ENDNOTE TRAINING MANUAL

WINDOWS & MAC

Learning Outcomes

After successful completion of this training, participants will be able to:

- Create an EndNote Library, enter references into the EndNote Library from Library Search, Scopus and Google Scholar.
- Import PDF files into EndNote, choose an Output Style, attach a file to a reference, search within the EndNote Library, customise the display window.
- Create Groups and Smart Groups, cite references in MS Word, format the paper / thesis, change Bibliography Format / Layout, edit in-text citations, synchronise and share EndNote Library.
- Create and share references using EndNote Desktop & Endnote Online.
- Seek additional support for EndNote.



At the end of this session – please scan the QR code to leave feedback.

We are always looking to improve.

Training material updated AM 14/10/2024



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INTRODUCTION - WHAT IS ENDNOTE DESKTOP

- Endnote is a reference management program that:
 - o stores and manages references & attachments,
 - \circ $\,$ searches databases and imports references into EndNote and
 - in a word document it assists in inserting citations & automatically populates a reference list.

• How can you obtain EndNote?

- Information on accessing Endnote Desktop on UC computers is available on the <u>Endnote</u> <u>guide.</u>
- Information on downloading Endnote on your personal device, is available on the Endnote guide.

WHAT CAN YOU DO WITH ENDNOTE DESKTOP?

- Create a library for your references & attachments with unlimited storage.
- Attach PDFs, sound files, videos, or any other kind of file to your references up to 45 files per record.
- Sort your references into personalised groups.
- Set filters so references are automatically moved to groups when downloaded to your library.
- Import folders of PDFs into your library automatically populating reference fields.
- Easily move between reference styles over 7,000 styles to choose from.
- Insert citations & references in word document.
- Sync library with Endnote Online / Endnote Web.
- Share references & PDFs with other Endnote users.



WHAT DOES A LIBRARY LOOK LIKE?

The **Groups** panel shows you both default groups and groups or group sets that you create for your research projects. Use the **Advanced search** panel to find an item in your library or to query a remote database for new references to capture.

The **Summary** tab displays a detailed overview of a selected reference. Quickly alter reference metadata from the **Edit** tab.

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	Oements, K 2018	Initial Evidence for Probabilistic Reaso	Journal of C	9/17/2020	Journal Article		Reducing Bat Fatalities at Wind Turbines. PLoS One 2012;616(red);754, doi:10.1271/journal.come.0005784
							and the second

Initiate an **Online Search** by selecting a favorite **connection file** or press **more...** to browse your complete list of databases.

The **Reference List** panel shows the individual references stored in your EndNote library, also known as library records. The **Preview** panel shows you how a reference would appear formatted with a specific output style.



ENDNOTE ONLINE for Desktop users

Endnote Online – available to all users that have access to Endnote Desktop.

- Save and organize references online without Endnote Desktop.
- Endnote Desktop can sync to Endnote Online creating a backup for your Endnote library.
- EndNote Online allows you to share references with up to 1000 colleagues who have EndNote.
- Integrates with Microsoft Word to use the application Cite While You Write (CWYW) plugin.
- Some Endnote desktop features are included with the online version create groups, share groups, check for duplicates & searching within certain databases.

Endnote online information.

Training video - Endnote Online Essentials

An Endnote online account can be created via the URL - myendnoteweb.com

ENDNOTE WEB

- An online Endnote interface *exclusively available to Endnote 21 Desktop users*.
- Interface / appearance similar to Endnote desktop.
- Integrated with MS word via CWYW plugin.
- Will include all the features of Endnote Online currently does not have sharing option.
- *Will* include some features previously only available in Endnote Desktop.
- File attachment storage unlimited

Endnote Online & Endnote Web can be used at the same time. They both use the same account – but the interface & options they provide differ.

Endnote Web Information - Video

Information on how to Activate EndNote Web

An Endnote Web account can be created via the URL - web.endnote.com

* For comparison information on the various types of Endnote options – please check this library FAQ.



