

# INSTRUCTION GUIDE

## EndNote 7.0: Managing your Information

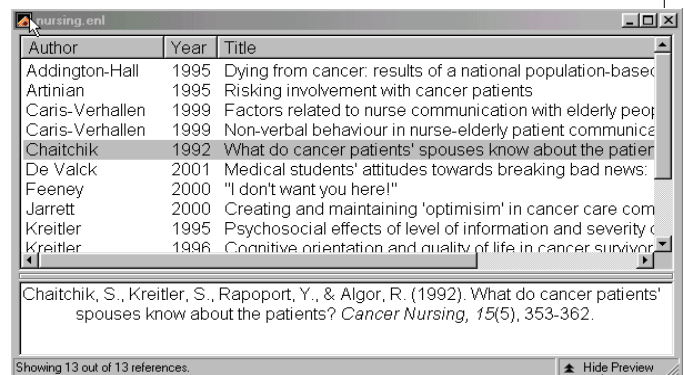
### George Mason University Libraries

**What is EndNote?** An application that allows you to:

- A. Create a dynamic database of information (books, journal articles, web sites, interviews, etc.).
- B. Personalize your “library” utilizing EndNote’s “Notes” field and “Keyword” field.
- C. Employ “cite while you write”, a feature that allows you to integrate “in-text” citations into your Word documents. Develop bibliographies in Word employing a variety of citation styles.
- D. Access and search library catalogs in order to IMPORT records into your “library”
- E. Access and search commercial bibliographic databases in order to EXPORT records into your “library”.
- F. Understand, use, and update connection files, filters, and output styles.
- G. Find support.

#### A. Create an EndNote Library

1. Launch EndNote / choose “create a new EndNote library”
2. Save your “library” as something you’ll remember
  - a. **For example:** test.enl
3. Insert a reference by choosing New from the Reference pull-down menu
4. Choose a reference type from the Reference Type menu
5. Insert bibliographic information – See Endnote Manual for specific conventions.
6. Select an Output Style (common ones are APA and MLA) from the drop-down menu near the top of the screen.
7. **Hint:** Once you’ve input a couple records, spot check one by highlighting it and choosing **Show Preview** from the lower right corner of the screen.

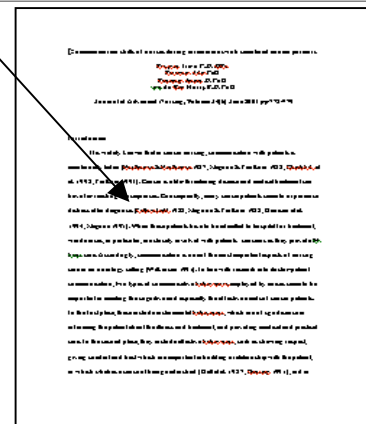
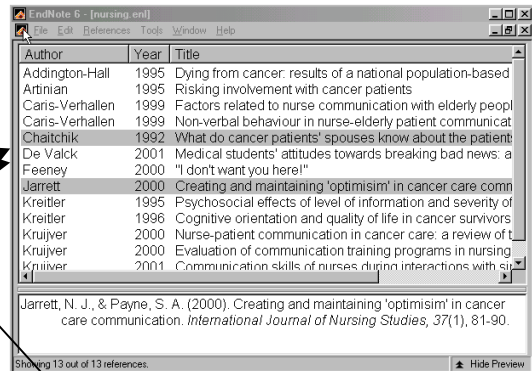


#### B. Personalize your “Library” Utilizing EndNote’s “Notes” Field and “Keyword” Field.

1. Evaluate and annotate sources using EndNote’s “Notes” field. It can be used to:
  - a. Annotate – or take notes on – your sources
  - b. Evaluate your sources
2. Describe your sources using EndNote’s “Keywords” field. It can be used to:
  - a. Add descriptive keywords. These **describe the content** of each source.
    - i. **For example:** Vietnam War; Foreign Relations; Post-traumatic Stress Disorder.
  - b. Add identifier keywords. These help you identify a source by its **contextual features**.
    - i. **For example:** History 300; Professor Smith; read.

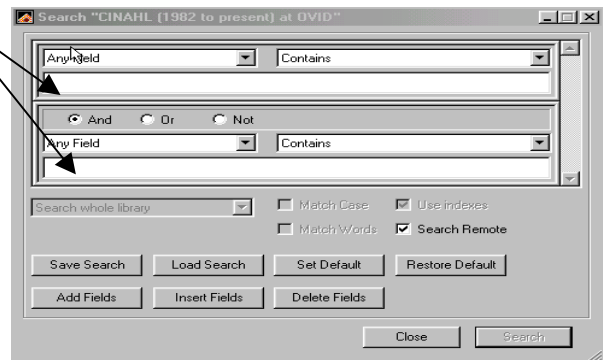
### C. Employ Cite-While-You-Write and Create a Works Cited List in Your Word Document. Develop Bibliographies in Word Employing a Variety of Citation Styles.

