



# Wichita State University Libraries

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## EndNote Basics

### Endnote X2

### What is EndNote?

*EndNote* is a software program that helps you store and manage bibliographic references (citations) for your research projects and papers. It can format references and automatically create bibliographies using a variety of styles, such as APA, MLA, Chicago, Turabian, IEEE, and many more.

### How can I download the EndNote software?

All WSU students, faculty, and staff can download the *EndNote* software for free. *EndNote* is available for both Windows PC and Mac platforms. To download:

- Login to your **myWSU** account -- <http://mywsu.wichita.edu/cp/home/loginf>
- Click on **myTools** under **Student Tools** on the upper left-hand side of the screen
- Click on **Download EndNote** under **General** on the upper left-hand side of the screen, and follow the instructions

If you have trouble downloading *EndNote*, contact Steve Dickerson ([steve.dickerson@wichita.edu](mailto:steve.dickerson@wichita.edu)), ext. 3906, in University Computing for assistance.

### How do I use EndNote?

Screenshots in this guide are taken from *EndNote* as it appears on a Windows PC. *EndNote* looks somewhat different on a Mac, but the techniques described in this guide are essentially the same.

This guide will show you the following basic steps for using *EndNote*.

- Opening or creating an *EndNote* Library
- Adding bibliographic references or citations to your library
- Using *EndNote* with Microsoft *Word* to organize research papers, insert references using *Cite While You Write*, and create independent bibliographies

### More Information

For additional information about using specific features of *EndNote*, the following web sites may be useful.

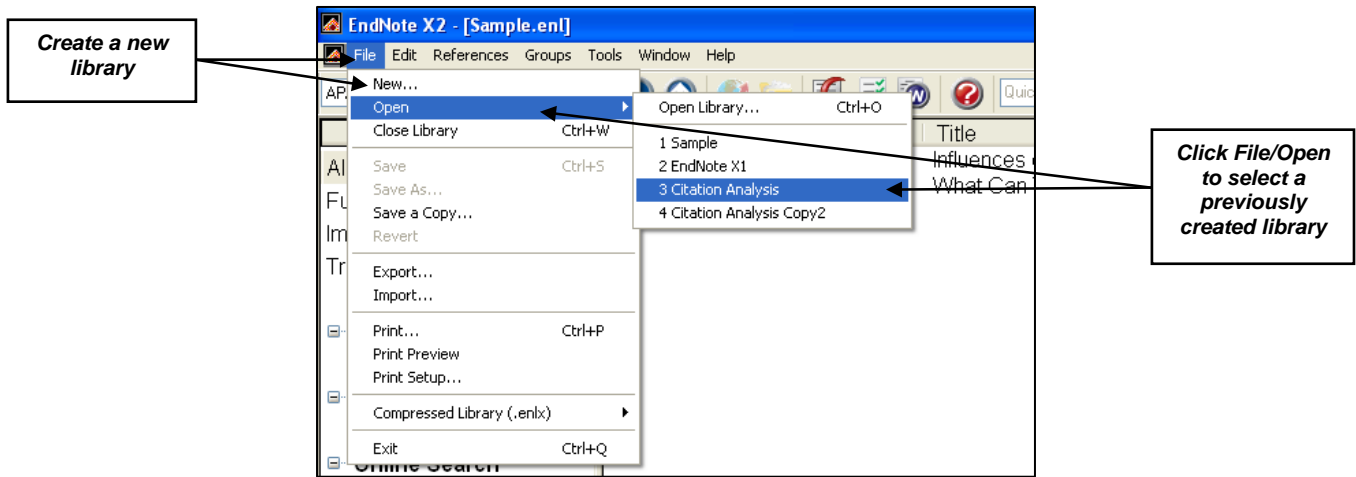
EndNote Support & Services      <http://www.endnote.com/support/ensupport.asp>

Univ. of Medicine & Dentistry      <http://www3.umdnj.edu/stlibweb/education/ENhandout.pdf>  
of N. J. -- University Libraries

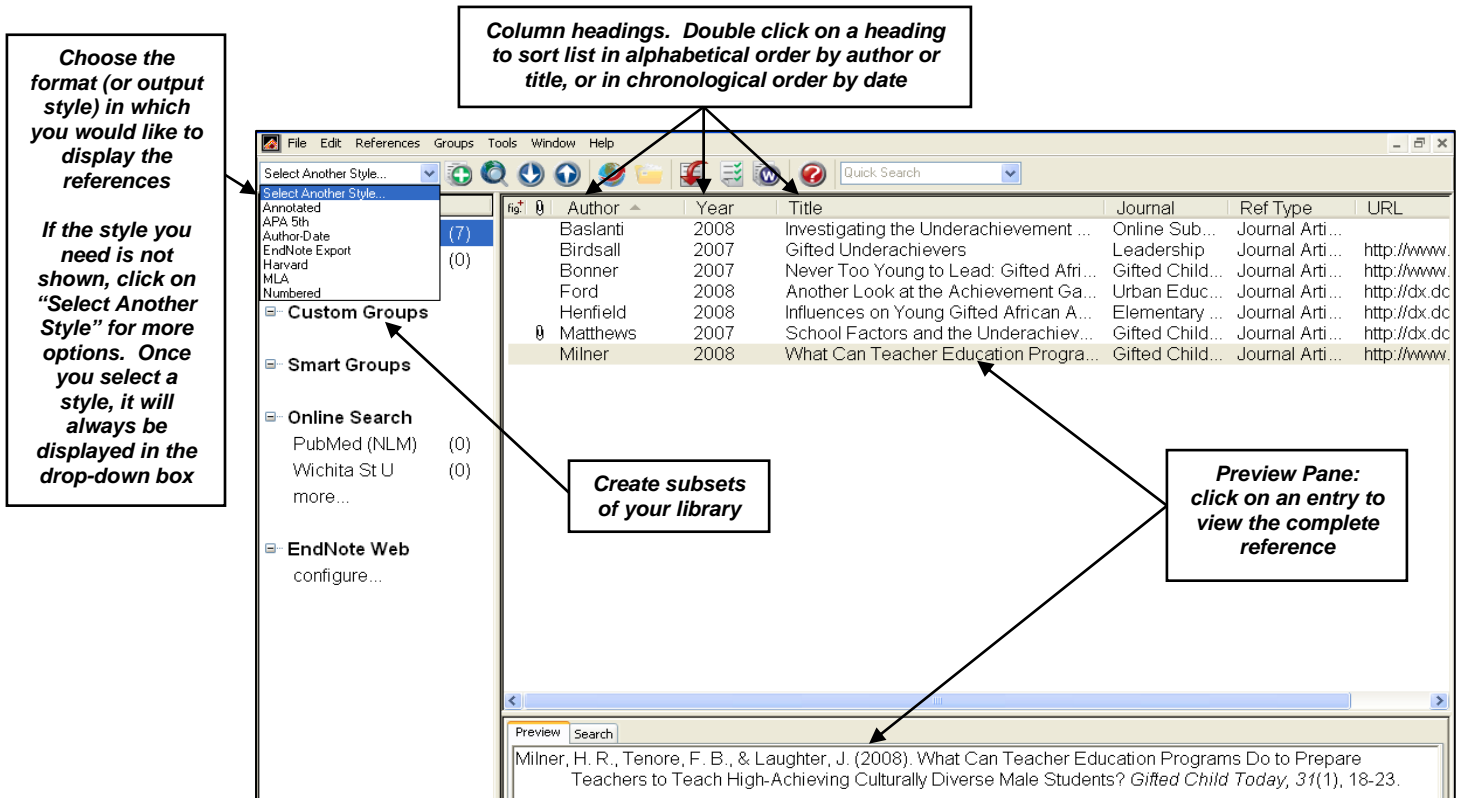
Univ. of Medicine & Dentistry      <http://www.umdnj.edu/librweb/newarklib/ref/EndNoteX2Tutorial.pdf>  
of N. J. – University Libraries

