Getting Started with EndNote

EndNote (EN) is reference management software. It allows you to:

- Create a **library to manage your references** (books, web pages, journal articles, *etc*).

- **Insert in-text citations** into a Word document and edit those citations.

- Use a pre-selected output style, e.g. APA. EN will **automatically format in-text citations** and **create a bibliography** at the end of your document.

For more information on EN see the Library, Teaching and Learning website>Develop your learning>Referencing and EndNote.

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Getting started	**Opening EN on campus computers** • From Start menu select All Programs>LU Applications>EndNote. **Installing EN on your laptop or home computer** • Go to http://www.lincoln.ac.nz/ithelp >IT for Students>Software downloads.
Creating new EndNote Library	1. Open EN and select **Create a new EndNote library**. It will be saved as an .*enl* file. Note: When you create an EN library an associated Data folder is also created that supports your library. 2. One EN library is recommended. Within your library you can create **Groups** to manage individual assignments, courses or chapters of a thesis. See Help in EN for more information on creating Groups.

Manually creating new references	1. From the References menu in EN select **New Reference**, e.g. *journal article, electronic article, book, book section (for book chapter), web page* etc*.*
	
	2. Enter the data you need to create the reference.
	
	   3. You need to be familiar with the requirements of the referencing system you use, e.g. APA, so that you enter information correctly.
	
	   4. Fields such as Keywords or Notes do not display in references. You can use these fields for your own information.
	
	5. Close Reference (it saves automatically).

How to download from Library Databases	Use the **Direct Export** feature in the library databases. This is a quick and easy method of copying or 'exporting' references from a library database directly to your EN Library. **Help screens** in the databases offer useful tips on exporting. **Direct Export** Each database is slightly different but the basic steps are as follows: 1. Access the database and perform your search. 2. Select the references to export to EN by clicking check boxes next to references. 3. Depending on database select Export Citations and/or Export to EndNote. 4. Follow on screen instructions until references are exported to EN library. **Google Scholar** Before searching Google Scholar you must activate the EN link to allow direct export 1. Open Scholar Settings. 2. Under Bibliography Manager select EndNote. 3. Save changes and perform your search. 4. Click **Import to EndNote** link under reference(s).

	LibrarySearch 1. Perform your search. 2. Select items using the check box. These items are saved to *My List* in top right. 3. Click on *My List*. You need to select items again using check box. 4. Select **Push to EndNote (RIS)** from drop down menu on right 5. Click Go. 6. Click Ok for Import to Citation Manager. 7. Select Open (not Save). 8. If a *Choose An Import Filter* option opens select **RefMan RIS**.
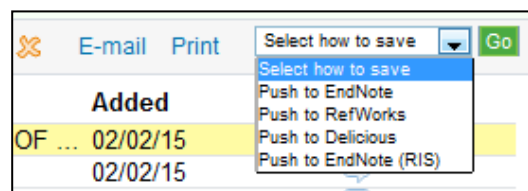
How to Use EndNote in a Word Document	As you write in Word, EndNote's *Cite While You Write (CWYW)* feature will automatically format citations and update your bibliography at the end of the document. The following example chooses the APA style but there are hundreds of styles to select from: 1. Open your EN library. From the drop-down menu in the toolbar, click on **Select Another Style**, choose the style you want, e.g. APA. 2. Click on the reference in your EN library that you want to insert. 3. Open Word, and place your cursor at the point where you want to insert the in-text citation. 4. In Word, go to the EN tab, click on **Insert Citation** and select **Insert Selected Citation.** 5. Your document should now include the formatted in-text citation in brackets, for example (Becker, 2009). Each time you insert a citation you will see your bibliography automatically update at the end of your document. Continue inserting citations in this way. **Editing a citation** – insert page numbers; excluding authors, etc. 1. Go to the in-text citation in the document that you want to edit, click within the citation. 2. Select the **Edit** & Manage Citation(s) command from the Word EN tab. 3. To remove author(s) click the **Exclude Author** check box. 4. To add pages, type in page number(s) in **Pages** box. 5. Click OK.
Attaching Files, e.g. PDF **Or**	1. Save article. 2. In your EN Library highlight reference, right click and select **File Attachments>Attach file**. 3. Select the saved article. 4. Click Open. The article will be attached to the reference. 5. The original file that was saved earlier can now be deleted, as this has been copied in your EN library Data folder. When saving or moving your EN library you must always include the Data folder. Alternatively, if you are using EN on campus:
Find Full Text	1. Highlight references in EN library, right click and select **Find Full Text** 2. Follow on screen instructions, i.e. login using LU username and password. If PDF is available EN will search and attach to record(s).

Workshops	Drop-in	Appointments