

# EndNote 9: The Basics

EndNote is a popular piece of bibliographic software that can be used to manage your references. You can use it with your word processor (best with MS Word) to format notes and bibliographies as you write a paper. Once you have registered with the UMDNJ Libraries, you can download EndNote (<http://www.umdj.edu/librweb/access/EndNote.html>) for use on your own computer. The Libraries currently offer versions 7 and 9 for Windows and versions 5, 7, and 9 for the Macintosh.

The download includes a complete manual in PDF format. A **tutorial** for version 7 is provided by the UMDNJ Libraries (<http://www2.umdj.edu/rwjlbweb/tutorials/EndNote7/index.htm>). You can also find **EndNote Tip Sheets** (<http://www.endnote.com/support/entips.asp>) and **FAQs** (<http://www.endnote.com/support/faqs/>) on the publisher's web site.

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## Download and Install

The UMDNJ Libraries are licensed to provide download access of EndNote 9 for our UMDNJ affiliated users. You will be prompted to login with the UMDNJ Remote Access service (EZProxy) when you choose a download version. After downloading the program you will need to install the EndNote program. The Macintosh versions need to be unzipped first.

System requirements for EndNote 9 are:

- Windows 2000/ XP
- Macintosh OS X (10.3.6 - 10.4.x)

Once installed, EndNote should have most of the connection files, import filters, and output styles that you will need.

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## Update Connection Files, Import Filters, and Output Styles

Your EndNote 9 download includes many connection files, import filters, and output styles.

To get the most recent or additional connection files or import filters go to [http://www.umdj.edu/librweb/access/EndNote\\_updates.html](http://www.umdj.edu/librweb/access/EndNote_updates.html) and follow the instructions for downloading.

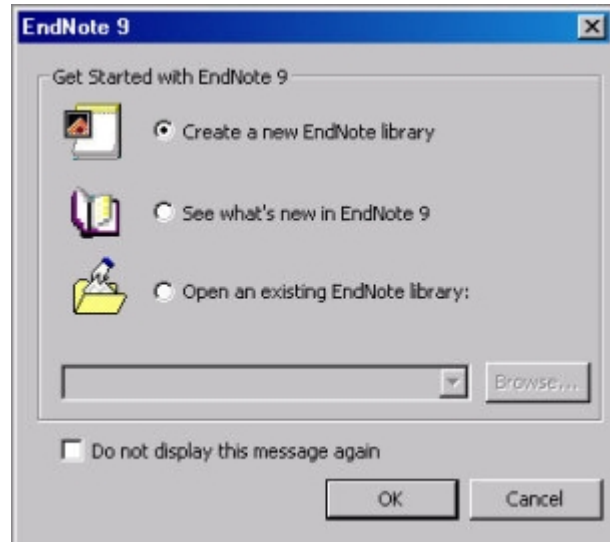
For new or updated output styles, go to <http://www.endnote.com/support/enstyles.asp> and download the style(s) you need.

Once you have downloaded the appropriate files, save them to the correct folder:

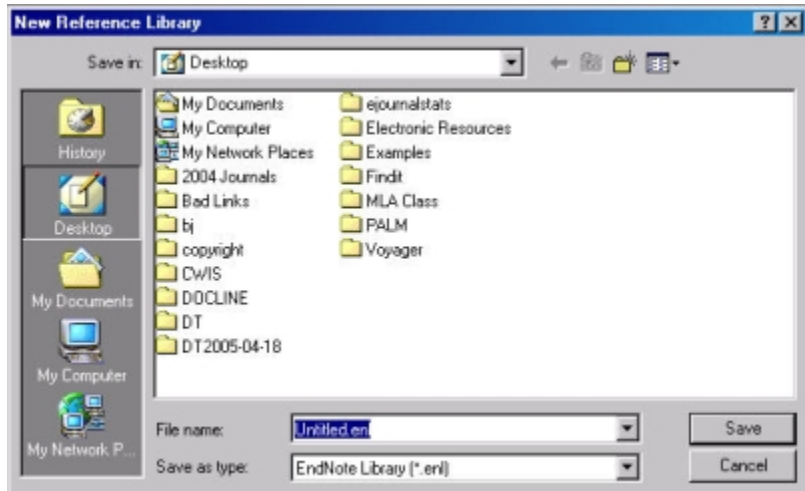
Connection files (.enz)	/EndNote/connections/
Import filters (.enf)	/EndNote/filters/
Output styles (.ens)	/EndNote/Styles/ folder

## Creating an EndNote Library

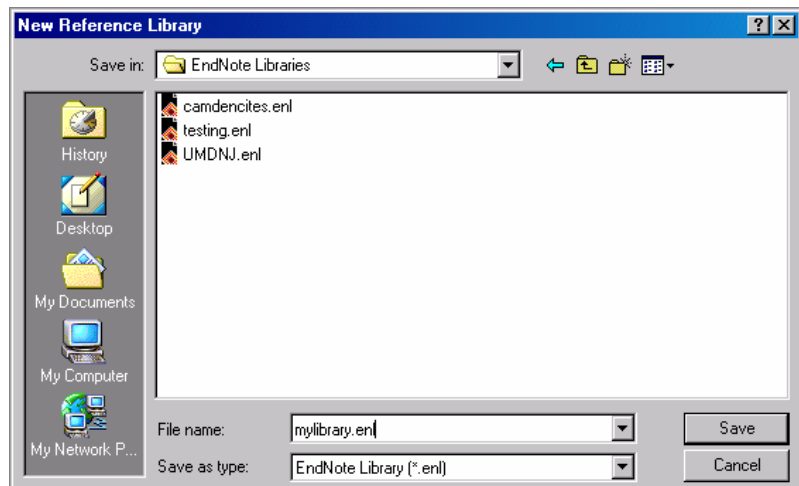
Open the EndNote program. You will see this dialog box. Select **Create a new EndNote Library** and click on **OK**. This will take you to the **New Reference Library** window.



