

EndNote 20 Guide

For EndNote 20 in Windows 10 and MS Word 2016 some things will differ from earlier versions and for MacOS. Please check compatibility and system requirements [here](#).

Getting started

1. Download and install EndNote desktop

- Miun employees can buy an EndNote licence from “Mittuniversitetets service portal” <https://ssp.nsp.miun.se/app/dashboard>
- Miun students can access a free version of the program here www.myendnoteweb.com

2. Create an EndNote Library

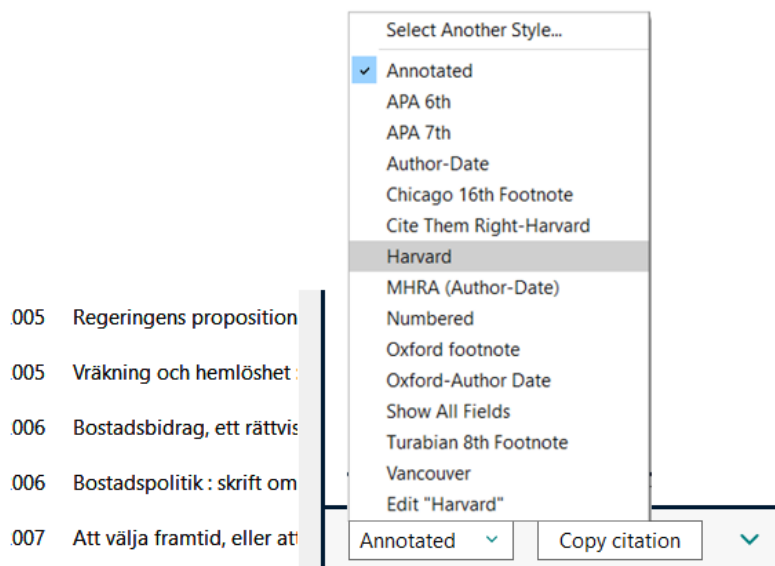
- Open *EndNote* – Click *File* – Choose *New*
- Choose a name and save your library in a folder on your computer.

EndNote recommends you **NOT** to open and/or use your EndNote library from a cloud-based location, such as Box, iCloud, Sharepoint, Office 365 etc. Save your library locally on your computer.

- Only create one library, there is no way to save references in different libraries. Instead you can create groups within your library to organize your references.

3. Choose/change Output style

- In EndNote Desktop, choose your output style in the menu in the lower right-hand corner when viewing a reference.



- If your preferred style is not on the list, there are more styles available through *Select Another Style*. Or through the main menu; *Tools - Output styles - Open style manager*.
- Choose the new style for it to be added to both your EndNote Desktop and the EndNote plug-in in Word.

4. Download an output style from the EndNote website

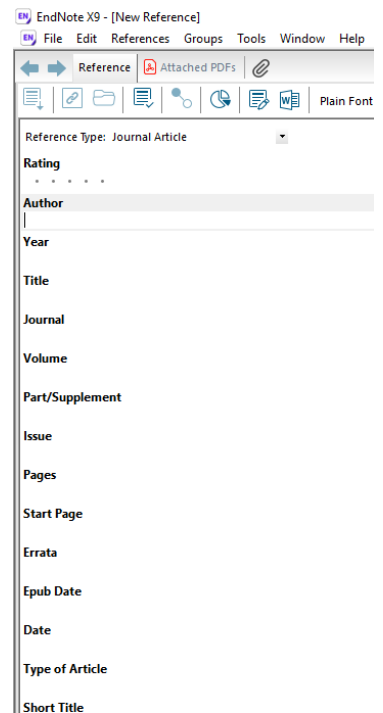
- More Output styles (5000+) can be downloaded from the EndNote web page. <http://endnote.com/downloads/styles>
- You can also get to the downloads through the EndNote Desktop menu; *Edit - Output styles - Open style manager* and click on *Get more on the web*.

- Choose *Download* for the style you want on the website.
- Open the downloaded file by double clicking it and it should open in your EndNote library.
- Go to *File* and *Save as*. If you want to change the name do so and then click *Save*. Click *File* and *Close style* to exit.

