

# EndNote X1: The Basics

EndNote is a popular piece of bibliographic software that can be used to manage your references. You can use it with your word processor (best with MS Word) to format notes and bibliographies as you write a paper. Once you have registered with the UMDNJ Libraries, you can download EndNote (<http://www.umdj.edu/librweb/access/EndNote.html>) for use on your own computer.

The installed program includes the complete manual (C:\Program Files\EndNote X1\EndNote.pdf) and a guided tour (C:\Program Files\EndNote X1\GettingStartedGuide.pdf). A **tutorial** for version X is provided by the UMDNJ Libraries (<http://www.umdj.edu/librweb/tutorials.html>). You can also find **EndNote Tip Sheets** (<http://www.endnote.com/support/entips.asp>) and **FAQs** (<http://www.endnote.com/support/faqs/>) on the publisher's web site.

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## Download and Install

The UMDNJ Libraries are licensed to provide download access of EndNote X1 for our UMDNJ affiliated users. You will be prompted to login with the UMDNJ Remote Access service (EZProxy) when you choose a download version. After downloading the program you will need to extract the zipped files (the installation program and license) and install the EndNote program on your computer.

System requirements for EndNote X1 are:

- Windows 2000 (SP3), XP (SP2), Vista

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## Update Connection Files, Import Filters, and Output Styles

Your EndNote X1 download includes most of the connection files, import filters, and output styles that you will need.

To get the updated or additional connection files or import filters go to **[http://www.umdj.edu/librweb/access/EndNote\\_updates.html](http://www.umdj.edu/librweb/access/EndNote_updates.html)** and follow the instructions for downloading.

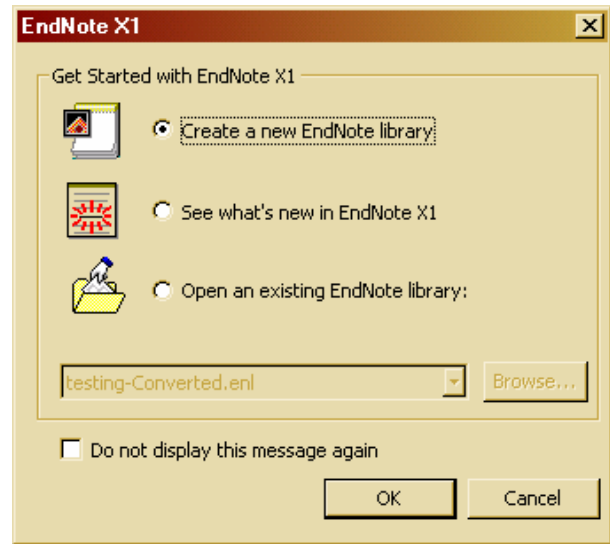
For new or updated output styles, go to **<http://www.endnote.com/support/enstyles.asp>** and download the style(s) you need.

Once you have downloaded the appropriate files, save them to the correct folder:

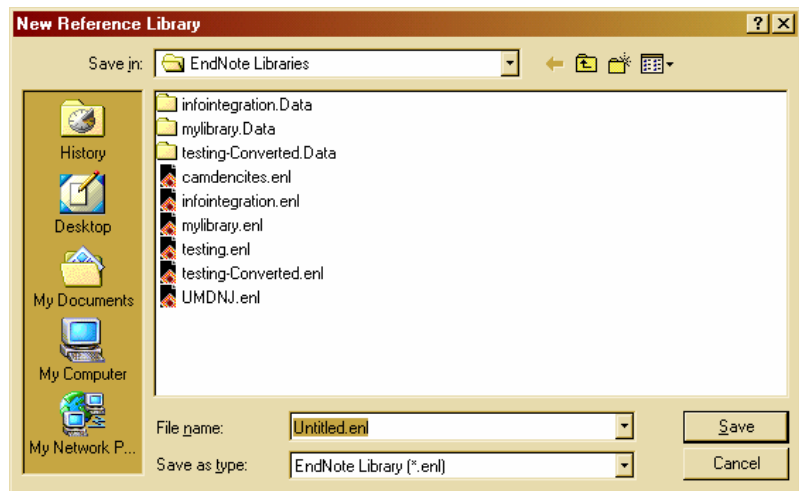
Connection files (.enz)	C:\Program Files\EndNote X1\Connections\
Import filters (.enf)	C:\Program Files\EndNote X1\Filters\
Output styles (.ens)	C:\Program Files\EndNote X1\Styles\

