



ENDNOTE[®]



THE MOST POWERFUL TOOL FOR
MANAGING YOUR RESEARCH

EndNote enables you to move seamlessly through your research process with flexible tools for searching, organizing and sharing your research, creating your bibliography and writing your paper.



WHAT CAN YOU DO WITH ENDNOTE?

- Create a customized library of all your references.
- Insert those references in Word, Apache OpenOffice Writer (only compatible with Windows), or Wolfram Mathematica 8 and EndNote will automatically create citations and a bibliography matching the requirements of your selected journal or style manual—and it has over 5,000 bibliographic styles to choose from!
- Attach PDFs, sound files, videos, or any other kind of file to your references—up to 45 files per record!
- 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.
- Synchronize your EndNote references, custom groups, and group sets across multiple computers, share references with others, and access your references from almost anywhere with any Internet browser by logging into your EndNote account online at my.endnote.com
- And much, much more!

BUILD YOUR LIBRARY OF REFERENCES

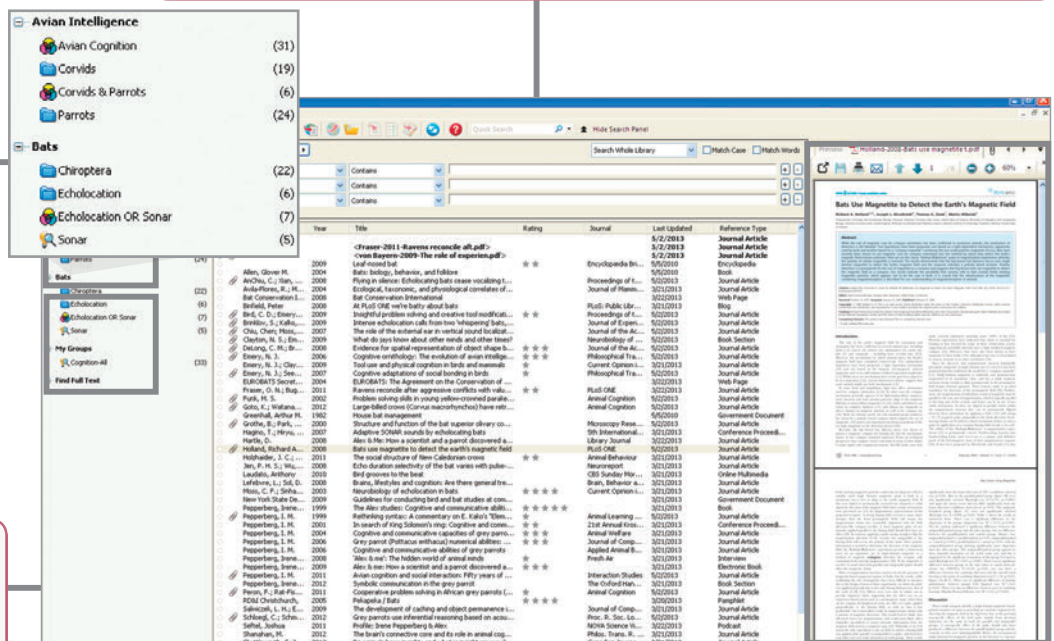
Import your PDFs, download references from online databases or manually enter your references. Have EndNote find the full text article for you or manually attach the PDF yourself. Mark your references with a Read/Unread tag and apply ratings to help you identify the more important references.

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.