Adding references


5. Adding references manually

- Choose *References – New reference*.
- Choose the *Reference Type* you want to add from the drop-down list.
- Fill in information about the source in the corresponding fields.
- The author's name should be written: Last name, First name (i.e. Smith, James).
- If there are more than one author, separate the authors pressing enter and enter each author on a new line.
- If the author is an organization, company or government agency, a comma should be written at the end; Mid Sweden University,
- Save by closing the current window.
- Depending on your chosen output style different information may be required.



6. Importing references to your library

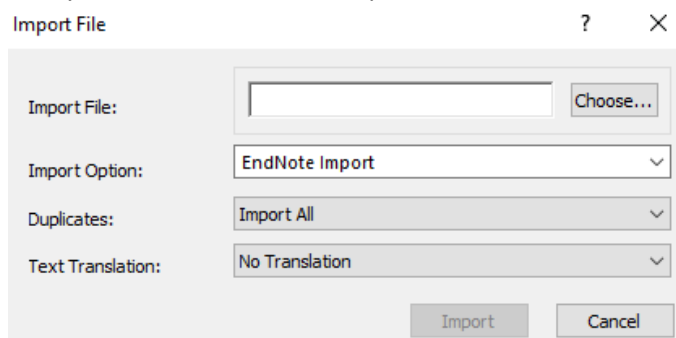
Google Scholar

- Go to Google Scholar. Choose the menu bar in the top left-hand corner. Click the settings wheel .
- Choose EndNote as your Bibliography manager.
- Save the settings and get searching.
- Import to EndNote is now visible below each search result.
- Click *Import to EndNote* and the reference should open in your library.

If EndNote doesn't open, follow these instructions:

You need to indicate to your computer which program to use when importing references.

- Save the download file on your computer.
- In EndNote, choose *File – Import – File*.
- In the newly opened window, choose *EndNote Import* under *Import Option*.
- Find your save file and click *Import*.

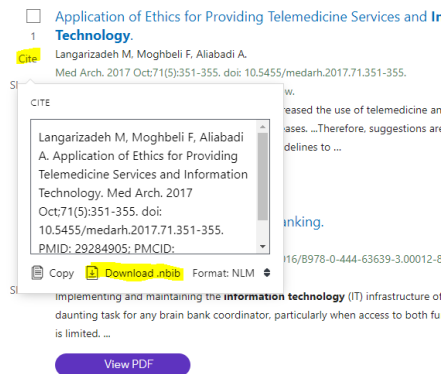


- Then right-click the download file, either in the download bar or from the download folder, choose *Open with* and choose EndNote 20 if it shows in the menu.

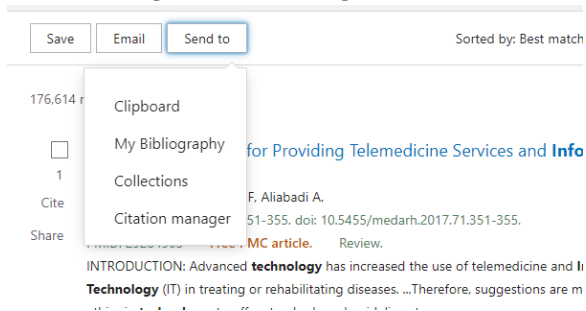
- If EndNote doesn't show click *Other* or *More apps*.
- Click the *Do this automatically for files like this from now on* or *Always use this app to open box*.

PubMed

- Do a search in PubMed and below the title/titles you want to import click on *Cite*.
- In the window that opens chose *Download.nbib* and the reference should open in your library.



- You may also import several titles at once by clicking *Send to* above the results in PubMed and choosing *Citation manager*. You mark the titles you want to import in the results list.



If EndNote doesn't open, follow the instructions for Google Scholar, with this exception:

- As *Import Option* click *Use Connection File* and choose *PubMed (NLM)* from the list.

Libris (books)

- Search and choose a book in Libris.
- Click *Cite*
- In the Citation box to the left on the new page choose *RIS* as *Format*.
- Click *save as file*

If EndNote doesn't open, follow the instructions for Google Scholar, with this exception:

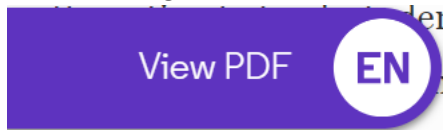
- As *Import Option* choose *Reference Manager (RIS)*.