## Creating an EndNote Library

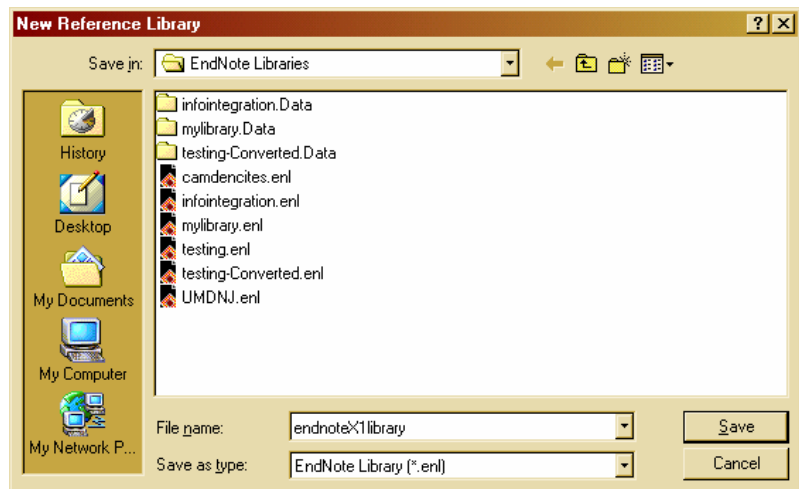
Open the EndNote program. You will see this dialog box. Select **Create a new EndNote Library** and click on **OK**. This will take you to the **New Reference Library** window.



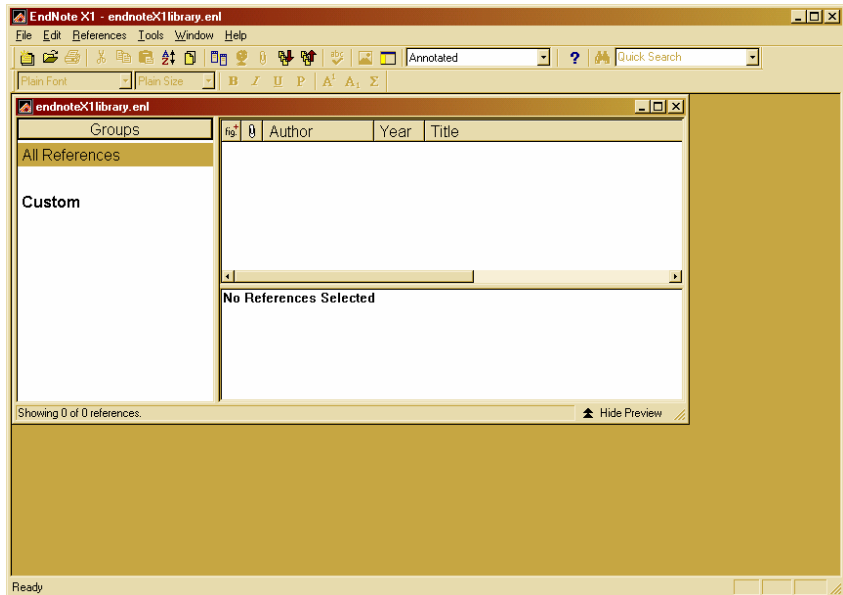
If the EndNote program is already open, select **File >> New**. The **New Reference Library** window will pop up.



Name the library in the **File name** box and save it to an appropriate folder.



You have now created an empty EndNote library and can add your references either manually or by importing from an electronic database such as Medline.



## Adding References to EndNote

### Adding References from a Database

- Ovid users should see **EndNote X1: The Basics for Ovid Users.**
- PubMed users should see **EndNote X1: The Basics for PubMed Users.**

### Manually Adding References

Select **References >> New Reference.**

The **Reference Type** defaults to **Journal Article**, but you can choose from a list of additional types.