1. WORKING WITH ENDNOTE

- It is Essential that Endnote is not saved to Cloud storage. Some examples of Cloud storage include SharePoint, OneDrive, Google Drive and iCloud. For further information please see <u>Clarivate warning on using Cloud Storage</u>.
- It is recommended:
 - o that only **one** EndNote library is used to store all your references.
 - that the EndNote library is always backed up.

Open EndNote

- 1. Beside the Microsoft Start icon
- 2. Click on the search Windows button
- 3. Select EndNote Desktop app

Create an EndNote Library

- 1. Click on File > New
- 2. Name your library (<u>TIP</u>: Give it a specific name, not "MyEndNote Library") select where you want to save it, and then click on **Save**.
- 3. This will create a **Data folder** & **.enl file**. Both the folder & the file **MUST** be kept together in the same location.
- 4. To open your Endnote desktop library, click on the purple .enl file only. The .data folder is used by the Endnote Desktop program.







Backing up an Endnote Library

Endnote 21 & 20 has the option to create a compressed backup of your Endnote library. Instead of the separate files – Endnote will create a zipped folder containing a copy of both your data folder & .enl file – an enlx folder.

Compressed copies of your backup can then be saved on Hard drive, USB or cloud. When you need to access a backup copy – before unzipping compressed folder – remove the compressed folder from the cloud & save to computer. Once off the cloud storage – the compressed folder can be safely unzipped. As noted above, Endnote desktop is not compatible with the cloud & this includes unzipped / not compressed backup storage of libraries.



Video of making a compressed backup copy.

https://share.vidyard.com/watch/2ErCSfttHUtq7VVwk5rsTQ?



2. ENTER REFERENCES INTO THE LIBRARY

You can enter references into the EndNote Library several ways:

- 1. Manually entering references.
- 2. Searching databases and exporting references into EndNote.
- 3. Importing PDF files.
- Ι. Manually Entering References

Go to References > New Reference

- a. From 'Reference Type' select from the drop-down arrow, the type of reference you are adding – website, book, electronic article...
- **b.** Enter **author name** as: Smith, John Oscar OR Smith, J.O. Enter additional author names on SEPARATE LINES
- c. Enter corporate author as:
 - University of Canberra, (add a comma at the end of the corporate name)
- d. Enter Year as:
 - 2021; unpublished; in press
- e. Fill in the remaining details (depending on the <u>chosen</u> Reference Type).
- **f.** Click on the Save button.

Mac users:

Endnote 20 – no save option – click on red dot to close - save option will display.

Endnote 21 – save option – button on top right.

Term Lists

Term Lists

Every new EndNote library has three term lists associated with it: Authors, Journals, and Keywords. The term lists are automatically updated as you enter references into your library. The terms in these lists are also used to facilitate data entry using the "Suggest Terms as You Type" feature. This feature suggests terms as you type into fields with term lists linked to them. For example, as you type into the Author field, EndNote suggests author names from your Authors term list to help you with data entry. When you enter a new term that is not currently in the associated term list, it appears in red text to indicate that it is a new term.

Library > Open Term Lists (Authors Term List, Journals Term List, Keywords Term List)



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Additional Activity (self-paced learning / optional)

PRACTICE REFERENCES TO USE

"Alcohol and other drug use at school leavers' celebrations" by Lam, Tina; Liang, Wenbin Journal of Public Health, 2014, Volume 36, Issue 3, pp 3-10.

Drug education in schools: searching for the silver bullet / edited by Richard Midford, East Hawthorn, Vic.: IP Communications, 2006.

Secondary school students' drug use by Drug Offensive. Dept. of Human Services and Health, 1994.