EndNote Click

EndNote Click is a plug-in which checks for full texts to articles. Using it you can easily get the pdf for articles from a journal website, database or search engine.

- Download the plug-in EndNote Click for Chrome or Firefox.
- Create an account and state that you belong to Mid Sweden University. You will then get access to everything the library has a prescription for.

- Choose EndNote as your preferred reference manager under *Integrations* in *Settings* (top right corner).
- When viewing an article online this icon will appear:



- Click the icon and you will get the full article for reading or download.
- To the right there will be a menu for sharing, download or export to EndNote.
- When exporting to EndNote the pdf will be connected to the entry in EndNote.

7. Creating groups and adding references to them

- In EndNote, right-click *My Groups* and choose *Create group*, then name the group.
OR
- Click *Groups* in the main menu and choose *Create group*.

To add references to groups

- Right-click on a reference and choose *Add reference to* and choose the group you want it to belong to.
OR
- Click on a reference and drag it to the wanted group.

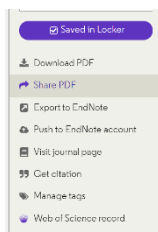
Adding PDF-files

8. Attach PDFs to a reference

- In EndNote, highlight the reference you wish to attach a PDF to.
- Choose *Preferences – File Attachments – Attach File*.
- Find and choose the PDF you wish to attach then click open.

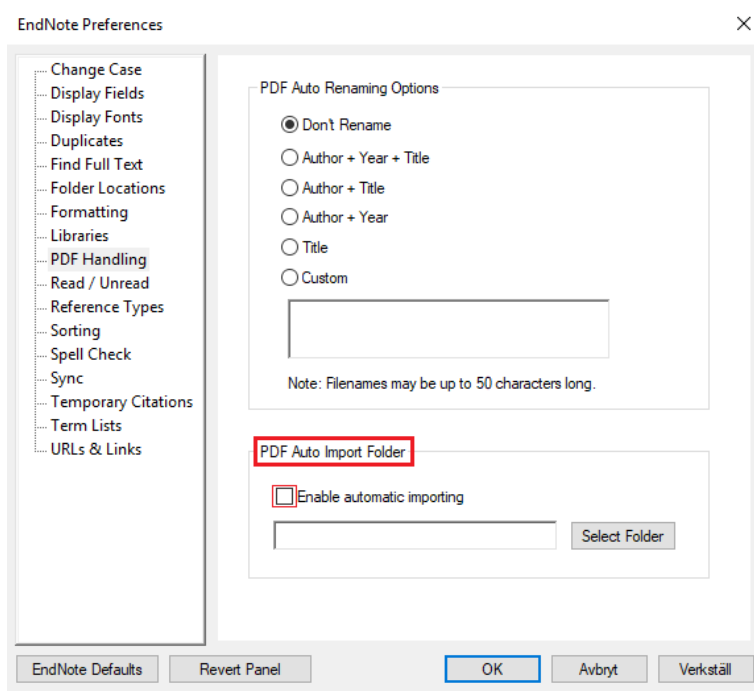
The PDF should now be attached to the chosen reference. Save by clicking another reference and click yes when asked if you wish to save changes.

9. Automatic import of PDF-files from a folder



You can create a specific folder for EndNote to import files from. As you add pdf:s to the folder EndNote will import them automatically.

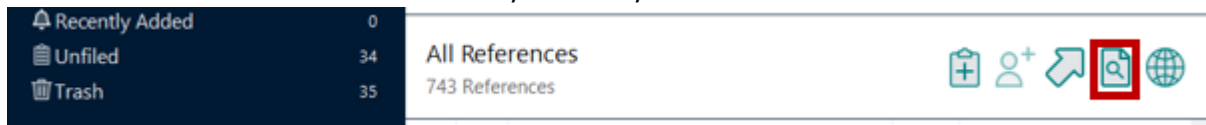
- In EndNote, choose *Edit – Preferences – PDF-handling*.
- Mark *Enable automatic importing* under *PDF Auto Import Folder*. Then select the correct folder on your computer.
- The files can take several minutes to import to EndNote.



10. Automatic Find Full Text

By using Find Full text you can get EndNote to search for full texts for the references in your library.