YOUR REFERENCES IN THE CLOUD

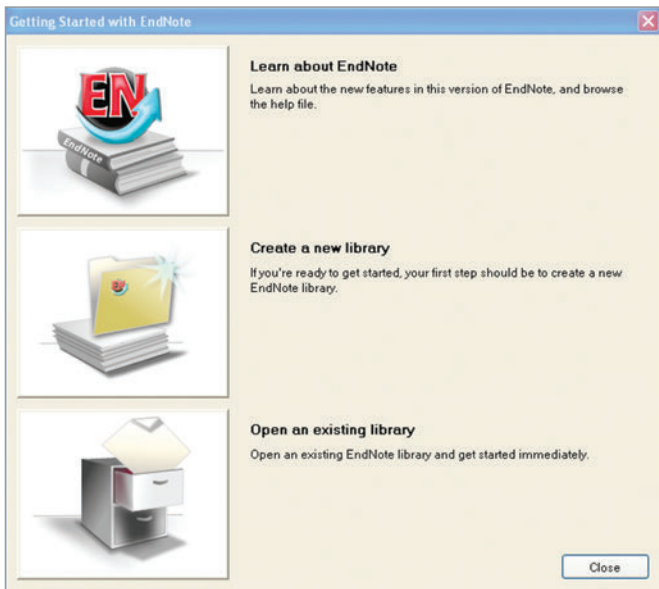
Have EndNote on multiple computers? Create an EndNote account online and sync your references to wherever you have EndNote. Share your references with colleagues quickly.



VIEW AND ANNOTATE YOUR PDFS. EDIT YOUR REFERENCES.

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.

GET STARTED IN 5 STEPS.



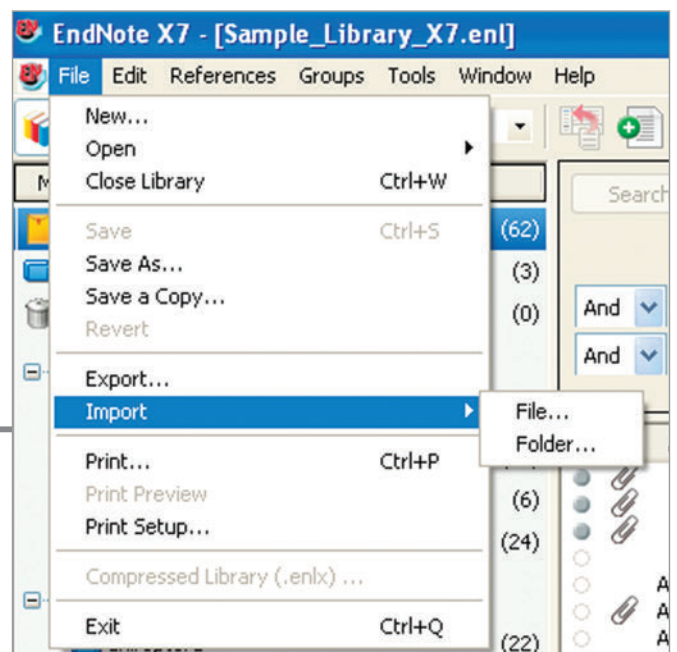
1: CREATE YOUR LIBRARY

From the Getting Started window click on the "Create a new library" button. Or go to the File menu > New Library.

Save your library in your Documents folder.

