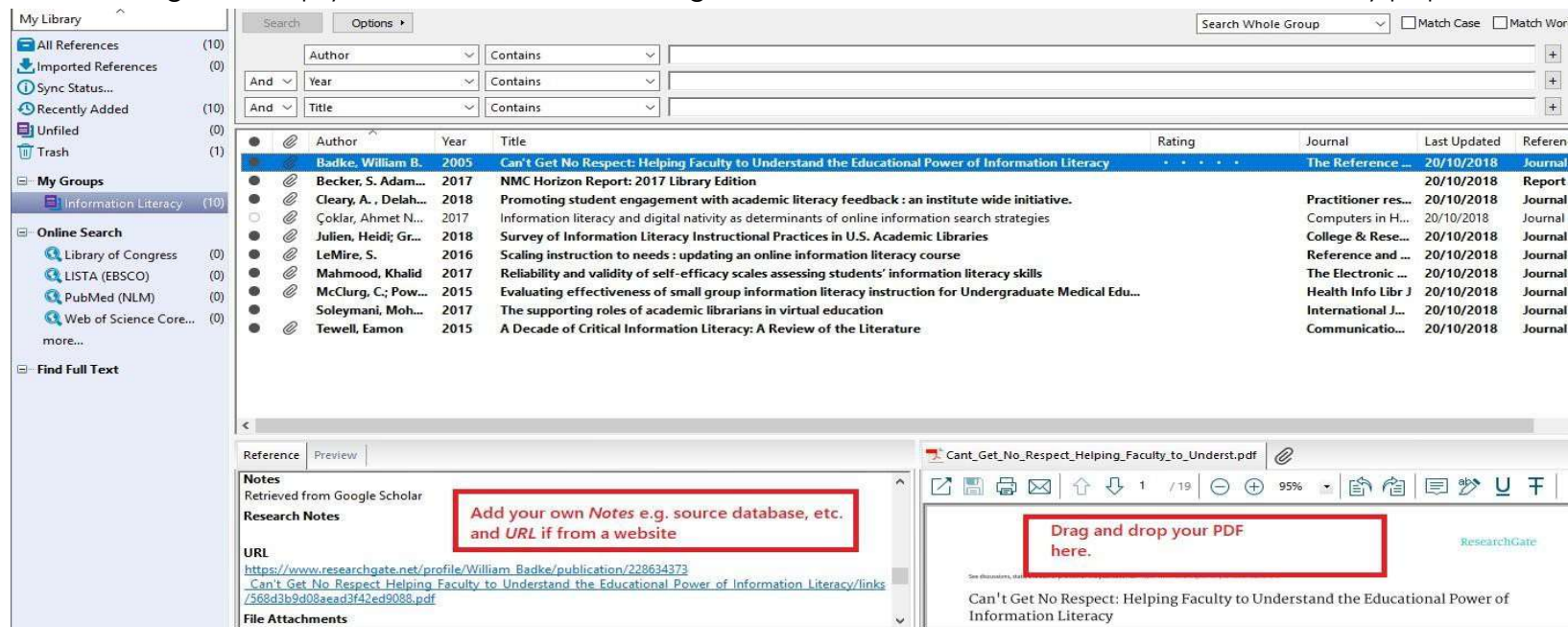


## Endnote : A quickstart guide

1. Download the latest version of **Endnote** from the **Endnote Subject Guide** accessed from the **Library Search** tile of **My Ara**.
2. For first time users, click **File** then **New** and then select a location to save your library. Also give your library a unique name e.g. AnnB Library.
3. Once open, change your citation style to the latest version of **APA**.
4. Download your PDFs from the library databases or Google Scholar to your device.
5. Drag and drop your PDF into the bottom right corner and the citation will often automatically populate.