The most common information you will want to enter includes:

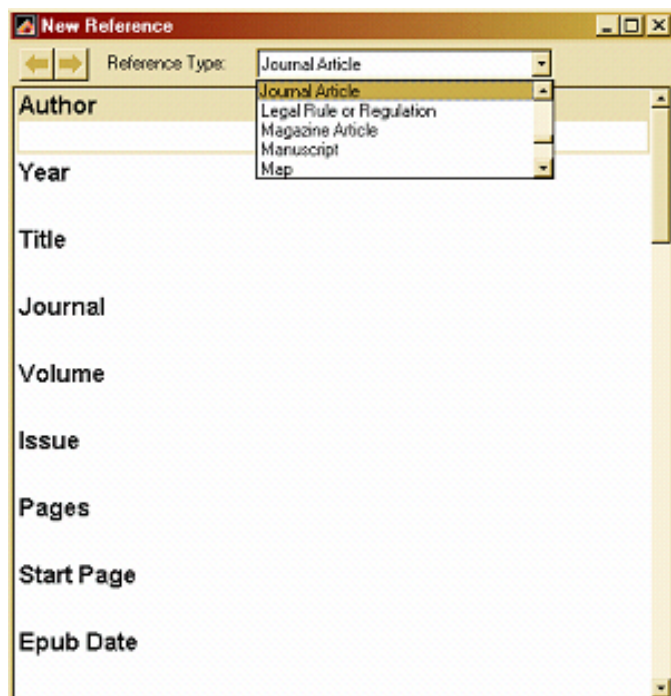
#### Author

- Enter one author per line.

Punctuation is important when entering author names:

Author: last, first

- There must be a space or period between initials.
- Periods are optional with initials.



Author: first last

- No commas.
- Prefixed surnames must be entered as **last, first** (Van der Kellen, Stephanie).

Author: last, first, suffix

- The second comma tells EndNote that the next word is a suffix.

Corporate Author:

- Apple Computers Inc, will display as is. What comes before the single comma is considered a last name.
- Apple Computers,,Inc. will display as Apple Computers, Inc. EndNote sees this as a last name and a suffix.
- Smith, Jones, Johnson, and Biloski would be entered as Smith,, Jones, Johnson, and Biloski. Anything after the second comma is considered a suffix. This tricks EndNote into putting the names in the correct position.

**Year**

- The system is looking for a 4-digit year.

**Title**

- EndNote is smart enough to change the case. It is recommended that you type in the case that you use most.

**Pages**

- This will change per the style.

**Date**

- This is a free form text field. The system will leave it as entered.

**Keywords**


- Enter keywords on separate lines.
- The system also recognizes ; or \ as delimiters.
- MeSH terms are entered here.
- You can work with multiple databases, but it is recommended that you use one large database. You can put your project name in the keyword field.

**URL**

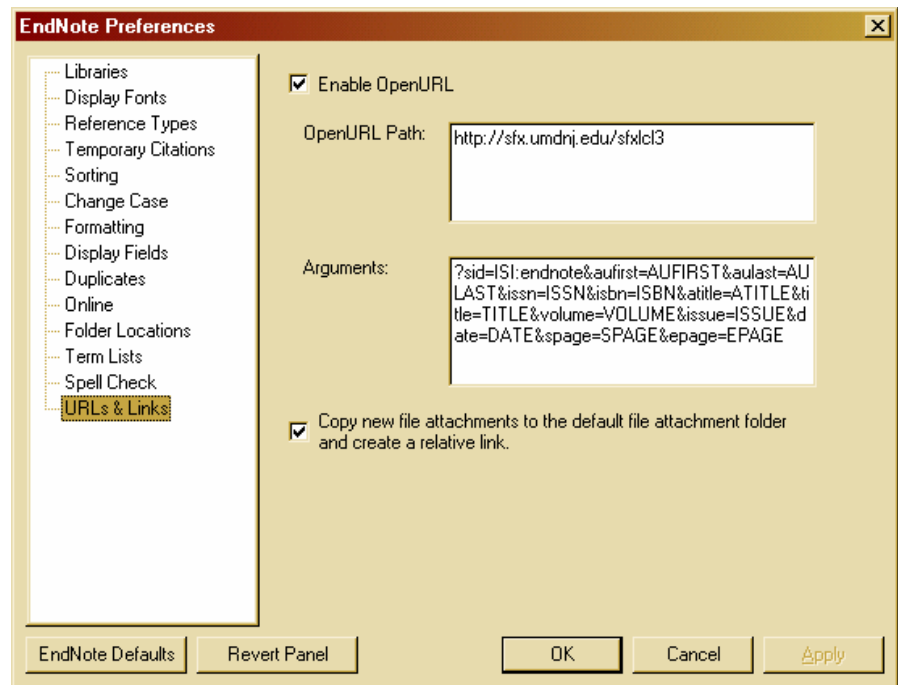
- This is a live link to a web site or a file.

