

Introduction to Endnote 6.0

Endnote is a reference database that stores, manages, and searches for bibliographic references.

Endnote is a bibliography maker—it builds lists of cited works. Items from these lists can be inserted into word processed documents and documents can then be formatted in accordance with desired styles.

Benefits:

- Endnote is a great tool for managing bibliographic information
- The Microsoft Word and WordPerfect add-ins help make bibliography making easy

Deficiencies:

- Endnote is a commercial product
- The software is not available on the library's public computers
- We do not support the searching of vendor databases using the Endnote search engine

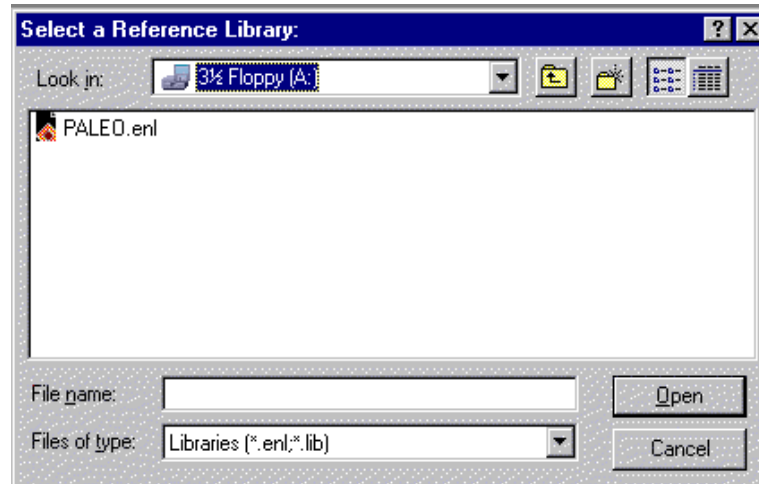
What we will cover in this session:

We will be teaching Endnote by taking you through a series of examples. For a complete explanation of Endnote features refer to the manual that comes with the program.

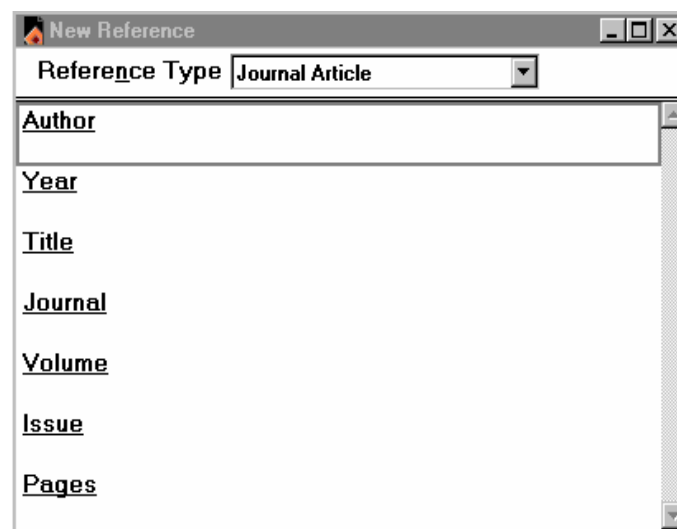
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1. Creating References

- A. Open Endnote. In the “Select a Reference Library” window that is displayed, Change to drive A: and select the Paleo.enl sample library.



- B. Select **References>New References** from the menu bar at the top of the screen. The “New Reference” window appears. It looks like this:



- C. Click on the triangle next to “Reference Type” and select “**Book**” from the pull-down menu.
- D. The currently selected field is surrounded by a black box. Anything you type will appear inside that box. Click on a field name to select and edit that field. The reference contains many information fields – not all of them will be filled.

- E. Enter the following into the open reference window. Use the “Tab” key to move between lines—or use the mouse.

NOTE: Authors can be entered two ways: either “First Middle Last” or “Last, First Middle.” Authors need to be entered one per line, so insert a line break after each name.

Authors: Carol Jacobson, Jennifer Roe

Year: 1994

Title: Impacts of meteorites on earth

City: New York

Publisher: Roe, Inc.

Number of pages: 100

Abstract: The impact of a meteorite hitting the earth millions of years ago causing the extinction of some marine life.

