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Introduction

- EndNote is a reference management program that allows you to create, store and manage your references and citations.
- Reference information can be added manually, and/or imported from article databases and catalogues.
- The records stored in your personal EndNote Library can be used to create bibliographies instantly in a variety of bibliographic styles, and citations can be inserted into Word documents.
- You can also put PDF documents or other files into your EndNote Library



Creating EndNote Library

- Watch How to Use EndNote in Six Minutes
- <https://www.youtube.com/watch?v=7e6-6QkcYm0>

[Copy and paste the above link to the browser](#)

Creating Endnote Library



EndNote should always be opened from the start button, and not via Word.

Saving a copy of your Library is useful if you want to take it with you to access on another computer. It is also important to have only one EndNote library. It is recommended using a local drive to save.

- Open the EndNote program from your Programs list.
- Select **File/New**.
- Name your new Library and choose where you want to save it.* (EndNote may default to saving it in your My Documents folder).
- Your new Library will appear on your screen.



Create a copy of your Library

- With a library open, go to the File menu and select Save a Copy.
- Enter a name and location for your new File
- Click Save
- Make a note of where you saved your Library

Back-Up Your Libraries



- You can choose where to save the backup.
- You may want to save it to the same place that you keep backups of documents
- You work on to establish a routine where your library backup at the same time as you backup other documents.
- It is recommended to have just one library.
- Problems may occur if you cite from different libraries in one Word-document
- You can use the Save a Copy command to save a copy of your Library for safekeeping



The Library Window

When you first open a library, there are three different panes:

- **Groups Panel:** Displays subsets of references from your Library such as custom groups, etc.
- **Reference list panel:** Displays all individual references on a single line.
- **Reference panel:** Has tabs for common tasks



EndNote X9

File Edit References Groups Tools Window Help

My EndNote Library

APA 6th

My Library

- All References (29)
- Copied References (26)
- Configure Sync...
- Recently Added (26)
- Unfiled (21)
- Trash (0)
- Diabetes i
 - Diabetes Fiji (7)
 - New Smart Group (0)
- My Groups
 - introduction (1)
- Find Full Text

Search Options

Search Whole Library ☐ Match Case ☐ Match Words

Title Contains Diabetes in fiji

Or Year Contains Diabetes in Pacific islands

Not Title Contains

Author	Year	Title	Rating	Journal	Last Updated
Brian, G.; Ra...	2010	The prevalence of diabetes among a...		N Z Med J	4/8/2020
Brian, G.; Sik...	2011	Diabetic eye disease among adults i...		Clin Exp Op...	4/8/2020
Brooks, B.; C...	1999	Diabetic retinopathy and nephropat...		Aust N Z J ...	4/8/2020

Reference Preview Attached PDFs

Reference Type: Journal Article

No References Selected

Showing 29 of 29 references.

Layout

Note: Click on the layout icon at the bottom right of the window to change the layout



Navigating the Reference list

There are a number of ways to browse through your references:

- You can quickly sort the references by clicking on a column heading. For example, click Year to sort by year.
- Typing a letter selects the first matching reference.
- The HOME and END keys go to the first or last reference, respectively.

Searching and grouping within Endnote



EndNote X9

File Edit References Groups Tools Window Help

My EndNote Library

APA 6th

Quick Search

Hide Search Panel

My Library

- All References (29)
- Copied References (26)
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Cassidy, J. T.	1967	Diabetes in Fiji		N Z Med J	4/8/2020
Gounder, S.; ...	2012	Screening tuberculosis patients for d...		Public Heal...	4/8/2020
Hoskins, P. L...	1987	Diabetes in the Melanesian and Indi...		Diabetes R...	4/8/2020
Hoskins, P. L...	1987	Glycosylated hemoglobin as an inde...		Diabetes R...	4/8/2020
Kumar, K.; S...	2014	Descriptive analysis of diabetes-rela...		Public Heal...	4/8/2020
Lako, J. V.; N...	2001	Dietary patterns and risk factors of ...		Asia Pac J C...	4/8/2020
Lin, S.; Tuka...	2016	Diabetes and obesity trends in Fiji o...		J Diabetes	4/8/2020
Morgan, J.	2015	Country in focus: turning the tide of...		Lancet Diab...	4/8/2020
Morrell, S.; L...	2016	Diabetes incidence and projections f...		Popul Healt...	4/8/2020
Morrell, S.; T...	2019	Changes in proportional mortality fr...		BMC Public...	4/8/2020
nachika	2010	paragrat			1/20/2020

Showing 29 of 29 references.

Layout

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No References Selected

The Groups Panel



- There are several types of groups including Permanent, Temporary, and Custom Groups.
- Deleting a reference from a Custom Group does not delete it from the Library.
- Deleting a reference from a library also removes it from a group



Permanent groups include:

- All References: Displays all of the references in the current Library.
- Recently added: Contains references which have been recently added.
- Unfiled: Contains any references in your Library that have not been allocated to a group.
- Trash: Contains the references you have removed from the Library by highlighting references and selecting Move References to Trash. While the references are no longer in your Library, they are not completely deleted until you go to the Groups menu and select Empty Trash.



