

Overview

- In EndNote, you can create a separate “library” (file) of citations for each type of research you conduct or you can use one large library.
- Within an EndNote library, references can be sorted, edited, annotated, and reformatted in different citation styles (e.g. APA, Chicago, MLA, etc.)
- Citations can be entered into EndNote manually or they can be imported from databases such as PsycInfo, Medline, or Web of Science. You can also search through EndNote using special connectors or filters, but you will lose much of the functionality of the databases when you do this.
- An add-in can be installed into Word or WordPerfect to allow your word processing software and EndNote to “communicate.” This allows you to automatically enter citations in your text as you type and to generate your citations and bibliography or reference list in the proper format within your word processing software.
- You can purchase EndNote from the USU Bookstore for \$109.95
- You can now use EndNote with Palm devices. See the EndNote user manual for more details.
- For guides and tipsheets, go to <http://www.EndNote.com/support/ensupport.asp>

Saving Citations to Your EndNote Library: Direct Export

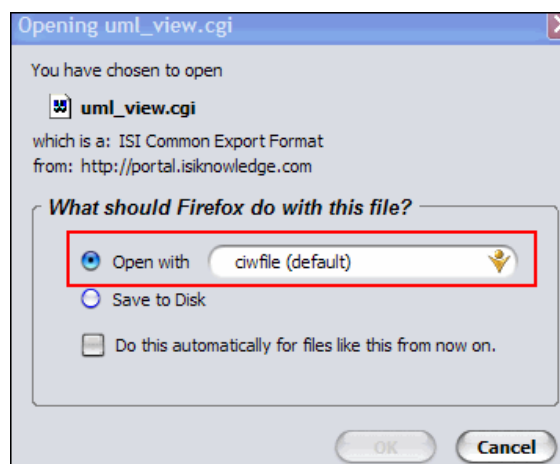
1. Create a new library in EndNote. Go to File>> New >> enter the name of the new library and decide where you want to save it on your computer.
2. Search a database and save the citations you want to a folder or marked list. From here, each database will work differently. Generally, the options to export to EndNote are in the print/email/save options of the database. Direct Export works best with Web of Science. See the example below:

Web of Science Direct Export

1. From your marked list, select which fields you want to output. You can choose to include the abstract and cited references, for example, but these will make your references very long.
2. Click on **Export to Reference Software**.
3. The export dialogue box should open automatically. If it does not, click on the “Export” button. Click on “**Open with**” and keep the default “**ciwfile**”. Click OK.
4. The EndNote program will open. Select the library where you would like to store the citations. The program will open the file and you will see the new citations that you just exported.

When you import records, these are the only ones to appear in your library after the export. To see all of your records, go to **References >> Show all references**.

EXPORT TO REFERENCE SOFTWARE



Note: Other databases have direct export features that follow the same procedure. Some of these work only in Internet Explorer, and don't work as seamlessly as Web of Science. If you are not getting the results you need, use the Save and Import feature.


For more help:

Phone 797-2678 ■ Email library.help@usu.edu
IM Yahoo: usulibrary ■ AIM: usulibraries ■ MSN: usulibrary@hotmail.com

Save and Import Features

In some cases, you will need to save your citations in a format that can then be imported into EndNote. You might be working on a remote computer or the database does not have a direct export feature. Below are two examples of how to save and import citations from different database providers.

EBSCO Databases (PsycInfo, ERIC, etc.)