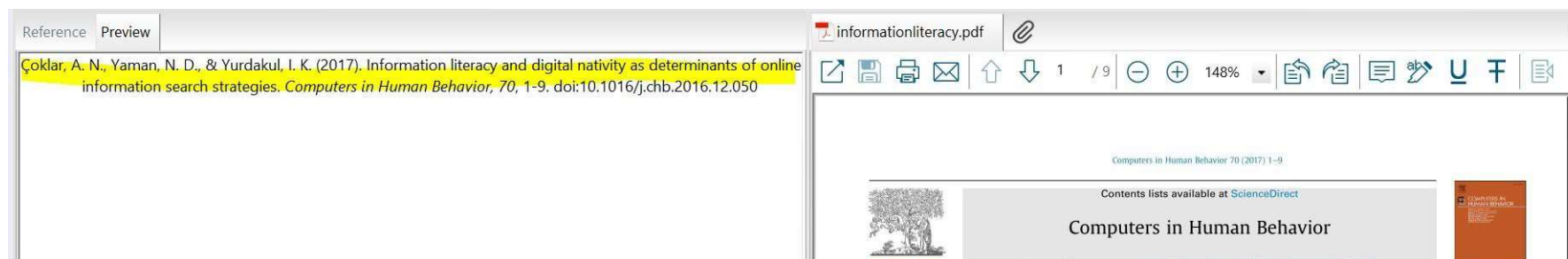


The screenshot displays the Endnote software interface. On the left is a sidebar with navigation options: My Library, All References (10), Imported References (0), Sync Status..., Recently Added (10), Unfiled (0), Trash (1), My Groups, Information Literacy (10), Online Search (Library of Congress (0), LISTA (EBSCO) (0), PubMed (NLM) (0), Web of Science Core... (0), more...), and Find Full Text. The main area shows a search results table with columns: Author, Year, Title, Rating, Journal, Last Updated, and Referen. The first row is highlighted in blue.

Author	Year	Title	Rating	Journal	Last Updated	Referen
Badke, William B.	2005	Can't Get No Respect: Helping Faculty to Understand the Educational Power of Information Literacy	• • • • •	The Reference ...	20/10/2018	Journal
Becker, S. Adam...	2017	NMC Horizon Report: 2017 Library Edition			20/10/2018	Report
Cleary, A. Delah...	2018	Promoting student engagement with academic literacy feedback : an institute wide initiative.		Practitioner res...	20/10/2018	Journal
Çoklar, Ahmet N...	2017	Information literacy and digital nativity as determinants of online information search strategies		Computers in H...	20/10/2018	Journal
Julien, Heidi; Gr...	2018	Survey of Information Literacy Instructional Practices in U.S. Academic Libraries		College & Rese...	20/10/2018	Journal
LeMire, S.	2016	Scaling instruction to needs : updating an online information literacy course		Reference and ...	20/10/2018	Journal
Mahmood, Khalid	2017	Reliability and validity of self-efficacy scales assessing students' information literacy skills		The Electronic ...	20/10/2018	Journal
McClurg, C.; Pow...	2015	Evaluating effectiveness of small group information literacy instruction for Undergraduate Medical Edu...		Health Info Lib J	20/10/2018	Journal
Soleymani, Moh...	2017	The supporting roles of academic librarians in virtual education		International J...	20/10/2018	Journal
Tewell, Eamon	2015	A Decade of Critical Information Literacy: A Review of the Literature		Communicatio...	20/10/2018	Journal

Below the table, there are tabs for 'Reference' and 'Preview'. The 'Reference' tab is active, showing a list of notes. A red box highlights the text: "Add your own Notes e.g. source database, etc. and URL if from a website". The 'Preview' tab is also visible, showing a PDF document titled "Cant\_Get\_No\_Respect\_Helping\_Faculty\_to\_Underst.pdf". A red box highlights the text: "Drag and drop your PDF here.".

6. If it doesn't populate you can add the details in the left pane under **Reference** or import your citation in **.ris** or **.enw** formats. (See *Importing .ris and .enw citations...*below)
7. In the **Reference** area you can add your own notes and URL if needed.
8. In the **Preview** area you can see your APA citation.