1. Choose a citation style (APA, MLA, etc.) from the EndNote Output Styles menu: Edit / Output Styles / Open Style Manager
2. Launch your word processor
3. Open one of your documents
4. Highlight the relevant citation(s) in EndNote
5. Position the cursor where you want the citation(s) to go in your paper
6. Choose "Insert Selected Citation(s)" from your word processor's Tools menu: Tools / EndNote 7 / Insert Selected Citation(s)
7. Continue the same process throughout paper (or "Cite While you Write")
8. To create a bibliography choose Format Bibliography from the Tools menu of your word processor: Tools / EndNote 7 / Format Bibliography



### D. Access and Search Library Catalogs in Order to IMPORT Records into your "Library"

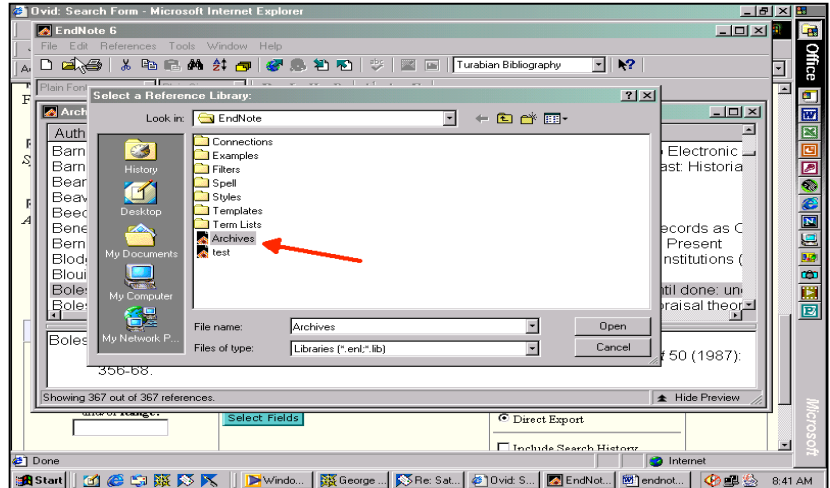
1. Tools / Connect / Connect
2. Choose the library catalog you want to search (i.e. George Mason University)
3. Enter a simple search
  - a. **Note:** Change the default Boolean Operator from OR to AND
4. EndNote retrieves the citations from the database and downloads them into a temporary holding place.
5. Review your results and add citations you want to keep by clicking on the "copy x reference to" button. This will add your citation(s) to your EndNote Library.



### E. Access and Search Commercial Bibliographic Databases in Order to EXPORT Records into your "Library"

Some commercial databases require you to **Direct Export** records into your EndNote Library, that is search a database's native interface to retrieve citations into your EndNote library. **NOTE: Each database has a different interface so the Direct Export option will vary from vendor to vendor.** Using Direct Export requires you to have the proper filter so the data elements are filed in the appropriate place.

1. Search Database through GMU Libraries Web Page
2. Choose the references that you want to export.
3. Select Direct Export and choose save.
4. Select the Endnote Library that you want to save your citations in and choose Open. →



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| <ul style="list-style-type: none"> <li>▪ Known databases that <b><u>DO Support</u></b> this method. <ul style="list-style-type: none"> <li>○ Ovid</li> <li>○ OCLC-FirstSearch</li> <li>○ Cambridge Scientific Abstracts</li> <li>○ High Wire</li> <li>○ JSTOR</li> <li>○ ProQuest</li> <li>○ ScienceDirect (Elsevier)</li> <li>○ SilverPlatter</li> <li>○ Web of Science (ISI)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▪ Known databases that <b><u>DO NOT Support</u></b> direct export <ul style="list-style-type: none"> <li>○ ABC-Clio</li> <li>○ InfoTrac</li> <li>○ LexisNexis</li> <li>○ Emerald Intelligence</li> <li>○ HAPI</li> <li>○ SpringerLink</li> </ul> </li> </ul> |
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## F. Understand, Use, and Update Connection Files, Filters, and Output Styles

1. Connection files enable you to you open, search and import references from a remote database. Not every database can utilize this feature
  - a. To create or edit a “connection file” open the Connection Manager. Edit / Connection Files / Open Connection Manager
  - b. Connection file updates are available at: <http://www.endnote.com/support/enconnreq.asp>
2. Filters are the files used by EndNote to decipher information that has been downloaded from an online database
  - a. To create or edit a “filter” open the Filter Manager. Edit / Import Filters / Open Filter Manager
  - b. Filter updates are available at: <http://www.endnote.com/support/enfilters.asp>

## G. Find Support

1. The EndNote Manual that comes with your software
2. EndNote’s web site: <http://www.endnote.com>