II. Searching Databases and Exporting References into Endnote

Library Search (searching UC Library Collections)

- 1. Perform a search.
- 2. Click on an article title.
- 3. Click on Endnote / RIS
- 4. Click on Download

• Scopus database

- i. Perform a search.
- ii. Select references by clicking in boxes.
- iii. Click on Export
- iv. Select RIS Format (EndNote, Reference Manager)
- v. Select the kind of information to export e.g. Citation information; Abstract and keywords
- vi. Click Export
- vii. Click on Open (For subsequent selections, click on RIS export)

Google Scholar

- i. Click on **Settings** at the top.
- ii. Under Bibliography Manager, select Show Links to Import Citations into.
- iii. Select EndNote from the dropdown list.
- iv. Click Save
- v. Perform search in Google Scholar
- vi. Under each result, you will see Import into EndNote link. Click on the link.
- vii. Click onenw file





III. Endnote Click

Endnote Click is a plugin that **captures the reference & the PDF – at the same time** – while you are searching in the library databases or general websites. Not all sites will allow Endnote Click plugin. Endnote click browser plugin is automatically available with Endnote 20 & Endnote 21, but it may not be automatically enabled.

Instructions below are for **enabling the Endnote Click plugin & setting it to show in your toolbar** – using the Chrome browser.





Now when searching databases & websites – Endnote Click plugin & pop-up will indicate when a PDF is available. PDF's & references downloaded into Endnote Click locker can later be downloaded into your Endnote library.



Setting Endnote as your default reference manager in Endnote Click Locker



From the Main Endnote Click Locker menu – select '**Settings**'.

In the settings section – select '**Customise**' then from the drop-down menu – select '**Endnote**'.

Clarivate information on using Endnote Click is here.



IV. Importing PDF Files

- 1. From toolbar, select File > Import > Folder
- 2. In the Import File text box, click on Choose to select a the Folder, and click on OK
- 3. At the Import Option text box, select **PDF** from the dropdown menu
- 4. Then click Import

Your selected file(s) will be imported with PDF file(s) attached to the reference(s)

Digital Object Identifier (DOI)

To cite this article: Tanya Anne Serry & Lorraine Hammond (2015) What's in a word? Australian experts' knowledge, views and experiences using the term dyslexia, Australian Journal of Learning Difficulties, 20:2, 143-161, DOI: 10.1080/19404158.2015.1089916

To link to this article: https://doi.org/10.1080/19404158.2015.1089916

If your PDF article has a Digital Object Identifier (DOI), it will import into EndNote with a number of fields filled. However, if it does not, only the title field will be filled. The name of the file will be used as the title.

Examples:

🔿 🖉 Polenske, Kar	2004 Competition, Collaboration and Cooperation: An Uneasy Triangle in Networks of Firms and Regions	Regional Stu 7/07/2017
$\cap \mathcal{D}$	Article How to make your failing students noss offs	12/02/2015 Journal Articla
∪ Ø	">	12/05/2015 Journal Afficie
0 <i>@</i>	<47784791.pdf>	12/03/2014 Journal Article



3. MANAGING YOUR ENDNOTE LIBRARY

Download UC Referencing output style

University of Canberra referencing output styles are available to download via the Endnote guide.

From the <u>Endnote guide</u> – select the **Referencing Styles** tab – select the Referencing Style to download & follow the step by step instructions to save the output style to Endnote.

Choose an Output Style

There are two ways to change the referencing style in EndNote: by using the drop-down menu in the Preview panel (bottom, right-hand corner of the EndNote Library) or by using the Tools menu.

Method 1

Using the dropdown menu (from the Preview panel)

- 1. From the referencing style drop-down menu in Preview Panel, select the desired style (located on the bottom, right-hand corner of the EndNote Library, refer to the screenshot on the next page).
- 2. If your favourite style is not listed there, choose **Select Another Style**. This will open a comprehensive list of output styles.
- 3. Select a new style and click Choose.
- 4. The selected style will appear in the dropdown menu in the preview panel.

Method 2

Using the Tools menu

- 1. From the menu bar select **Tools > Output Styles > Open Styles > Open Style Manager**. This will open a comprehensive list of output styles.
- 2. Choose the output style(s) required and close the window. It now appears in the dropdown menu in the preview panel.

For Mac users

Tools – Output Styles – Open style manager



To see how the selected output style looks,

• Click on the reference, then move to the Preview panel, located at the bottom right-hand corner of the EndNote Library (refer to the screenshot below).



The Preview panel shows you how a reference would appear formatted with a specific output style.



