

knowledge structure of your literature.

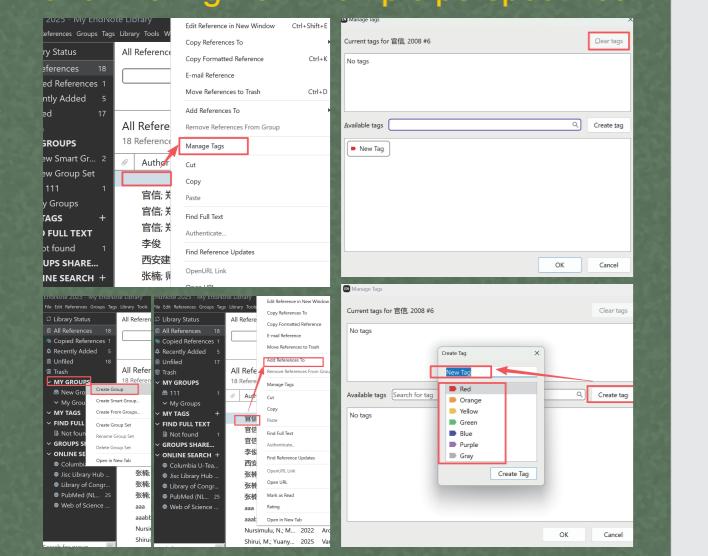
Groups:

Normal Group: Right-click *My Groups* --- *Create Group* for manual organization.

Smart Group: Auto-populates based on criteria (e.g., Author, Year, Keywords).

Tags:

Right-click a reference --- *Manage Tags* to create colored tags for labeling and filtering from multiple perspectives.



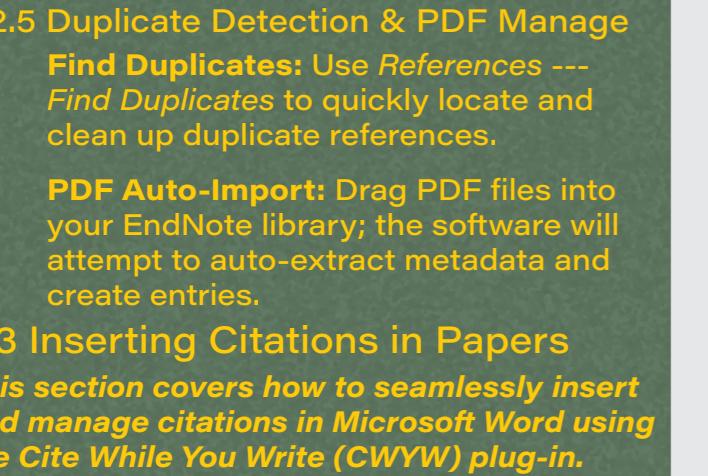
2.2.5 Duplicate Detection & PDF Management

Find Duplicates: Use *References* --- *Find Duplicates* to quickly locate and clean up duplicate references.

PDF Auto-Import: Drag PDF files into your EndNote library; the software will attempt to auto-extract metadata and create entries.

2.3 Inserting Citations in Papers

This section covers how to seamlessly insert and manage citations in Microsoft Word using the Cite While You Write (CWYW) plug-in.



2.3.1 Plug-in Introduction

Core Function: Insert citations and automatically generate and format bibliographies directly while writing in Word.

Installation & Activation: Usually installed automatically with EndNote. If missing, enable it manually via *File* --- *Options* --- *COM Add-ins*.

Toolbar: Once enabled, an EndNote tab will appear on the Word ribbon, offering all core functions.

