

# EndNote Quick Start



## Open an EndNote Library

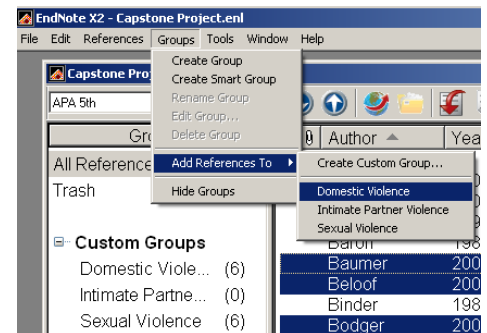
1. **Start > Programs > EndNote > EndNote Program**
2. File > New OR select *Create a new EndNote Library* > OK
3. Keep system supplied library name or rename the library file and Save
4. EndNote automatically saves an accompanying DATA folder for storage of object and picture files. The .enl file and DATA folder function together.

## Methods for Getting References into the EndNote Library

1. **Online Search**
  - from **Groups** pane under **Online Search** select **PubMed** (NLM)
  - fill in online search template in Tabs Search pane
  - press the **Search** button
  - **confirm online search**; all references become available in your EndNote Library.
2. **Import**
  - perform search in PubMed
  - save references in a tagged format (MEDLINE display format) and as a text file
  - return to EndNote and use **File > Import**
  - fill in the dialog window and select the correct filter (for example PubMed (NLM))
3. **Export**
  - perform search in the database (this works well with Web of Sciences and EBSCOhost databases; **NOT** available for PubMed)
  - select and save needed citations
  - use Citations in **Direct Export** format
  - select the library into which you want the citations to go
  - if asked, select the correct **Connection** filter
4. **Manual Input**
  - Use only if citation is not available in an online database
  - Select the correct **Reference Type**; fill in the appropriate fields and **Save**.

## Groups

1. use **Custom Groups** to sort references by subject topic, project, author name, etc.
2. in Groups pane, right click on **Custom Groups** > select **Create Group** > type name of group
3. select citations in the **Reference List** pane > right click and select **Add References To > Name of Group**
4. **Types of Groups**
  - **Permanent** (All References; Trash)
  - **Temporary** (Duplication References, Full Text, Imported References, Search Results)
  - **Custom** (created by user – see 1 above)
  - **Smart** (dynamically update Groups)
  - Online Search (list of favorite online databases/catalogs)
5. there is a limit of 500 custom groups per Library
6. Group names are sorted alphabetically
7. a reference can be placed in more than one group
8. a reference deleted from a group remains in the Library; a reference deleted from the Library is removed from a Group and is no longer available for use

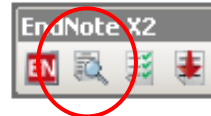


### Cite While You Write (works with MSWord)

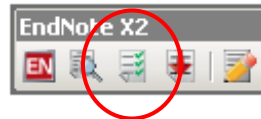
1. Open **MSWord**; the EndNote tool bar is available. (**View > Toolbars > EndNote**)
2. Select **Output Style**
  - a. In EndNote go to **Edit > Output Styles > {select style with check mark}**
  - b. The style then becomes available in the EndNote output styles pull-down menu and in the **Format Bibliography** dialog box in EndNote
3. As you are typing your paper you can **insert** in-text citations and create the bibliography; options for inserting citations from your EndNote Library include:
  - a. In Word, use the **Go to EndNote** icon to return to EndNote – select citation; use the **Insert Citation** icon in EndNote to return to the Word document.



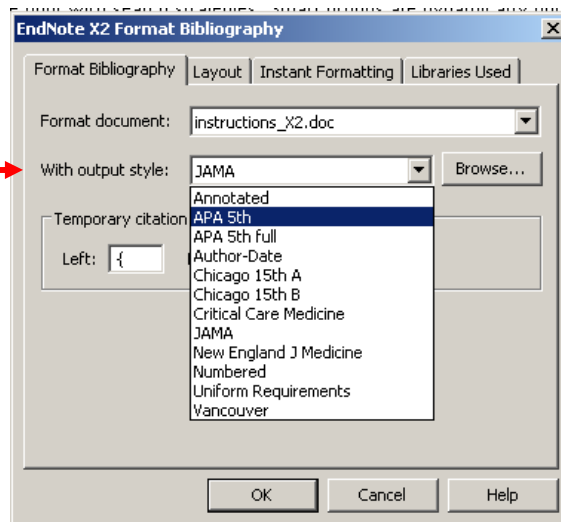
- b. In Word, use the **Find Citation** icon to search for a citation in your EndNote Library. Use **Insert** button.



4. **Format Bibliography**  
Select the **Format Bibliography** icon



Use the *With output style* pull-down menu to select and change the citation format.



Online tutorial available at:  
<http://library.med.utah.edu/ed/eduservices/handouts/index.php> - scroll to EndNote