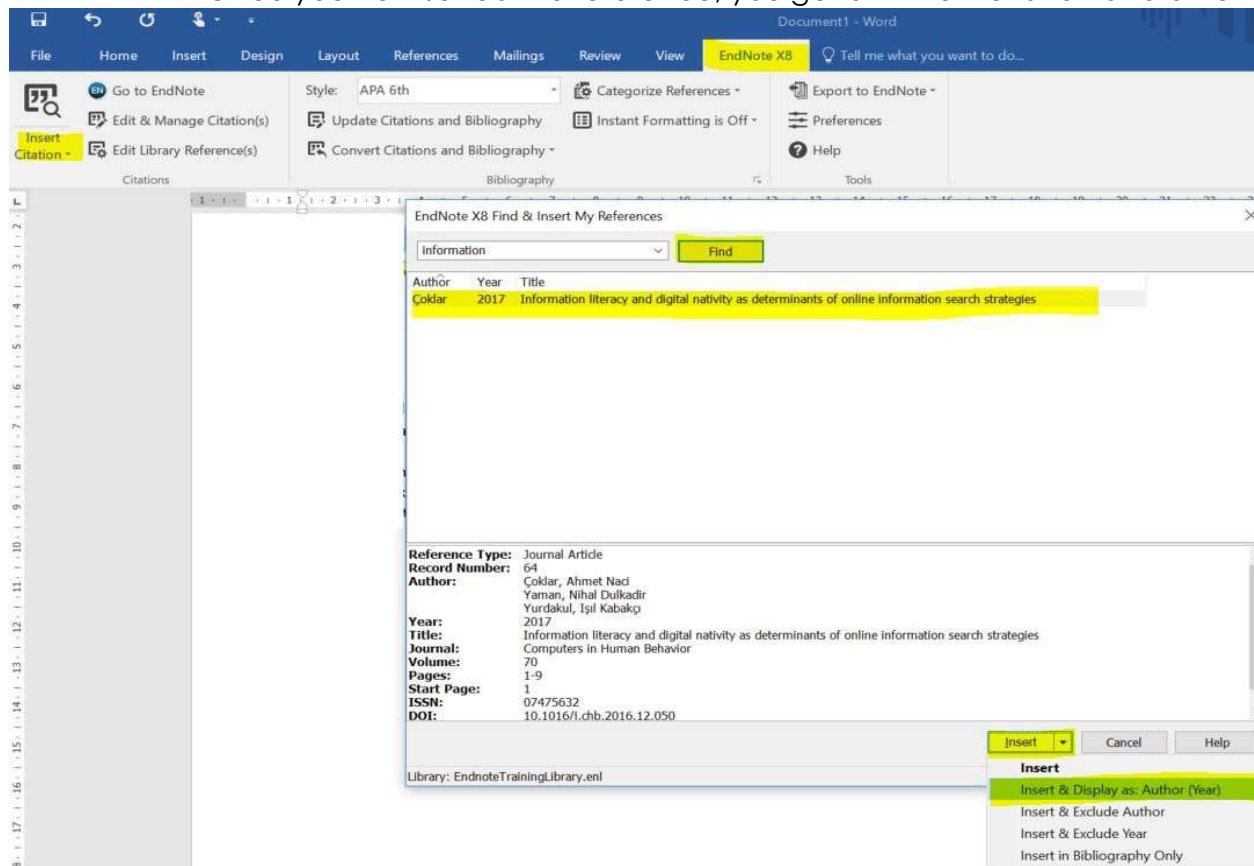
## Using Endnote in Microsoft Word

You need to have Endnote open at the same time as Word to use this feature.

Once Endnote is installed, you should have a new item on your ribbon (the bit at the top with File, Home, Insert etc...) called **EndNote X8**.

When you want to insert an in-text citation,

- click **EndNote X8** in your top ribbon.
- Check the "Style"- it should default to **APA 6<sup>th</sup>**.
- Ensure that your cursor is where you want the in-text citation to go, and click the **Insert Citation** button. Find your citation and highlight it.
- Click **Insert / Insert & display as: author (Year)**
- Once you've inserted the reference, you get an in-text citation and an entry in your reference list.



Importing .ris or .enw citations from databases or Google Scholar.

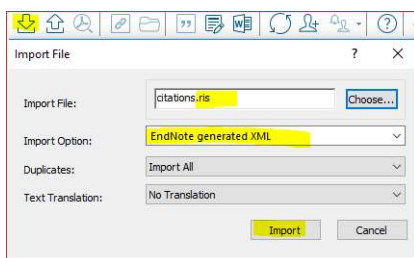
In **Science Direct** database look for the **Export** link to find citation export options.

In **Gale** databases like **Academic OneFile** look for **Citation Tools** to find the export options.

In **EBSCO** databases like **CINAHL** look for **Cite** to find the export options.

In Endnote, when importing .ris files, change the **Import Option** to **Endnote generated XML** in order to import your citations.

Note: .enw files usually import with the standard **Endnote Library** option.



## Export your citations to a reference list

1. In Endnote, highlight the citations to export.
2. Click on **File** / **Export** and change the file type to **.rtf** and save to your preferred folder e.g. desktop.

## More notes

- There are many more features you can read about in our Basic Endnote and Advanced Endnote guides. Find these via our Endnote link in the **Study** section of the **Library** homepage.
- Always check your citations against the recommendation in the **APA Referencing : a guide for Ara Institute of Canterbury Students** to ensure you get full marks for your referencing.

## For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : [library@ara.ac.nz](mailto:library@ara.ac.nz)