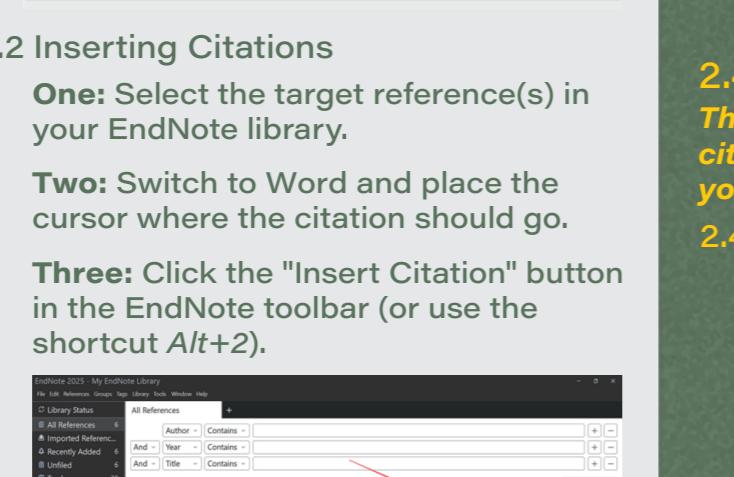


2.3.2 Inserting Citations

One: Select the target reference(s) in your EndNote library.

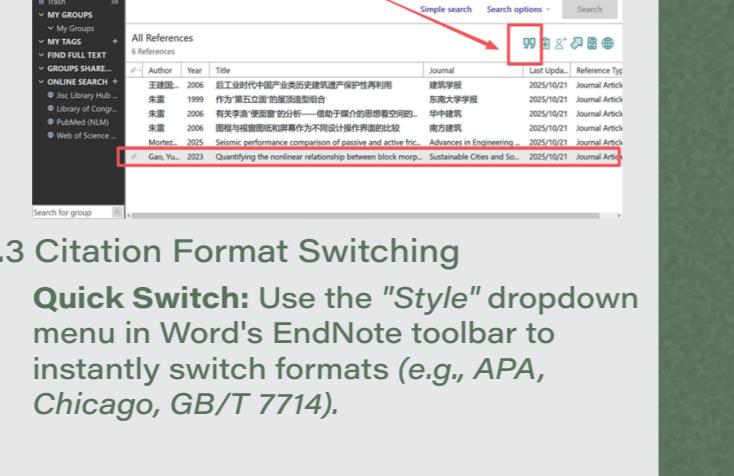
Two: Switch to Word and place the cursor where the citation should go.

Three: Click the "Insert Citation" button in the EndNote toolbar (or use the shortcut *Alt+2*).



2.3.3 Citation Format Switching

Quick Switch: Use the "Style" dropdown menu in Word's EndNote toolbar to instantly switch formats (e.g., APA, Chicago, GB/T 7714).



2.3.4 Updating & Synchronizing

After adding, deleting, or editing citations, click "Update Citations and Bibliography" to automatically refresh the end bibliography.

2.3.5 Deleting or Replacing Citations

Correct Method: In Word, delete the gray citation field in the text. Do NOT just delete the text in the bibliography.

Replace: Delete the old citation and insert a new one.

2.4 Formatting & Output

This section guides you on customizing citation/bibliography styles and exporting your reference data.

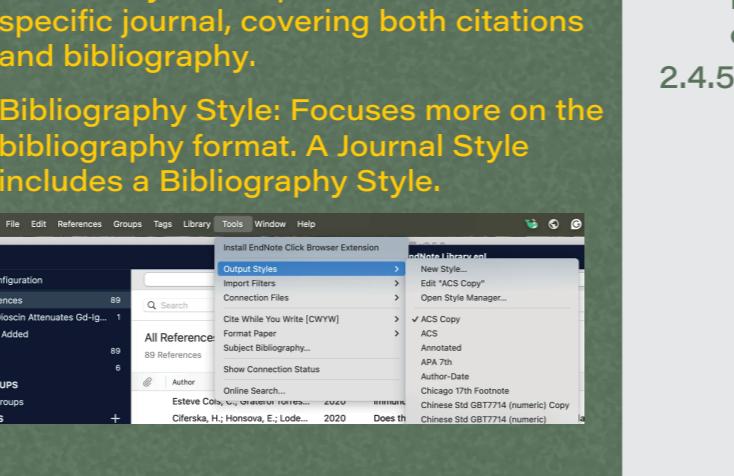
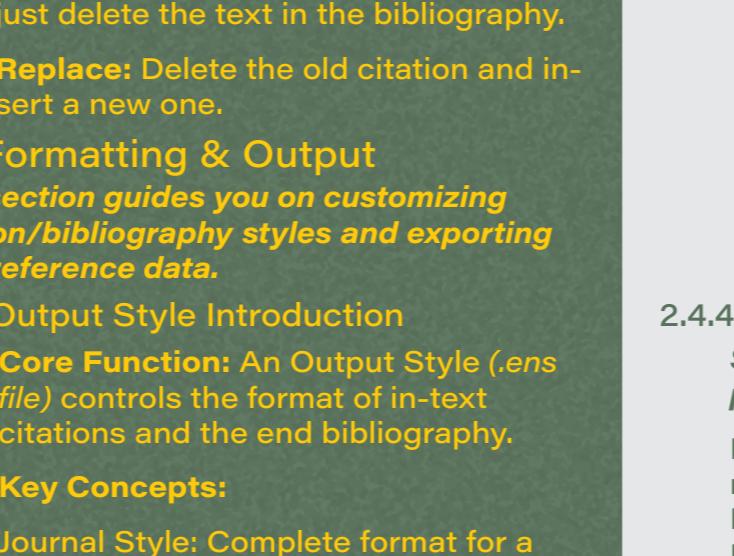
2.4.1 Output Style Introduction

