

1. THE SCOPE OF THIS GUIDE

The purpose of this guide is to get you started with EndNote, taking you through the basic routines of:

- entering references manually;
- searching and sorting using EndNote;
- managing Output Styles in EndNote;
- exporting bibliographies from EndNote Library.

Further guides to are available from the EndNote page of the Library website.

2. ENTERING DATA MANUALLY

- Start **EndNote**
- Open an existing EndNote Library - choose **Open** form the **File Menu**
- Create a new EndNote Library – choose **New** from the **File menu**

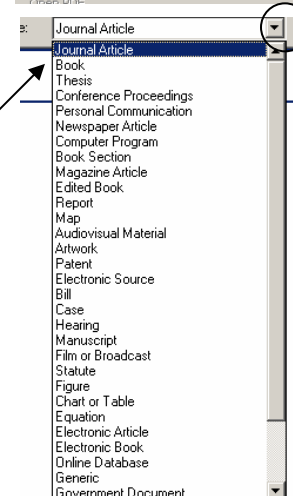
Saving your EndNote Library

When you create an EndNote Library save it onto your **H drive**. The **H drive** is fully backed up so if you loose or it becomes corrupted you can recover it.

- From the **References** menu – choose **New Reference** – a separate window opens for you to enter data. **Ctrl + N** also opens a **New Reference** window.



- From the **Reference Type** window on the top left of the screen click on the **Down Arrow** to reveal the 35 different types of reference format. Choosing one of these formats by clicking on it with the mouse e.g. **Book** or **Journal Article** changes the screen to show only those fields that you need to complete.
- Complete as many fields as you have information for. You can navigate through the screen by clicking on the field you want using the mouse **OR** using the **Tab** key. When completing the form, **EXCEPT** when entering Authors or Editors **DO NOT** use **Carriage Returns** or the **Enter** key. **DO NOT** use any form of punctuation at the end of fields such as commas or full stops.



Entering Names

When entering authors names enter the surname followed by comma then the initials or personal / Christian name e.g. **Holland, M.** or **Holland, Matt** For multiple names enter each name on a new line e.g.

Holland, Matt
Tudor, James

Enter the full name where possible, if you only have initials then enter a period after each initial e.g.

Holland, M.H.
Tudor, J.T.

When entering Corporate names e.g. *Bournemouth University* or *Bournemouth University, Academic Services* use a double comma i.e. ,, this will reproduce names in the bibliography *as they were entered*.

Bournemouth University,,
Bournemouth University,, Academic Services

- EndNote 'remembers' data entered in fields where information is likely to be used more than once e.g. **Author, Journal Title**. After the first time the data is entered EndNote automatically suggests information for these fields. If the information is correct **Tab** or **Click** to the next field.
- To finish inputting close the window for the Reference you are working on. EndNote automatically saves the record.

Managing Your EndNote Library

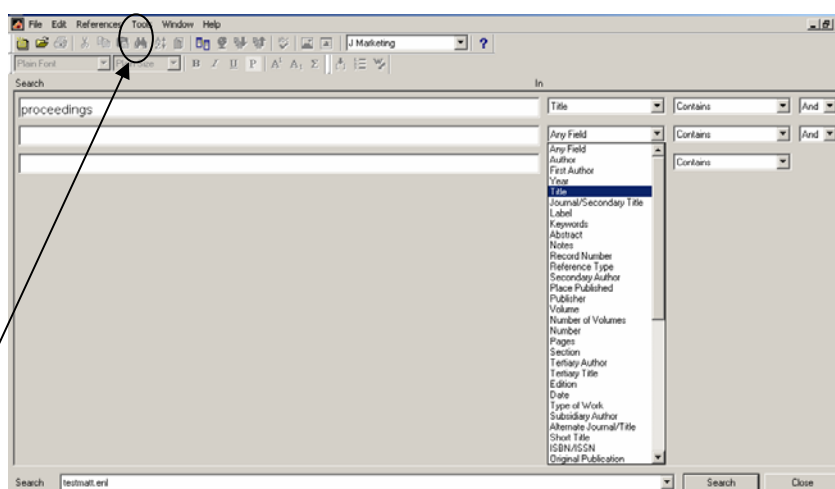
It is a good idea to have only one EndNote Library to keep all your references. You can add your own information to two of the fields to help you keep track of your references.