# Opening or Creating an EndNote Library

- The file in which you store your bibliographic references is called a **library**. You may place all of your references in one library, or you may create multiple libraries. The first time you open *EndNote*, a dialog box will appear that allows you to **Create a new EndNote library** or to **Open an existing EndNote library**. On subsequent occasions, if this dialog box doesn't appear, click on **File/New** to create a **new** library, or **File/Open** to open an **existing** library.




- At the prompt, give your library a name, choose where you want to save the file, and then your new, blank, library will appear. Now you are ready to add references to your library. The graphic below shows an example of a library that has already had some references placed into it.

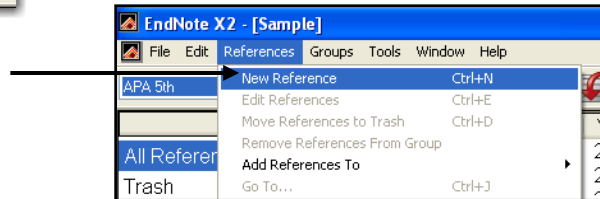


# Adding references to your library

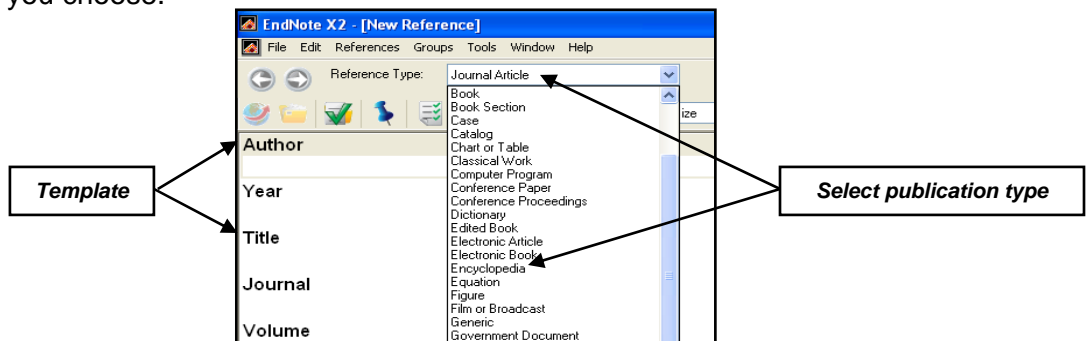
There are three ways to add references to your library: **manual**, **import**, or **online search**

## **Adding references manually** – use this technique when you have an article in hand, or want to add references found in lists of references at the ends of journal articles or book chapters

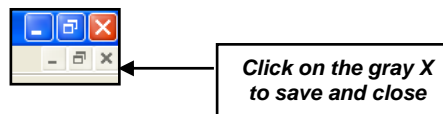
- Open your *EndNote* Library
- Click on **References** in the upper *EndNote* toolbar and then choose **New Reference**, or click on this icon on the toolbar: 



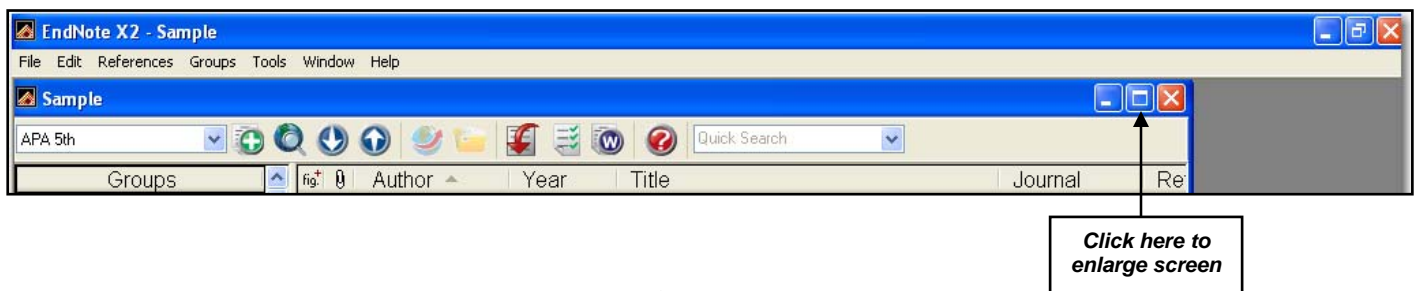
- You will see a template for typing in all of the elements of your reference
- Click on the drop-down arrow in the **Reference Type:** box, and select the publication type for which you are creating a reference (book, journal article, etc.). The template will reset to accommodate the publication type you choose.