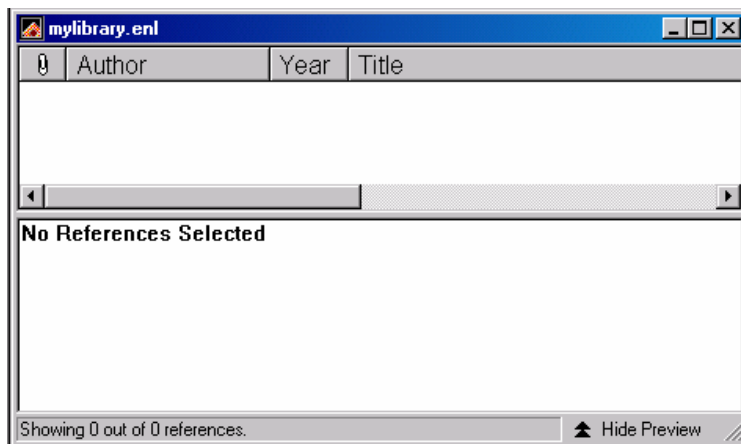
If the EndNote program is already open, select **File >> New**. The **New Reference Library** window will pop up.



Name the library in the **File name** box and save it to an appropriate folder.



You have now created an empty EndNote library



You can now add your references to your EndNote library by either typing the references manually or importing from an electronic database such as Medline.

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## Adding References to EndNote

### Adding References from a Database

- Ovid users should see **EndNote 9: The Basics for Ovid Users.**
- PubMed users should see **EndNote 9: The Basics for PubMed Users.**

### Manually Adding References

Select **References >> New Reference.**

The **Reference Type** defaults to **Journal Article**, but you can choose from a list of additional types.

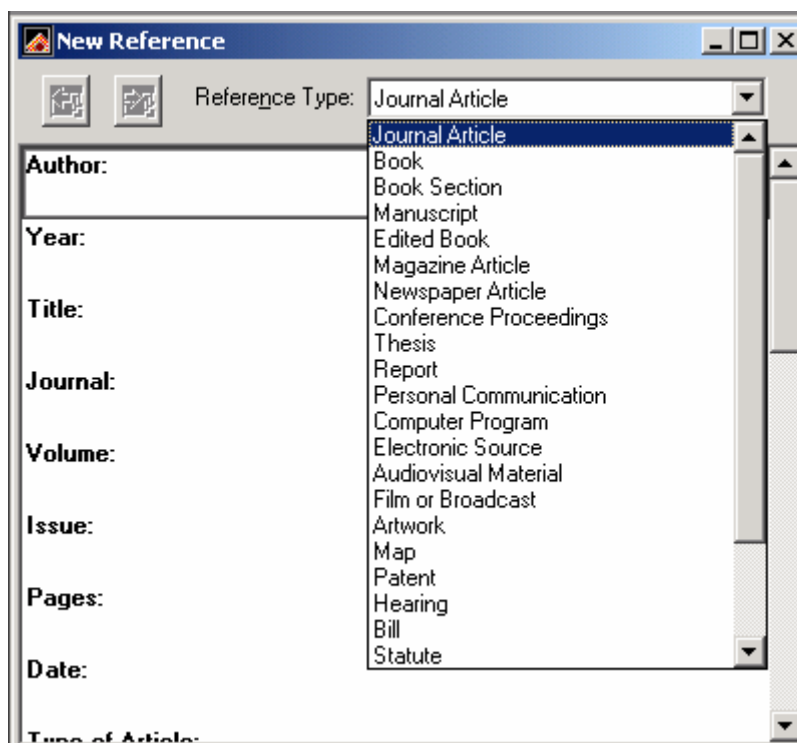
#### Author

- Enter one author per line.
- Names that come up in red are already in the database.

Punctuation is important when entering author names:

Author: last, first

- There must be a space or period between initials.
- Periods are optional with initials.



Author: first last

- No commas.
- Prefixed surnames must be entered as **last, first** (Van der Kellen, Stephanie).

Author: last, first, suffix

- The second comma tells EndNote that the next word is a suffix.

Corporate Author:

- Apple Computers Inc, will display as is. What comes before the single comma is considered a last name.
- Apple Computers,,Inc. will display as Apple Computers, Inc. EndNote sees this as a last name and a suffix.
- Smith, Jones, Johnson, and Biloski would be entered as Smith,, Jones, Johnson, and Biloski. Anything after the second comma is considered a suffix. This tricks EndNote into putting the names in the correct position.

**Year**

- The system is looking for a 4-digit year.

**Title**

- EndNote is smart enough to change the case. It is recommended that you type in the case that you use most.

**Pages**

- This will change per the style.

**Date**

- This is a free form text field. The system will leave it as entered.

**Keywords**

- Enter keywords on separate lines.
- The system also recognizes ; or \ as delimiters.
- MeSH terms are entered here.
- You can work with multiple databases, but it is recommended that you use one large database. You can put your project name in the keyword field.

**URL**

- This is a live link to a web site or a file.

**Link to PDF**

- If you insert a pdf file, a pdf icon will be displayed.

**Image**

- If you insert a picture, a thumbnail will be displayed.

When you finish entering your references, save your database.