

# AskOtago | Uia Ōtākou

## EndNote Learning Lab

STUDENT BOOKLET

### TRAINING MODULE OVERVIEW

PURPOSE	Demonstrate how to create an Endnote library, as well as inserting references into Microsoft Word.
OUTCOME	Understanding the basics of EndNote.
OWNER	Student IT Phone: 034795170 Facebook page and chat: <a href="https://www.facebook.com/luostudentit">www.facebook.com/luostudentit</a> Web: <a href="http://www.otago.ac.nz/studentit">www.otago.ac.nz/studentit</a>
REVISION	5/02/2020



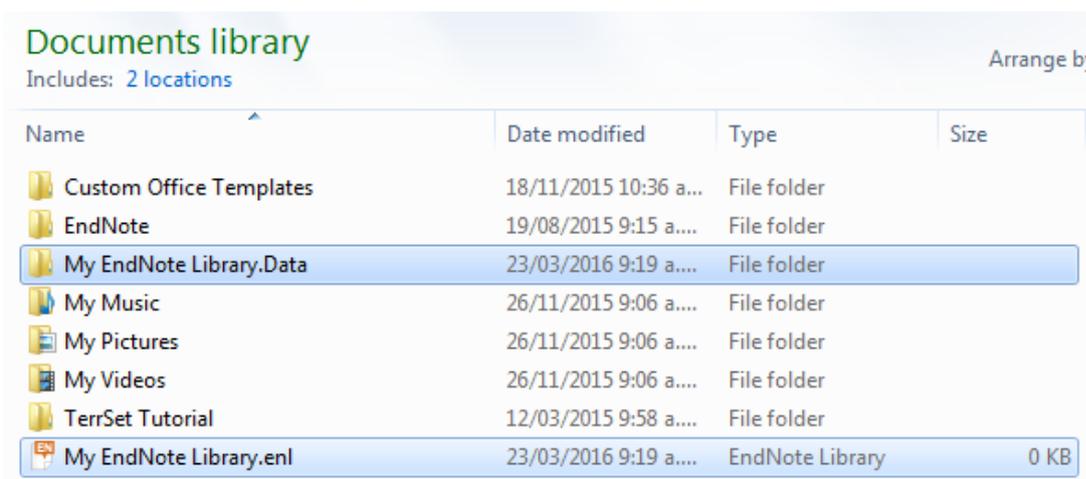
## Opening EndNote

To locate EndNote on your student desktop, go to the *Start menu > All Programs > EndNote*.

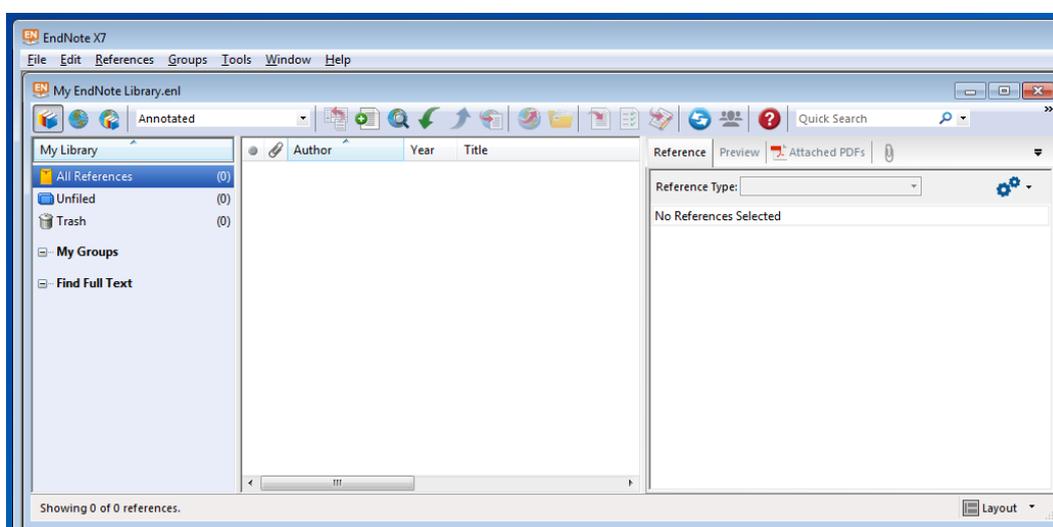
## Creating a New Library

To create a new library, click on the *File* menu and choose *New...*

- Once your library is created, two files are created (.Data & .enl). These need to be kept together for the EndNote library to work.