4. Attach a File to a Reference

Files (such as PDFs, graphic and word processing files, spreadsheets and other formats) can be uploaded to references in EndNote. You need to select the reference in your EndNote library, then use:

Method 1

- 1. From the References menu, select File Attachments, then Attach File
- 2. In the dialog box, select the file that you wish to attach to your reference, then click **Open**
- 3. Click on the Close button and then click on Save

Method 2

- 1. Click on the reference, and click on Attach File, locate the file to attach, then click on Open
- 2. The file will now be attached to the record / reference.
- 3. Click on the Close button and then click on Save

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Loose parts play 4	🖉 Saikia, Dilip	2017 729	Human resource challenges in the public hea	The Journal of Institute of Public Enterprise	· ······· ·
New Group	Luo, Ben Nanfeng; Sun, Tuwei;	2021 231	The human resource architecture model: A t	International journal of human resource management	
Research Methods	Tweedie, Dale; Wild, David; R	2019 160	How does performance management affect	International Journal of Management Reviews	
	Mahdi, S. S.; Battineni, G.; Kha	2023 2609	How does artificial intelligence impact digit	International Journal of Information Management Data Insights	
	Valentin, Herbold; Hannes, Th	2020 319	The Host Community and Its Role in Sports T	Sustainability (Basel, Switzerland)	Manage tags
	Mele, Cristina; Pels, Jaqueline;	2014 1066	A holistic market conceptualization	Journal of the Academy of Marketing Cience	
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fritha2221@gmail.com	Bridgstock, Ruth; Tippett, Neil	2019 59	Higher Education and the Future of Graduat		
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5. Searching your EndNote library

Using the Advanced Search Feature

• Use the Advanced Search Feature to search for Author, Year, Keywords, Title etc within the references (Advanced Search is found under the Library menu).

Using the search field option

All Refer	ences					
[Author	~ Contains ~				+ ×
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And \sim	Title	~ Contains ~				+ ×
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Search either using a single or a combination of criteria (refer to the screenshot below)

- 1. Type your search query and select your criteria, then click Search.
- 2. The search results will appear as per the chosen criteria.

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0	Aut	hor				١	Year	Record Number	Title 🗸 🗸 🗸	Journa		
	Rana, S.; Singh, S.			2	2022	1471	Performance appraisal justice and affective c	Interna	itional Journal of Organiza	tional Analysis		
	Sha	rma, S.; Woo	snam, K. N	1.; Sing	gh, G.; Styl	idi 2	2022	696	Investigating antecedent constructs affecting	Asia Pa	acific Journal of Tourism Re	esearch



6. Customising the display window

- You are able to sort your references by the column headings
- Click on any heading to sort by that field (choose either ascending order or descending order)

Selecting Fields to Display

- To change the display of the fields, select from the toolbar Edit > Preferences > Display fields
- Change Heading column using Field column entries

7. Create Groups

Custom Group

A Custom Group allows you to add references individually to a group.

- 1. Right click on MY GROUPS and select Create Group
- 2. Name the new group box that opens (a meaningful topic / keyword etc.)
- 3. Select the reference(s)to be moved to the new group, then either:
 - o 'drag and drop' into the new group box
 - right-click on a reference and select Add References To and select the group you wish to add a reference to
 - Click on Groups and select Add References to > [Group name]

File Edit References Groups	Tags Library Tools Window Help				
sonny.chandra@canberra.edu	Leadership				
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All References 464					
A Recently Added	And Vear Vear Contains				
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🖻 Leadership	U References				
🖻 Research Methods	Author				
Self Driving Cars					
✓ My Groups					



Smart Group

A Smart Group is compiled automatically based on the results of your search.