- Click on a field (author, title, etc.) into which you want to enter information. Type in the information. Press [Tab] to move from one field to the next.
- **Close and save** the new reference by clicking on the **X in the gray toolbar** (not the red X) in the upper right of the screen.



- If you do not see the gray X, you can click on the maximize button in the lower blue toolbar of your library to enlarge the library window and make it appear:



# Tips for entering citation information

## Authors

- You may enter an author's name in a variety of ways:
  - last name, first name and middle initial** – Johnson, Jason A.
  - first name middle initial and last name** – Jason A. Johnson
  - last name, first and middle initials** -- Johnson, J.A.
  - first and middle initials last name** -- J A Johnson
- EndNote* can abbreviate first and middle names, so for maximum flexibility, enter whole names when possible
- If you use initials, include either a period or a space after each one
- If a publication has more than one author, type each author's name on a separate line
- If the author is an organization or association, place a comma at the end of the name:  
**American Medical Association,**

## Journal Article Titles

- Capitalize only the first word of an article title (as well as the first word after a colon)
- EndNote* can place capitalization **on** words, but it cannot take capitalization **off**
- Entering titles this way enables you to change references from one style to another

## Journal Names

- Enter full journal titles—do not abbreviate  
*EndNote* may not be able to supply the full title if you abbreviate

## Including a link to a PDF

You can add a link to the PDF version of a journal article or other document so that you can access it directly from *EndNote*.

- Save the document to your computer
- Open the template for the citation for that document (double click on it from your main *EndNote* library page)
- Scroll down the template to the **File Attachments** field or box
- Click and drag the PDF into the box, or right click on the box, click on **File attachments/Attach file**
- Locate where you saved the PDF on your computer, and double click on it
- The link to the document will appear in the box



## Importing references – use this technique when you want to add references you have saved from searches done in databases like ERIC, PsycINFO, ABI/INFORM, RILM Abstracts of Music Literature, etc.

The steps for importing references vary from database to database. To see instructions for importing from a specific database, click on **Edit/Import Filters/Open Filter Manager**. Then, **double click on the name of the database you want to use, and instructions for how to save records for importing will display**. Below are instructions for importing references from some of the most commonly used databases at Wichita State University.


### Cambridge Scientific Abstracts Databases (CSA)

Examples: *Aerospace & High Technology Database, Criminal Justice Abstracts, Design and Applied Arts Index, ERIC, MEDLINE, MLA International Bibliography, Philosopher's Index, PsycINFO, Social Services Abstracts, and Sociological Abstracts.*

#### In the database


- Run your search
- Mark the references that you want to export into your *EndNote* library
- Click on the **Save, Print, Email** link near the top of the screen underneath the folder tabs
- On the upper part of the next screen, click on the drop-down arrow, and change *Short format* to **Full format** – this will allow the abstracts to be imported as well as the references
- Near the bottom of the screen, select your **file format** (PC, Macintosh, Unix) and click on the **Save** button
- At the *File Download* screen, click on **Save**
- Save the file to your Desktop – you can delete it after you've imported the references into *EndNote*
- Name the document – make sure that the **.txt** file extension is added to the end of the file name
- Click on **Save**
- When you receive the screen that says "Download Complete," click on **Close**

#### In EndNote

- Open *EndNote*
- Open the *EndNote* library into which you want to place the references
- Click on **File/Import**, or click on the *Import* icon on the toolbar: 
- In the **Import Data File** box, click on *Choose File* to locate the file you just saved. Double click on it.
- In the **Import Option box**, click on the drop-down arrow
  - If you have imported references from this database before, its name will show up as one of the import options. Click on it.
  - If you have not imported references from this database before, click on **Other filters**. Then, double click on the name of the database you are using – for example, *ERIC (CSA)*
- If the specific CSA database that you are using is not shown as an option, *select another CSA database* on the list of available filters – filters for databases from the same provider generally work the same way
- Leave the **Duplicates** and the **Text Translations** boxes as they are
- Click on the **Import** button
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## Ebsco Databases

Examples: *CINAHL*, *SPORTDiscus*, and *America: History & Life*.

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library by clicking on the **Add to folder** link below each reference
- Click on the **Folder** button near the top on right side of the screen
- Mark the references you want to send to your library by clicking in the boxes to their left
- Click on the **Export** button above your list of references: 
- Under **Save citations to a file formatted for:** on the right-hand side of the screen, click on **Direct Export to EndNote, ProCite, or Reference Manager**
- Click on the **Save** button
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## Ei Engineering Village Databases

Examples: *Compendex* and *INSPEC*.

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references you want to export into *EndNote*
- Click on the **Download** button
- Select **RIS, EndNote, ProCite, Reference Manager**
- Click on **Download**
- At the *File Download* screen, click on **Open**
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## Gale Cengage Databases

Examples: *Academic One File*, *Expanded Academic ASAP*, and *General Reference Center Gold*.

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library
- On the upper left-hand side of the screen, under the name of the database, click on **Marked Items**
- In the red and white box near the upper left of the screen, click on the **Citation Tools** link
- On the lower half of the screen, where you see **Export to third party software**, select **EndNote**
- Click on **Export**
- At the **File Download** screen, click on **Open**
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library


## Google Scholar

- Open the *EndNote* library into which you want to import your references
- Go to Google Scholar <<http://scholar.google.com>>
- Click on the **Scholar Preferences** link to the right of the search box
- Scroll down to **Bibliography Manager** at the bottom of the page
- Select the option to **Show links to import citations into**, click on the drop down arrow, and choose **EndNote**
- Click on the **Save Preferences** button
- Run your search
- When you see a reference you want to save into *EndNote*, click on the **Import into EndNote** link that now appears beneath each citation (you will have to import references one at a time)
- At the *File Download* screen, click on **Open**
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

**Note:** If this method does not work, try choosing **RefMan** instead of *EndNote* on the **Scholar Preferences** page, and then proceed as above. The import link will be changed to say **Import into RefMan**.


