

What does it do?

EndNote is citation management software used by researchers for:

- **Bibliography Creation**

EndNote works with your word processor to create formatted bibliographies.

- **Reference Organization**

EndNote is a fully searchable database program to track your references, your research notes and store your electronic PDFs.

- **Connection to Online Databases**

Internet Search allows you to search the KU Library collections from within EndNote. Direct Export downloads references directly from online databases into EndNote. Importing Text Files allows importing of text files saved from online database searches.

Where can I find it?

EndNote is available **free** to KU graduate students, faculty, and staff members at

www.technology.ku.edu/software/endnote

Creating an EndNote Library

Select **New** from the File menu. Save your EndNote libraries on your computer, USB drive or network.

Your EndNote library has two parts:

- *mylibrary.enl* – the .enl file is your library
- *mylibrary.data* – the .data folder is where you attachments and settings are stored.

Online Training:

Online tutorials: www.endnote.com/training

Adding Records to an EndNote Library

Manually: Select New References from the References menu to create a new record.

Material from the KU Libraries: Select Online Search from the Tools menu or click on “more...” in the Groups Pane. Search for “U Kansas” and click Select.

Articles from Online Databases: Each database is different. For individual instructions go to <http://www.lib.ku.edu/technology/citing/import/> or http://endnote.com/endnote_export.asp

Author name “Gotchas”

Enter each author name on a separate line.

When entering an institutional author name such as “University of Kansas”, follow the name in the Author field with a comma. This will keep EndNote from trying to abbreviate the institution name as it would a person’s name.

Similarly, enter compound last names with the last name first followed by a comma and then first name.

Searching your Library

Quick Search checks all the fields in your library and is located at the top of the window. Advanced searches use the Search Tab, located below the references window.

Organizing References

References from the main library can be sorted into smaller sub libraries.

Groups

Right click in the Groups panel under Custom Groups to create a folder to hold a sub library. Click on references and drag from the main library into the custom group.

Smart Groups

Right click in the Smart Groups panel under Custom Groups to create search that collects and files references as you import them.

Group Sets: (NEW)

Group sets allow you to combine Groups and Smart Groups within a single Group folder.

*Removing a group **will not** delete the references from your main library.*

Attaching PDFs to your Library

Keep track of your PDF documents by filing them in your EndNote library.

PDFs can be saved to the local computer and then attached to the imported bibliographic information by simply dragging the PDF from the desktop onto the listed reference in your EndNote library.



Cite While You Write: a very brief overview

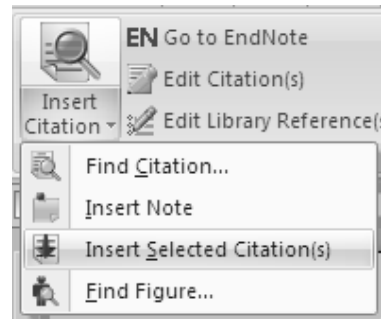
Cite While You Write is EndNotes' tool for inserting pre-formatted citations into an author's work while also building the final bibliography.

CWYW works with Microsoft Word, OpenOffice Writer, and Apple Pages '09.

Insert Selected Citation(s)

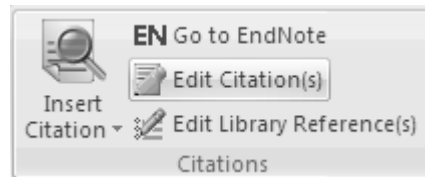
Select the reference you wish to insert into your document by highlighting it in your EndNote library.

This command will insert the references you selected in EndNote into your document at the location of the Word cursor.



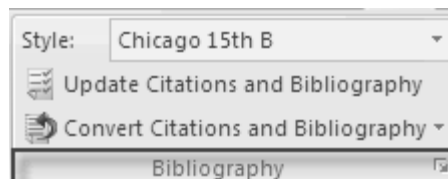
Edit Citation(s)

Use this command to make any changes inside a citation, such as adding page numbers or removing author names from author-date citations.



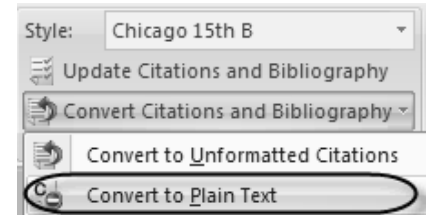
Format Bibliography

This command will allow you to change the EndNote style used for your document. It will also let you make other changes to the layout of your bibliography, such as adding titles and changing the line spacing.



Remove Field Codes

This command will create a **second copy** of the document with all EndNote field coding removed (field codes such as formatted EndNote citations turn grey when you select them in Word).



Inserting Footnotes with CWYW

Insert footnotes using your word processing software just as you would normally. Insert the EndNote reference at the bottom of the page where you would normally type in the citation.

Saving to a Compressed Library File

1. Open the library in EndNote.
2. From the File menu, select **Send to** and then **Compressed Library**.
3. Use the file dialog to save to an EndNote Compressed Library (mylibrary.enlx).

EndNote Web

EndNote provides an online citation management program that works with full version of EndNote at www.myendnoteweb.com.

For More Help

For more information on EndNote or EndNote Web go to <http://www.technology.ku.edu/software/endnote/> or www.endnote.com

Instructional Services offers in-depth workshops on a variety of technology topics. For details on upcoming sessions, visit www.infotraining.ku.edu.

Contact Instructional Services at 864-0410 or training@ku.edu with questions about instruction in technology and research skills at KU.

For general computing help at KU, contact the Help Desk at 864-8080.