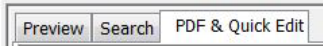
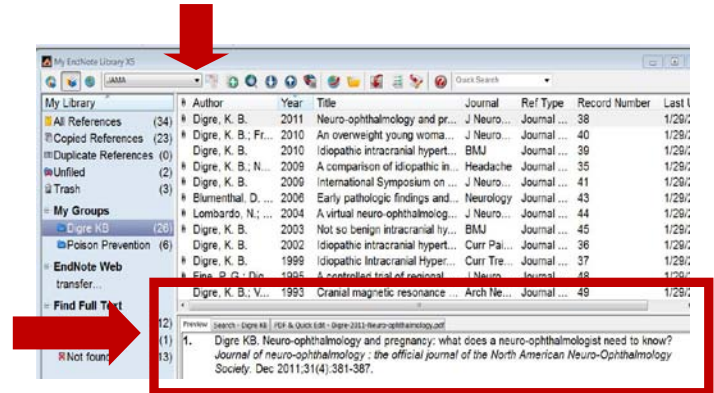


Exercise 1A – Tab Pane: Preview, Search and PDF & Quick Edit Tab



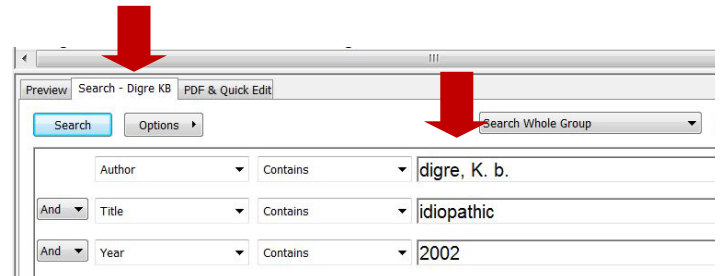
About the Preview Tab

- Use the styles pull-down menu at the top of the EndNote window to select an output style
 - An output style represents the rules for determining how references look when you print, export, preview or create bibliographies
- Use the **Preview** tab to view selected reference in a specific output style as it will be formatted for a bibliography
 - Only one reference displays at a time



About the Search Tab

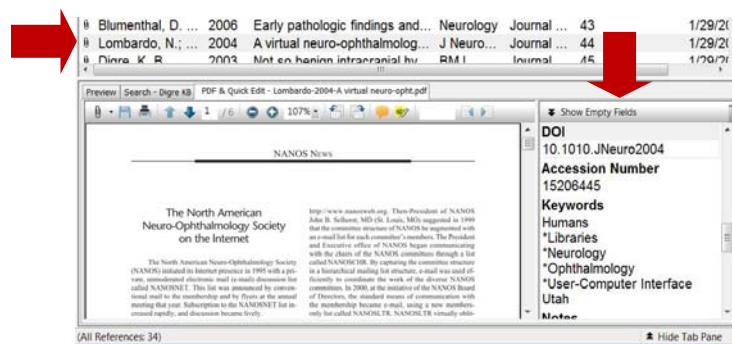
- Use to search for references in the **Local Library Mode**
 - Search **All References** or
 - Search references in a specific **Group**
- Enter search terms in the search template
 - Use the pull-down menu to select a search field
 - Enter terms in the boxes to the right
 - Use Boolean operators on the left (And, Or, Not)
 - Click **Search** button
 - Results display in the center Reference Pane
 - A **Search Results** temporary group is available in the My Library Pane on left



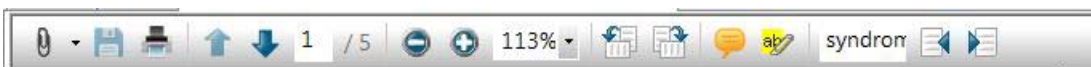
The above **Search** is looking for references in the **Digre KB** Group; the search is for digre, k.b. in the author field, idiopathic in the title field and 2002 in the year field.

About the PDF & Quick Edit Tab

- Use to edit fields in a record
 - Add, delete or edit text by clicking in the field
 - Save changes with **Ctrl + S** or
 - Select **Yes** from save changes window request
- Use to view an attached PDF document(s)
 - In the **References Pane**, select a record with an attached PDF (indicated by a paper clip) and the document opens in the center **Tab Pane** window
 - Resize the window for optimal viewing
 - PDF Toolbar**
 - Use **paper clip** if there is more than one PDF attached
 - Use **arrows** to move up and down through the document
 - Use the **zoom** icons to increase or decrease text size
 - Use the **Find** search box to look for a word(s) within the currently open PDF document; use Find Previous and Find Next



3. Use to read, highlight and search for text, and add comments to the PDF
 - a. Only PDF files can be edited, read or annotated in this tab
 - b. Use **Highlight Text** icon to add yellow highlights to selected text
 - i. Select icon
 - ii. Click, hold and drag over selected text
 - c. Use the **Sticky Note** icon to add notes
 - i. Select the **Sticky Note** icon
 - ii. Navigate to the section in the PDF where you want to add the sticky note
 - iii. Click the **left mouse button** to display icon
 - iv. Double-click the Sticky Note icon to display text box
 - v. Enter comments/text/markup
 - vi. Close the comment box and/or click **Save** icon
 - vii. **To view** a save Sticky Note – double click on it
 - viii. **To delete** a Sticky Note – right click and select delete annotation
 - ix. Sticky Notes cannot be moved
 - x. Right click on a Sticky Note to **hide all** notes and highlights; right click again to show all notes and highlights
 1. Hidden notes and highlights will print
 - xi. **To search** for Sticky Note comments go to the **Search** tab
 1. From the field pull-down menu select **PDF Notes**
 2. Enter search words to the right and click **Search** button
 3. The EndNote record with a PDF Sticky Note that contains those word displays in the Reference Pane
 - d. Use the **Save** icon to save highlights and comments
 - e. Use the **Print** icon to print document with highlights; Sticky Notes are not printable
 - f. If you open the PDF document outside of the PDF Edit Tab (this is done by double-clicking the PDF icon from within the EndNote record), the highlights and notes are viewable, but they do not print.



PDF Toolbar Icons – from left to right!

- **Paper clip** – use to add PDFs or select if more than one is available
- **Save** – save the PDF or save changes to the PDF
- **Print** – print this PDF or pages from this PDF
- **Arrow up** – previous page; **Arrow down** – next page
- **Go to** – enter the specific page number of PDF document
- **Zoom out** – decrease magnification of PDF page; **Zoom in** – increase magnification
- **Rotate Counterclockwise; Rotate Clockwise**
- **Sticky Note**
- **Highlight text** – yellow highlight only
- **Find** – enter word(s) or number(s) to search for within the PDF
- **Find Previous; Find Next**