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## Linking to Full Text

EndNote X1 provides an OpenURL feature that enables a link to be made from your EndNote library to the University Libraries'  knowledge base. This **may** provide a link to the full text of a journal article, when available and **if the publisher or vendor allows direct linking to the article**.

To enable this option in EndNote X1, go to **Edit >> Preferences** and select **URLs & Links**.

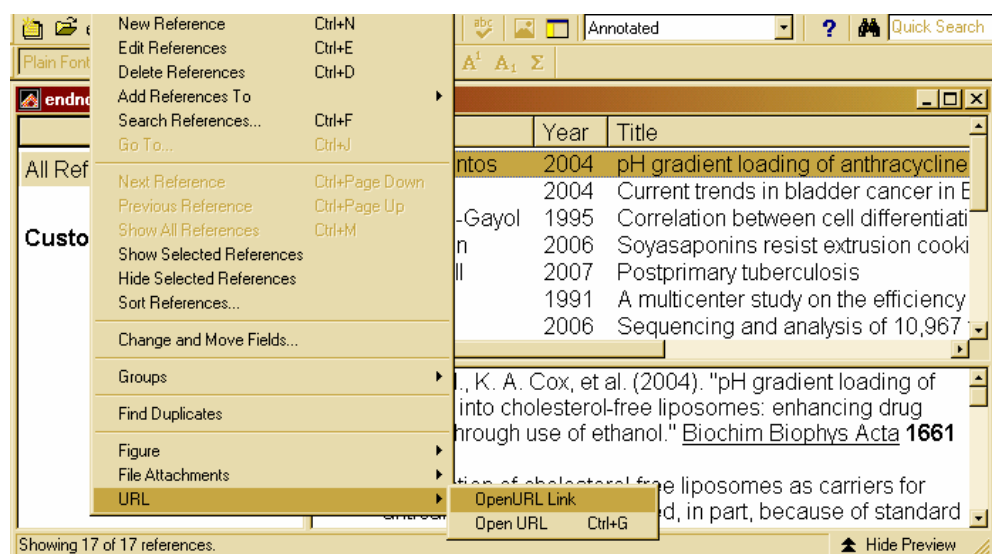


- Make sure the box next to **Enable OpenURL** is checked.
- In the **OpenURL Path** box, replace the default path with: **http://sfx.umdj.edu/sfxlcl3**
- In the **Arguments** box, make sure the statement matches this one (with no spaces or carriage returns):

?sid=ISI:endnote&aufirst=AUFIRST&aulast=AULAST&issn=ISSN&isbn=ISBN&atitle=ATITLE&title=TITLE&volume=VOLUME&issue=ISSUE&date=DATE&spage=SPAGE&epage=EPAGE

To use this function within EndNote:

- Locate a reference in your EndNote database.
- Double click on the reference to open the full record.
- Go to the **References** menu on the top and choose **URL >> OpenURL Link**.