## ISI Web of Knowledge Databases

Examples: *Arts & Humanities Citation Index*, *BIOSIS Previews*, *MEDLINE*, *Science Citation Index*, *Social Sciences Citation Index*

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to import into your *EndNote* library
- Scroll to the bottom of the screen, and choose your **Output** options
  - Step 1: Choose *Selected Records on page*
  - Step 2: Select the amount of information to import
  - Step 3: Click on this button 
- A *Processing Records* screen will appear for a few seconds while importing takes place
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## OCLC FirstSearch Databases

Examples: *Anthropology Plus*, *Contemporary Women's Issues*, *Dissertation Abstracts Online*, *Electronic Collections Online*, *GEOBASE*, and *RILM Abstracts of Music Literature*.

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* Library
- Click on the **Export** button 
- Next to **Export:**, choose "Marked records from this search"
- Next to **Export to:**, choose **EndNote**
- Click on the **Export** button
- At the *File Download* screen, click on **Open**
- *EndNote* will open with the **Choose An Import Filter** box displayed
- Double-click on the name of the database you used for your search—**Anthropology Plus (OCLC)**, for example
- Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## OvidSP Databases (formerly SilverPlatter)

Examples: *EconLit* and *Social Work Abstracts*.

- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library
- Go to the **Results Manager** section of the page (just above your list of search results)
  - In the **Fields** column, choose the amount of information you want to export—*Citation + Abstract* or *Complete Reference* would be good options
  - In the **Result Format** column, check the **Direct Export** radio button
  - In the **Actions** column, click on **Save**
- *EndNote* will open with the **Choose An Import Filter** box displayed
- Double-click on the name of the database you used for your search — **Social Work Abs (Ovid SP)**, for example
- Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## ProQuest Databases

Examples: *ABI/INFORM*, *Literature Online (LION)*, and *ProQuest Nursing & Allied Health Source*.


- Open the *EndNote* library into which you want to import your references
- Open the database, and run your search
- Mark the references that you want to import into your *EndNote* library
- Click on the **Export** link just above your list of references
- Click on **Export directly into ProCite, EndNote, or Reference Manager**
- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## PubMed NLM (MEDLINE)

### In the database

- Run your search
- Mark the references that you want to import into your *EndNote* library
- On the search results page, select **MEDLINE** in the **Display** drop down menu in the *PubMed* navigation bar, which is set to **Summary** by default (this formats the citations for importing)
- Choose **File** from the **Send to** drop down menu in the *PubMed* navigation bar. This should bring up a *File Download* screen allowing you to save the text file containing your selected references
  - If the dialog box does not appear, check to see if your security software has blocked the download—if so, go ahead and authorize the download of the file
  - You may have to choose **File** from the **Send to** drop down menu a second time after authorizing the download in order to get the dialog box to appear
  - **Note:** If you use *File/Save* from your browser instead of the *Send to* pull down, the file will not import
- If you have a popup blocker enabled, you may need to disable the popup blocker temporarily to allow the *PubMed* website to send you the file
- At the *File Download* screen, click on **Save**
- Save the file to your Desktop – you can delete it after you've imported the references into *EndNote*
- Name the document – make sure that the **.txt** file extension is added to the end of the file name
- Click on **Save**
- When you receive the screen that says “Download Complete,” click on **Close**

### In EndNote

- Open *EndNote*
- Open the *EndNote* library into which you want to place the references
- Click on **File/Import**, or click on the *Import* icon on the toolbar: 
- In the **Import Data File** box, click on *Choose File* to locate the file you just saved. Double click on it.
- In the **Import Option box**, click on the drop-down arrow
  - If you have imported references from *PubMed* before, it will show up as one of the import options. Click on it.
  - If you have not imported references from *PubMed* before, click on **Other filters**. Then, double click on **PubMed (NLM)**
- Leave the **Duplicates** and the **Text Translations** boxes as they are
- Click on the **Import** button
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on **All References** under the **Groups** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use **Save** or **Save As** when you are finished working with your library

## Special Note for APA 5<sup>th</sup> Style users

When this style is selected, references imported from *some* databases will be displayed with every word of a journal article title capitalized. This is not correct APA format. You can **edit the APA style** so that article titles are displayed with only the first word of the title (and the first word after a colon) capitalized, which is the correct format. However, when you do this, *EndNote* no longer capitalizes **any** proper nouns that may appear in your journal title (i.e. **Native Americans** will be displayed as **native americans**).

To experiment with editing the APA style:

- Click on **Edit/Output Styles/ Open Style Manager**
- Click on **APA 5<sup>th</sup>**, and then click on the **Edit** button
- On the left-hand side of the screen, under the **Bibliography** heading, click on **Title Capitalization**
- Click on the radio button next to **Sentence style capitalization**
- Click on **File/Save as**
- Save the style as **APA 5<sup>th</sup> copy** (or other name of your choosing)
- Click on the **gray X** to exit out of both style editing screens to return to your main library window
- Click on the drop down arrow in the style selector box in the upper left-hand corner of the screen
- If **APA 5<sup>th</sup> copy is listed** as an option, click on it to make it the active style. Note that, in the preview pane at the bottom of your library window, references are now displayed in the correct format, with only the first word of journal article titles capitalized (and the first word after a colon, if any)

The screenshot shows the EndNote interface with the Style Manager dialog box open. The 'APA 5th Copy' style is selected in the 'Select Another Style...' list. A callout box points to this style with the text: "Choose your newly created style as the 'active' style". Another callout box points to the 'APA 5th Copy' style in the main list with the text: "Click here if your new style is not listed". Below the dialog box, a reference list is displayed. A callout box points to the preview pane at the bottom, which shows a reference with the title "Generational patterns in academic performance. The variable effects of attitudes and social capital." in lowercase, with the text: "Note that article titles are now displayed correctly".

