

Introducing EndNote 6.0 Reference Manager

I. What is it?

· EndNote is an online search tool—it provides a simple way to search online bibliographic databases and retrieve the references directly into EndNote. EndNote can also import data files saved from a variety of online services, CD-ROMs, and library databases.

· EndNote is a bibliography maker and manuscript maker. It formats citations and figures in Microsoft Word with **the Cite While You Write technology**. Watch the bibliography and figure list appear as you insert citations in your manuscript. New Microsoft Word templates guide you through the manuscript requirements of publishers.

II. Installing EndNote

Follow the step-by-step installation process

III. Creating a New EndNote library

An EndNote library is a collection of references, each containing the information required to create a bibliography. Additional information such as keywords, notes, and abstracts can also be stored in these references. References in the library are organized into fields. The fields that appear in a reference are determined by the reference type.

- Each library can store up to 32,000 references or grow to be 32 Megabytes—whichever comes first.
- Each reference in a library can contain up to 64,000 characters, and any field can contain up to 32,000 characters.
- There is no limit to the number of libraries you can create.
- Libraries can be set as “default libraries” that open automatically when EndNote is started.
- You can have more than one library open at a time.
- Libraries created with EndNote on one platform (Macintosh or Windows) can be used with EndNote on any other platform.
- Each library is a separate file that can be independently moved, copied, renamed or deleted.
- Your library can contain images, which are stored in a [library name].DATA folder that is placed in the same folder as your library.

IV. Connecting to another external library (a Remote Database)

The first step to searching a remote database is to connect to it. Once the connection has been made, you're able to use EndNote's Search window to search the remote database. The process of searching a remote database is very similar to searching an EndNote library.

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To retrieve references from a remote database:

1. From the Tools menu choose Connect and select the Connect command from the submenu.
2. Select the database that you would like to search, and click Connect.
3. When the connection has been established, an empty Retrieved References window opens and EndNote's Search window appears, ready for you to enter a search.
4. Enter your search request into EndNote's Search window, and click Search.
5. EndNote searches the database and displays the number of references that were found to match your search criteria. Click OK to retrieve the references.
6. Once the references appear in the Retrieved References window, you may browse through them and transfer to your EndNote library the ones that you want to keep
7. Select the references that you want to save, and click the **Copy References To** menu at the top of the window. Choose the option to copy them to any currently open library (names of open libraries are listed in the menu), to a new library, or to an existing library that is not already open. *If no references are selected, all of the references are transferred.*

* Selected references may be copied by choosing **Copy from the Edit menu**, and then pasted into another library by opening the desired library and choosing Paste from the Edit menu.

* EndNote does not check for duplicates when you use any of the methods above. Use the Find Duplicates command in the References menu.

VI. Using Cite While You Write

Use Cite While You Write (CWYW) with Microsoft Word 97, 2000, or XP to easily and quickly cite references and create a paper with properly formatted citations and bibliography. Cite While You Write gives you access to EndNote references and formatting commands directly from Word's Tools menu. You can create citations and bibliographies formatted according to any one of hundreds of styles.

Installing Cite While You Write Support in Word:

EndNote's installation program automatically detects your version of Word and installs Cite While You Write support. EndNote commands should appear on an EndNote 6 submenu of the Tools menu in Word.

VII. Using one of the EndNote manuscript templates.

EndNote arrives with many Microsoft Word manuscript templates that are set up to conform to submission standards for various publications. When you use one of these templates to start your paper, many formatting issues are already set up for your target publication, such as proper margins, headings, pagination, line spacing, title page, abstract page, graphics placement, and font type and size. As with bibliographic formats, there are hundreds of variations between publishers.

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To create a document based on one of the predefined manuscript templates:

1. Start EndNote.
2. From the Tools menu, select Manuscript Templates.
3. In the File dialog, browse to the Templates folder found in the EndNote folder.
4. Select and open the template named for the publisher to which you intend to submit your paper.
5. This opens a new document in Microsoft Word that is based on the template file, and starts a template wizard to help you set up your manuscript.
6. *Note: The first time you launch the template wizard, you may receive a notice about macros. Accept macros to continue with the wizard.*
7. Enter the information requested by the template wizard. As you enter information, the wizard places it in all of the appropriate places in the document. The windows that appear, and the information requested, varies depending upon the publisher.
8. To complete the wizard:

** Click Next to continue providing information. If you do not know how to respond to an information request, simply click Next to continue with the wizard. You can later enter the appropriate information in the designated, shaded fields in Word.*

**On the final template wizard window, click Finish to close the wizard and start writing!*

Note: You can click Finish at any time to bypass the wizard and start working in the document. You will need to manually enter information that would have been inserted by the wizard. Clicking Cancel will stop the creation of a new document.

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