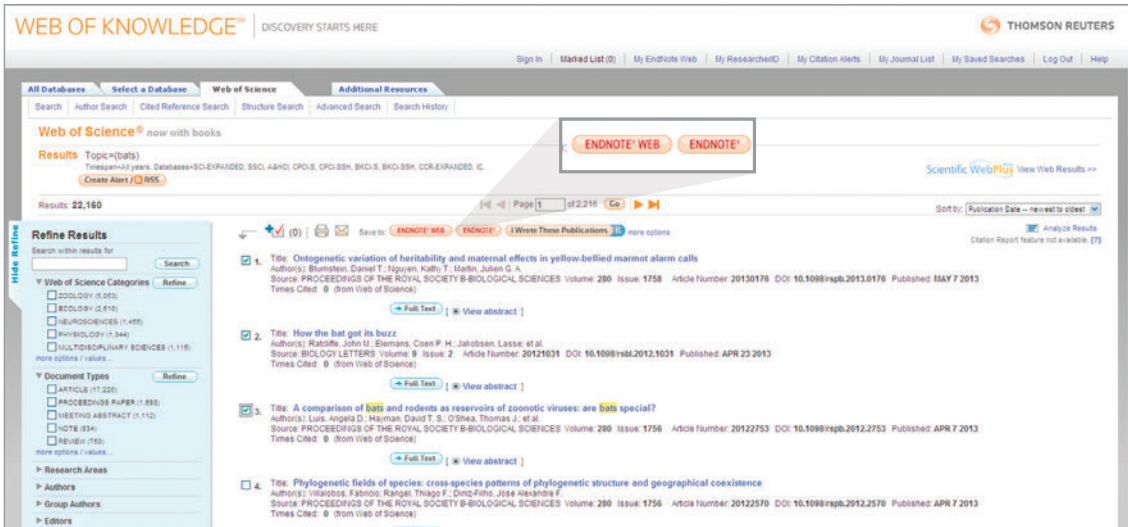
2: IMPORT YOUR PDFS

If you already have PDFs of full text articles on your computer, you can start by importing them into your EndNote library. With your library open go to File > Import to import one PDF or a folder of PDFs, or set a folder for auto-import of PDFs in the preferences.



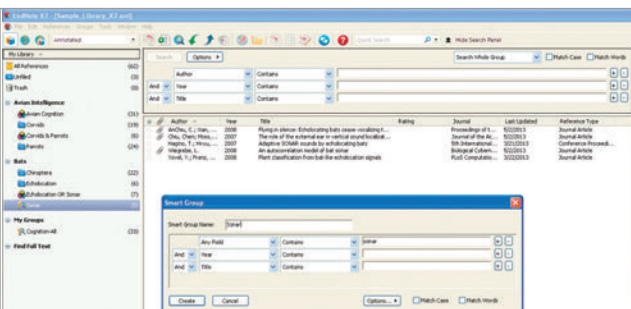
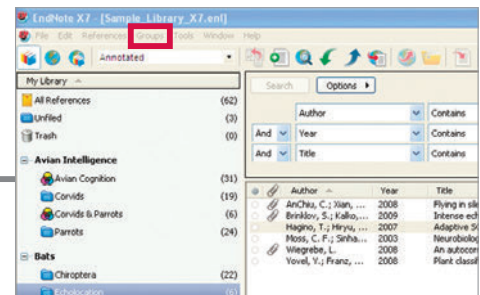
3: DOWNLOAD REFERENCES INTO YOUR LIBRARY

Many online databases give you the ability to export references to your EndNote library. Look for the option to save, export, or send to EndNote. The EndNote option might also be labeled as "RIS."



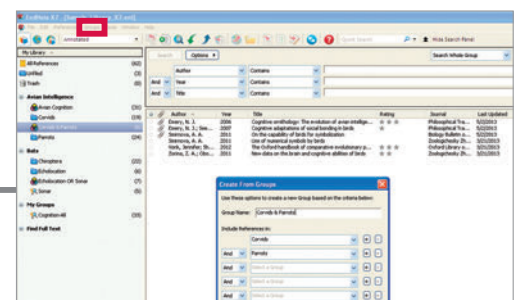
4: ORGANIZE YOUR REFERENCES INTO GROUPS

GROUPS: Go to Groups > Create Group. This creates a group with a folder icon on the left. Give your group a name. Drag and drop references from your library into this group. The same reference can appear in multiple groups and is not duplicated when you do this.



SMART GROUPS: Go to Groups > Create Smart Group. Define a search parameter and give this group a name. Click on the Create button. A Smart Group will automatically show references that match that search. This group will also instantly update as you add more references to your library that match that original search.

COMBINED GROUPS: Explore the relationships between your existing Groups. Go to Groups > Create From Groups. Pick at least two groups in the drop-down menu and select your Boolean operator of choice. Give this group a name, click on the Create button, and a Combined Group will appear on the left. This group is also a smart group and will update as your component groups change.