Author	Year	Title	Journal	Ref Type	URL
Renedo	2007	Expert Knowledge, Cognitive Polyph...	J Health Ps...	Journal Arti...	http://www.nc
Renedo	2007	Expert knowledge, cognitive polypha...	Journal of H...	Journal Arti...	http://www.nc
Renedo	2007	Expert knowledge, cognitive Polypha...	J Health Ps...	Journal Arti...	http://www.nc
Renedo	2007	Expert Knowledge, Cognitive Polyph...	J Health Ps...	Journal Arti...	http://www.nc
Lent	2008	Facing the Issues: Challenges, Cens...	English Jou...	Journal Arti...	http://www.nc
Risse	2007	Fairness in trade l: obligations from tr...	Politics, Phi...	Journal Arti...	
McNair	2000	Final Reflections: How Fairview Bec...	Primary Vol...	Journal Arti...	
Kember	2008	A Four-Category Scheme for Coding...	Assessmen...	Journal Arti...	http://www.int
Johnson	2007	Gender differences in victimised ho...	Youth Studi...	Book	
Johnson	2007	Gender differences in victimised ho...	Youth Studi...	Journal Arti...	http://find.gal
Johnson	2007	Gender differences in victimised ho...	Youth Studi...	Journal Arti...	http://find.gal
Johnson	2007	Gender differences in victimised ho...	Youth Studi...	Journal Arti...	http://find.gal
Strahan	2003	General Patterns and Particular Pictu...	Journal of ...	Journal Arti...	
Strahan	2003	General Patterns and Particular Pictu...	Journal of ...	Journal Arti...	
Rosenbaum	2008	Generational patterns in academic p...	Social Scie...	Journal Arti...	<Go to ISI>://
Amir	2008	Genotype-phenotype associations b...	Genet Med	Journal Arti...	http://www.nc
Dagenais	1984	Giant Nonlinearities and Low Power ...	Philosophic...	Journal Arti...	http://links.jst
Sinha	2007	Global Linkages and Domestic Politi...	Comparativ...	Journal Arti...	
E tzioni	2008	A Global, Community Building Langu...	Internationa...	Journal Arti...	View Full Tex
Mischn	2006	The Growth of Electronic Journals in	Science &	Journal Arti...	

- If **APA 5<sup>th</sup> copy is not listed** as an option, click on **Select Another Style** to go into the **Choose a Style** dialog box to select it

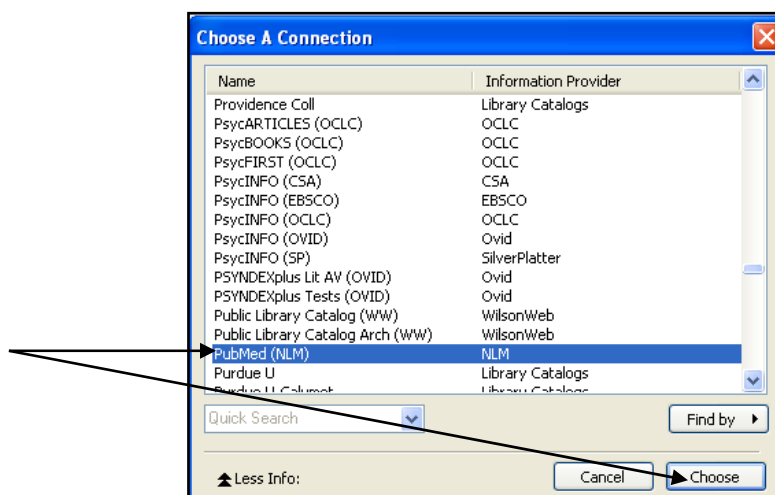
## Using Online Search – use this technique to search a remote database without leaving EndNote, and then add references directly to your library.

You can connect to and search a very limited number of remote databases from within *EndNote*. This feature works **only with databases that do not require you to login with your myWSU ID and password**, such as the free version of the *MEDLINE* database (*PubMed*) and the *WSU Library Online Catalog*.

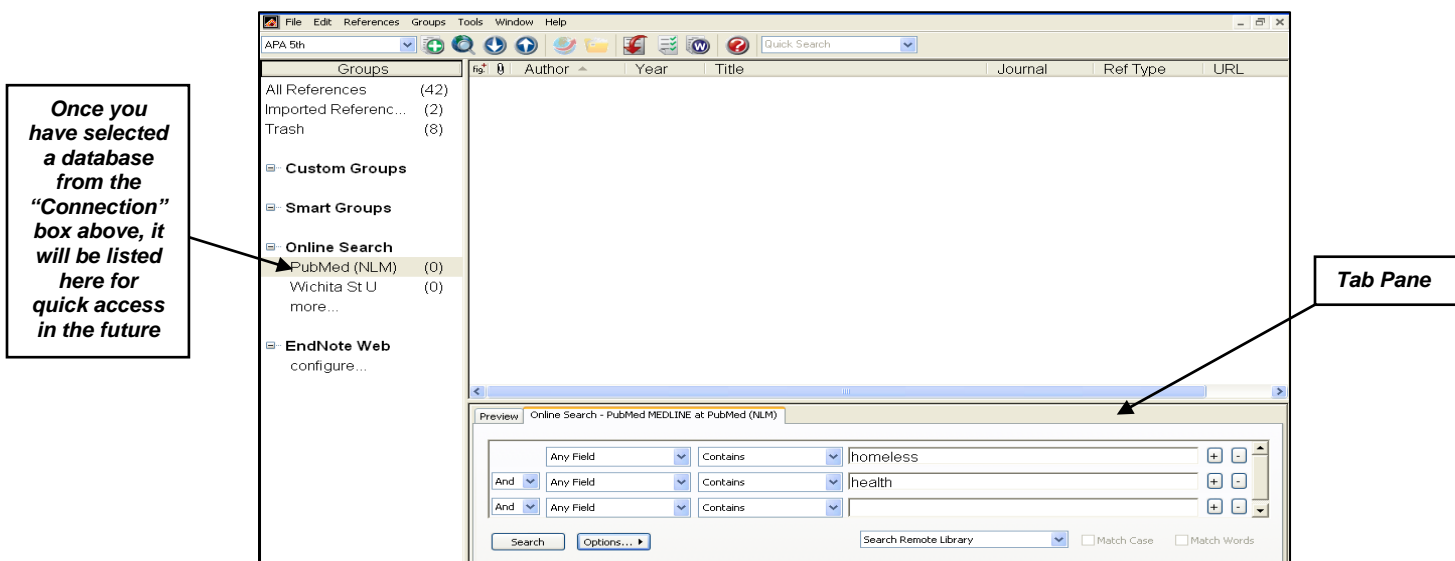
**NOTE:** It is usually a good idea to search the database itself first to get an idea of the search terms that will be successful. Many of the advanced search features of the database are not available when you connect through *EndNote*. Once you have determined your search terms, then connect to the database through *EndNote* for easy importing of your references.

