



Aims

This session will help you to:

- Create a new EndNote X1 (EN) library.
- Manually input different types of references.
 - Use EN with Word.
- Make Word documents independent of EN.
- Compress your library and its data folder.
- Download references from AUT library databases.

Creating an EN library

- Start menu > All programs > AUT general applications > EndNote
- Select create new EndNote library.
- Choose a location to save this library.

Choose the correct reference style

- On your toolbar you will see the reference style.
- To change the style: Click on the down arrow and select another style.
- Scroll down to APA 5th and highlight it.
- Click Choose

Manual entry

There are two ways to input references into an EndNote library:

- 1) Type them in manually.
- 2) Download (import) them from a database or the library catalogue.

We will manually add a reference to the new EN library we have just created.

- Click References > New Reference
- A window for this new reference will open within your EN library.
- The default reference type is Journal Article. You can click on the drop-down box to view the other reference types.
- Enter three references for books.
- Enter one reference for a journal article.

Hints for entering references

- Author names can be entered two ways:
First name last name: Rob Gilbert
or
last name, first name: Gilbert, Rob
- Multiple authors must be entered on separate lines.
- If you have an item that was authored by a group or body, e.g. the Ministry of Health, type a comma at the end of the name – *Ministry of Health,*
This will ensure the name displays correctly in EN.
- Spelling and capitalisation must be entered correctly.
- Do not add extra spaces before or after reference elements, as this confuses EN and means punctuation does not display correctly.

When you have finished the data entry, close the New Reference window by clicking the small black cross in the top right hand corner. Closing the reference automatically saves it.

Using EndNote with Word 2007

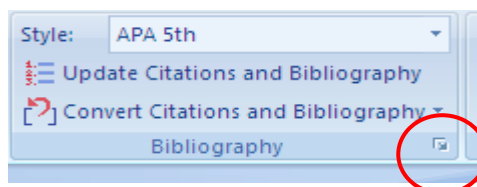
Inserting citations into the text

- Open Word and create a short document. Save it to the desktop (this file is only temporary).
- Select the EN tab. On the EN ribbon click the Go to EN icon.
- In your EN library select a reference by clicking on it once to highlight it.
- Click Tools > Cite While You Write > Insert Selected Citation(s).
- EN inserts the citation at the point where you left the cursor. It may take a moment.

Formatting the bibliography

If you use EN to insert citations into a Word document you cannot edit those citations with normal Word editing. EN will overwrite these changes. You can edit your EN reference list by using the Format bibliography function on the ribbon.

- To make changes to your bibliography in Word 2007 click on the arrow at the bottom right hand corner of the Bibliography group.



- In the box that appears click the layout tab to make some changes.
- You can add a title, e.g. References or change various features of the layout, e.g. font size and line spacing.

Editing in-text citations

It is possible to edit citations once they are inserted into your document. You might do this when:

- Add page numbers for direct quotations.
- Remove author's name from within the brackets of the in-text citation when it is already part of the narrative, for example:
Walker (2000) compared reaction times....
- Remove publication year from within the brackets of the in-text citation for the same reason as above, for example: In 2004 another researcher disputed these results (Jamieson).
- Remove a citation. If you wish to remove the in-text and reference list entries of a citation.

To edit in these situations, use the Edit Citation command on the EndNote ribbon.

- Insert three references into your practice document.
- Highlight the citation you wish to edit by clicking on it so that it is surrounded in grey. Click the Edit Citation icon on the EN ribbon.
- Add a page number for a direct quotation to the first example. Exclude the authors' name from the second and the publication year from the third.

Create a standalone reference list

- Open your EN library and ensure the style is correct.
- Highlight the references you wish to include in the list using the CTRL key. If you wish to include the whole library, use Edit > Select All to highlight all references.
- Click Edit > Copy formatted.
- Open a Word document. Click Edit > Paste to produce the list. You may edit this document using normal Word editing as it has no links to the EndNote library.

Remove field codes

Removing field codes severs the connection between Word and EndNote. This allows normal Word editing of your documents but removes the possibility of

reformatting the document with EN. The Remove Field Codes command makes a copy of your document without field codes, keeping the original.

- In Word click Convert to Plain Text (previously Remove Field Codes). This is one of the options under Convert Citations and Bibliography.
- Click OK.
- Save this new document.

Compress your EndNote library and its data folder

If you wish to save a back-up copy of your library or send it by email you must also send the associated data folder.

- From your EndNote library window, click File > Send to > Compressed Library.
- The compressed library will have the same filename as your library but with the file extension .enlx.
- Choose a location to save the compressed library and click Save.
- To regenerate the EN library double click on it.

Downloading references from library databases Direct export example – ScienceDirect

- Go to the ScienceDirect database
- Run a search.
- In the results list click on the box next to the required citation(s).
- Then click on the Export Citations link.
- Choose the appropriate options (in this case the default is fine) then click export.
- The EndNote dialog box will open. Select the library you wish to export the reference(s) into.
- In the library you will only see the references you have just imported from ScienceDirect. This allows you to edit the references easily. To see all references > References > Show all references