Quick-start guide to Endnote X7

What is Endnote?

Endnote is referencing software.
It lets you produce various styles of referencing for your sources, painlessly and automatically. Endnote can be found in your Start menu:

Why use Endnote?

It helps you *keep references together* and attach PDFs to them to keep things in order. It integrates with MS Word to let you *reference as you go*, and produces *formatted reference lists* for you.
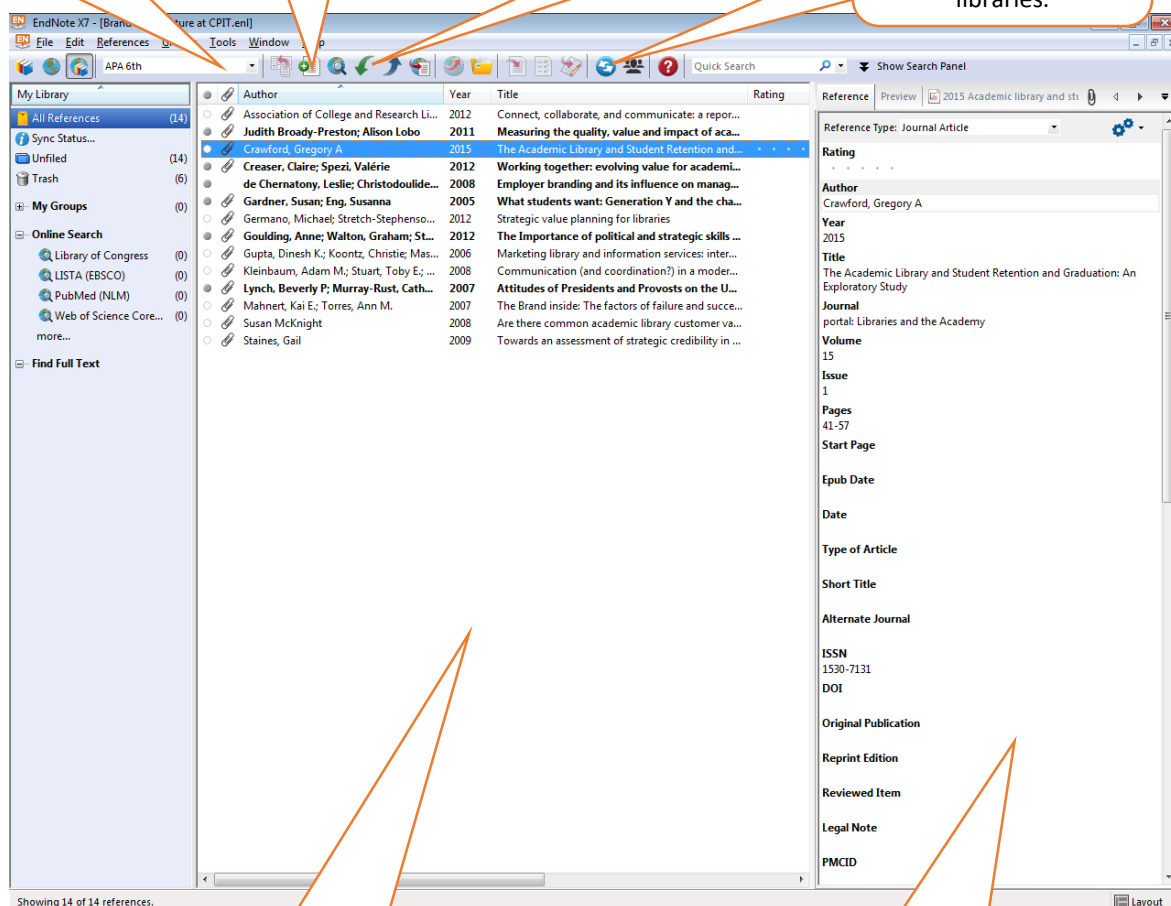
A quick look at the main screen…

Select output style

Manually add a reference

Import a reference (more on this later)

Sync with web
Sync your local and web-based Endnote libraries.

Reference List
References in your current Endnote library

Students please visit the Ara Library and ask for the free EndNote installation USB stick

Details Window
Details of selected reference

Importing References

The easiest way to get good references.

Find the **"Cite"** or **"Export" button** for the book/article in a database, library catalogue or Google Scholar. When choosing format, Endnote should be an option. **Save** the citation file.

In Endnote, click Import

Select the file you just downloaded.
Under "Import Option," pick an option. Depending on your download, it's probably **Reference Manager (RIS)** or **Endnote Import**. Check the file extension.

If you have chosen correctly, the imported item should appear in the **Reference List.**

If you have a PDF to go with the reference, you can attach it by selecting your reference, then clicking the **Attach button** above the **Details Window**.

Web Sync

If you work with Endnote at Ara and at home, you can create an account with Endnote Web, and keep your reference lists up-to-date, or *synced*, in both places.

Click the **Sync** button to start.

You'll be prompted to log in with your web account, or create one if you haven't already.

Once you've done this, clicking the Sync button will automatically update your Endnote reference on your desktop and online.

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 but at the top with File, Home, Insert etc...) called **EndNote 7X**. When you want to insert an in-text citation, click there.

Check the "Style"- it should default to APA 6th, but you can choose from many styles.

Ensure that your cursor is where you want the in-text citation to go, and click the "Insert Citation" button:

Highlight the reference you want to use from the list. The Insert button has a triangle here. You can click it to get extra options. For example, you can use the author's name in the text of your work.

Once you've inserted the reference, you get an in-text citation and an entry in your reference list.

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