** at the end of the page. Click on **EndNote**.
3. Click on **Save Preferences**.

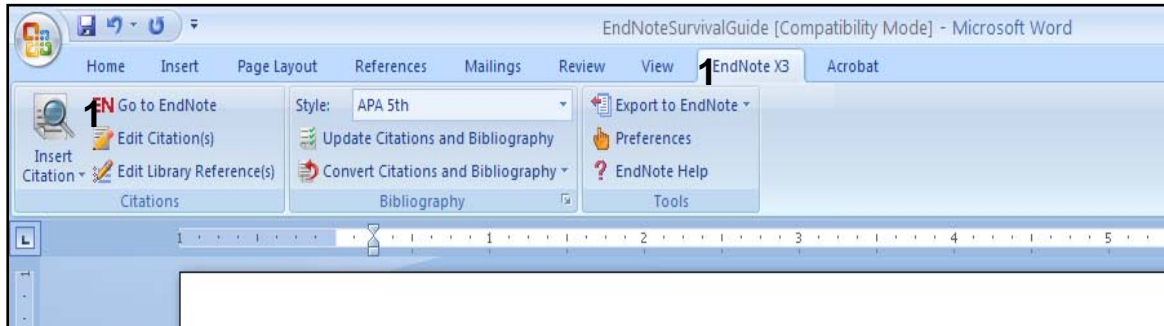


4. Do a search and locate a citation. Click on the link **Import into EndNote**.
5. Click on OK in the confirmation box.

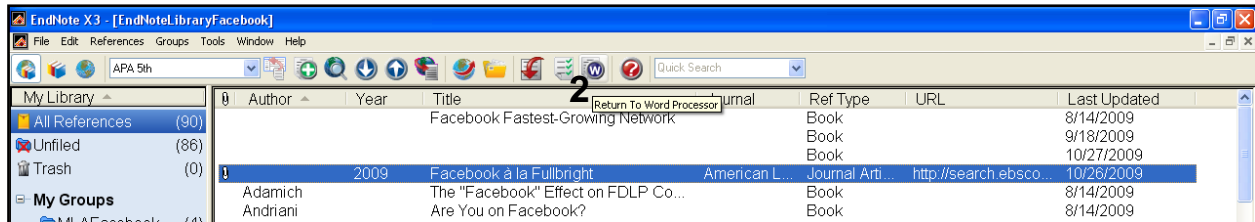


Integrating EndNote with MS Word Using Cite While You Write (CWYW)

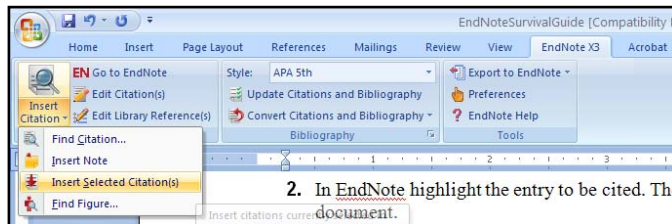
1. For APA or in-text citation styles, leave your cursor in the Word document at the place where you need to insert a citation. For Turabian or other footnote styles, setup a footnote and leave the cursor in the footnote. Then (either style) click on the EndNote tab. Verify the correct style. Click on **EN Go to EndNote**.



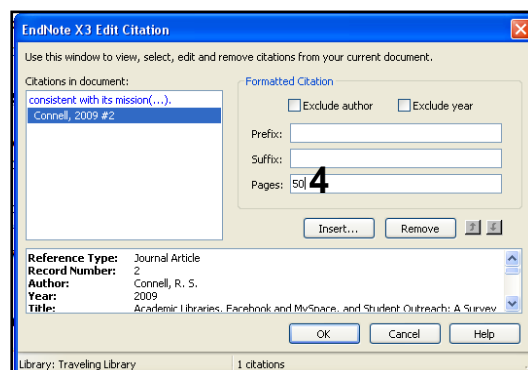
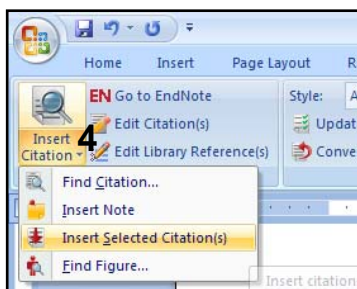
2. In EndNote highlight the entry to be cited. Then click on the W to go back to the Word document.



3. Click on Insert Citation and choose Insert Selected Citation(s). Note that the Bibliography or Reference list entry will appear at the end of the document.

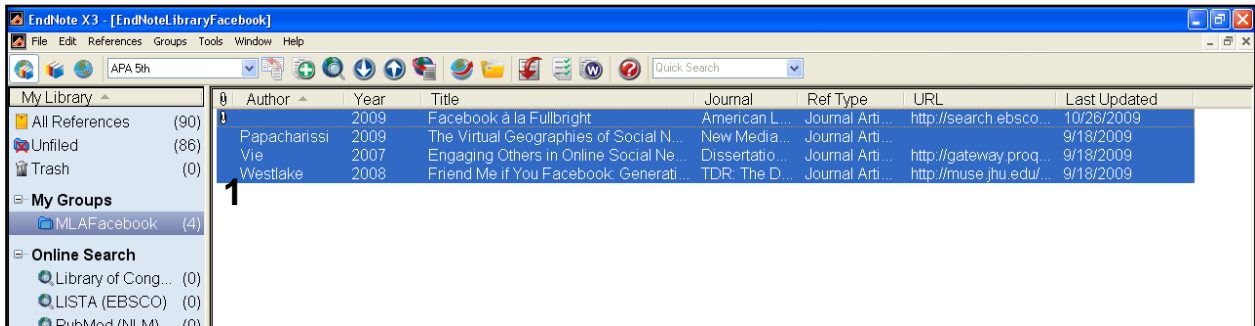


4. To add a page number, highlight the citation then click on **Edit Citation(s)**. Add the page number in the **Pages** box on the right. Then click **OK**.

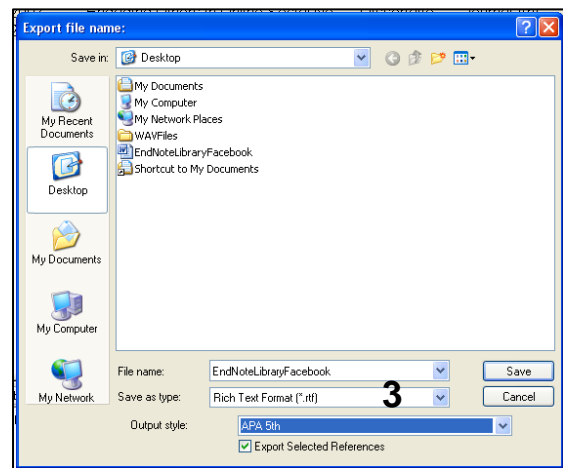
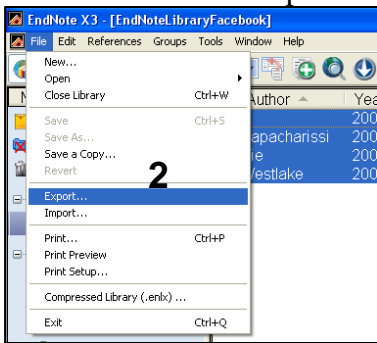


Using EndNote to Create a Reference List in MS Word

1. Begin in EndNote. Highlight all entries to be included in the Bibliography.



2. Select File and Export.



3. Change **Save As Type** to **Rich Text File**. Verify **Output style**. Click **Save**.

4. Open the new document.