5: CITE REFERENCES IN WORD

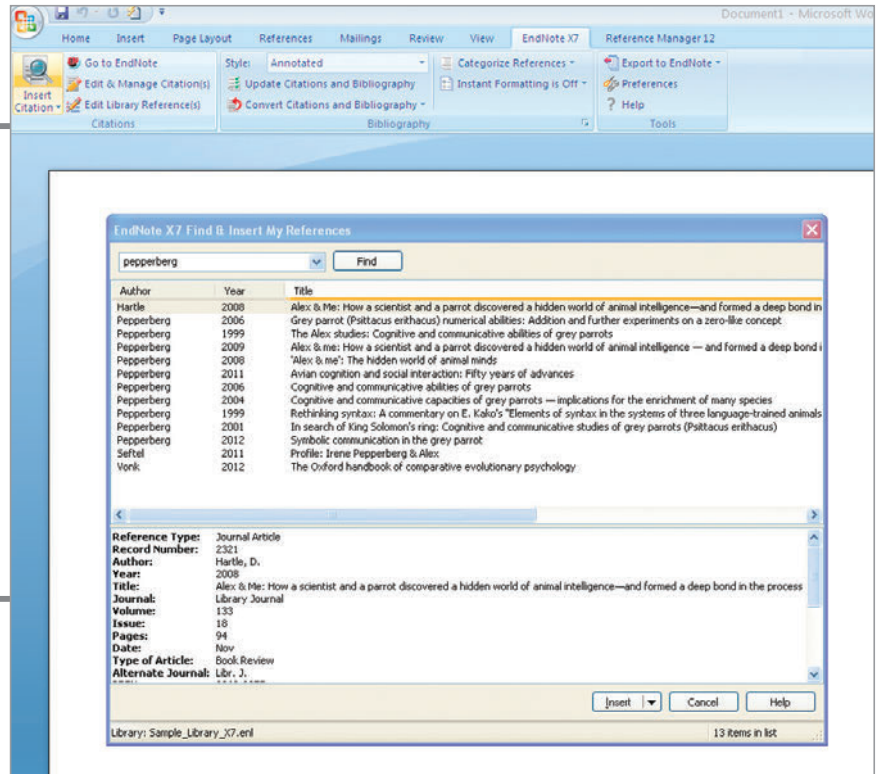
Powered by patented *CITE WHILE YOU WRITE™* technology

Now that you have some references in your EndNote library, you can start to cite them in your documents.

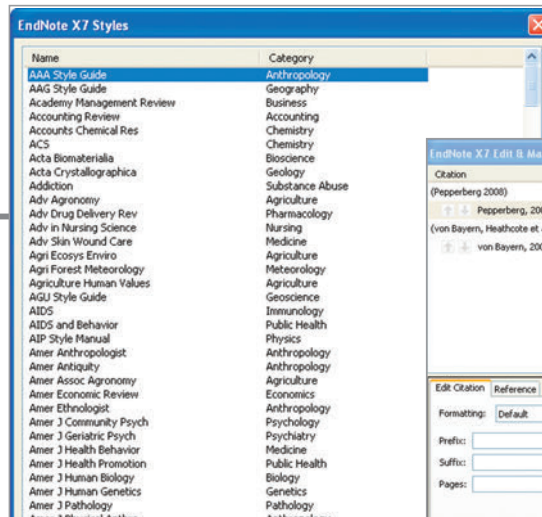
OPEN A DOCUMENT IN WORD and use the following Cite While You Write commands to insert citations, edit citations, and change styles as needed:

FIND & INSERT MY REFERENCES:

Place the cursor in your document where you would like a citation to appear. Use this command to search for a reference in your EndNote library and insert it into your paper.