Temporary groups include:

- Copied References: Using the copy and paste commands to transfer references.
- Duplicate References: Displays the results of duplicate detection in your Library.
- Imported References: Displays the last set of references imported into the Library with the File>Import command, or through direct Export from a database.
- Search Results: Displays the most recent search results.
- **Note:** Temporary groups are deleted when a library is closed. Also, these temporary groups may be replaced as you use commands in EndNote.



Customs Group Custom Groups make it easy to break a large library into subsets for later viewing.	➤ From the Groups menu choose Create Group. ➤ Give your group a name and press Enter. Alternatively, right-click on My Groups in the My Library pane and choose Create Group. ➤ There are several ways to add records to a group; highlight the record(s) then use the drag & drop method to move the reference(s) to the appropriate group, or from the Group menu choose Add References To and select the relevant group
Smart Groups Smart Groups have an inbuilt search query and can dynamically update as you add and edit references in the Library.	➤ From the Groups menu, select Create Smart Group. ➤ At the search dialog enter a name for the group, a search strategy, and select Create.
Combination Groups Combination Groups used better organize EndNote references. Combine groups and use AND, OR, and NOT to create new, use full smart groups. Save references in groups and then save sets of groups in group sets	➤ From the Groups menu, select Create From Groups ➤ At the search dialog enter a name for the group, a search strategy, and select Create



Group Sets

The Group set creates several groups, within one larger group. Group Sets can contain Custom Groups, Smart Groups, and Combination Groups.

- From the Groups menu, select Create Group Set. Name your Group Set



EndNote X9

File Edit References **Groups** Tools Window Help

My EndNote Library

My Library

All References

Copied References

Configure Sync...

Recently Added

Unfiled

Trash

Diabetes i

Diabetes Fiji

New Group

New Smart Group

My Groups

introduction

Find Full Text

Create Group

Create Smart Group

Create From Groups...

Rename Group

Edit Group...

Delete Group

Share Group...

Add References To

Remove References From Group

Create Group Set

Delete Group Set

Rename Group Set

Create Citation Report

Manuscript Matcher

Hide Groups

Quick Search

Search Whole Library

Match Case

Match Words

Contains

Diabetes in fiji

Contains

Diabetes in Pacific islands

Contains

Title	Rating	Journal	Last Updated	Reference Type
0 The prevalence of diabetes among a...		N Z Med J	4/8/2020	Journal Article
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9 Diabetic retinopathy and nephropat...		Aust N Z J ...	4/8/2020	Journal Article
7 Diabetes in Fiji		N Z Med J	4/8/2020	Journal Article
2 Screening tuberculosis patients for d...		Public Heal...	4/8/2020	Journal Article
7 Diabetes in the Melanesian and Indi...		Diabetes R...	4/8/2020	Journal Article
Hoskins, P. L.... 1987 Glycosylated hemoglobin as an inde...		Diabetes R...	4/8/2020	Journal Article

(1) Reference Preview Attached PDFs

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Layout

Choose the preferred style here

The screenshot displays the EndNote X9 application window. The 'My EndNote Library' pane on the left shows a list of groups, including 'Diabetes i', 'New Smart Group', 'New Group', 'Diabetes Fiji', 'My Groups', and 'Find Full Text'. The 'References' pane on the right shows a list of references. A context menu is open over the 'References' pane, showing the 'Select Another Style...' option. The menu also includes 'Annotated', 'APA 6th', 'Author-Date', 'Chicago 17th Footnote', 'MHRA (Author-Date)', 'Numbered', 'Show All Fields', 'Turabian 9th Footnote', and 'Vancouver'. The 'References' pane shows a table of references with columns: Author, Year, Title, Rating, Journal, Last Updated, and Reference Type. The table contains 7 references, all of which are 'Journal Article' type. The status bar at the bottom indicates 'Showing 29 of 29 references'.

Author	Year	Title	Rating	Journal	Last Updated	Reference Type
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Hoskins, P. L...	1987	Glycosylated hemoglobin as an inde...		Diabetes R...	4/8/2020	Journal Article





Searching Endnote Library

- **Quick Search**

To quickly search your entire Library, use the Quick Search item on the main toolbar.

- Enter a word or phrase and press Enter.
- To redisplay the contents of your entire EndNote Library: Select, References > Show All References



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APA 6th

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Search Whole Library

Match Case Match Words

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Type a word/phrase and press Enter



Deleting References

- Select (highlight) those references you want to delete.
- One of the following actions moves the selected references to the Trash group:
- Drag the selected references and drop them on the Trash group.
- From the References menu, choose Move References to Trash (CTRL+D).
- From the Edit menu, choose Cut (CTRL+X), which also stores the references temporarily on the Clipboard.
- When certain to delete the references in the Trash, go to the References menu and choose Empty Trash.