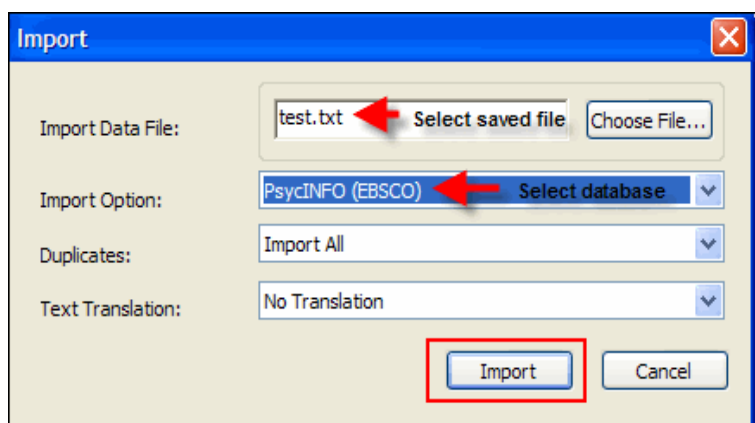
1. Conduct a search and add the records to a marked list by clicking on the folder icon  next to each record. Open your folder to see your marked list.
2. Click on **Save to Disk** and then on **Bibliographic Manager**. Be sure to unclick the “Remove these items from folder after saving” in case your file does not save correctly.



3. Click on “**Citations in format...**” and then click **Save**.



4. A web page will open. Go to **File>>Save** (depending on your browser, these commands will be slightly different.) Save the file as a text file.
5. Open EndNote. Open the Library where you want to import the citations.
6. Go to **File>>Import**.
7. In the Import dialogue box, find the text file of citations that you saved and select it for **Import Data File**.
8. Find the name of the correct database and select it for **Import Option**. It must be the database from the specific provided (e.g. EBSCO, Cambridge Scientific Abstracts, etc.)
9. Click on **Import**. The files should appear in your EndNote library.




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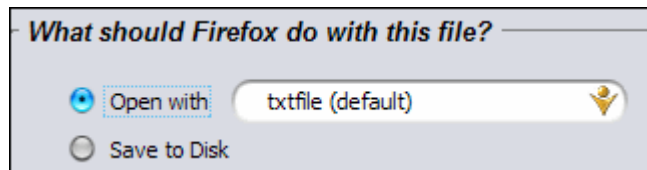
Cambridge Scientific Databases

1. Conduct a search and save the citations you want to the marked list. Open your marked list and click on **Save, Print, Email**. 

2. Click on **Save**. 

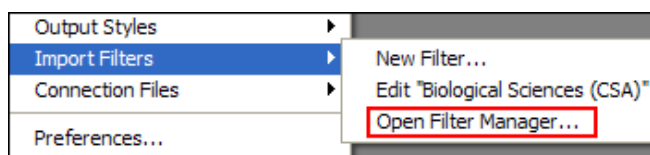
File format: PC

3. When the Save dialogue box opens, either save the file or open the file and save it as a text file.
4. Open EndNote. Go to File>>Import and follow the same instructions as in Steps 7-9 above. Be sure to select the correct database and provider.

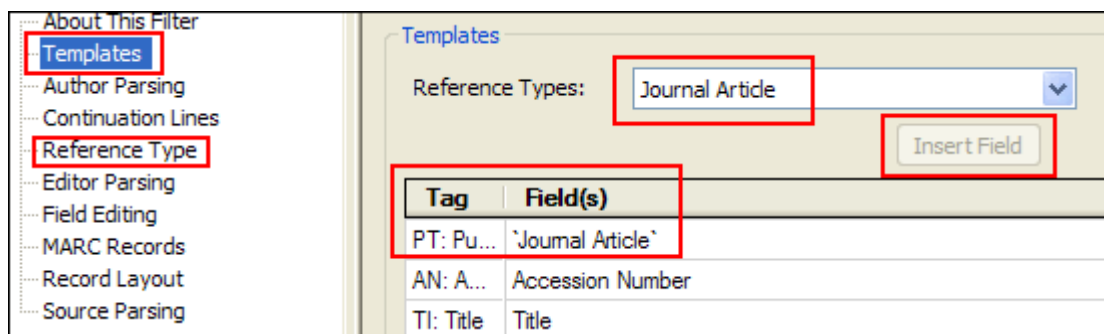


Troubleshooting Save and Import Features

1. Sometimes citations do not import cleanly. Fields are not tagged correctly and data ends up in the wrong field or disappears entirely. You can see how EndNote is interpreting the fields for each database import filter. **Go to Edit>>Import Filters>>Open Filter Manager.**



Find the filter for the database you are using. Go to **Templates**. From this screen you can edit the different types of references by selecting the **Reference Type** from the drop down menu on the right, then selecting the tag that you need to edit. Each tag is connected to a field. You can change the field by deleting the current field and then clicking **Insert Field**. You will get a list of fields to enter. You can also check to see if the default Reference Type matches the kinds of references you would like to import by clicking on **Reference Type** on the menu on the left.