- F. No extra punctuation is necessary; Endnote adds it later. Your final result should look like this:

The screenshot shows a window titled "New Reference" with a "Reference Type" dropdown menu set to "Book". The text input area contains the following information:



- Author**
Carol Jacobson
Jennifer Roe
- Year**
1994
- Title**
Impact of meteorites on Earth
- Series Editor**
- Series Title**
- City**
New York
- Publisher**
Roe, Inc.

- G. Information is saved when you close the window for the new entry template. By closing the template the reference is automatically added to the library.

2. Importing Reference Data

Endnote supports the importing of text files from some library catalogs and remote databases using “filters.” For text to be imported with Endnote filters, the data must be consistently “tagged”, with each tag starting on a different line, and the file saved as ANSI and ASCII text. The Endnote manual provides a chart for guidance on downloading references from various sources.

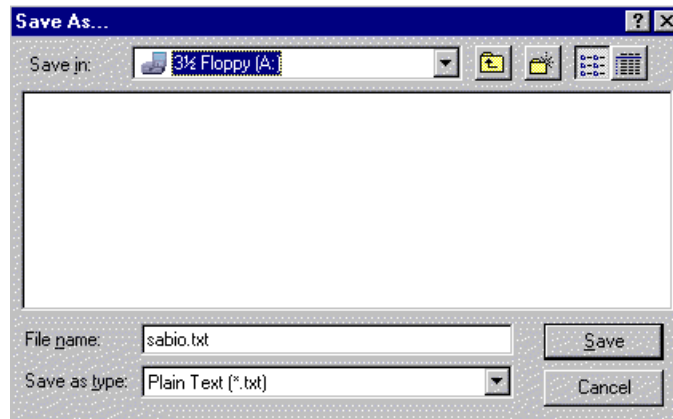
In this exercise we will download records from Sabio.

- A. Open the sample Paleo library (paleo.enl) if it is not already open.
- B. Open Netscape and go to the SABIO page (Library computers display SABIO as the home/default page).
- C. Click on “Catalog of Books & More.” Do a key word search for the word “extinction.”
- D. Mark the first four records of your search result. Scroll to the bottom of the page and click on the “Save Marked Records” button. 
- E. Scroll to the top of the page and click on the “Export Saved List” button. A new page appears. 

Format Of List	Send List To
<input type="radio"/> Full Display	<input type="radio"/> E-Mail <input type="text"/>
<input type="radio"/> Brief Display	<input type="radio"/> Screen
<input type="radio"/> Pro-Cite	<input checked="" type="radio"/> Local Disk
<input checked="" type="radio"/> End-Note	
<input type="button" value="Submit"/>	

- F. Choose these options:
 - Under the “Format of List” option select “**Endnote.**”
 - Under “Send List to” click on “**Local Disk.**”
 - Click the “**Submit**” button.
- G. The **Save As** dialog box opens.
 - Save the file in the **a:** directory on your computer.
 - Name the file **sabio.**

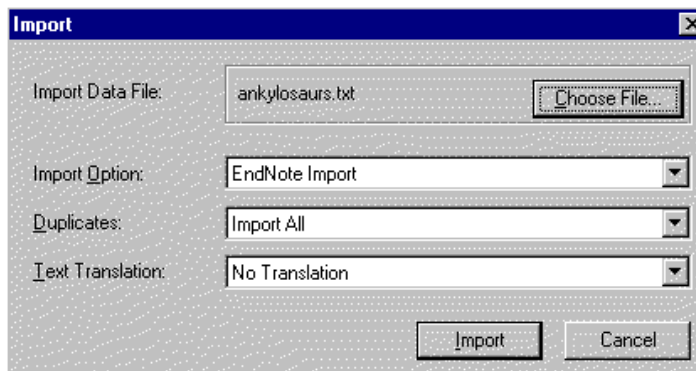
- Select **plain text (.txt)** as the file type.



H. Switch over to Endnote. The “Paleo” library should be open.

I. Click on the “**File**” drop-down menu and scroll down and click on “Import.” The “Import” dialog box opens.

- When the box opens click on “**Choose File**” and identify the file we just named “sabio.txt” in the A: directory. Click on your file name, then click “**Open.**”
- Under “Import Option” use the drop down menu to select “Endnote Import.” (If you are importing from non-Sabio databases, this is where you select the appropriate database filter)
- Leave the “Duplicates” option unchanged. The box should look like this:



Change Import Endnote to appropriate filter for databases such as ERIC, PsycInfo, etc.