Core Function: An Output Style (.ens file) controls the format of in-text citations and the end bibliography.

Key Concepts:

Journal Style: Complete format for a specific journal, covering both citations and bibliography.

Bibliography Style: Focuses more on the bibliography format. A Journal Style includes a Bibliography Style.



2.4.2 Common Format Templates

EndNote includes many styles, such as:

APA, Chicago (CMS), MLA: For social sciences and humanities.

Nature, Science, Elsevier: Formats for top journals.

GB/T 7714: Chinese national standard, widely used for theses in China.

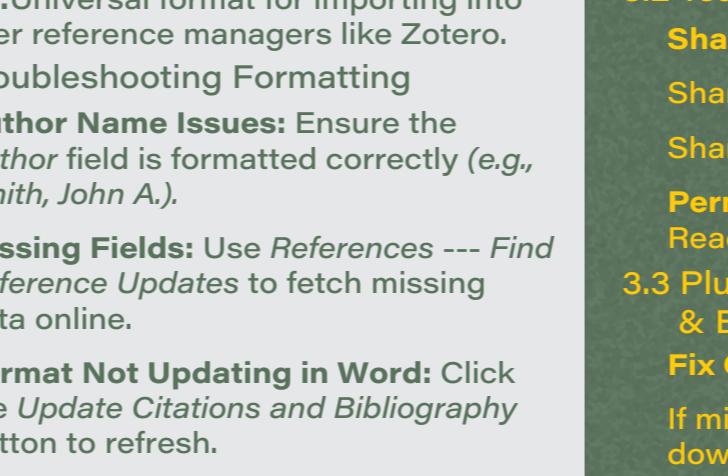
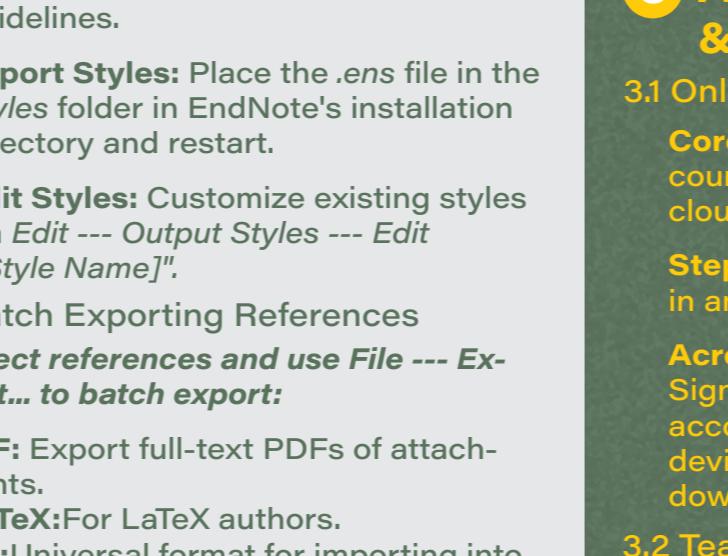
2.4.3 Adding/Modifying Output Styles

Download Styles: Download .ens files from the EndNote website or journal guidelines.

Import Styles: Place the .ens file in the Styles folder in EndNote's installation directory and restart.