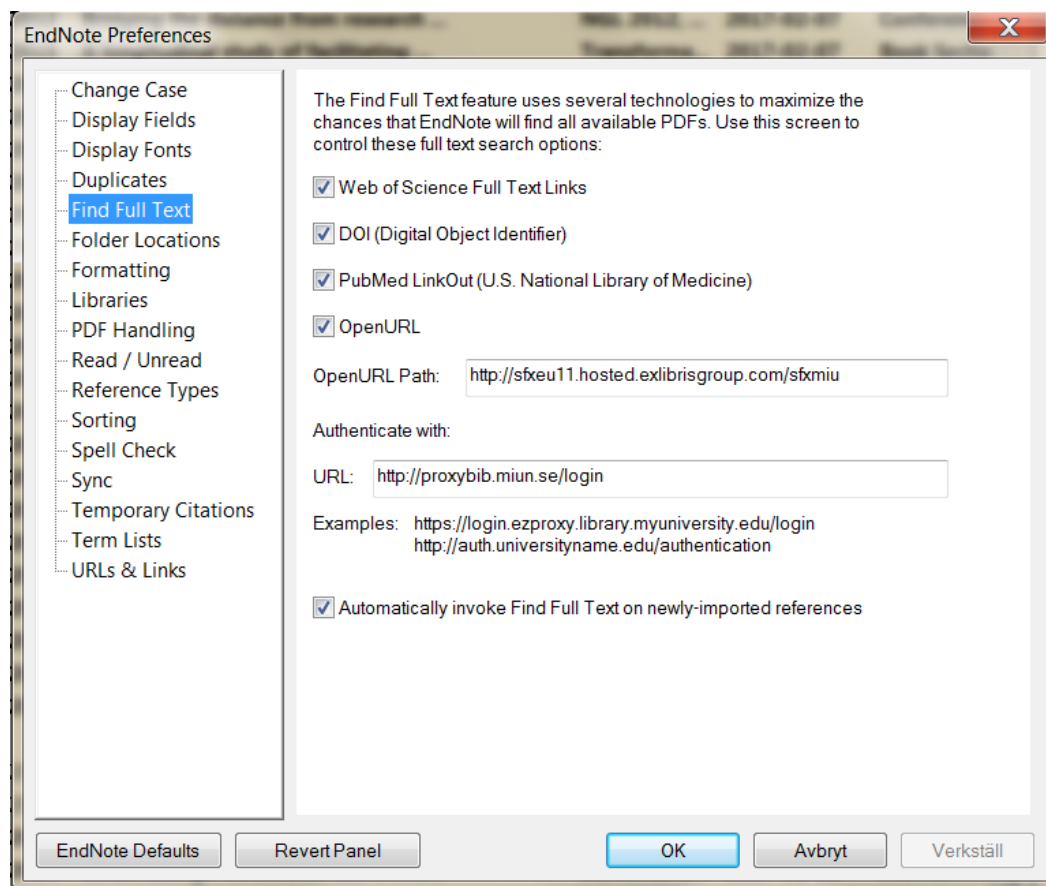
- Mark one or more references in your library. Click the icon Find Full Text.



EndNote will search for full text for the marked references and a paperclip will be visible on the reference for which a PDF has been found.

The result may not be complete. To improve the result there are some settings you can apply.

- Click *Edit – Preferences – Find Full Text*. As OpenURL path write: <http://sfxeu11.hosted.exlibrisgroup.com/sfxmiu>
- Write the following in the URL field: <http://proxybib.miun.se/login>
- Finish by clicking *OK*.



Back up and store your EndNote Library

11. Complete backup copy

You can make a complete backup copy of your EndNote library by saving a compressed library.

- In EndNote; choose *File* → *Compressed Library* → *Create Or Create & email*.
- Save the backup on a USB, external hard drive or somewhere else that is separate from your original library.

Remember that this is a stagnant copy, if you make changes to your library you need to make a new backup copy.

12. EndNote Online

To store your references online, as a safety measure and to access you references from anywhere, you need to create an EndNote Online account.

