

EndNote for Windows

Version X2

Instructions for Use



Prepared by Jeanne Le Ber
Education Services Librarian
801-585-6744 or jeanne.leber@utah.edu
December 1, 2008



Table of Contents

Subject	Page
EndNote for Windows version X2	1
Introducing the EndNote Library	2
Opening EndNote and Creating a Library	2
The Library Window	3
Methods of Getting References into the EndNote Library	4
1. Searching an Online Database from within EndNote	5-6
a. Groups	7-8
2. Import Citations into EndNote	9
3. Export	10
4. Manual Input: Entering and Editing References	11-15
Sample of a Journal reference type	16
Sample of a Book reference type	17
Additional Notes and Keyboard Commands	18
Entering Special Characters	19
EndNote Preferences	20
Term Lists.....	21-23
Managing References	24
Searching for References.....	25
Cite While You Write with MSWord.....	26-27
Predefined Manuscript Templates for Publishing	28
Editing APA Style to include full journal names	29
In-text Citation--Corporate Author Adjustment.....	29
More About Output Styles	30
Subject Bibliographies and EndNote and L ^A TEX	31
Using EndNote with Palm OS Handhelds.....	32
Transferring EndNote Web References to EndNote	33
Saving PubMed Citations for Import into EndNote	34
University of Utah Library Catalogs are available for Searching	35