

Library Guide to EndNote

<http://www.rmit.edu.au/library/EndNote>

Part One: Getting to Know EndNote

Creating your EndNote library

EndNote calls each list of references a "library".

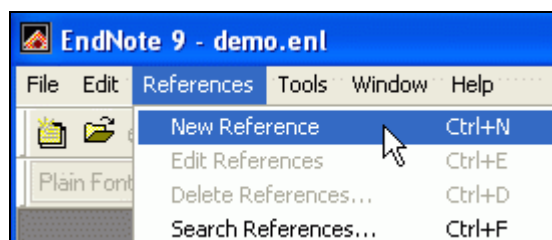
You should only use a single EndNote library for each Word document you work on. It is okay to use the same EndNote library for two or more Word documents, but do not use two or more EndNote libraries for a single Word document.

When you start EndNote, you will get the option to create a new library file. This is where you will collect your references.

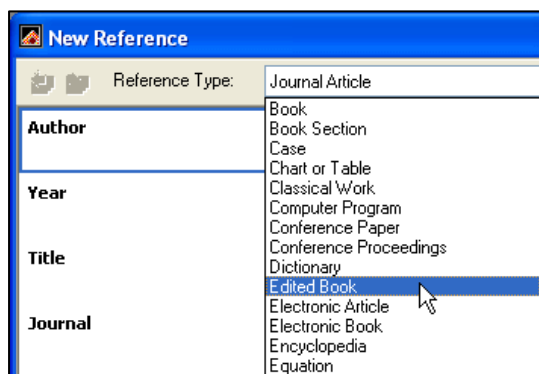
Once you have created your EndNote Library you can save it to a location convenient to you, for example your portable storage device. As you begin to add records to your EndNote library it is a good idea to make a backup copy as you would with other important files.

Add a new reference to EndNote

To add a new reference (EndNote also calls them records), click on the References menu, and select New Reference.



EndNote provides a wide range of reference types, including books, journal articles, webpages, conference papers and so on.

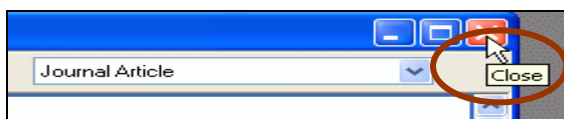


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Always enter author names: surname comma first name or initial, e.g. Smith, Jane
 For corporate authors put the comma after the name, e.g. RMIT University Library,

When you have finished entering the details, close the record by clicking on the cross in the top right corner. All details will automatically be saved.



To enter a reference that includes an attached picture file

To add a new reference, click on the References menu, and select New Reference.

Enter the reference as shown in the example below.

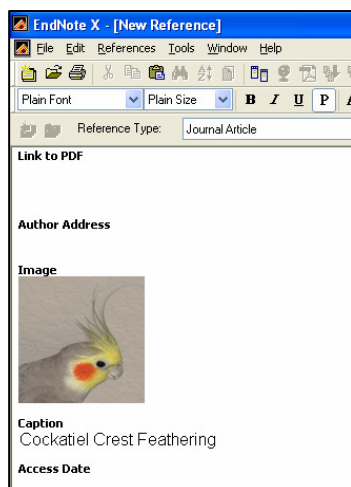
Author: Tiberius Rex
 Year: 1995
 Title: The scale and the feather--a suggested evolution
 Journal: Paleontology
 Volume: 23
 Issue: 9
 Pages: 23-45

Scroll down to the Image and Caption fields.

From the *References* menu, select *Insert Picture*.

Navigate to the folder: **C:\Program Files\EndNote 9\Examples.**

Highlight the file titled **Feather2.BMP**.



Click *Open* to insert the file into the Image field.
 The graphic appears as a thumbnail in the reference.

In the Caption field, enter:
 Cockatiel Crest Feathering

Always enter a caption for your image. It assists in locating images, and it labels figures in your Microsoft Word documents.

Click the close button to close and save the reference.

For more information on entering references see Chapter 5: Entering & Editing References in EndNote User Guide which is in the EndNote folder on your computer.