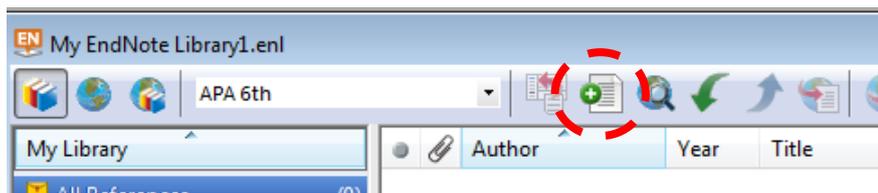


- The EndNote library itself will be divided into 3 parts: on the left is the groups section, middle is the reference list, and on the right is the preview section.



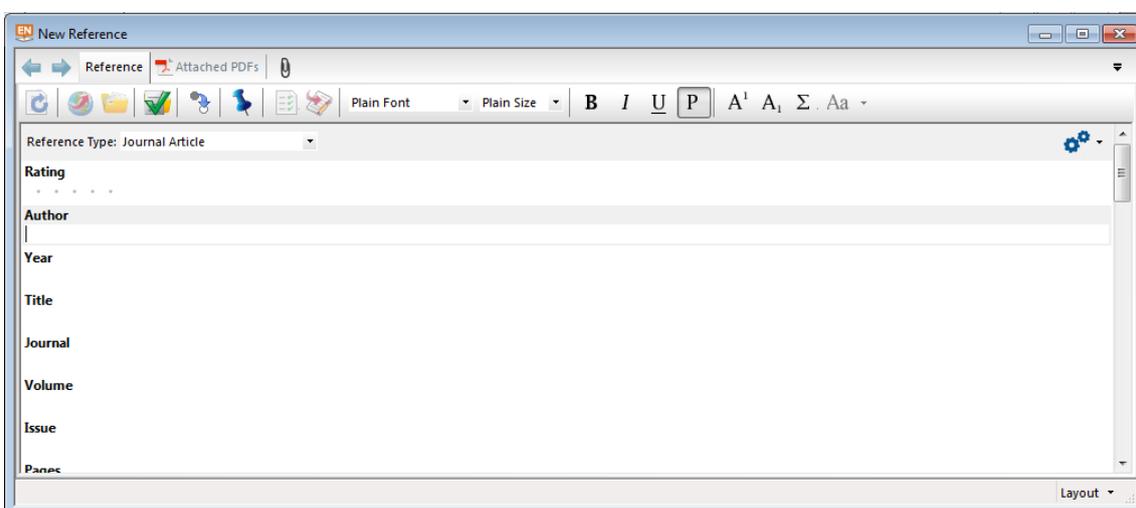
## Adding References

To add a reference manually, click on the new reference button.



In the new window that opens, use the *Reference Type* drop-down menu to choose the type of reference you are creating and fill the required information into the options below.

- You don't need to fill in every single one, just what is required for your assignment. You should have a guide to refer to.
- Don't format the text in here – your citation style will do this for you later.



## Author

The author's name can be added as:

- First, Last (e.g. A. G. Montgomery), or
- Last, First (e.g. Montgomery, A. G.)

Multiple authors need to be listed on separate lines (press enter/return on keyboard to separate them).

Enter authors such as Ministry of Health with a comma right at the end of it i.e. Ministry of Health, to prevent EndNote from making the reference look like Health, M. o.