### To search a database from within EndNote:

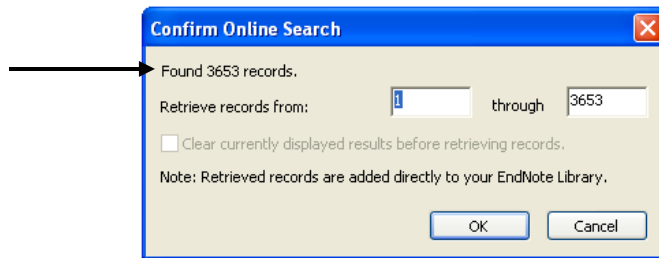
- Open the *EndNote* library into which you want to place references
- Click on **Tools/Online Search**
- Click on the name of the database to which you wish to connect -- *PubMed (NLM)*, for example
- Click on **Choose**



- A search window will appear in the **Tab Pane** at the bottom of your screen. Type your search words into the boxes provided, and click on **Search**



- The number of items in your search results will be displayed. Note that you cannot actually view the references at this point. If you do not want to import all of them, you can change the second number, to 30 for example, to import only the first 30 references in the results list. Click on **OK**.



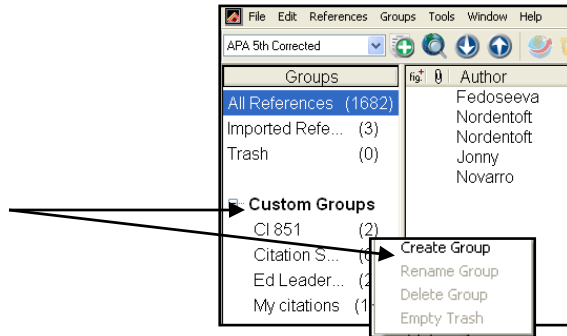
- The references will be automatically added to your *EndNote* library, but will appear first in a temporary window. If, after reviewing the references, you find that there are some you are not interested in keeping, click on them, and then click and drag them to the **Trash**. To send multiple references to the *Trash* at once, press the **Ctrl** button as you click on them, and then click and drag them all to the *Trash*. References will remain in the *Trash* until you empty it.

Groups	sig	0	Author	Year	Title	Journal	Ref Type	URL
All References (190)			Luo	2008	Oral health and its impact on the life ...	Community ...	Journal Arti...	http://www.ncbi.t
Trash (0)			Hwang	2008	The effect of traumatic brain injury on ...	CMAJ	Journal Arti...	http://www.ncbi.t
			Malta	2008	HIV/AIDS risk among female sex wor...	Rev Saude ...	Journal Arti...	http://www.ncbi.t
			Lincoln	2008	The BMC ACCESS Project: The De...	J Behav He...	Journal Arti...	http://www.ncbi.t
<b>Custom Groups</b>			<b>Martins</b>	<b>2008</b>	<b>Experiences of homeless people in t...</b>	<b>Public Heal...</b>	<b>Journal Arti...</b>	<b>http://www.ncbi.t</b>
Citation S... (6)			Ashkenazi	2008	[Predictable surprise--the 2008 Sich...	Harefuah	Journal Arti...	http://www.ncbi.t
Ed Leader... (2)			Norris	2008	How to spend a sixth of your entire e...	N Z Med J	Journal Arti...	http://www.ncbi.t
My citations (11)			Kim	2008	Modifiable Cardiovascular Risk Fact...	Fam Com...	Journal Arti...	http://www.ncbi.t
			Wolitski	2008	The Effects of HIV Stigma on Health, ...	AIDS Behav	Journal Arti...	http://www.ncbi.t
			Forchuk	2008	Developing and testing an interventio...	J Psychiatr ...	Journal Arti...	http://www.ncbi.t
<b>Smart Groups</b>								
<b>Online Search</b>								
PubMed (... (10)								
Wichita St U (0)								
more...								

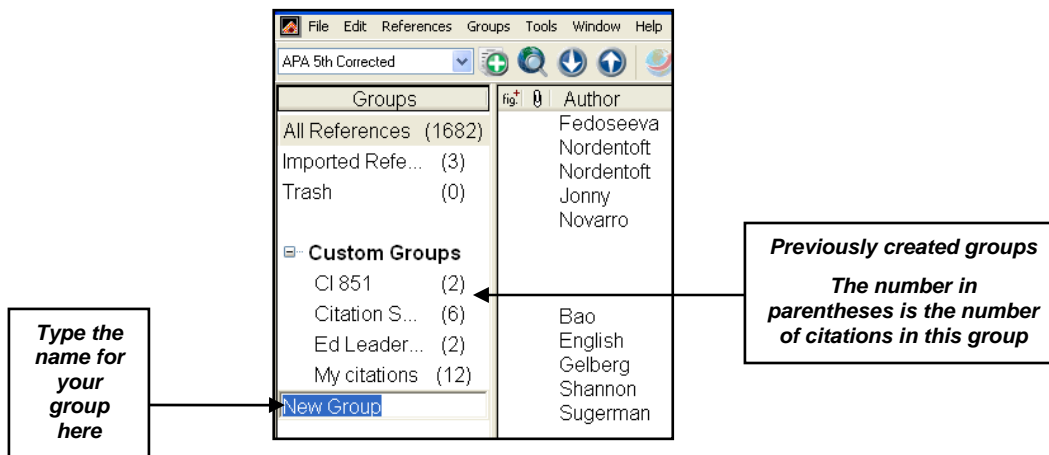
## Working with Groups

EndNote allows you to create “groups,” or subsets, of references from your library. This means that you can create a group of the relevant citations for each of your research projects. Here’s how:

- Right click on **Custom Groups** in the **Groups** pane on the left hand side of the screen, and then click on **Create group** in the resulting popup menu



