<div align="center">**EndNote Basics**</div>

Why use EndNote?
It saves a tremendous amount of time. This PC-based software is used by researchers, students, scholarly writers, and librarians to organize and manage references, images, links, and pdf's and easily generate bibliographies as you write.

EndNote Features
- create files ("libraries") of references and links to full text
- export citations from databases or the web or manually typing in citations
- add your own notes, keywords, to references in your "libraries"
- manage references (search, sort, organize, export, reformat in different pub styles—APA, IEEE, etc.)
- insert citations in a manuscript as you write

How to Install EndNote at NJIT
- Download windows or Mac versions via NJIT's website (ist.njit.edu)
- (Must use VPN to download remotely). If downloaded, you must burn to a CD to install. Follow instructions on IST website. (ist.njit.edu).
- Remember to configure EndNote.
- EndNote Web is now available (see http://www.endnote.com/) – travel with your library

How to Build an EndNote Library
Open EndNote and create a file (This is a collection of references that EndNote calls a "library.")
1. **Enter data manually for each citation**
2. **Or export data from online databases (see examples of how to import/export citations from databases at http://library.njit.edu/researchhelpdesk/howto/endnote.php)**
   - Search database through NJIT library
   - Select citations for output (export function)
   - Use the open option for direct input to your library, otherwise save to a .ris file for future export.
3. **Or export data from the web by using Google Scholar**
   - Set your Google Scholar preferences to "show links to import citations into Endnote" located at the bottom of the Scholar Preferences screen.

Working with your EndNote library and managing full text articles
- Edit, Sort, Search, Categorize, Link to full text (live URL or local file)
- Save articles in a folder on PC and name the file (Author_FirstWordofTitle_Year)
- Global editing of text in references is possible (change keywords, etc.)

Cite While You Write
- Open the EndNote Library that you wish to use and highlight the item(s) that you wish to cite
- Open your MSWord document and place cursor at the point where item will be cited
- Insert the reference by using the EndNote tool from the **"Tools"** pull-down menu (if using version of MSWORD that is less than 7.0)
- Otherwise use the **EndNote feature in MSWORD**
- The selected citations will be inserted in-text and reference(s) will be added to the works cited list at the end of the document.

How to reformat the bibliographic style while in the document
Select **Tools** pull-down menu, Select **EndNote,** Select **Format Bibliography**.
Browse and select the desired Output Style (eg. APA, Chicago, IEEE) from the pull-down menu.
The in-text citations and reference list will be re-formatted in the new style.

For Technical Help:　　　　Computer HelpDesk   http://ist.njit.edu/support/helpdesk.php
For Library Help:　　　　　http://library.njit.edu/researchhelpdesk/howto/endnote.php
ONLINE TUTORIAL　　　　 http://www.hsl.unc.edu/Services/Tutorials/ENDNOTE/Contents.htm