2. Sometimes EndNote does not include a filter for the database you are using, or they have updated a filter since you purchased the software. To download a filter that is not on your EndNote list, go to <http://www.EndNote.com/support/enfilters.asp>

Writing a Paper using EndNote "Cite While You Write" Capabilities

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EndNote can be used with Word or WordPerfect to create citations and generate a bibliography or reference list. This is done by inserting and activating add-in programs in your word processing software. When installing EndNote, you should choose to install the Word Processor Add-in files. After installing EndNote, check the installation by opening Word or Word Perfect and clicking on **Tools ... EndNote**.

“Cite While You Write” in Word

1. Open the EndNote library that you will use (such as APA, MLA, or Chicago). Go to **Edit ... Output Style ... Open Style Manager**. Search the list and choose the appropriate style.



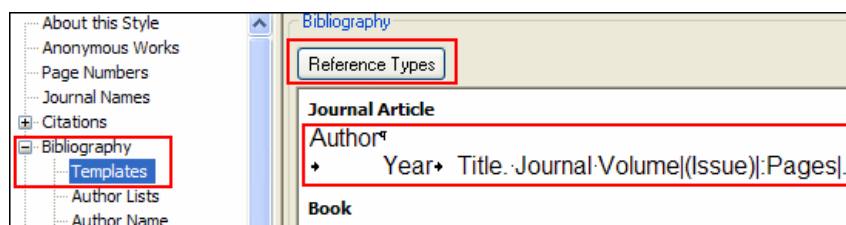
2. Begin drafting your paper. When you wish to insert a citation, go to EndNote and highlight the citation(s) you want to cite. You can also go to EndNote from Word by choosing **Tools ... Go To EndNote** or **Tools ... Find Citation** (to search for a citation). 
3. Return to Word and select **Tools ... Insert Selected Citation(s)**. Or click on the Insert Citation icon in the Endnote Toolbar. EndNote will insert an in-text citation and generate a full citation for the bibliography or reference list.
4. Continue to write, inserting citations as necessary. Your bibliography or reference list will be updated automatically.
5. Be aware that you can unformat your bibliography by choosing **Tools ... Unformat Citation(s)**.
6. Always check your citations and reference list for proper format.

Troubleshooting Bibliography Formatting

After formatting your document, check the reference list to see if citations have been properly formatted. If you find an error, you have three options for making corrections:

1. Edit the citation in the paper. Click on the reference text and make the correction. The text may appear highlighted in gray, but you can still make changes.
2. Check to see if the record for this item should be edited or modified. If the information in the record is not placed in the various “fields” properly, the reference will not format properly. When this is the case, it is best to modify the record because the correction will be permanent. Select the record from your working library, make the changes, and exit – your changes will be saved when you exit the record. You must then unformat your citations in Word and reformat to incorporate the change.

3. Check to see if the template should be modified. If every instance of a particular type of citation (e.g., journal articles) is formatting incorrectly, you may need to modify the bibliography



template for that type of citation. To do this, go to **Edit >> Output Styles >> Open Style Manager**. Highlight the style you wish to modify and click the **Edit** button. Choose **Bibliography ... templates** from the left-hand column. Select the reference type you wish to modify. Decide whether you wish to permanently modify the existing file or if you wish to save your modifications under a new style name. Choose either **Save** (for permanent modification) or **Save As** to designate a new style.

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