# Introduction to EndNote

## EndNote Online

Sign up when you install your EndNote software or set-up separately at myendnoteweb.com

Note: you cannot have multiple libraries in EndNote Online; if you use multiple libraries in EndNote Desktop, only one can be sync’ed to your Online account.

Entering Citations (Collect):

* Online search – limited sources, only publicly available databases
* New Reference – to enter a reference manually
* Import – select the downloaded file of citations, and the database/source from which you downloaded it (be careful to match both the database name and the platform; many databases are available from multiple sources. Save those you use often in favorites; for DragonSearch, use RefMan RIS

Organize:

* Manage My Groups – this is where you can share groups of citations to others and see which groups you’ve shared
* Other’s groups – shows groups that have been shared to you

Format:

* Bibliography – generate a simple bibliography list from one of your groups
* Cite While You Write – to download plug-in for Word
* Export – to extract citations to a file

Match:

* Uses the Title, Abstract and References (from one of your groups) of your manuscript to recommend journals to which you might submit for publication

## EndNote Desktop:

Downloading software - software.drexel.edu

* Mac users – be sure to get license info from .txt file
* PC users – follow installation instructions in .txt file

Updating

* From Help menu
  + Update EndNote software (do this occasionally to make sure you have all the latest updates and fixes)
* Update output styles, connection files, etc. at <http://www.endnote.com>

Set-up

* Preferences
  + URLs & Links/Find Full Text - (see <http://libguides.library.drexel.edu/endnote> to copy/paste URLs) configure to pull full-text of articles for selected citations
  + PDF Handling – configure to rename linked PDFs to a standard format (e.g., author\_year); designate an “auto-pull” folder for PDFs
* Libraries
  + Limit number of libraries you create (use groups/group sets to keep things organized
  + Transferring libraries – Move or copy both the main .ENL file and the .DATA folder.

Entering Citations

* Entering manually (Don’t. Just don’t!)
* Import PDF (with DOI)
* Direct download (DragonSearch and most databases)
* Download + import - filters
* Online Search - Online Search Mode vs. integrated mode

Editing Citations

* Single citation
* Batch update

Groups – Custom vs. Smart Groups, group sets

* Note that Groups transfer through to EndNote Online; Smart Groups do not!

Attaching Files

* Manually
* Finding Full Text (might not find everything we have, but it’s a good start!)

Endnote and the Writing Process

* Look for EndNote tab in Word document. Use Preferences>application to choose EndNote [desktop] or EndNote Online
* Cite While you Write
  + Converting final version to plain text
* “Independent” Bibliography

Sources for Help:

Library Homepage -> Subject Guides -> Writing and Publishing -> EndNote or EndNote Online

EndNote Technical Support: 800-336-4474

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