



Research Smarter.

Quick Reference Guide for Windows



Don't forget to download the iPad App

Quick Reference Guide for Windows

What can you do with EndNote?

- Create a customized library of all your references.
- Insert those references in Word and EndNote will automatically create citations and a bibliography matching the requirements of your selected journal or style manual— and it has over 6,000 bibliographic styles to choose from!
- Attach PDFs, sound files, videos, or any other kind of file to your references—up to 45 files per reference!
- Read and annotate attached PDFs.
- Organize your library using groups to categorize references by project, subject, or anything else you choose—and the same reference can be in as many groups as you want.
- Sync your EndNote references and groups across multiple computers, share references with others, track who has made changes to references in shared libraries and when they were made, and access your references from almost anywhere with any Internet browser by logging into your EndNote online account at my.endnote.com
- And much, much more!

Search easily
Access thousands of online resources within EndNote.

Insert citations
Bring citations and references directly into Microsoft Word.

Share your library
Collaborate with up to 100 other EndNote users.

Track Activity
View a history of the changes made by your shared library colleagues via an activity feed.

Organize your references
Create groups and drag and drop your references into them, or create automatic smart groups and let EndNote take care of this for you.

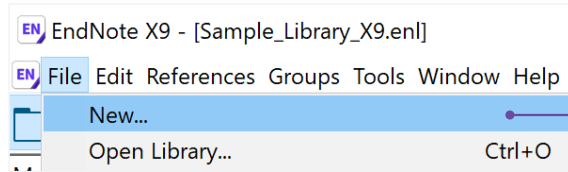
Sync your library
Sync across desktop, online, and iPad®.

View and annotate your PDFs
Add sticky notes to your PDFs and search for them later. Use the built-in email functionality to quickly share a reference and its file attachments with others.

The screenshot shows the EndNote X9 interface. The left sidebar displays the 'My Library' tree with categories like 'All References', 'Configure Sync...', 'Unfiled', 'Trash', 'Avian Intelligence', 'Bats', 'Chiroptera', 'Echolocation', 'Sonar', 'My Groups', and 'Find Full Text'. The main pane shows a list of references with columns for Author, Year, Title, Journal, Last Updated, and Reference Type. A reference by Avila-Flores, R. Medel... is selected. The bottom pane shows a preview of the PDF 'Avila-Flores-2004-Ecological, taxonomic, and p.pdf' with a rating and author information.

Get started with these steps

Create your EndNote library



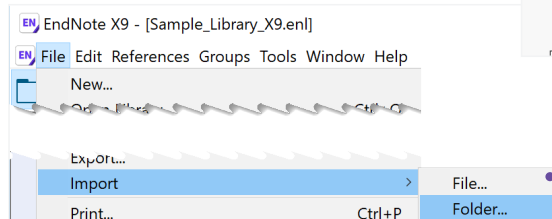
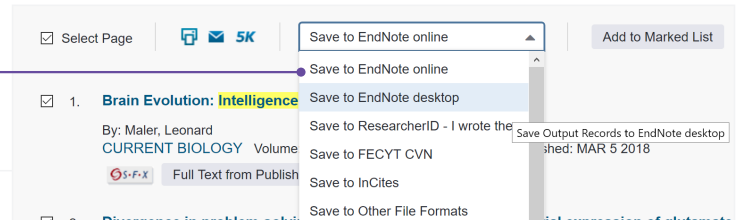
Create and save

Go to File→New. Save your library in your Documents folder. Never save EndNote libraries in cloud-syncing folders such as Dropbox or OneDrive.

Import references from online databases or your existing folders of PDFs

In online databases...

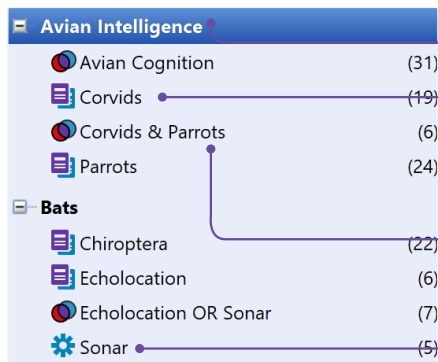
Look for options to save or download references to EndNote or in the RIS format.



Import PDFs

Select File→Import→Folder to import folders and subfolders of PDFs.

