

INSTRUCTION GUIDE

EndNote 6.0: Managing your Information

George Mason University Libraries

What is EndNote? An application that allows you to:

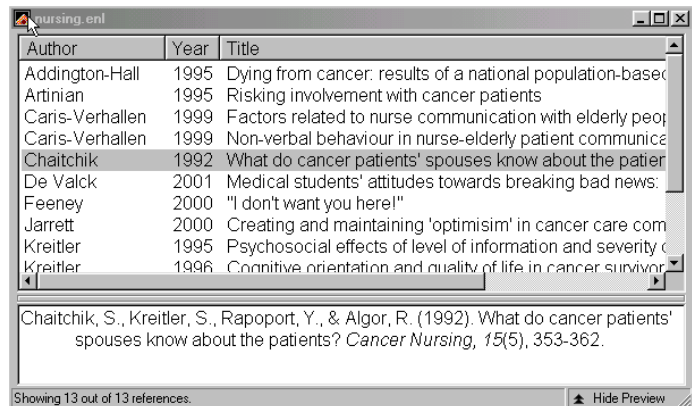
- Access and search bibliographic databases
- Retrieve the references directly into a personalized database called a "library".
- Store, manage, and search personalized library.
- Create bibliographies in your word processing software employing a variety of citation styles (APA, MLA, etc.)

In this workshop we will demonstrate:

- How to create and organize a "personalized" electronic library of books, journal articles, etc.
- How to search online databases for citations and download them directly into your "personalized" library.
- How to create "integrated" bibliographies. As EndNote is embedded in word processing application, it automatically builds a list of works cited in the format of your choice (APA, MLA, etc.).
- How to utilize advanced tools for additional help (Z39.50, filters, and connection files)

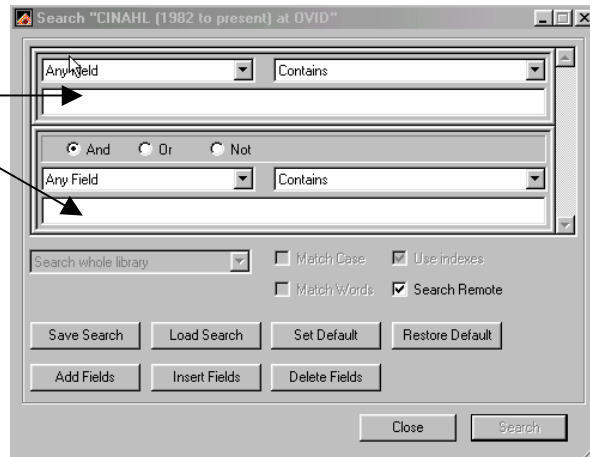
A. How to Create a Personalized Library

1. Launch EndNote / choose "create a new EndNote library"
2. Save your "library" under something you'll remember
3. Insert a reference choosing New from the Reference pull-down menu
4. Choose a reference type from the Reference Type menu
5. Insert bibliographic information



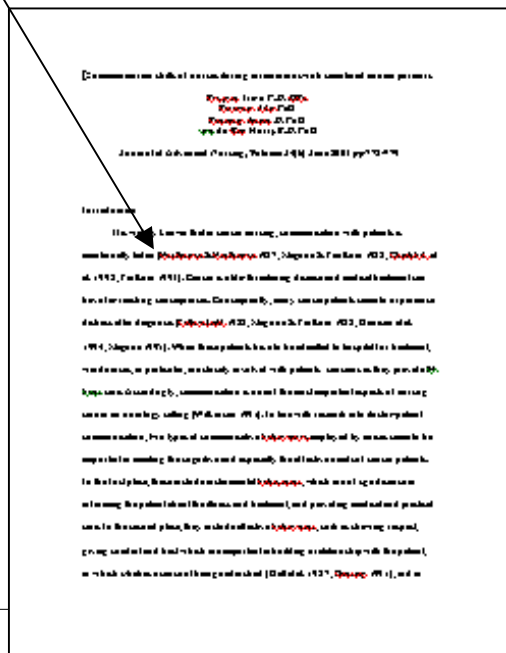
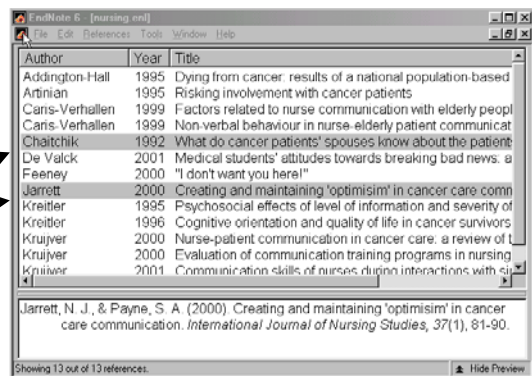
B. How to Search Online Databases and Download Citations into your Personalized Library

1. Tools / Connect / Connect
2. Choose the database you want to search (i.e. CINAHL)
3. Enter a simple search
4. EndNote retrieves the citations from the CINAHL and downloads them into a temporary database.
5. Review your results and add citations you want to keep by clicking on the "copy 1 reference to" button. This will add your citation to your Personalized Library.