- 1. Right click on MY GROUPS and select Create Smart Group
- 2. Name the Smart Group Name box that opens
- 3. Select search criteria using the available fields and click Create
- 4. The references in your library that match your criteria will be automatically moved into your smart group

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Smart Group Name: Tourism						
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✓ My Groups Porto, N.; Pite	ti, D. A.; Ciaschi, M.	2021	1168	(α)		
V MY TAGS + Porto, N.; Pite	ti, D. A.; Ciaschi, M.	2021	664			
Highly cited paper Liu, Helena		2022	445			
Recommended by Lec Haddaji, Maj	; Albors-Garrigós, Jose; García	2017	3134			



8. SETTING ENDNOTE TO FIND FULL TEXT

- 1. Go to Edit > Preferences (refer to the screenshot below)
- 2. Click on Find Full Text and enter the OpenURL and the authentication URL
- 3. Links can be copied & pasted directly from this Endnote Training page
- 4. Click on the checkbox, to automatically invoke Find Full Text on newly imported references.
- 5. Click on Apply and then click on OK.

The open URL is:						
https://library.canber	ra.edu.au/view/uresolver/61ARL_CNB/openurl					
and the authentication	on URL Is:					
https://ezproxy.canbe	erra.edu.au					
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Find Full Text

- 1. Go to All References (within EndNote, top left-hand corner of the screen)
- 2. Select the range of references for finding the full text article

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- 3. Go to References.
- 4. Then click on **Find Full Text**.
- 5. Slide across and Click on Find Full Text.

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Mac users

Endnote 20 / Endnote 21 tab -Preferences - Find Full Text



- 6. When prompted to authenticate, use the UC issued username and password.
- 7. Click on log in.
- 8. Then click on **Continue**.

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- 9. It will be followed by the ezproxy screen
- 10. Click on Continue





Check the status of the Find Full Text Feature

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9. USING THE CITE WHILE YOU WRITE (CWYW) WORD FEATURE

Inserting a citation in a Word document

Method 1 – Inserting from within Word

- 1. Open a document in Microsoft Word.
- 2. Place the cursor in your document where you would like a citation to appear.
- 3. Click on the EndNote 21 tab.
- 4. Click on 'Insert Citation'.
- 5. Type the Author you wish to cite in the search box and click on the **Find** button.
- 6. Select the relevant record and click on the Insert button.

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Method 2 – Inserting from Endnote Desktop

Citing a single reference

- 1. Open a document in Microsoft Word
- Place the cursor in your document where you would

 like a citation to appear.
- 3. Click on the EndNote 21 tab
- 4. Click on 'Go to EndNote'.



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- 6. Select the reference you wish to cite.
- 7. Go to Tools, then choose Cite While You Write (CWYW), the select Insert Selected Citation(s)

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Citing Multiple References

- 1. Click on CNTRL button (on the keyword) and select the references to cite.
- 2. Go to Tools tab, from the drop-down menu select 'Cite While You Write'.
- 3. Select 'Insert Selected Citation(s)'.

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When an in-text citation is entered in the Microsoft Word document, EndNote automatically creates the corresponding reference at the end of the document.



10. FORMAT YOUR PAPER / THESIS

Referencing Style

In EndNote, use the style dropdown list to pick a style or choose **Select Another Style** to see a longer list of styles. UC updated styles are available for download at https://www.endnote.com/downloads/styles/



Format document Bibliography / Reference list

1. Check the referencing style showing in Word is the required one for this document.

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Click on the **Configure Bibliography** arrow (indicated above using the blue circle) for options to format your bibliography further or change its layout.

2. Make the changes as per the thesis / unit outline / publisher requirements.



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11. EDIT IN-TEXT CITATIONS

You may wish to modify citations to remove author or year from the citation bracket, add page numbers or add "see also".

There are 2 main methods of edit citations.

- 1. Highlight citation & Right click for drop down options.
- 2. Highlight citation & select "Edit & Manage Citation(s)" from the Endnote tab.

Method 1 – Edit citation using Right click.

- 1. Highlight citation by clicking on it.
- Right click & select "Edit Citation(s) from the drop-down menu.
- 3. Formatting options for Author & Year show.
- 4. Click on these options to select.
- For adding pages or after other options – click on 'More...' at the end of the format list.
- 6. The "Edit & Manage Citations" box will open.

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Method 2 – Edit citation via the "Edit & Manage Citations" on the Endnote tab.

- 1. Highlight citation by clicking on it.
- 2. Frome the Endnote tab select "Edit & Manage Citations".
- 3. The below Editing box opens.

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Delete citation from document.