Create an account/log in:

https://www.myendnoteweb.com/EndNoteWeb.html?func=slogout&locale=en_us&

Sync your EndNote library with EndNote Online

- In EndNote Desktop, choose *Edit* → *Preferences* → *Sync*.
- Click on *Enable Sync*, fill in the e-mail and password for your EndNote Online account.
- Mark *Sync Automatically* and finish by clicking OK

EndNote Preferences

Change Case
Display Fields
Display Fonts
Duplicates
Find Full Text
Folder Locations
Formatting
Libraries
PDF Handling
Read / Unread
Reference Types
Sorting
Spell Check
Sync
Temporary Citations
Term Lists
URLs & Links

Synchronize your data with your EndNote account. [Learn more](#)

Upgrade or create your two-year EndNote account to get the latest features and enable Sync.

Enable Sync

EndNote Account Credentials

Email Address:

Password:

Sync this EndNote Library

Sync Automatically

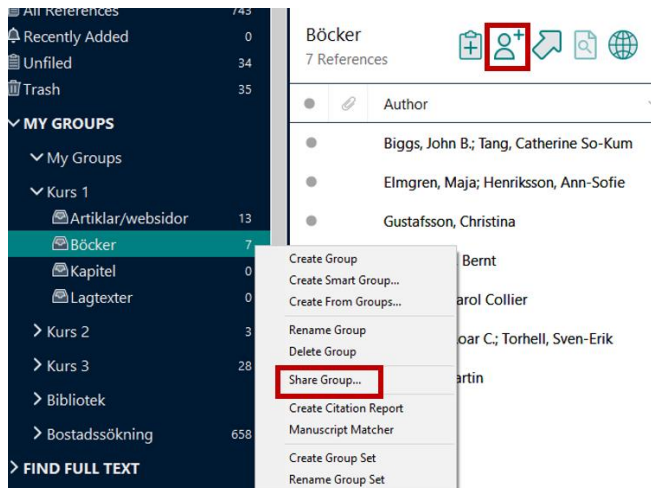
EndNote Defaults Revert Panel **OK** Avbryt Verkställ

Your library is now connected to your online account and your references are saved online as well.

13. Collaborate and share libraries

You can share your library with other EndNote users (if they use EndNote X7 or a later version, as well as an online account).

- Choose *File* → *Share* and write the e-mail address of the person or persons you want to share your library with and click Invite. Or use the icon from the main menu.

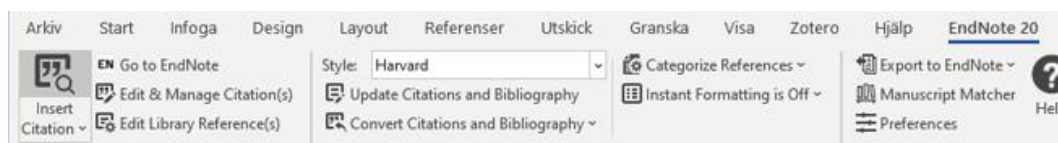


- To open a shared library you need to accept the invitation and go to *File* → *Open Shared Library*.
- You may also share a specific group with other users. Right-click the folder you want to share and choose *Share group*

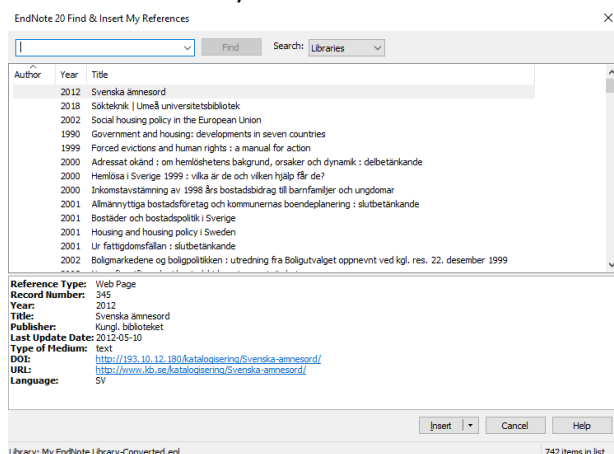
Using EndNote and MS Word

14. Adding references in Word documents

In MS Word you'll find the connection to EndNote through the tag *EndNote 20*.

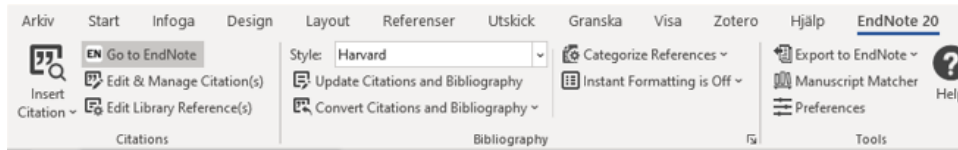


- Place the marker where you want the reference and click *Insert Citation*. Then search for the reference you want to insert.