STYLE: Use the style dropdown to pick a style from among your favorite styles, or choose Select Another Style to see a bigger list of styles. More styles are available for download at endnote.com



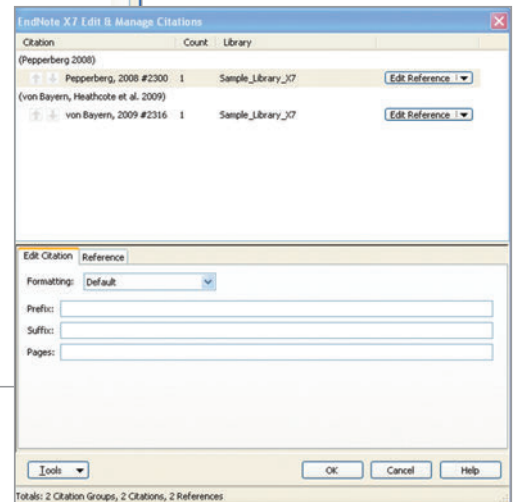
EDIT AND MANAGE CITATIONS:

Use this command to edit specific citations:

Change the formatting of your in-text citations.

Add a prefix, suffix, and/or pages to your in-text citations.

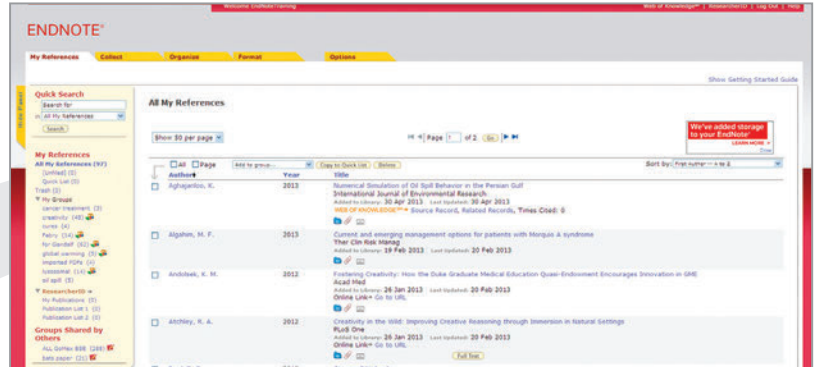
Remove Citations.



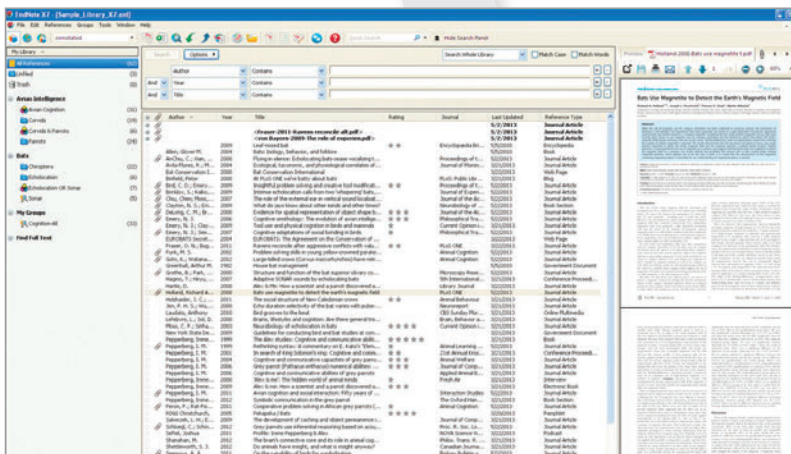
SYNC YOUR REFERENCES, CUSTOM GROUPS, AND GROUP SETS

You can automatically sync your desktop and web references, attachments, and custom groups, so one can be accessed from the other.

EndNote online



EndNote on desktop



DID YOU KNOW...?

ENDNOTE CAN FIND THE FULL TEXT ARTICLE FOR YOU.

If you have access to PubMed LinkOut and/or OpenURL, you can point EndNote to these resources when you run the Find Full Text feature. In the EndNote preferences go to the Find Full Text setting and check the PubMed LinkOut box. Enter your OpenURL server in the OpenURL Path box. If you have an EZProxy server, put that into the Authenticate with box.

To run Find Full Text, select one reference or multiple references in your library. Then use the Find Full Text button in the toolbar or go to References > Find Full Text.

YOU CAN MANUALLY ENTER REFERENCES.

