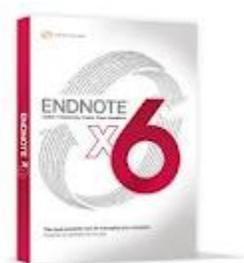


## Using EndNote X.6 Bibliographic Management Software at IUP



### Introduction:

EndNote is a bibliographic management software program that helps users to build searchable notes databases with complete bibliographic information and to automatically create notes and bibliographies in MS-Word manuscripts.

Timesaving features allow you to:

- Transfer groups of references retrieved from online bibliographic databases into your EndNote database and organize notes, urls, and paths to graphs and pdfs.
- Create bibliographies automatically in your word processor drawing from your EndNote library(s).
- "Cite as you write" in developing papers or manuscripts for publication.

EndNote X6 is available in most computer labs. Individual copies of the software can be downloaded from the IT Support Center EndNote page at:

<http://www.iup.edu/itsupportcenter/howto.aspx?id=14359> . For assistance with downloading software send a message to Ihelp at <http://ihelp.iup.edu>.

### Getting Started with EndNote:

EndNote allows you to create "libraries" or databases or folders containing informational materials including bibliographic information, your notes, and links to full-text and images. They recommend you have only one library because you can only search one at a time.

### Creating a New Library

- From the **Start** Menu, choose EndNote/EndNote Program.
- To create a new library, go to "File" and choose "New".
- Give your library a name (otherwise it will be called MyEndNoteLibrary.enl)
- Choose a location that is backed up in which to save your library (On IUP computers your "H" drive is a good choice. ) Click **Save**.
- A new library will be created with 0 references ("showing 0 out of 0 references" noted at bottom).

## Adding Citations

### 1. Adding Bibliographic Entries Manually

This option is used to add citations to articles/books that you own or that you identify through a database or other source that does not provide EndNote connection or import capability. It might be a bibliography you have from another paper or an article or a book. **Unfortunately, there is not a direct way to import a MS-WORD file into EndNote, but you can cut and paste information into appropriate fields.**

To add a new reference:

1. From the toolbar choose **References** and **New reference**.
2. Select the appropriate **Reference Type** from the pull down menu.
3. Fill in the fields. Use the **tab key** to move to the next field; use the enter key to add second author, etc. (Use **Help** menu to find tips on inputting information in specific fields. For example: Author entry tip: Type the author's family name first, followed by a comma and initials or given name, eg. Bruce, C.D. or Bruce, C D or Bruce, Christine. **Remember that EndNote can only create accurate notes and bibliographies if information is entered correctly in appropriate fields.**
4. When done, **Close** the New Reference box to add the citation to the library.

#### Sample Citations to Add:

##### Book:

Author: Amy Harris and Scott Rice

Title: Gaming in Academic Libraries

Year: 2008

Publisher and Place: American Library Association, Chicago

##### Journal article:

Author: Bobbie Hollins

Article Title: Meet the Gamers

Journal Title: North Carolina Libraries

Volume: 66

Issue: 2

Year: 2008

Pages: 20-24

## Transferring Citations from Bibliographic Databases

The Online Searching feature allows you to search a remote database from *within* the EndNote program. **Remember that the search options within the connection files are limited though there are times when this feature may be sufficient and quite useful.**

Example:

1. Go to **Tools** and choose **Online Search** icon from the pull down menu. **Choose a Connection** screen with a menu of databases to which you can directly connect will appear.
2. Select **Library of Congress** and Choose. A search box will appear at the bottom of your library.
3. In the text boxes type in your keywords.
4. Click on **Search** button.
5. Items will automatically be added to your library.
6. Select one of the references from your library and view the full record.

### **Importing References from EbscoHost Databases**

Follow these steps to upload items from Ebscohost Databases

1. Do a search in an EbscoHost database, put relevant items in a folder, and proceed as if you were going to print or email, but choose Export.
2. The screen will then allow you to choose "Direct Export in RIS format". Chose this option, and click on Save.
3. Bibliographic information will be added to your EndNote Library.

### **Importing References from Google Scholar**

Follow these steps to configure Google Scholar to send references to EndNote:

1. Go to the Google Scholar home page at <http://scholar.google.com>
2. Click on the "Settings" link.
3. Under "Bibliography Manager" select the option "Show links to import citations into" and choose "EndNote" in the drop down box.
4. Click on the "Save " button.

Follow these steps to import search results into EndNote:

1. After performing a search on Google Scholar click on the "Import into EndNote" link for the reference you want to import.
2. If you are presented with a window asking if you want to "Open" or "Save" the file, choose to open the file.
3. A "Select a Reference Library" window will appear, use this window to select the EndNote library you want the reference imported into.

### **Cite While You Write with MS-Word 2007.**

- Begin or open a pre-existing document in MS-Word.
- Locate a point where you would like to insert a citation.
- Click on **EndNote X5**

- Choose **Insert citation**. A search window will appear. Search for a bibliographic entry from one of your libraries by typing in keywords. It will pull up possible entries.
- Highlight the one you would like to insert and click on **Insert**.
- The parenthetical reference automatically be inserted and a bibliographic entry generated.
- You can change the bibliographic style in which the items are displayed. If you would like to use a different style, choose **Styles/Select Another Style**. From the **EndNote X5** styles screen choose a new bibliographic style and click on OK. It will automatically reformat the parenthetical reference and bibliography to the new style.

### More information on EndNote

- 1) A complete manual is available with your download. Look under Programs/EndNote/EndNote Manual.
- 2) Go to the EndNote web site at <http://EndNote.com/support/ensupport.asp>
- 3) Go to Youtube.com do a search on EndNote X5 you will find tutorials.
- 4) Contact Theresa McDevitt ([mcdevitt@iup.edu](mailto:mcdevitt@iup.edu)) at 724-357-4892 or Nancy Evans ([nre@iup.edu](mailto:nre@iup.edu)) 724-357-1329.
- 5) There are videos available in several formats to help you learn the program. There is a YouTube channel at [www.youtube.com/endnotetraining](http://www.youtube.com/endnotetraining) that has videos with closed captions. Or try <http://community.thomsonreuters.com/ts/attachments/ts/endnotetraining/62/1/Building%20an%20EndNote%20Library.pdf>

### Things to Remember about EndNote

1. EndNote does not replace the style manual. It will make it easier to follow the manual, but you will still need the manual.
2. Garbage in, garbage out. So check your import results, especially when working with sources such as Google Scholar that may have inconsistent data.
3. Use one EndNote library for all of your writing. It will make your life easier in the long run.
4. Use the Edit Citation command to make changes to citations in documents. Trying to make changes on the screen risks corrupting the EndNote citations.
5. If you are using footnote styles, your word processor controls the numbering and placement of the footnote and EndNote controls the formatting. So you will first need to insert the footnote using your word processor, then insert the EndNote citation into that footnote.
6. EndNote provides multiple ways of importing references including:
  - a. Online search
  - b. Direct export
7. Online search uses the Z39.50 Internet protocol, a standard protocol that was developed just for searching and retrieving bibliographic data. It has limitations.
8. EndNote can be customized and don't forget to **Back up your EndNote Libraries!**