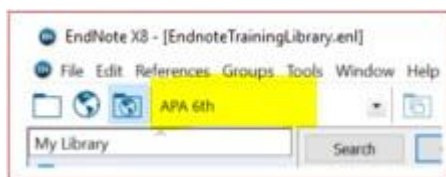
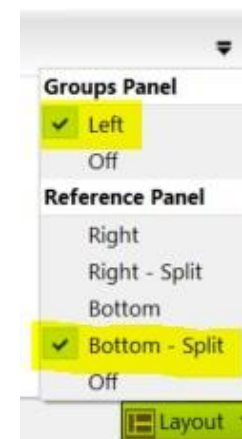


Endnote : A quickstart guide

1. Set up your **Online Endnote**. It's free. To do this see our guide called "**Export a citation from your Library Search to Endnote**" to register. This will enable you to sync your Endnote content on any device with the Endnote you will install at Step 2.
2. Download the latest version of **Endnote** from the **Primo Library Search** tile of **My Ara**.
3. When the login box pops up, use the username and password you set up at **Step 1** for Endnote Online.
4. For first time users, click **File** then **New** and then select a location to save your library to e.g. Your **h** drive on an Ara computer **but not** a cloud drive like OneDrive. Also give your library a unique name e.g. AnnB Library. We recommend you only use one library as you can only sync one library.
5. Once open change your citation style to **APA 6th**



6. Change your Endnote Library **Layout** in the bottom right by ticking "**Bottom – Split**"



- Download your PDFs from the library databases or Google Scholar to your device.
- Drag and drop your PDF into the bottom right corner and the citation will often automatically populate. 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*)

The screenshot shows a library management interface. On the left is a sidebar with navigation options like 'My Library', 'All References', 'Imported References', 'Sync Status...', 'Recently Added', 'Unfiled', 'Trash', 'My Groups', 'Information Literacy', 'Online Search', and 'Find Full Text'. The main area displays a list of references with columns for Author, Year, Title, Rating, Journal, Last Updated, and Referen. Below the list, there are two panes: 'Reference' and 'Preview'. The 'Reference' pane shows 'Notes' (retrieved from Google Scholar), 'Research Notes' (with a red box containing the text 'Add your own Notes e.g. source database, etc. and URL if from a website'), 'URL' (with a ResearchGate link), and 'File Attachments'. The 'Preview' pane shows a PDF viewer for 'Cant_Get_No_Respect_Helping_Faculty_to_Underst.pdf' with a red box containing the text 'Drag and drop your PDF here.' and a ResearchGate logo.

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 Libr 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

- In the **Reference** area you can add your own notes and URL if needed.
- In the **Preview** area you can see your APA citation.

This screenshot shows the 'Reference' and 'Preview' panes for a specific citation. The 'Reference' pane displays the citation: 'Çoklar, A. N., Yaman, N. D., & Yurdakul, I. K. (2017). Information literacy and digital nativity as determinants of online information search strategies. *Computers in Human Behavior*, 70, 1-9. doi:10.1016/j.chb.2016.12.050'. The 'Preview' pane shows a PDF viewer for 'informationliteracy.pdf' with a zoom level of 148%. The PDF content includes the journal title 'Computers in Human Behavior' and the ScienceDirect logo.

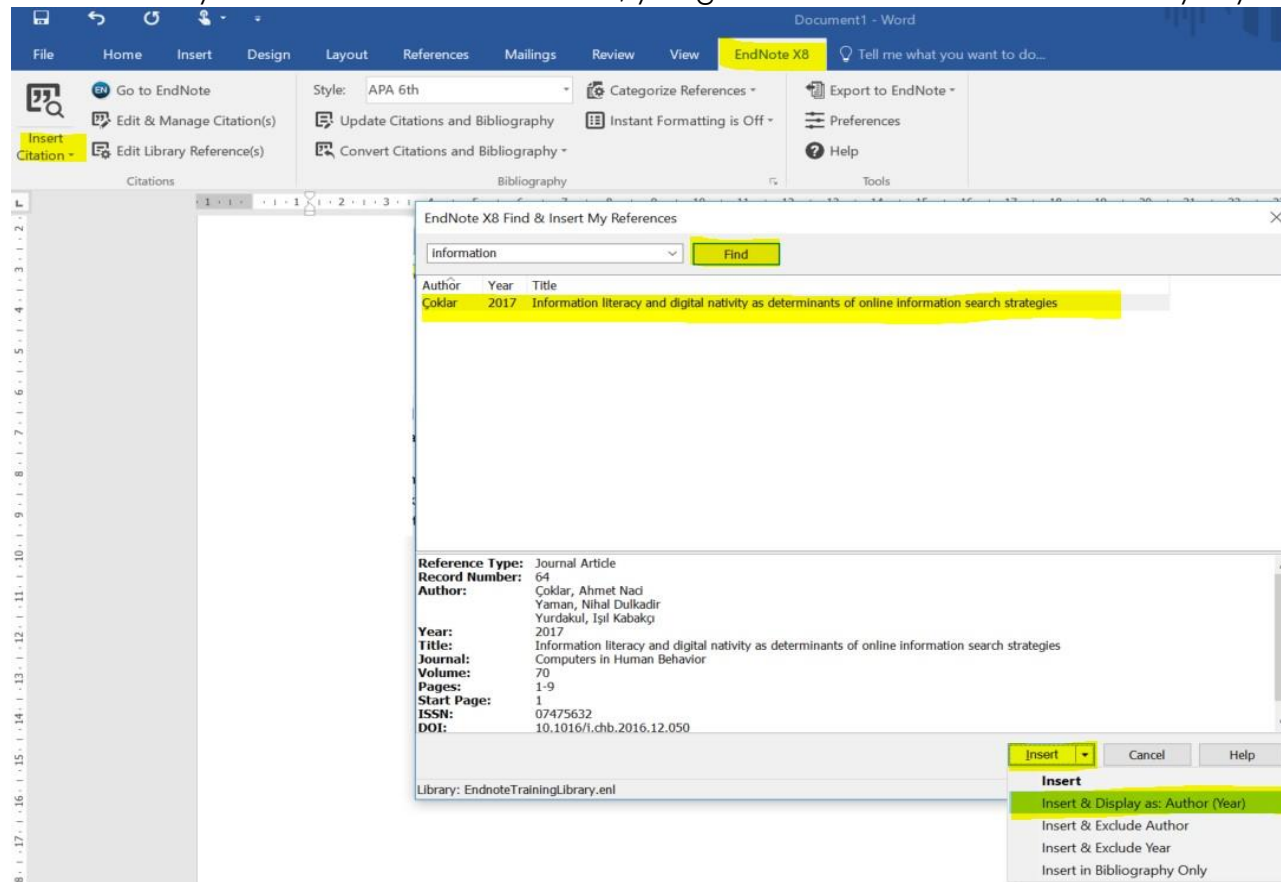
Using Endnote in Microsoft Word

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 6th**.
- 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.

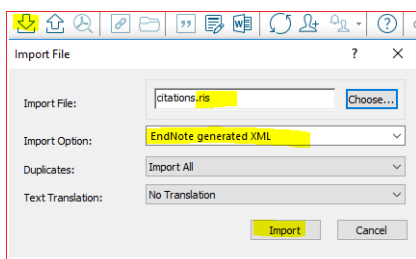
In **Science Direct** database look for the **Export** link to find citation export options.

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 **.rif** 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