Edit Styles: Customize existing styles via *Edit* --- *Output Styles* --- *Edit "[Style Name]"*.

Steps: *Edit* --- *Preferences* --- *Sync*, sign in and enable sync.



3 Advanced Techniques & Troubleshooting

3.1 Online Synchronization

Core Rule: Sync only one library per account. Do not store active libraries in cloud-sync folders.

Edit Styles: Customize existing styles via *Edit* --- *Output Styles* --- *Edit "[Style Name]"*.

Steps: *Edit* --- *Preferences* --- *Sync*, sign in and enable sync.

3.2 Team Sharing

Sharing Methods:

Share Entire Library: *File* --- *Share Library...*

Share a Group: Right-click to *Share Group*

3.4 Common Errors & Fixes

No EndNote tab in Word: Enable it in Word's COM Add-ins.

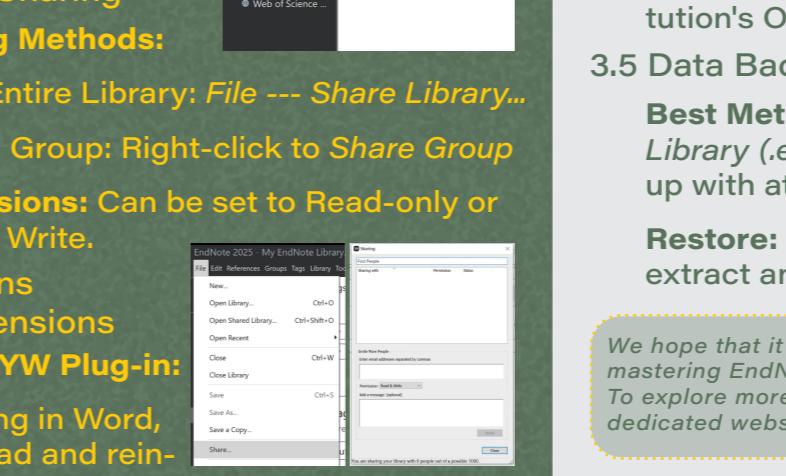
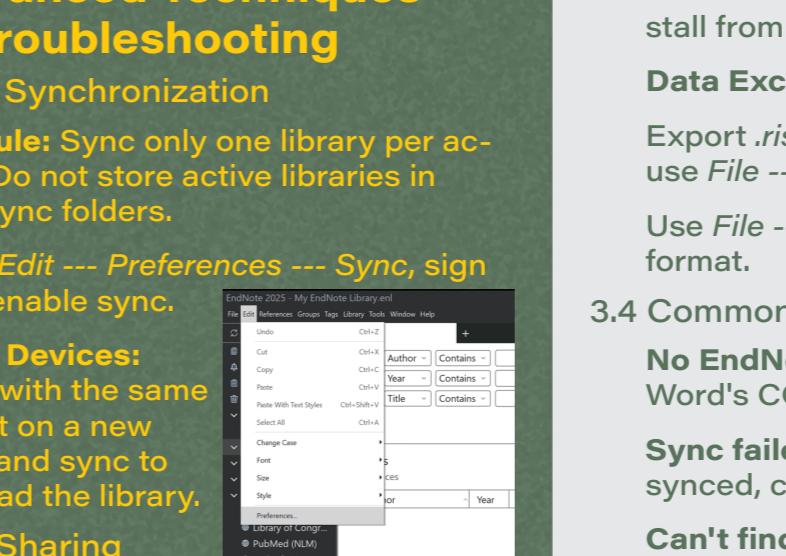
Sync failed: Ensure only one library is synced, check network, or re-login.

Can't find full text: Configure your institution's OpenURL in preferences.

3.5 Data Backup & Recovery

Best Method: Use *File* --- *Compressed Library (.enlx)* to create a complete backup with attachments.

Restore: Double-click the .enlx file to extract and restore the entire library.



EndNote User Manual

for Students of SEU

Designed by Group 4, Class 5

For more information, please visit the following website:
<https://jocularisfogitea-60725.netlify.app/>

We hope that it has been a valuable resource for mastering EndNote.

To explore more tips and resources, please visit our dedicated website displayed at the bottom of the cover.