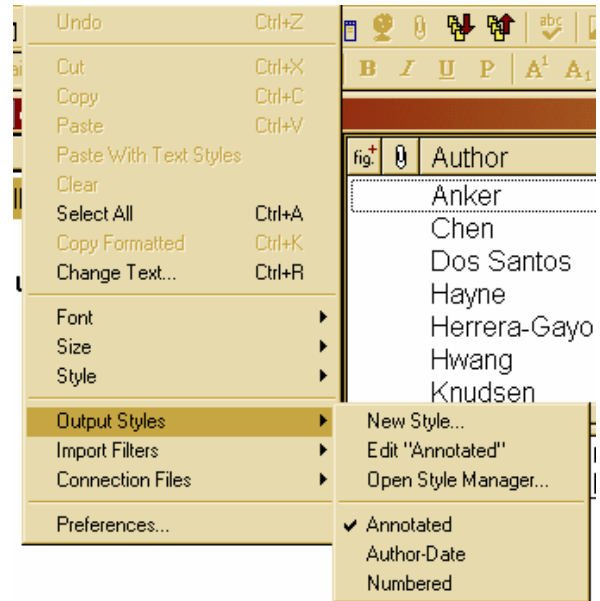
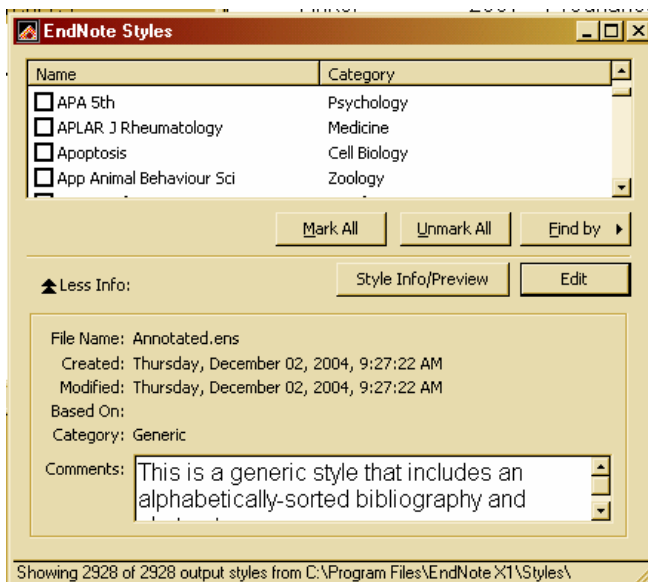


## Creating a Bibliography

Before creating a bibliography, you will want to select one or more output styles.

From the main toolbar, select **Edit >> Output Styles**. Initially you will see three selections: Annotated, Author-Date, or Numbered. The current one will have a check mark.

Click on **Open Style Manager...** to see the complete selection of styles available to you. You can check one or more selections to have

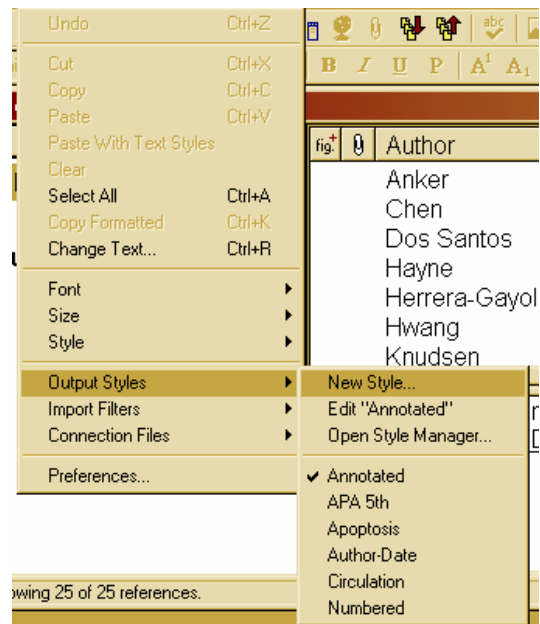


them appear in your list of output styles.

When you are finished, close the window and select **Edit >> Output Styles** again. Now you will see the styles that you added.

Click on the style that you wish to use.

Select **File >> Print Preview** to see your bibliography.