Organize your references into groups



Use the Groups menu to organize your library into groups

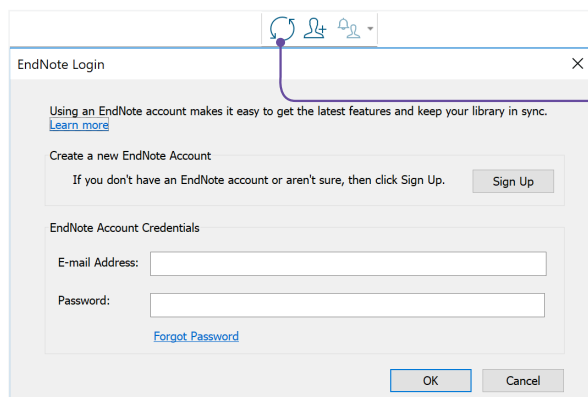
Group sets: Groups are organized under group sets and references are organized in groups. A reference can be in as many groups and group sets as you choose, and will not be duplicated, just assigned to the category the group represents.

Custom groups: Drag references into a custom group to add them to the group.

Combination groups: Combination groups combine references from other groups and will automatically update.

Smart groups: Smart groups are based on searches and will automatically update.

Sync your desktop library to an EndNote online account and access your references anywhere

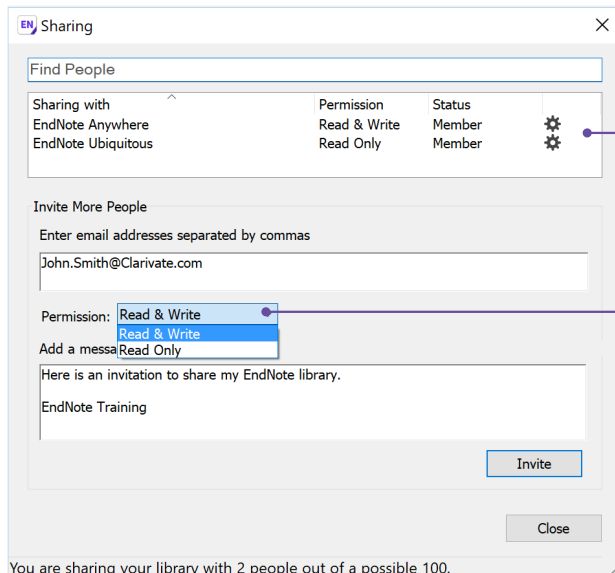


Click the Sync button to start

The Sync button will open this window where you can sign up for an EndNote online account if you don't have one, or enter your email address and password if you have an account. If you already have a Web of Science or EndNote basic account, use the same login.

After syncing, you will be able to access your library through any browser or in the EndNote iPad app. You will also be able to share references with other EndNote users.

Share your references with your entire team



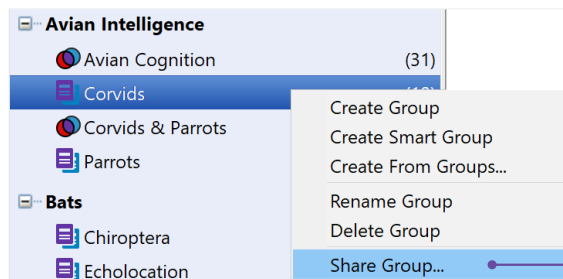
See who is sharing your library

You can share your library with up to 100 EndNote X7, X8, or X9 users. You can see a list of whom it is being shared with, change their permissions, or remove them from the list at any time.

Invite colleagues to share your library

Invite colleagues to share your entire library—and have the choice of giving them full Read & Write access or limiting them to Read Only access.

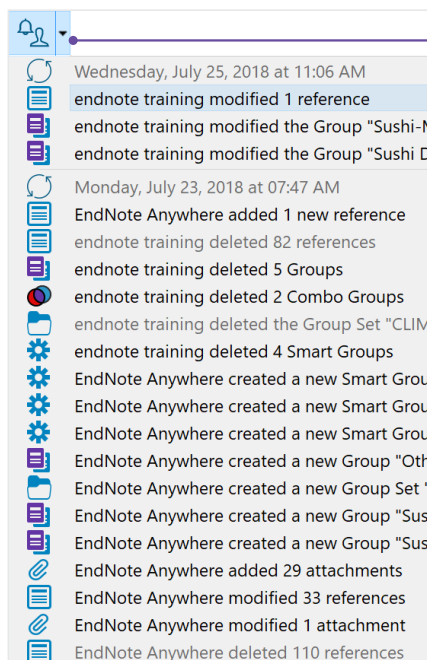
Share EndNote online groups from within your EndNote desktop library



Share custom groups

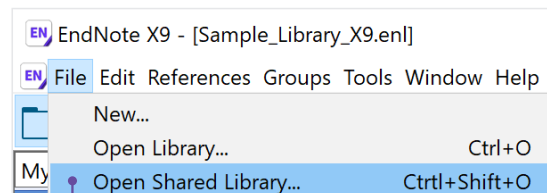
Share custom groups in your EndNote library through EndNote online without having to leave EndNote. Just right-click on a custom group and select Share Group from the menu. Note that attachments are not shared when sharing groups.

