

# Introduction to EndNote

## What is EndNote?

A software package for managing bibliographic information; integrates with Microsoft Word and Open Office to enable insertion of citations and bibliographies.

## Why would you want to use it?

- References available in one place for papers, theses, etc.
- Manuscript templates available for a number of journals and citation styles
- Adding citations to papers is easy; EndNote automatically formats those citations into a bibliography

## How to purchase

You might want to try EndNote out first before purchasing it. If so, browse to <http://www.endnote.com/endemo.asp> to download a free 30-day trial.

- **Discounted price** at the ITS Software Store (<http://its.vanderbilt.edu/softwarestore>)

After you've logged in, click on the "Students" or "Faculty/Staff" tab (whichever is appropriate). Above the Featured Product Icons is a drop down menu. Click on that, and navigate to the ISI Researchsoft Endnote product that says **student pmt by credit card** or **employee pmt by credit card** next to it.

- Vanderbilt bookstore and various possibilities online

## Need help with EndNote?

- EndNote Web site (<http://www.endnote.com/>)
- EndNote and EndNote Web Research Guide (<http://libguides.library.vanderbilt.edu/endnote>)  
Connection files for Vanderbilt Library-provided databases are found here.
- EndNote Basics (Eskind Biomedical Learning Module) [http://www.mc.vanderbilt.edu/kmt/learning/module\\_toc.html?tutorialID=150](http://www.mc.vanderbilt.edu/kmt/learning/module_toc.html?tutorialID=150)
- EndNote instructor: Chris Benda ([chris.benda@vanderbilt.edu](mailto:chris.benda@vanderbilt.edu))
- Heard Library EndNote E-mail list ([zres@library.vanderbilt.edu](mailto:zres@library.vanderbilt.edu))

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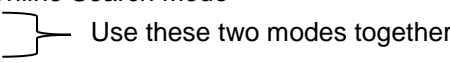
## EndNote on the Web

Vanderbilt faculty, staff, and students have **free** access to EndNote Web, an online version of EndNote.

- Sign up for an account at <http://www.endnoteweb.com>.  
(If you already have a Web of Knowledge account, you can use that as your EndNote Web account.)
- Compare EndNote Web and the EndNote client: <http://www.endnoteweb.com/encompare.asp>.

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## Some terms

- **Library:** the database of citations that you will build
- **Connection Files / Online Search:** a means of searching a bibliographic database from EndNote
- **Filters:** a means of importing citations into your EndNote library from an external file
- **Library Window Display Modes**
  - Integrated Library & Online Search Mode
  - Local Library Mode
  - Online Search Mode

## Creating and updating an EndNote library

- **Manual entry:** open your EndNote library, choose *References > New Reference* (or the green plus icon in EndNote X3), and start typing.
- **Direct export:** Search a bibliographic database and import the citations directly into EndNote (e.g., ProQuest, ATLA and other EbscoHost databases). Various databases do this in different ways. After you've selected records that you want to keep, look for the print/save/e-mail options and see if they mention EndNote.
- **Connection file / online search** (for searching databases like Acorn and ATLA and importing references into EndNote):
  1. Open your EndNote library.
  2. To display a list of databases for searching, choose **Tools > Online Search** in EndNote X1 and above (**Tools > Connect > Connect ...** in earlier EndNote versions) OR use the **more...** link in the Online Search section in the Groups pane on the left-hand side of the Library window. Note: only a brief list of the most popular connection files is listed. To use more, browse to <http://www.endnote.com/support/enconnections-terms.asp>.
  3. Select a database to search.
  4. Search using the search fields in the Tab pane at the bottom of the Library window.

Easy and fast, but very simple searching only. Connection files for Vanderbilt Library-provided databases (including Acorn) can be found at <http://libguides.library.vanderbilt.edu/endnote> under the "Connecting to Databases" tab.

- **Import filters** (when only manual entry is the other option):
  1. Search a bibliographic database (e.g., Sociological Abstracts).
  2. Save the citations as a "text" file (may be a .dat file).
  3. Open your EndNote library.
  4. Choose File > Import ...
    - Choose the file you want to import (the saved citations)
    - Make sure the Import Option you've selected is the correct import filter for that database
    - Decide on treatment of duplicates.
    - Click Import.

Allows searching of the database using its "native interface" (enabling more flexible searching).

## Organizing references

*Groups* feature in EndNote X1 on: References can be added to user-defined groups.

Earlier versions of EndNote: Add keywords to each reference. This can be done to multiple references simultaneously by using *References > Change and Move Fields*.

## Linking full text to your references

- You can attach copies of articles to the reference that describes them by using the "File Attachments" field in the reference. Just drag and drop the PDF, Word document, or other file into that field.
- You can see if we have full text for an item by configuring the OpenURL component of EndNote. Just e-mail me for more information ([chris.benda@vanderbilt.edu](mailto:chris.benda@vanderbilt.edu)).

## Importing references into a Word document

If you install EndNote after you've installed Word on your computer, an EndNote toolbar or tab should be added to Word. (Select *View > Toolbars > EndNote* in Word [versions before 2007] to see if you have the toolbar.)

At the place in your document where you want to add a citation, select *Tools > EndNote > Insert Selected Citation(s)* (or *EndNote > Insert Citation*). If EndNote is open and a citation is selected, the citation will be inserted; otherwise, you'll be prompted to select a citation.

The citation and bibliographical reference will be formatted according to the output style selected in EndNote. You can change the output style in Word by selecting *Tools > EndNote > Format Bibliography...* (or *EndNote > Style*) and choosing a different output style.