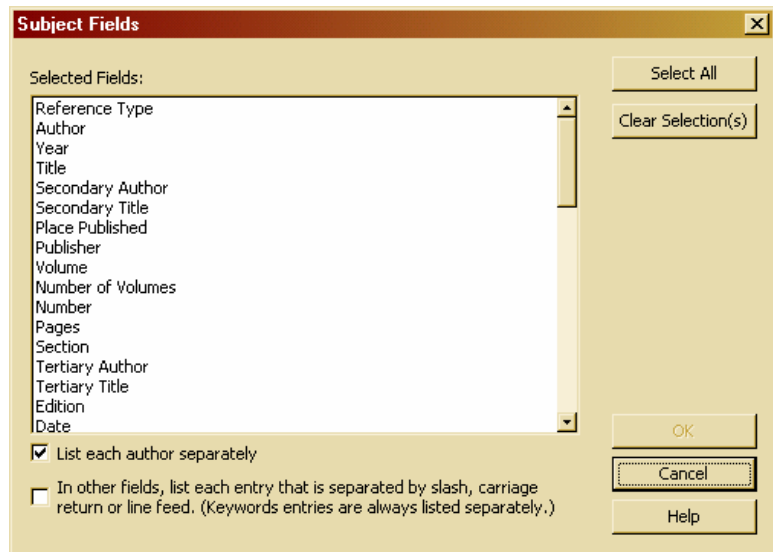


## Subject Bibliographies and More

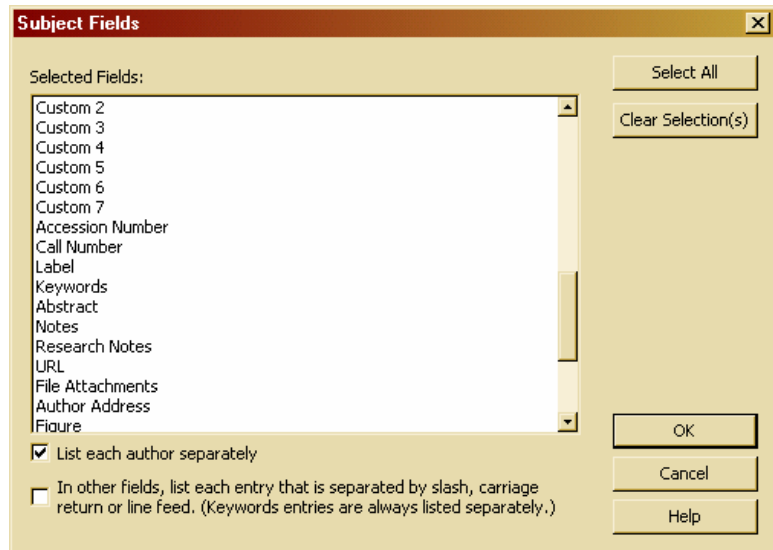
Go to the **Tools** menu and select **Subject Bibliography**.

A list of fields will appear. Generally you will want your bibliography to be sorted by author or subject.

For author, click on **Author** and press **OK**.

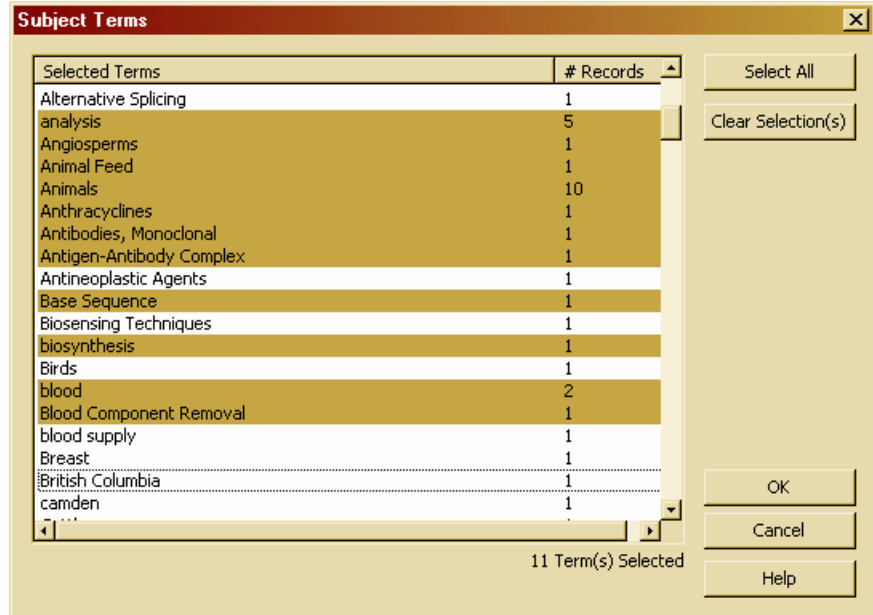


For subject, scroll down to **Keywords** and press **OK**.



You will then be presented with a list of terms.

Select one or more (or press **Select All**) and press **OK**.



Your Reference List will appear.

You have the option at this point of changing

- the **Output Style**
- the **Layout** (including the title of the list)
- the **Terms** you are using

Press **Print** to print the bibliography or **Save** to save it to a file.

