

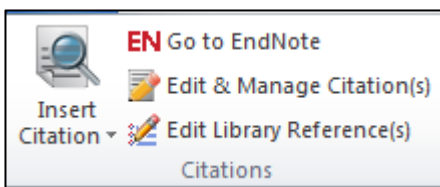
Overview

EndNote helps you organize your references and create bibliographies. In this hands-on session we will:

- Create a manuscript and insert citations
- Use library databases to populate an EndNote library
- Go over some useful features of EndNote

I. Create a manuscript, add citations, create bibliography

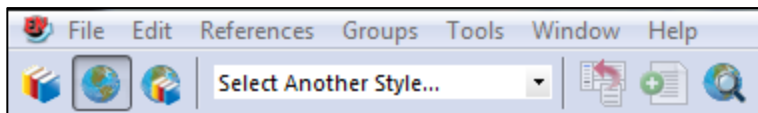
- Open Word. Type a sentence.
- Select **Go to EndNote** from the EndNote tab.



- Open Climate group in Endnote library.
- Select a record.
- Return to Word; click **Insert Citation**.
- Click on **Insert Selected Citation(s)**.
- Insert citations using FIND:
 - Type a second sentence.
 - Click Insert Citation and **Find Citation**. Search for *Prinn*
 - Highlight citation and click **Insert**.

II. Re-format a bibliography

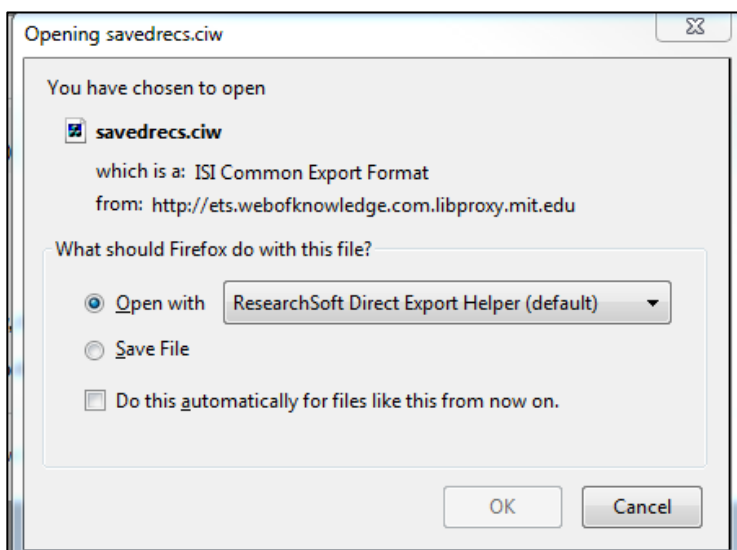
- Click on down-arrow next to Style window and choose Select another Style.
- Choose a style from the list and click OK. Your citations and bibliography will be re-formatted in the new style.



III. Build an EndNote Library by exporting citations from library databases

Web of Science:

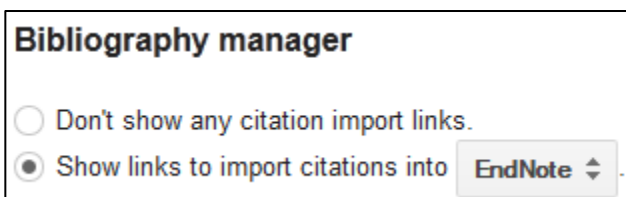
- Open browser to Libraries homepage: <http://libraries.mit.edu>
- Go to VERA and type **Web of Science** in search box. Open database.
- Do a search on the topic “climate change.” Select a few records (click checkbox).
- At top of results page, select **Save to EndNote Desktop** from the output dropdown options.
- Export box opens with “Open with ResearchSoft Direct Export Helper” selected. Click OK.



- EndNote launches and records are displayed.
- Select records and drag to Climate group.

Google Scholar:

- Go to Vera and type in Google Scholar
- Go to **Settings** (upper right). For Bibliography manager, select **EndNote**.
- Click Save.



- Your results list in Google Scholar will include an “Import into EndNote” link.

IV. Import citations using connection files

- In EndNote, go to **Tools** and **Online search**.
- In the Choose a Connection box, select **PubMed (NLM)** and click on Choose. This displays a search form to search the specific PubMed database.
- Do a search. Enter author, title, etc. or use database-specific fields such as PMID or PMCID.
- Highlight a citation. Right-click on it. Go to **Add References To** and add it to a group in the EndNote library.
- To delete unneeded citations, highlight and drag to Trash folder in left panel (or highlight the unneeded citations, go to References → Move References to Trash).

TIP: You can also connect to our online catalog, Barton, by selecting **MIT** in the Choose a Connection box.

V. Working with your EndNote library

Find full text: EndNote will try to find full text of articles in your library.

NOTE: Go to <http://libguides.mit.edu/endnote> and click on "Endnote with Library Databases" tab. See "Enabling OpenURL Functionality."

- Select a reference.
- Right-click and select **Find full text**.
- EndNote will search for a PDF and (if found) attach it to the reference.

Create a new reference manually; edit a reference:

- Click on **References** and on **New Reference**. Enter bibliographic information
- When you close the New Reference window, you will be asked if you wish to save it.
- To edit an existing reference, highlight it; click on **References** and on **Edit References**.

Use Preferences menu to change display:

- Click on Edit and Preferences
- Select **Display fields** to change the order in which fields are displayed.

Preview a reference:

- Highlight a reference
- In panel at right, click on **Preview** to view formatted reference.
- To view the reference in another format, go to Select Another Style.

Search for references in your library:

- Use the Quick Search box in the toolbar
- For more search options, go to **Tools** and **Search Library**. Use the search form to find your references.

Organize your references into groups:

- Select references from All References list
- Right-click to add them to an existing or new group.

VI. EndNote and PDFs

Link a PDF to a citation in your library:

- Highlight or open the citation
- Go to References; to File Attachments; Attach file
- Navigate to file, highlight, open.
- You can also double-click on a citation, which opens the citation in its own window. Then drag the PDF to it.

Import a PDF into EndNote:

You can import a PDF and EndNote may create a citation in your EndNote library at the same time, using information in the DOI (Digital Object Identifier) for that document. If the citation is not created, you will need to add the bibliographic information.

- In EndNote, click on **File**
- Go to **Import → File**
- Click Choose and select the PDF. Click **Import**.

PDF reader:

EndNote has a PDF reader that enables you to read, highlight, and annotate PDFs in your EndNote library.

- Select reference with attached PDF.
- Click on the double-arrows >> at the end of this toolbar above the PDF:



- This displays options including Sticky Note and Highlight Text
- To highlight text, use the paper clip icon:



- To add a comment, use the Sticky Note icon:



- When you close the PDF, you can save changes.

VII. EndNote support

See our guide to using EndNote at <http://libguides.mit.edu/endnote>