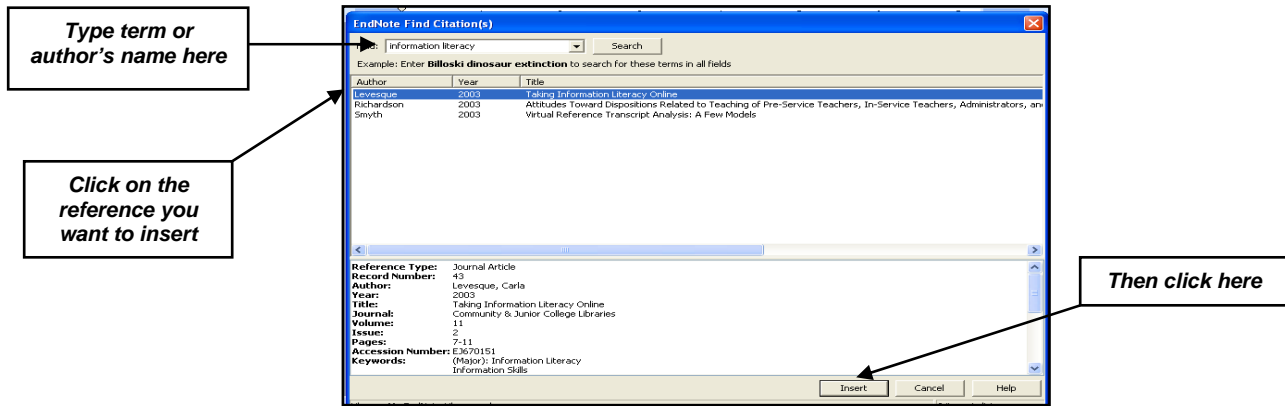
- A box will appear with the words **New Group** highlighted in blue; **type in the name** you would like to give this group of citations



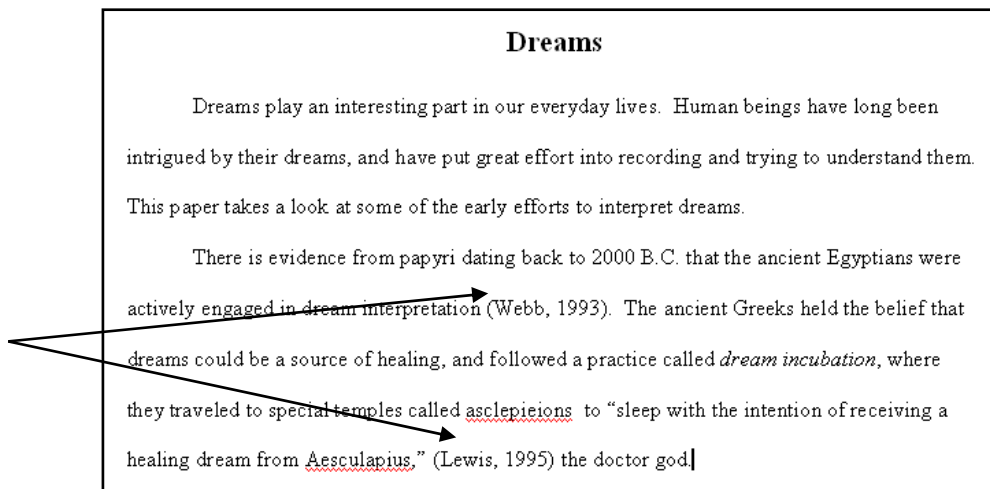
- That group name will now appear as one of your custom groups
- To place a reference into a group, first click on the reference in your main library window. Then click and drag it over to the group name. This will place **a copy of the reference** into the group. The original reference will still be retained in your main library



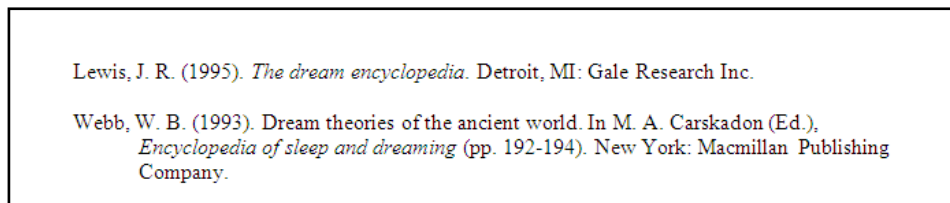
- Click on the **Find Citation** or **Insert Citation** icon (magnifying glass) in the toolbar as shown above (In *Word 2003*, if you don't have the toolbar, go to **Tools/EndNote/Find citation** and select it)
- Enter a term or an author's name in the **Find** box to search for references in your *EndNote* library that contain that term
- Click on the reference you want to insert, and then click on the **Insert** button



- The reference notation will be added to your paper



- The complete reference will automatically be added to the bibliography being created at the end of your document

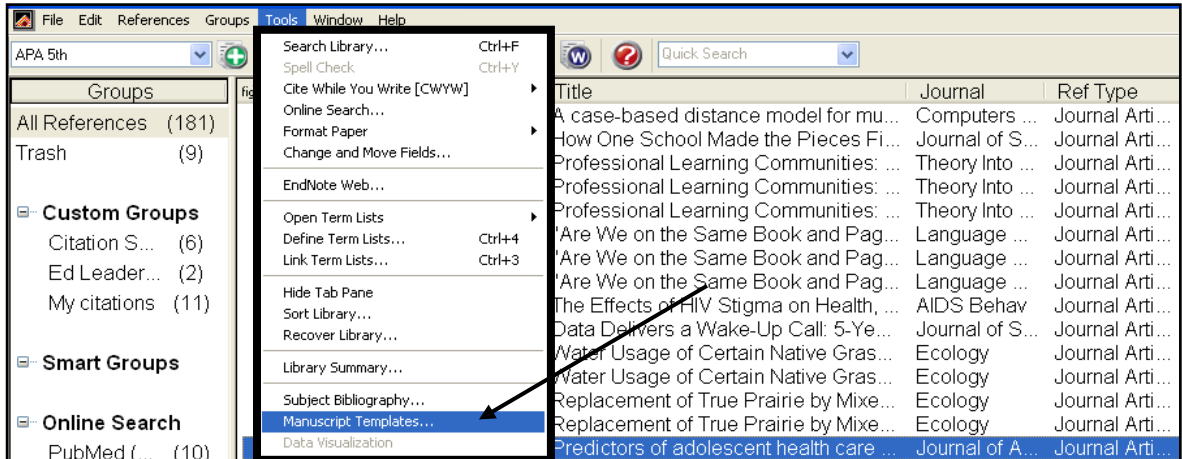


- Continue to add references in this manner
- References listed in your bibliography will automatically be updated and displayed in proper order for the style you have chosen, not in the order in which you added them to your document