## Page Numbers

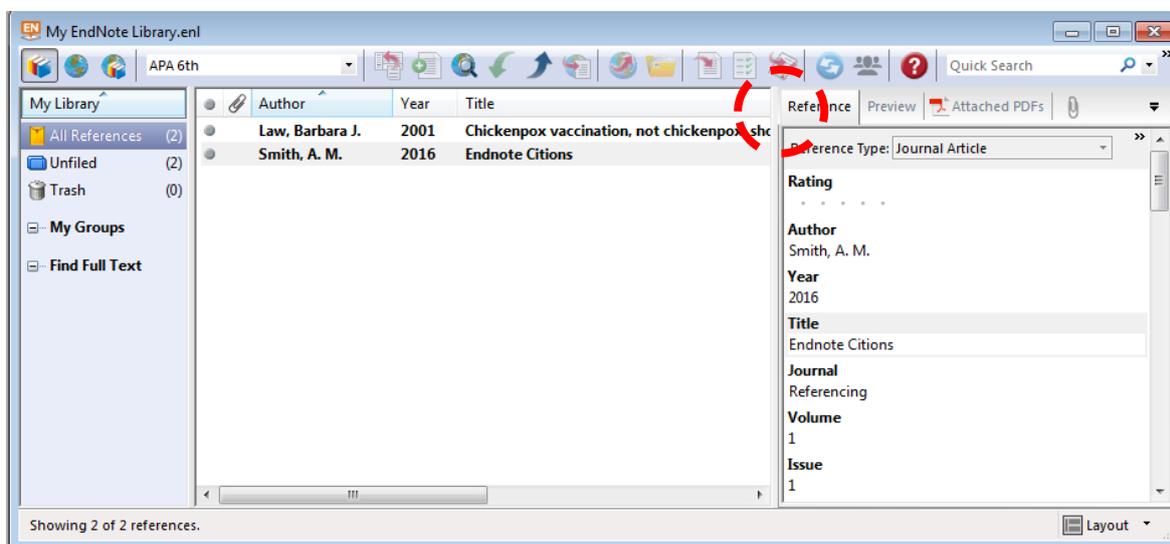
Page numbers should be entered as a range (e.g. 123-146 or 232-43). **Do not** add page symbols yourself as the reference style will do this for you.

## Save the Reference to your EndNote Library

Once you are finished adding the details for your reference, press the red cross at the top right to close the new reference window and press *Yes* to save.

## Editing References

You can edit the reference at any time by using the *Reference* tab in the right-hand section.



## Adding References via Online Article Databases

References can also be added directly into EndNote via some article databases. All of them are quite different but the general idea is to:

- Have your EndNote library open
- Run a search in the article database and select the references you require
- Export the selected references into EndNote (there will be an export or save option somewhere).

See a librarian for assistance if you have any trouble adding a reference with the online database you are using.

## IT Training EndNote Course – Highly recommended!

There are many more ways to add references into EndNote! For more information on adding references and heaps of other awesome tips, book into a course run by IT Training.

<http://www.otago.ac.nz/its/services/training/>

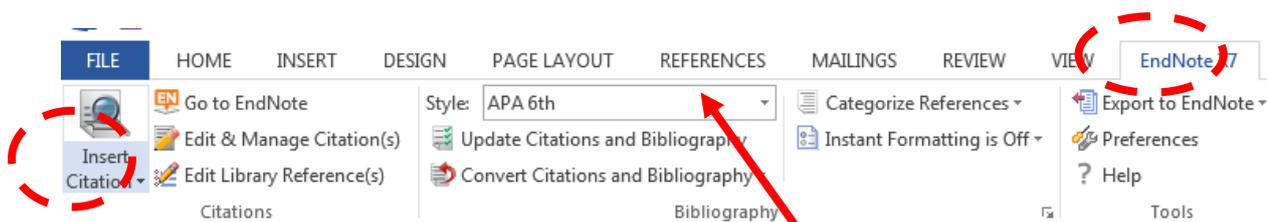
IT Training have also compiled many video tutorials to assist you in using EndNote. You will also find these at the above web address.

Please note that these instructions are for students using the university student desktop

## Adding References

To add references from your EndNote library into your Word document, you need to have both the document and the library open.

1. In your EndNote library, select the reference you require for your document. For more than one reference, select the first one by clicking on it then hold down the Ctrl key on the keyboard while clicking on the remaining reference(s) that you require.
2. Go to your Word document and click where you require the references to go in the text.
3. Click on the *EndNote X7* Tab along the top of your Word document.
4. Click on the bottom half of the *Insert Citation* button and choose the *Insert Selected Citation(s)* option from this menu.



## Choose the Style

Choose the style of reference you require from the style drop-down menu.

## Inserting Citations into Footnotes

Some styles only allow references to be added within footnotes

1. Create a footnote first (click where you need it to go, *References Tab > Insert Footnote* button).

Select the reference(s) in EndNote and insert in the footnote section using the same process as above.