

EndNote best practices

- ❑ Only create one master library
 - ❑ Keep your .enl and .data folder together
 - ❑ These should live on your hard drive (do not sync from the cloud)!
- ❑ Back-up your library (compressed copies are great!)
- ❑ Select terms lists for most complete citation information
- ❑ Find duplicates before you start writing!
- ❑ Write/share text in “unformatted citations” mode



EndNote key features

- ❑ Set up EndNote web account for sync/share features
- ❑ Create records by importing citations & PDFs
- ❑ Organize your citations into “Groups”
- ❑ Attach files of any type (great for co-locating datasets)
- ❑ Find full text
- ❑ Easy updates to Bibliographies (<http://endnote.com/downloads/styles>)
- ❑ Export traveling libraries