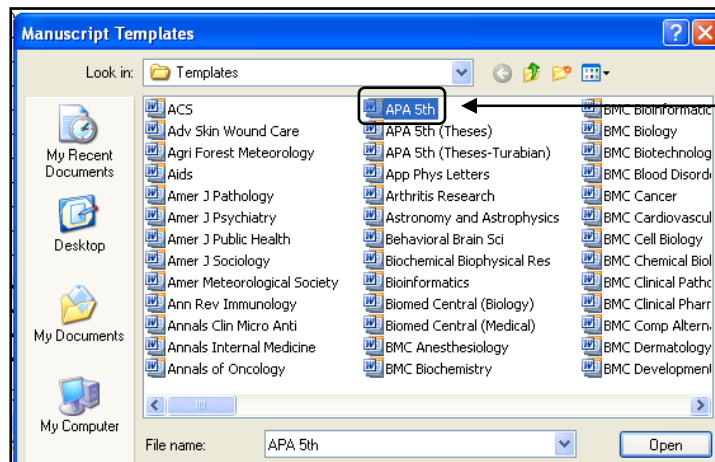
## Using Manuscript Templates

EndNote can help you format your paper according to hundreds of different styles, including APA, MLA, Chicago, and IEEE. It can also help you set up papers according to the styles required by many journals to which you might wish to submit papers for publication consideration.

- Open your **EndNote library**
- Click on **Tools/Manuscript Templates**



- Click on the style you want to use, and then click on **Open** (or double-click on the name of the style)



- Word will automatically open with the **EndNote Manuscript Wizard** setup box displayed. Click on the **Next** button to continue

**NOTE:** If a **Security Warning** box appears, check the box in front of **Always trust macros from this publisher**, and then click on the **Enable Macros** button to continue

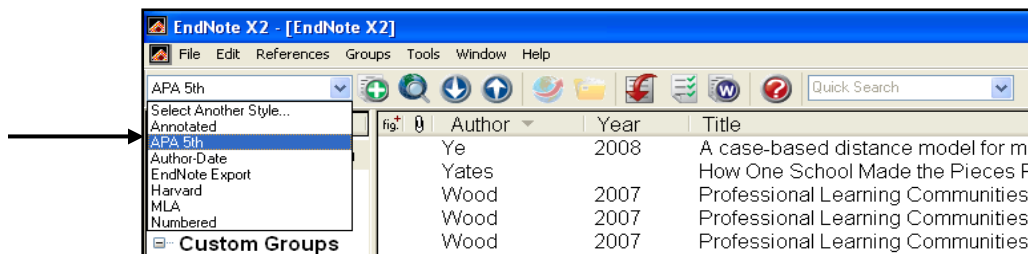
- **Title:** Type in the required information about the title of your paper; then click on **Next**
- **Author:** Click on the **Add Author** button once for each author, and then click on **New**. Type in the required information. Then, to have the authors added to the title page of your paper, highlight them one at a time and click on **OK**. Click on **Next** to continue
- **Sections:** Now, decide which sections you want to include in your paper. Uncheck any that you do not want, and click on **Next**

- Click on **Finish**, and you will see that your paper has been set up for you with the title page completed, and the rest of the sections ready for the insertion of your text
- Use the **Cite While You Write** techniques described above for inserting references from your *EndNote* library into your paper as you compose it

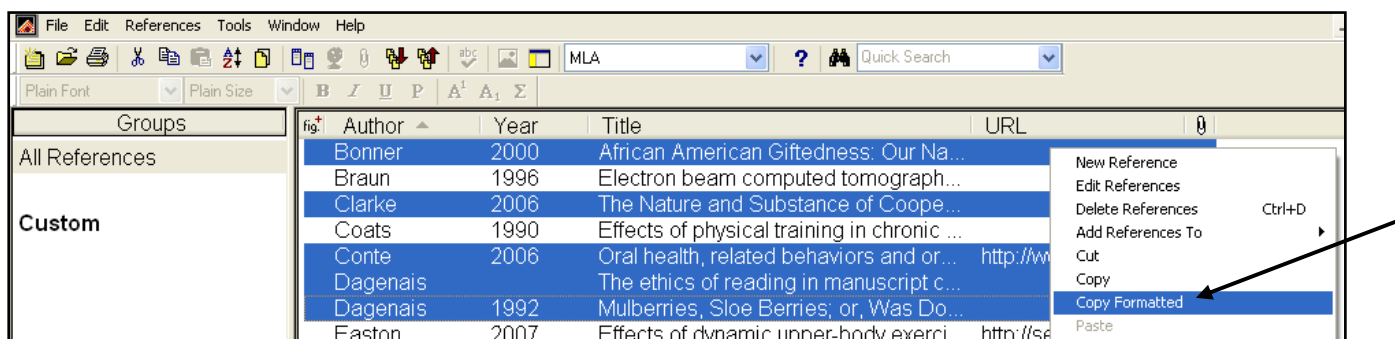
## Creating Independent Bibliographies

You can easily to create a separate or independent bibliography of the references in your *EndNote* library.

- Open your *EndNote* library and **choose the style** that you want to use



- Highlight the references you want to include in your bibliography. You can highlight the entire library, or you can hold down the **Ctrl** button and click on individual references to include



- After highlighting the references you need, right click in the highlighted area, and then click on **Copy Formatted**, as shown above.
- Open up a new blank *Word* document. Right click on the page, and click on **Paste**. Your bibliography will appear! It may be necessary to do some additional formatting, such as adding a heading, or creating additional spacing between references, to get it just the way you want it.

