



What is EndNote?

EndNote is a software program that works with Microsoft Word to automatically format in-text citations and end-of-paper reference lists with your chosen style (APA, MLA, Chicago, etc.). EndNote can also be used as a personal database to gather and store citation records from different information sources. In addition, EndNote allows you to run searches via direct connection to a database (BIOSIS, PsycInfo, etc.)

By storing citations in an EndNote library rather than a Word document or Excel file, you can:

- ⇒ Automatically insert well-formatted citations into your paper
- ⇒ Automatically reformat citation style in one click
- ⇒ Tag citations with your own keywords
- ⇒ Search live within your EndNote library
- ⇒ Sort your library by author, title, or date.

Where do I go to download EndNote?*

A. Download it from Start → Programs or Add/Remove programs if you want to load it to a computer on the university network (office, lab, etc.):

- ⇒ Typically, to install EndNote from a lab computer go to Start → Programs menu.
- ⇒ Typically, to install EndNote from your office computer, got to Start → Settings → Control Panel → Add/Remove Programs.
- ⇒ Please note that installation of EndNote on campus can vary by the age and type of computer – call the **Help Desk at 617-373-4357** if you have questions.

B. Download it from myNEU if you want to load it to a computer that you personally own (home PC, laptop, etc.):

- ⇒ Logon to MyNeu
- ⇒ Click on “Services & Links”
- ⇒ Click on Software Downloads
- ⇒ Click on the circle next to EndNote, and then proceed by following the online instructions, which display right after you click on “proceed”. Please make

* **PLEASE NOTE:** If you're in an N.U. computer lab like InfoCommons, you don't need to install EndNote – it's already in the Start menu.

sure to download **both** the installer and the connection files; connection files have **additional** instructions to ensure proper folder location.

Get Started by Creating an EndNote Library

What is a "library"? An EndNote Library is a collection of citations that you have selected from your literature research. There are no limits on how many libraries you can create. Some like to create one for each research project, others may choose to put everything in one big library.

To create a library:

- ⇒ Open EndNote
- ⇒ Go to File → New
- ⇒ Name your library

Add Citations to an EndNote Library

Working within EndNote, create citations directly in an EndNote Library. With your library open:

1. Enter data by hand.

- ⇒ At the top of the screen, go to References → New Reference
- ⇒ Select the correct Reference Type
- ⇒ Enter the citation data
- ⇒ EndNote will automatically save on closing

2. Locate via Connection Files, which create a pipeline through which EndNote can go out, search for, and retrieve citations directly from databases.

***Please note:** unless you are using the Connection Files to verify and download information on a citation you already have, we recommend searching the database directly and saving citations from there. This will typically give better search options and results.*

***Please note:** some databases may not have connection files.*

- ⇒ At the top of the screen, go to Tools → Connect → Connect
- ⇒ Choose the name of the appropriate database (Business Source Premier, BIOSIS, etc.)
- ⇒ Once you find a citation, select it and use the "Copy References" button.

- ⇒ Select the EndNote library you want to use, and the citation is automatically sent to that library without re-typing.

Working within a database, export citations to an EndNote Library.

1. Some databases allow one-click auto (direct) export; however, each database may put this feature in a different place. It is often hidden under part of the "Save" or "Citation" feature. The following example is for most Gale databases (Academic OneFile, LegalTrac, etc.)

- ⇒ Open your EndNote library.
- ⇒ In another window, search your selected database (in this case, Academic OneFile) and save selected records.
- ⇒ Within the database citation or list of marked citations, follow the "How to Cite" link.
- ⇒ Select Export to Third Party Software → EndNote and click the "Export" button.
- ⇒ The citation should automatically appear in the EndNote Library you have open.

2. Save selected citations to new text file on your PC and use EndNote "Import Filters" to bring that file into the appropriate EndNote library. The following example is for NUCat.

- ⇒ Save your citation(s).
- ⇒ Select "View Saved" from the menu at top.
- ⇒ **Select "EndNote/RefWorks" as Format of List and "Local Disk" to Send List To.**
- ⇒ Save the file with a name and location you will remember (i.e., export.txt on your Desktop)
- ⇒ Go to your EndNote Library and select File → Import
- ⇒ Under "Choose File", use the Browse button to locate the export.txt file you just made.
- ⇒ **Under "Import Options", choose EndNote Import, and click the "Import" button.**

***Please note:** Choosing the correct filter is sometimes tricky. So far, we've found that the most generic and frequently used filters are EndNote Import and Reference Manager (RIS).. If you select "Other Filters", there is a list of additional filters tailored to specific databases.*

- ⇒ The citation should automatically appear in the EndNote Library you have open.

Use EndNote with Microsoft Word

Insert a citation into a Word document

- ⇒ Open the EndNote library that contains the citation you need
- ⇒ In your paper, put your cursor in the text where you'd like to insert the citation
- ⇒ Go to Tools → EndNote → Find Citation → Insert

Insert a citation into a footnote

- ⇒ Use the **MS Word** features to insert a footnote as you normally would: Insert → Reference → Footnote
- ⇒ Place your cursor within the footnote and use EndNote to insert a citation as you normally would: Tools → EndNote → Find Citation → Insert

Change citation style of paper (MLA to APA, etc.)

- ⇒ In your paper, use Tools → EndNote → Format Bibliography to choose desired Output Style

Get More Help

This document serves as a basic guide to get you started with EndNote. Please contact us if you need more assistance.

1. For questions related to **installing EndNote**, please contact the Help Desk at 617-373-4357 or <http://www.help.neu.edu/>
2. For questions related to **using EndNote**, please contact the Snell Library Reference Desk at 617-373-2356 or http://www.lib.neu.edu/services/ask_a_librarian/