Notes – add your own notes about references, important points, key passages etc. The **Notes** field occurs in every **Reference Type**.

Keywords – add your own keywords to group records together that have the same function or are on the same subject. The **Keywords** field occurs in every **Reference Type**. Keywords is a searchable field.

3. SEARCHING YOUR ENDNOTE LIBRARY

- To search your EndNote Library click on the **References** menu and select **Search References** OR click on the **Search References** icon.

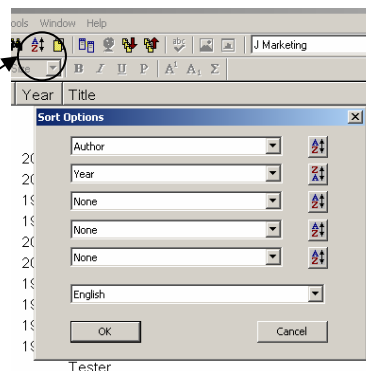


- Type in the word you want to search and select the fields you want to search in e.g. **Author, Title** or **Keywords**, EndNote offers c50 searchable fields.

- EndNote displays retrieved references. To return to your complete Library, select **Show All References** from the **References** Menu.

4. SORTING RECORDS

- For quick sorting click on the **Tabs** at the top of each column e.g. **Author, Year** and **Title**.
- For advanced sorting option, select **Sort References** from the **References** Menu, OR click on the **Sort References** icon.



5. ENDNOTE OUTPUT STYLES

Output Styles

EndNote comes preloaded with standard bibliographic styles installed in your **Output Styles** menu:

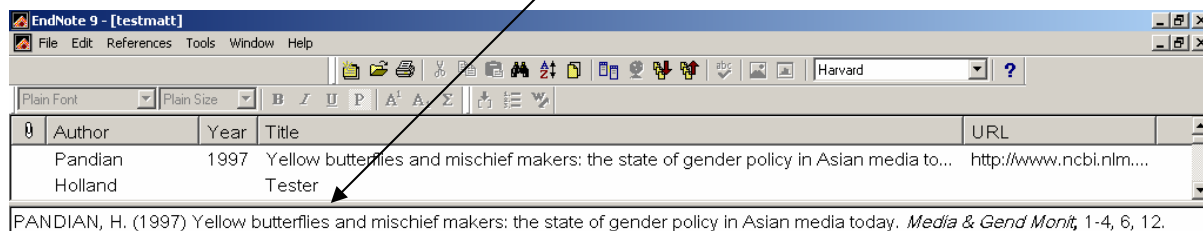
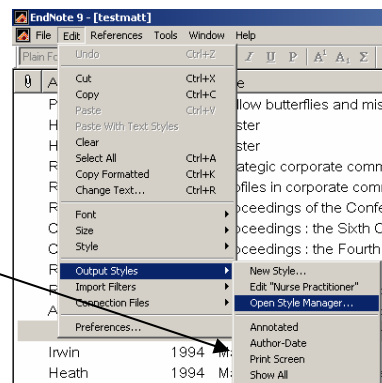
Annotated: generates an Author-Date style bibliography with abstracts;

Author-Date: generates bibliography alphabetised by author name, and in-text citations with Author and Year;

Numbered: generates a numbered bibliography with corresponding numbered in-text citations.

In addition to basic styles EndNote has c1380 output styles from major publishers and publications.

- To manage Output Styles choose **Output Styles** from the Edit Menu, then choose **Open Style Manger**.
- Check the boxes of **Output Styles** you would like access to e.g. Harvard. **Closing the Output Style Manager** window saves your selection and adds it to the **Output Styles** Menu
- Note that the style of presentation of records remains constant in the upper pane of the EndNote display, however, the lower pane displays selected references with the **Output Style** applied.



6. EXPORTING BIBLIOGRAPHIES FROM ENDNOTE

- EndNote will **export all references** unless you select a subset from your EndNote Library. To select a subset of records highlight by holding down the **Ctrl Key** and **click on references** you want OR **Search** your EndNote Library for references. Before you **Export** and from the **References** menu choose **Show Selected References**.
- Go to the File menu and select **Export**

- **Export** References as **.rtf** files and **Save** the file to your computer. The file will open in Word with the References in your chosen **Output Style**.