

# Getting Started with EndNote



Comprehensive guide : [PC](#) / [MAC](#)

## Creating a new library

**File > New**

An EndNote Library consists of the following necessary components: an .enl file and a .Data folder. The Data folder has the same name as the .enl and stores images, PDF files, etc.



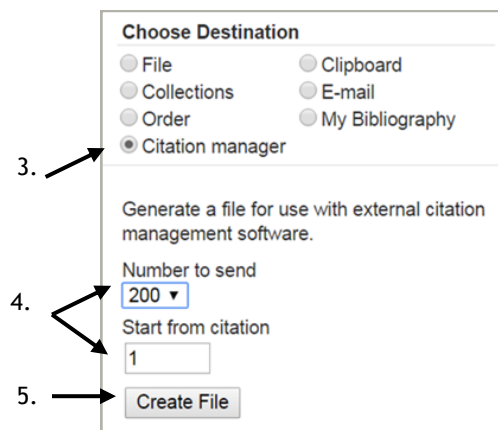
## Attaching a library to an email

**File > Compressed library (.enlx)**

A Compressed Library (.enlx) combines the .enl file and the .Data folder into a single file, which can be sent via email as an attachment. When the .enlx file is opened in EndNote, it expands into an EndNote Library, consisting of an .enl file and .Data folder.

## Adding references from PubMed

1. Search PubMed and select your results (by default, all results are selected).
2. Open the **Send to** menu located directly below the search box.



## Finding full text articles

McGill staff & students can configure the “Find Full Text” feature to obtain full text to an article. To configure:

1. **Edit > Preferences...** (for Mac: **EndNote > Preferences...**) and select **Find Full Text**.
2. In the OpenURL Path box delete the existing address and type <http://mcgill.on.worldcat.org/atoztitles/link>
3. In the Authenticate with URL box type <http://proxy.library.mcgill.ca/login?url=>

Next:

1. Select one or more references.
2. **References > Find Full Text > Find Full Text**. If the PDF file is found, EndNote will automatically attach it to the reference.



The Find Full Text Feature is not a reliable way of verifying McGill access to an article. Alternatively, select a reference and click **References > URL > OpenURL Link**. Make sure that you have modified your preferences first (steps 1-3 above). A page will open in your browser providing a link to the full text if available.

## Adding references from McGill WorldCat

<http://mcgill.worldcat.org/>

1. Search the McGill Library WorldCat Catalogue and select the item you want to export to your EndNote Library.
2. Click on the **Cite/Export** button above your search results.
3. Click **Export to EndNote / Reference Manager**.

## Adding references from PDFs

PDF files can be imported into EndNote. Publisher-created PDF files, with properly formatted DOI numbers, allow EndNote to create a reference in your library at the same time.

1. Select **File > Import > File...**
2. Click on the **Choose** button to select your PDF file.
3. Select **PDF** under the **Import Option** drop-down menu.
4. Click on **Import**.



If the PDF is not properly formatted the record created will not have any bibliographic data. If desired you can manually enter this data.



## Importing from other databases & troubleshooting

References can be exported from most bibliographic databases directly into an EndNote Library. Depending on your browser and how it is configured there may be additional steps involved. If the references do not immediately appear in your library:

1. Locate the export file (**Downloads** folder or where your browser saves files). The file extension varies depending on the database. Sort by *Date Added* if you are having difficulty finding it.
2. Select the file, right click and select **Open with...** Select the **EndNote application (.exe)** and click **OK**.
3. The reference(s) opens in your active Library. If EndNote is not already open, you may have to select an EndNote Library.

## Creating groups in your library

1. Select the reference(s) you wish to add to a group.
2. Select **Groups > Add References To > Create Custom Group...** Name the group (e.g., Heart).
3. To add references to an existing group, select the reference(s), select **Groups > Add References To > Group name** (e.g., Heart).



Once a group has been created, references can be dragged into the group.



References can be added to multiple groups!

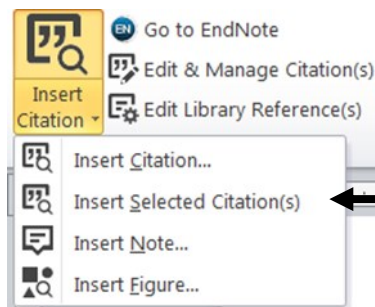
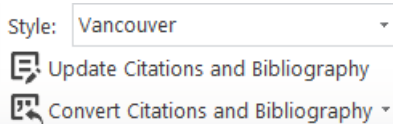
# Creating Bibliographies in Word with EndNote

## Inserting a citation

1. Open your EndNote Library and your Word document.
2. Place your cursor where you wish to insert your citation in your Word document.
3. In your Endnote library, highlight/select the reference you wish to cite.
4. In the **EndNote tab > Insert Citation > Insert Selected Citation(s)**.



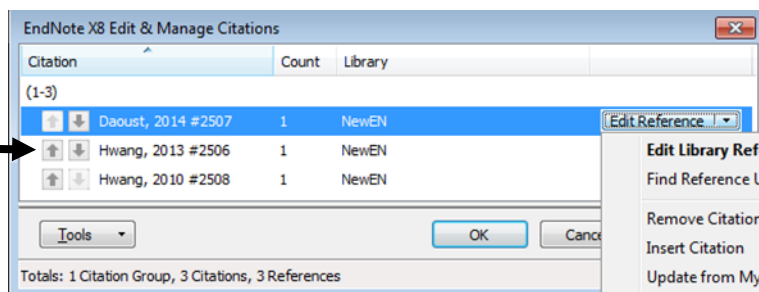
You can change the citation style by clicking on the **Style** drop-down menu.



## Removing & managing citations

In the **EndNote tab**, click on **Edit & Manage Citation(s)**.

Use the arrows to reorder citations



Do not manually delete citations and references from your Word document. This may corrupt your citations and/or document.