EndNote intro + tips

Cathrine Fjeldstad. UNIS, 2016. EndNote x7.

Getting EndNote

Available for free on UNIS student server:
W:\SOFTWARE\

EndNote x7 for Windows
EndNote x7 for Mac

Learn about EndNote

Learn about the new features in this version of EndNote, and browse the help file.

A guided tour is available in the EndNote manual and Getting Started Guide pdf files bundled with the program.

Create a new library

If you're ready to get started, yo... ... ... new EndNote library.

Open an exist...

Open an exis...

Creating a library

Importing references

From databases:

- [Google Scholar](#) ► Settings ► Import into...
- SciFinder ► Export
- EBSCO ► Add to folder► Folder► Export
- GeoRef ► Export/Save
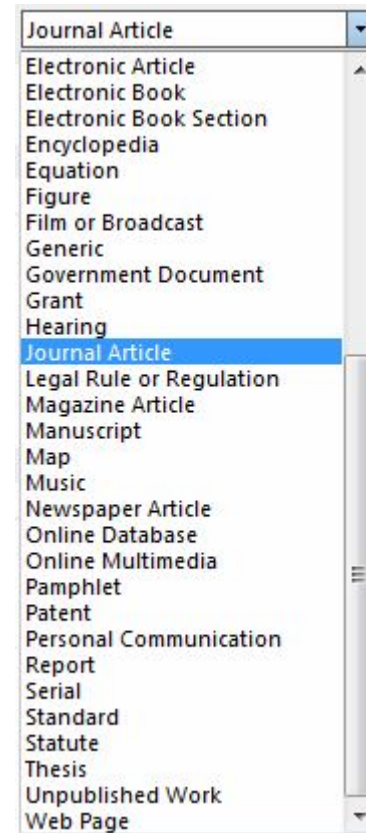
Always proofread imported references!

Creating references

Some references must be added manually; i.e. web pages ++

Most common reference types are:

Book, book section, journal article & web page.

Important!

Inverted form for authors.
New line for each author.

Journal Article

- Electronic Article
- Electronic Book
- Electronic Book Section
- Encyclopedia
- Equation
- Figure
- Film or Broadcast
- Generic
- Government Document
- Grant
- Hearing
- Journal Article
- Legal Rule or Regulation
- Magazine Article
- Manuscript
- Map
- Music
- Newspaper Article
- Online Database
- Online Multimedia
- Pamphlet
- Patent
- Personal Communication
- Report
- Serial
- Standard
- Statute
- Thesis
- Unpublished Work
- Web Page

and figures...

You can also manage your figures in EndNote!

You add them like a bibliographic reference, choose reference type Figure.

Insert figures, and create list of figures.

Find full text

EndNote can find and attach full text pdfs to your references. You must be on the campus network to have access.

Find Full Text...
Search the Web for full text documents for the selected references.
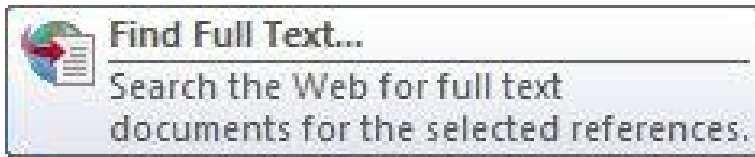
You can also attach full text pdfs to your references manually.

Share references

EndNote x7 has built-in pdf reader.

Comment, highlight or search the full text.

Send pdf and reference via email.

Send | To... | |
Cc...	
Subject	Attachment from my EndNote Library
Attached	AI-Homoud-2005-Performance characte.pdf (430 KB)

AI-Homoud, M. S. (2005) Performance characteristics and practical applications of common building thermal insulation materials. I: *Building and environment*, 40(3), s. 353-366.

Group your references

Groups = manual sorting

Smart groups = automatic sorting

Create from groups... = combine groups

Tip: Add keywords to your references for easier managing.

Insert reference in Word

1. Place marker where you want citation.
2. Go to EndNote (Win: alt+1).
3. Choose reference.
4. Click Insert citation (Win: alt+2).
5. Continue writing and repeat.

EndNote will update the bibliography when you insert citations. The bibliography will always be at the bottom of your document.

Format bibliography

Change the output style of your citations and bibliography at any time.
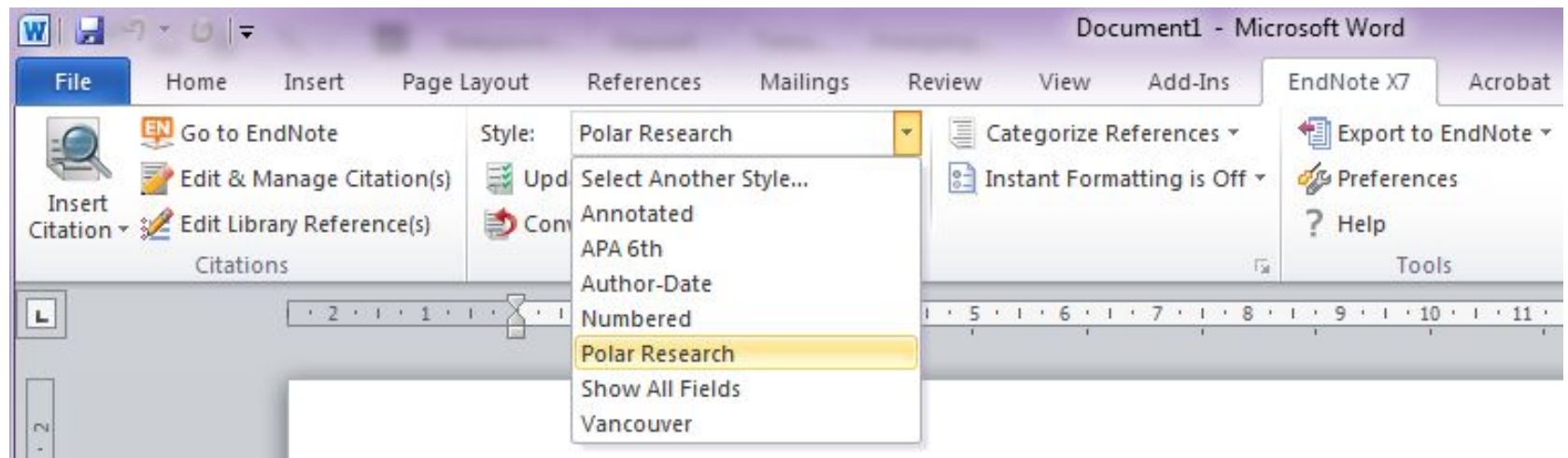
Editing citations

Add page numbers to your citations

EndNote X7 Edit & Manage Citations

Citation	Count	Library		
(Solstad, Eidesen, Little, & Elven, 2014)				
Solstad, 2014 #31	1	bibliografi_2014	Edit Reference ▼	

Edit Citation | Reference

Formatting: Default ▼

Prefix:

Suffix:

Pages: 189

Tools ▼   OK   Cancel   Help

Totals: 1 Citation Group, 1 Citation, 1 Reference

Customize EndNote

Change layout and column width

Change (Edit ► Preferences):
- **font and font size**
- **displayed reference types ► Modify**

Change shortlist of output styles:

Edit ► Output styles ► Open style manager

(Check boxes for shortlisting)

Need help?

- Google
- Youtube
- endnote.com

- Ask us!