OR

- Place the marker where you want the reference and click *Go to EndNote*

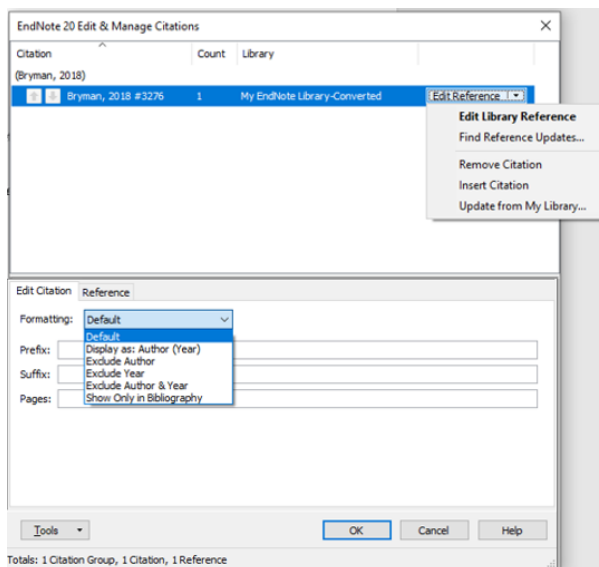


- In EndNote, mark the reference/s you want to insert and go to *Tools* → *Cite While You Write* → *Insert Selected Citation(s)*.
- Once you've added one or more references to your text a reference list will be automatically created at the end of the document.
- You choose Output style from the drop-down bar *Style*. If you don't see the style you want in the list, you can easily find more styles by choosing *Select another Style*.

15. Edit and remove added references

In your Word document:

- Mark the reference you want to edit and choose *Edit & Manage Citation(s)* under the *EndNote20* tab. A window for the chosen reference will open.
- To remove the reference click *Edit Reference* → *Remove Citation*.



- To exclude the author, year or both choose the applicable choice in the drop-down menu by *Formatting*.
- To add pages to the reference, write the page numbers in the *Pages* field. This only works if the chosen Output style has pages numbers, if it doesn't write the pages numbers in the *Suffix* field instead.
- Finish the editing by clicking *OK*.

16. Adding references as Footnotes

If you want to use an Output style where references are in the form of Footnotes, you will need to add the footnote field in Word first, adding the footnotes in the text and then add the references into the footnote field from EndNote.

- First, choose a suitable Output style, for example MHRS (Footnote) in the *Style* bar under the EndNote20 tab.
- Place the marker where you want to insert the reference and click *Insert Footnote* under the *Reference* tab.
- Click *Go to EndNote* under the *EndNote 20* tab and choose the reference of references you want to add to you document then click *Insert citation*.

It is not possible to change from an output style using footnotes to one that doesn't (from MHRA to Harvard for example). If you wish to change style you need to remove all references and then add them again.

17. Convert to plain text – remove the EndNote connection

When your text is finished and you are ready to hand it in, you need to remove the connection to EndNote.

- In Word, click *Convert Citations and Bibliography* → *Convert to Plain Text* under the *EndNote20* tab. This will prompt a new document to be created, without connection to EndNote.
- Save the new document with a name that makes it obvious which document is the one to be sent in.
- Make sure to also save the original document, in case you need to make changes to the text later and need EndNote to do so.

18. Create a separate reference list from you EndNote library

You can create a list of references in two different ways.

Either:

- Mark the references you want in you reference list.
- Choose *Edit* → *Copy Formatted* or use the command Ctrl+C.
- Open a text document.
- Paste the references into the document.

Or:

- Mark the references you want in you reference list.
- Choose *File* → *Export*
- Choose file format *Rich text format (RTF)* and your preferred Output style
- Save on your computer, in the place you prefer.

More information and help

Mid Sweden University Library offers introductions and support in EndNote desktop to students and employees at Mid Sweden University. Employees can contact us at publicering@miun.se. Students are welcome to book an appointment here: <https://www.miun.se/biblioteket/kontakta/boka-bibliotekarie/>