C. How to Create a Works Cited List in Your Word Document

1. Choose a citation style (APA, MLA, etc.) from the EndNote Output Styles menu: Edit / Output Styles / Open Style Manager
2. Launch your word processor [Note: EndNote must also be open]
3. Open one of your documents
4. Highlight the relevant citation(s) in EndNote
5. Position the cursor where you want the citation(s) to go in your paper
6. Choose "Insert Selected Citation(s)" from your word processor's Tools menu: Tools / EndNote 6 / Insert Selected Citation(s)
7. Continue the same process throughout paper (or "Cite While you Write")
8. To create a bibliography choose Format Bibliography from the Tools menu of your word processor: Tools / EndNote 6 / Format Bibliography



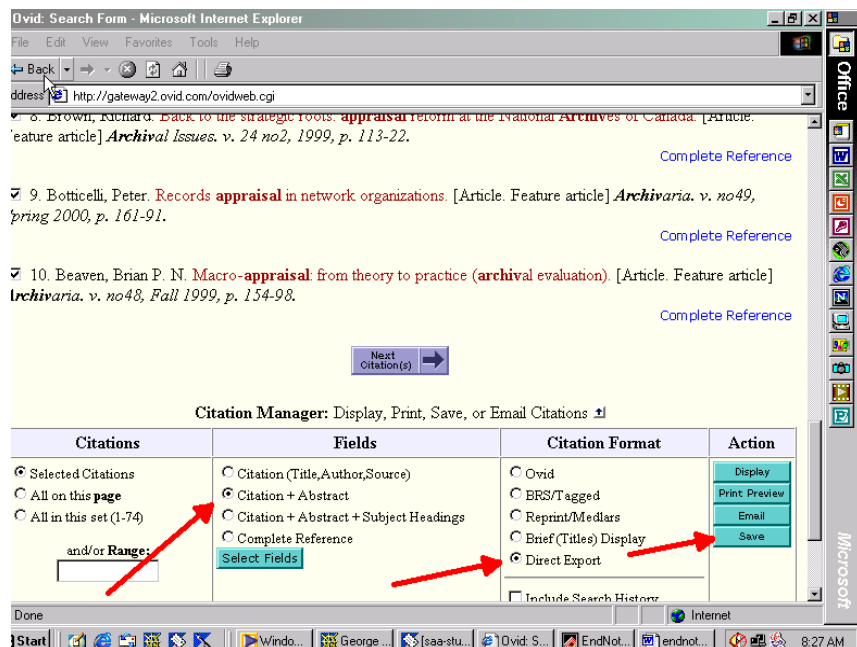
D. Understanding, Using, and Updating Connection Files and Filters

1. Connection files enable you to you open, search and import references from a remote database. A database must be Z39.50 compliant in order to interface with EndNote
 - a. To create or edit a "connection file" open the Connection Manager. Edit / Connection Files / Open Connection Manager
 - b. Connection file updates are available at: <http://www.endnote.com/support/enconnreq.asp>
2. Filters are the files used by EndNote to decipher information that has been downloaded from an online database
 - a. To create or edit a "filter" open the Filter Manager. Edit / Import Filters / Open Filter Manager
 - b. Filter updates are available at: <http://www.endnote.com/support/enfilters.asp>

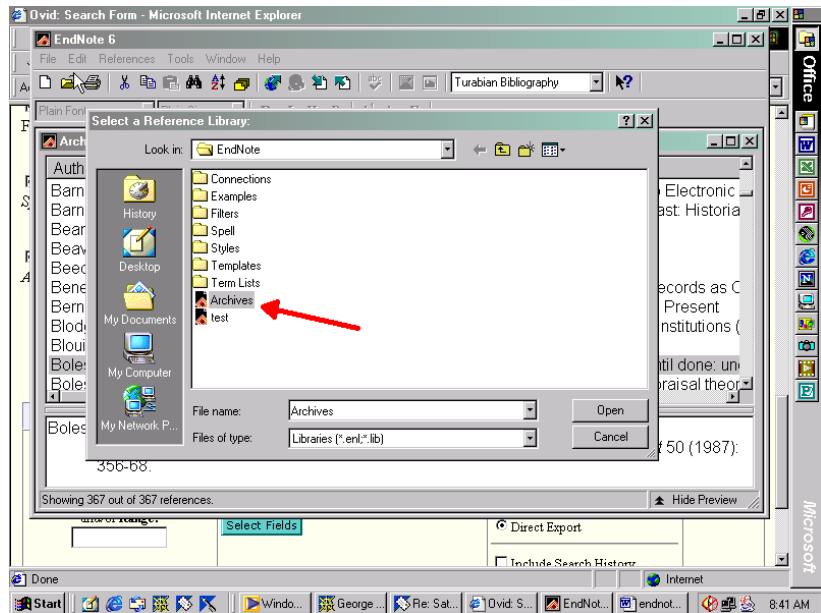
E. Direct Export Options

- Some Databases require you to use a feature known as Direct Export rather than allowing you to connect to their service through the EndNote interface.
 - Direct Export allows the user to search a database through the provider's software and save the citations into an EndNote library.
 - This requires the user to have the proper filter so the data elements are filed in the appropriate place.

- Search Database through GMU Libraries Web Page
- Choose the information that you want to export.
- Select the appropriate fields that you want to download.
- Select Direct Export and choose save.



- Select the Endnote Library that you want to save your citations in and choose Open.



- Known databases that **DO Support** this method.
 - Ovid
 - OCLC-FirstSearch
 - Cambridge Scientific Abstracts
 - ProQuest
 - ScienceDirect (Elsevier)
 - High Wire
- Known databases that **DO NOT Support** direct export
 - Web of Science (ISI)-use direct connect
 - SilverPlatter-use direct connect
 - InfoTrac
 - LexisNexis
 - JSTOR
 - Emerald Intelligence
 - JSTOR
 - HAPI
 - SpringerLink
 - Most Full-Text Products

F. Useful Resources

- The EndNote Manual that comes with your software
- EndNote's web site: <http://www.endnote.com>

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