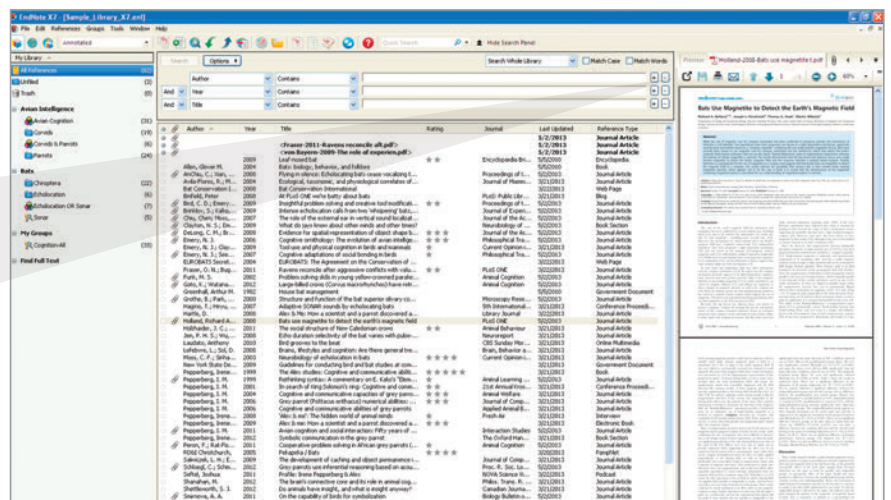
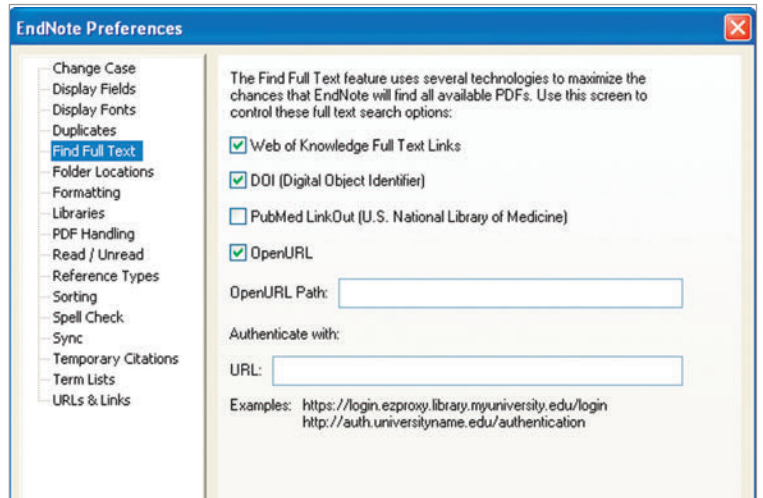
You won't be able to find everything online. To enter a reference manually, go to References > New Reference. This will open a new reference window for you to start typing (or pasting) into the fields. Here are some guidelines on entering references:

1. Set the reference type in the drop-down menu at the top of the record window.
2. Enter author names as follows:
Smith, John Oscar (Last name, First name)

Smith, J.O. (Initials separated by periods)

Center for Disease Control and Prevention,
(Add a comma at the end of corporate names)

For multiple authors enter each new author on a new line within the Author field.



YOU CAN VIEW AND ANNOTATE YOUR PDFs

View the PDF attached to your reference in the Reference Panel on the right, or use the Open PDF/Close PDF toggle button to view it in full screen mode.

NEED HELP?

ADDITIONAL TRAINING

Whether you want to get the basics or fine tune your skills, Thomson Reuters can help with a variety of targeted training opportunities which include recorded trainings, live expert-led WebEx sessions and downloadable materials at endnote.com/training

GETTING TECHNICAL HELP

Search our Frequently Asked Questions Knowledgebase or contact our expert technical support staff at endnote.com/support/

One of the most important benefits of *EndNote* is our knowledgeable and committed user base. Follow us on Twitter, Like us on Facebook or join our customer forum to ask questions and get feedback from our millions of users around the world.

<http://community.thomsonreuters.com/>

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