If a citation in a document is no longer required – it needs to be removed via the 'Edit Citations' option. This will carefully remove the field codes that link the citation & reference to the document & Endnote library. If a citation is just 'deleted' by using the 'delete' button on computer – the Endnote field coding may become corrupted & there maybe issues with the document & citations.

- 1. Highlight the citation in the document.
- 2. From the Endnote tab select "Edit & Manage Citations".
- 3. Edit & Manage Citations box opens with
 - a. highlighted citation showing.
- 4. Select the "Edit Reference" drop down arrow.
- 5. Select "Remove citation".
- 6. Select "Okay' at the bottom of edit box.
- 7. Citation will be safely removed from document.

If this was the only citation from these authors used in this document, the reference will also be automatically removed from the reference list. If this was not the only time this citation has been used in the document – the reference will stay, linked to the previous citation/s for these authors.

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Converting document to plain text

Once the document has been converted to Plain Text / Endnote Field codes removed – this document cannot be converted back. Ensure you have a copy of the document with Endnote Field codes – before converting it to Plain text.

- 1. Make a Backup copy of your document with the Endnote field codes.
- 2. From the Endnote tab select 'Convert Citations and Bibliography'
- 3. Select 'Convert to Plain Text'.
- 4. Reminder box pops up. Ensure you have a backup copy of your document with Endnote field codes. If you already have a backup copy with Endnote field codes click 'Continue'.
- 5. Document now is free from any Endnote field codes.
- 6. Save document now in Plain Text / no field codes.



Only select 'Continue' if you have already made a backup copy of the document with Endnote Field codes.

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12. SYNCHRONISING AND SHARING ENDNOTE

Syncing the Endnote Library

The sync button is located the Library menu



This is an ideal way to backup the EndNote Desktop with the EndNote Online.

Collaboration: using EndNote Desktop & EndNote Online

There are several options for sharing access to

- 1. EndNote desktop
- 2. EndNote online

Sharing EndNote desktop via Share Library

Share your desktop library with up to 100 other people using the Share Library function. All collaborators must be using the latest version of EndNote. Sharing the Desktop library also includes sharing the attachments. If sharing the Endnote Online library – only the references will be shared – not the attachments.

Caution: Your collaborators have full access to your library, and any changes made are permanent.

To establish this collaboration:

- 1. Sync your library
- 2. Click **File > Share**
- 3. In the Sharing dialogue box, enter the email addresses of your collaborators' accounts
- 4. Choose either Read & Write access or Read Only access
- 5. Click Invite
- 6. Click Close



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Access a library shared with you.

- 1. Click Accept on the email sent from the library's owner
- 2. On EndNote, click File > Open shared library
- 3. Select the email address of owner of the shared library
- 4. Click **Open**



Sharing group using Endnote Online

* Sharing an Endnote online library differs from sharing a desktop library. When sharing an Endnote Online library – only the references are shared – not the attachments.

- 1. Logon to your EndNote Online account
- 2. Click on Organize > Manage My Groups
- 3. Select New Group and name it
- 4. In My References select the citations you would like to add into the new group
- 5. In Add To Group click on the drop-down list and select your group
- 6. Your references are immediately added to the selected group

Shared Library sample



To share groups:

- 1. In EndNote Online, click on Organize and then on Manage My Groups
- 2. The Manage My Groups window opens and shows the groups you have created and their status.
- 3. In the **Share** column, tick the square box of the group you wish to share and choose **Manage Sharing**
- 4. Click on Start sharing this group.
- 5. The Add E-mail Addresses to window opens; add email addresses for those you wish to share your group with
- 6. Select the button to allow the person to Read Only or Read & Write
- 7. Click Apply



13. Additional assistance

UC EndNote Library Guide	Self help		
Ask A Librarian & <u>FAQs</u>	Self help		
LinkedIn Learning	Self help		
Book a research consultation	One to one consultation		
EndNote Website	Technical support		
UC ITM Service Desk	Technical support		

Version: October 2024

References

Clarivate. (2024). EndNote: EndNote 21. https://proquest.libguides.com/endnote