**EndNote X9 handout** More information: [Home](http://www.lib.uts.edu.au/)> [Help](http://www.lib.uts.edu.au/help)> Referencing>EndNote

|  |  |
| --- | --- |
| What is EndNote | EndNote software will do two things: store and manage the citations you find while doing your research; and add these citations into the text of a Word document, which will automatically create a styled bibliography at the end of your document. |
| Create an EndNote library and EndNote online account | One library is enough and can be saved anywhere.  If you want to use your EndNote library from different computers, you have two options:   1. Create your EndNote online account from Web of Science platform, and sync your data cross your EndNote library and online account 2. Save your EndNote library on USB |
| Add references to EndNote Library | 1. Import from databases 2. Import from Google Scholar 3. Add from EndNote Online Search 4. Import from a PDF file/folders and subfolders of PDFs 5. Import references from a saved file, e.g., RIS file   \*Tips: Use “Preview” to check if the elements of references are correct!!!   1. Type in manually  * Choose correct reference type * Authors each on separate lines * Put a comma at the end of an institutional author |
| Create groups for different projects | Groups can be created and deleted. If a group is deleted, the references remain in All References.  If a reference is deleted from a Smart Group, it will also be deleted from All References. |
| Find full text for each reference | * Setting Find Full-Text Preference:   Edit-> Preferences->Find Full Text  Open URL Path  http://sfx.lib.uts.edu.au/sfx\_local  Authenticate with URL:  https://sso.lib.uts.edu.au/cas/login   * Finding full text  1. Use Find Text Tool in EndNote: works for free articles and subscribed database articles.   Highlight the references (up to 250) and click “Find Full Text” button on the toolbar.   1. Use SFX (OpenURL link)   Highlight the reference and right click mouse-> Open URL-> OpenURL link.   1. Use Open Link: works on most electronic books retrieved from the library catalogue.   Highlight the reference and click Open Link on the toolbar. |
| Attachment | Drag and drop the file onto the reference. Can be more than one attachment, e.g., doc, pdf, jpg. |
| Sync Desk EndNote library with EndNote online account | * Setting EndNote Web account preferences:   Edit-> Preferences-> Sync   * Click “Sync Library” in the toolbar |
| Share Library | * Click on “Share Library” in the toolbar * Both you and the people you share your library with (up to 250) will need an EndNote Online account, and you will need to know the email addresses they used for those accounts. * The library will be synced across all users. |
| Use EndNote with Word | 1. Insert selected references 2. Change the reference style 3. Edit & Manage Citations 4. Update Citations and Bibliography 5. Convert Citations and Bibliography: Convert to plain text |
| Export Bib Tex for Latex (useful for some disciplines) | 1. Put the *Cite Key* for each reference in the Label field 2. Choose the references you want to export 3. Go to File->export, select Output Style with Bib Tex and export a text file. Then save as this file to .bib file. |
| Download and install EndNote software | 1. Free for personal computer (Windows & Mac) 2. **Windows**: Select **Extract All** to unzip the EndNote file to a new folder, then Install from the new folder   **Mac**: Drag the EndNote folder onto a picture of your Applications folder |
| Reference style | 1. Select a reference style 2. Download a reference style from EndNote website 3. Customise a reference style |
| The library catalogue | Download UTS library catalogue connection into EndNote from the library website |