Library-sharing tools



The Activity Feed

The Activity Feed shows changes made to the shared library. EndNote X8 or X9 users sharing the library can see the feed, with the name of the person who made the change and a description of the type of change made.

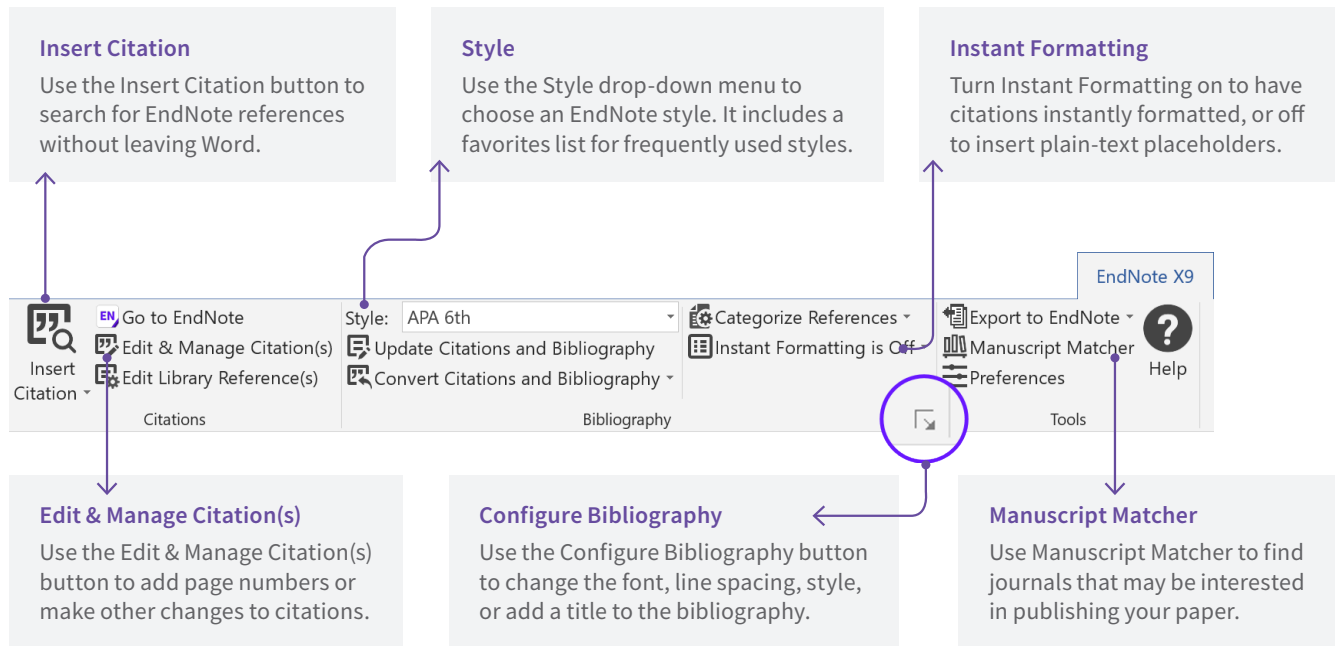


Open a library shared with you

Select Open Shared Library from the File menu to open a library that has been shared with you.

Create documents with Cite While You Write

When you install EndNote, it will search for your word processor and install the appropriate Cite While You Write (CWYW) files to let EndNote and your word processor communicate. On Windows, Cite While You Write is available for Microsoft Word, Apache OpenOffice, and LibreOffice. With Microsoft Word, you will see the EndNote X9 tools shown below in Word.



EndNote X9 Find & Insert My References

Find My References in EndNote Search: Libraries Libraries Shared Groups

Author	Year	Title
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Find & Insert My References

The Insert Citation button brings up this window, where you can choose to search either your open EndNote libraries or groups shared with you in EndNote online.

Resources

Contact technical support or search the EndNote knowledge base at: endnote.com/support

Contact the education team at: clarivate.libwizard.com/contact-training

Find more training resources on the EndNote LibGuide at: clarivate.libguides.com/endnote_training/home

Register for free EndNote classes at: clarivate.libguides.com/endnote_training/calendar

Download the EndNote Guided Tour, a written tutorial, at: clarivate.libguides.com/ld.php?content_id=42326715

Download the Little EndNote How-To Book, a reference work for common EndNote tasks, at: clarivate.libguides.com/ld.php?content_id=42104347

Watch How to Use EndNote in 6 Minutes at: youtu.be/7e6-6QkcYm0

Learn more about EndNote

Visit: endnote.com

Contact Sales: +1 800 722 1227

Join the Conversation:
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youtube.com/EndNoteTraining

With EndNote, your research is accessible from anywhere, anytime.

Compatibility

For compatibility and system requirements visit endnote.com/product-details/compatibility/



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