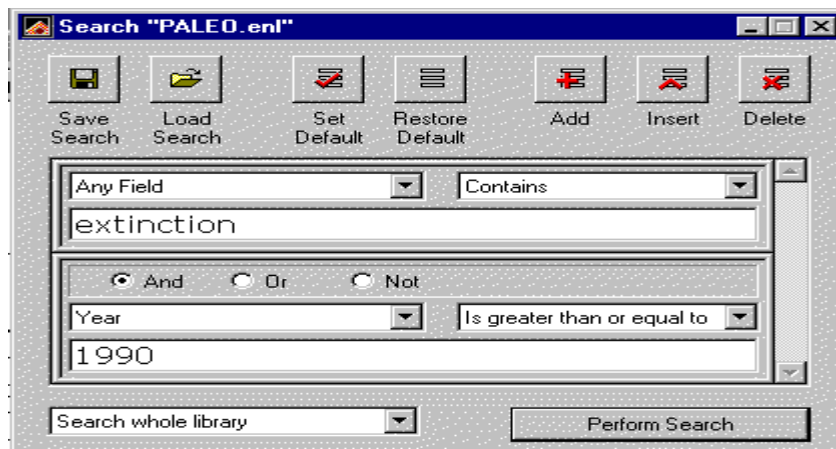
J. Click on the “Import” button. The “Instruction” library should now display the imported records.

3. Searching a Library for references

We are going to search for references about extinction that were published in the 1990's.

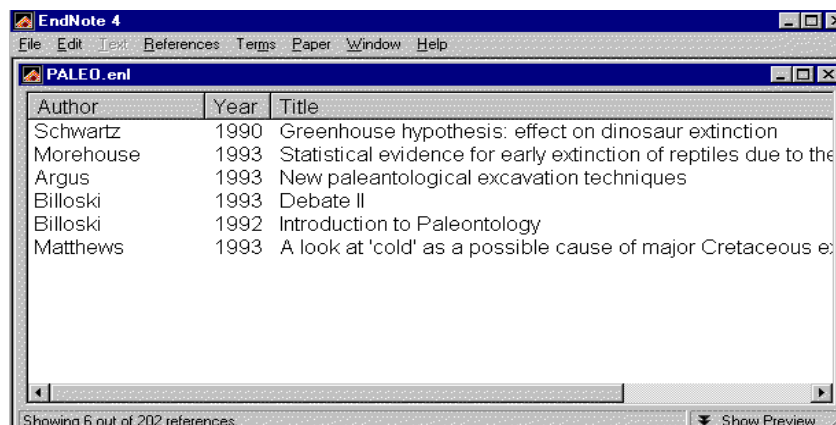
A. Choose **References>Search References** (Ctrl+F) from the menu. The Search dialog box opens.

- Type "Extinction" in the first search line. (Search "**Any Field**")
- Click "And" on the next line.
- Place your cursor in the next blank line. Change the "Any Field" to **YEAR**.
- Change "Contains" to "**Is Greater Than or Equal to**".
- Type in 1990 in the search box. Your search box should look like this:



- Click on the "Perform Search" button.

B. Your results should look something like this:



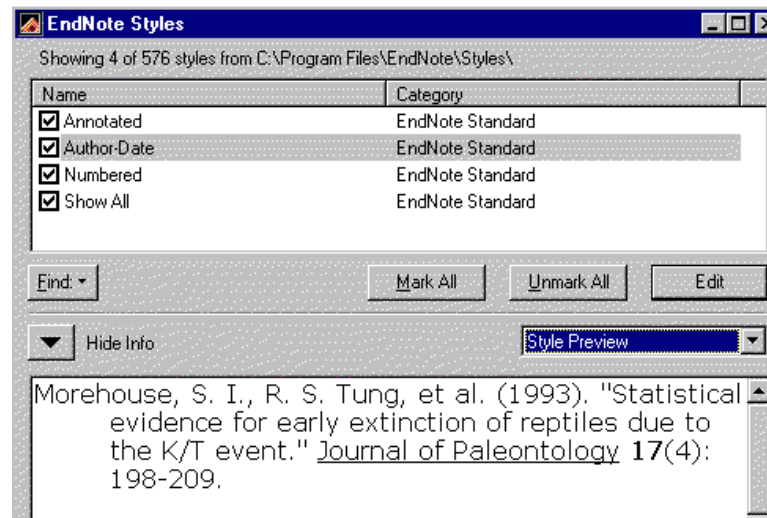
4. Creating References in Word or WordPerfect Documents and formatting bibliographies

A. Before adding references to a paper or formatting the paper, you must select the style or styles you wish to be using. (e.g. APA, MLA etc.)

