**DYC**

Hello everyone, I'm Dou Yichu. Today, I'll be presenting the documentation process undertaken by our team.

Before diving into the actual writing, our team members researched the internet for information about EndNote. Our primary tools were search engines like Baidu and Google. Additionally, we utilized powerful AI tools, namely ChatGPT and New-Bing, to gather pertinent EndNote details. Based on the compiled data, team members brainstormed and structured their respective sections. For instance, after online researching, Han Yongxin found two methods for reference sharing. One is more direct but requires manually copying two files with different extensions, while the other involves using EndNote's built-in method to generate a compressed package, which is simpler. Therefore, I included both methods in the user manual as part of the reference sharing function, allowing users to select based on their comfort.

Once we had a clear grasp of each section, all team members downloaded EndNote and experimented with its features. This hands-on approach provided a deeper understanding of the functions of Endnote, laying a solid foundation for our documentation. For example, I personally explored EndNote's citation feature, leading to the formation of the subsequent reference list.

**LTT**

When it came to the actual documentation, I wrote a brief introduction to EndNote, drawing from our preliminary research. As a document management software, it is important to know the file formats supported by the software, so we have tried the software to test whether a format is supported. In the end, we summarized the following file formats supported by Endnotes.  
Of course, there are countless document management software on the market, in order to show the advantages of endnotes more intuitively, we will compare Endnotes with Zotero, Mendeley, and RefWorks in terms of main features, supported formats, team collaboration, etc. Furthermore, these informations also provide some advice to the reader on the choice of document management software.

Following that, DYC, JZA, HYX, and CWW, adhering to a "user-friendly", adopted a step-by-step approach. They included relevant EndNote screenshots after each step, aiding users in comprehending the current procedure. Moreover, they annotated these images, highlighting crucial areas with noticeable red rectangles and using arrows with succinct explanations, which enhancing the images' instructiveness. This visual aid proves beneficial when users find the text challenging

Ok，let me talk about the polishing process of our document ,First, we designed a neat cover page. This not only shows that our work is a user manual about EndNote but also makes the manual more aesthetically pleasing.

Then, we polished the titles of chapters. Compared to the previous version where the titles were just bolded, we used artistic fonts and add rectangular frames that match the cover’s color to make the title more eye-catching.

Additionally, we made adjustments to the text. We used the standard “Times New Roman” font and increased the line spacing to improve the manual's readability and user experience.

Going further, the four members, drawing from their firsthand experiences, provided detailed explanations for features they found a bit intricate. For instance, Jin Zi'ang, while using EndNote for literature management, realized that adding new references to an existing group was somewhat complex. Consequently, she dedicated more space to elucidate this process.