Selecting Format Styles

- In Endnote open the **Edit** dropdown menu and select “**Output Styles**”
- Select "**Open Style Manager.**"
- A dialog box appears. Click the **Find** button, review style categories, select a category and a specific list of styles will appear on the main box.
- Select individual style formats or click the "Mark All" button. Note that you can preview formats by changing the "Style Info" to the "Style Preview" option.
- You can select several styles and styles from more than one category.

B. The selected styles are saved when you close the Styles window.



C. Inserting Citations and Formatting Papers

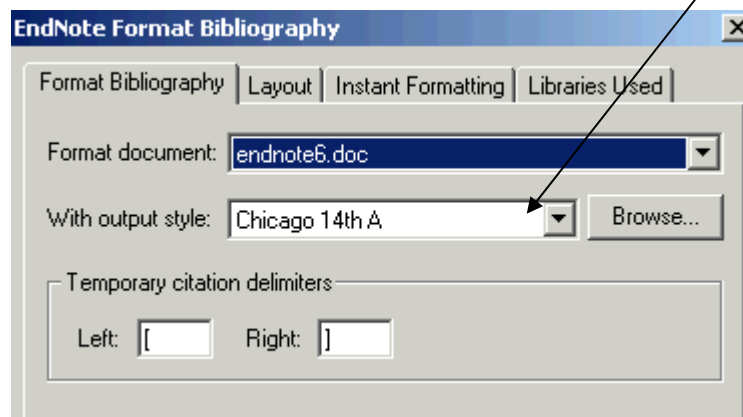
- EndNote has an automatic feature which inserts citations and formats the paper at the same time. (This can be disabled if you wish.)
- Open Word. (A document “Paleo.doc” from the a: directory should be open)
- Place the cursor after the word “species” in the 3rd line, and then hit the space bar.

- Open **Tools** menu, select **EndNote 6 > Go to EndNote**
- Select author “Morehouse” (author’s name should be highlighted).
- From within EndNote Library, Open **Tools** menu, select **Cite while you write > Insert Selected Citation**
- In word document place cursor after “Asia” and before period and hit the space bar. (Last word of first paragraph).
- Repeat steps above and chose any other author from the library and insert the citation.
- You may also, pre-select a reference from the EndNote Library, go to the word document, place the cursor where you want the insertions to go, open **Tools > Go to EndNote > Insert Citation**

D. Changing Format Style

You can change the format style at anytime and use formats you have pre-selected or choose others.

- Open **Tools** menu > **Endnote 6.0 > Format Bibliography**.
- On the Format Bibliography Page, click on arrow next to **With Output Style** and select an alternate style.
- Or click **Browse** and select a new style format



E. Inserting footnotes rather than Endnotes

- In the Word document, place your cursor in the position of where the footnote number will go. Select **INSERT >Reference >Footnote**
- The cursor will now be at the bottom of the page in the footnote area. Follow the above directions for inserting a citation.

5. Creating Bibliographies as Single documents

This section will describe how you can create a stand alone Bibliography in Word.

- Open Microsoft Word.
- Create a new document by choosing "New" from the File Menu.
- Open up EndNote but keep the Word document visible.
- In EndNote perform a search for references that match your criteria.
- Hold down the CONTROL key and select all titles you wish in your bibliography or put the cursor in the box with the new list of titles, click on **Edit** and **Select ALL**.
- Right click and select **Copy**.
- Go to the Word Document and paste. (Right Click and paste, or Control V)
- Format the document by opening **Tools > EndNote 6 > Format Bibliography**.
- You can edit the bibliography from the **Edit Cited References** listed under Tools.

6. Importing Data from specific databases into EndNote

- [EbscoHost databases](#)
- [EI Compendex](#)
- [ProQuest databases](#) (ABI Inform, Wall Street Journal, Historic NYT)
- [SciFinder Scholar](#)
- [WebSPIRS 5 \(Ovid/Silverplatter\)](#)
- [Web of Science \(Citation Indexes\)](#)