



LEARN HOW TO MANAGE REFERENCES USING



Endnote, produced by Thomson Reuters, is one of the most useful software for students and researchers while writing essays, articles, and thesis. Despite its power, EndNote is easy to set up and use. Students may face a large amount of information for writing their papers or dissertation so, they can use it to organize references and do their work faster.

Indeed, we recommend this software for referring sources in research works with standard methods. Once you have imported a list of references into the program, you can use EndNote to put ready-made citations into your papers. Finding the full text of articles and searching resources easily are among the other features of this software.

EndNote has four main functions. It helps you:

- ◇ Find scholarly information especially research papers you are looking for by built-in search tools;
- ◇ Store the information you need by allowing you to gather specific types of information (links, PDFs, references, media, etc.) into an organized system;
- ◇ Create bibliographies and reformat your citations in any style you choose (including custom styles); and
- ◇ Share your research with others who can contribute to your work or joint you in collaborative projects.

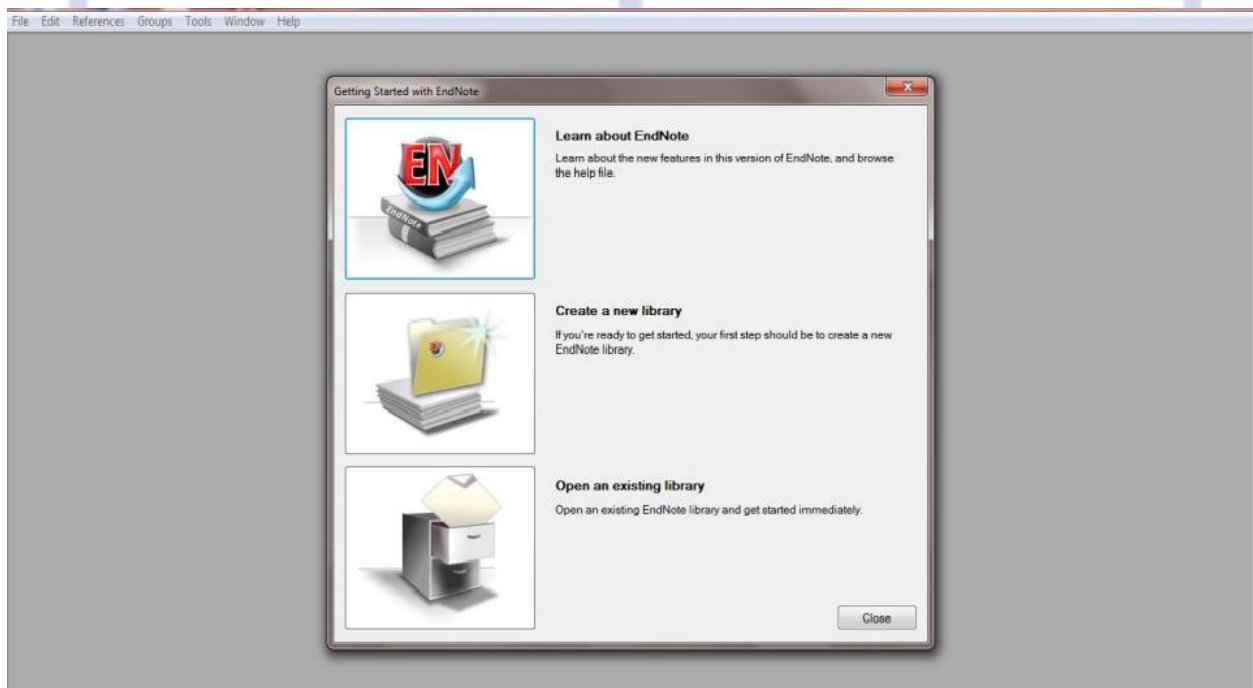




Making a Virtual Library:

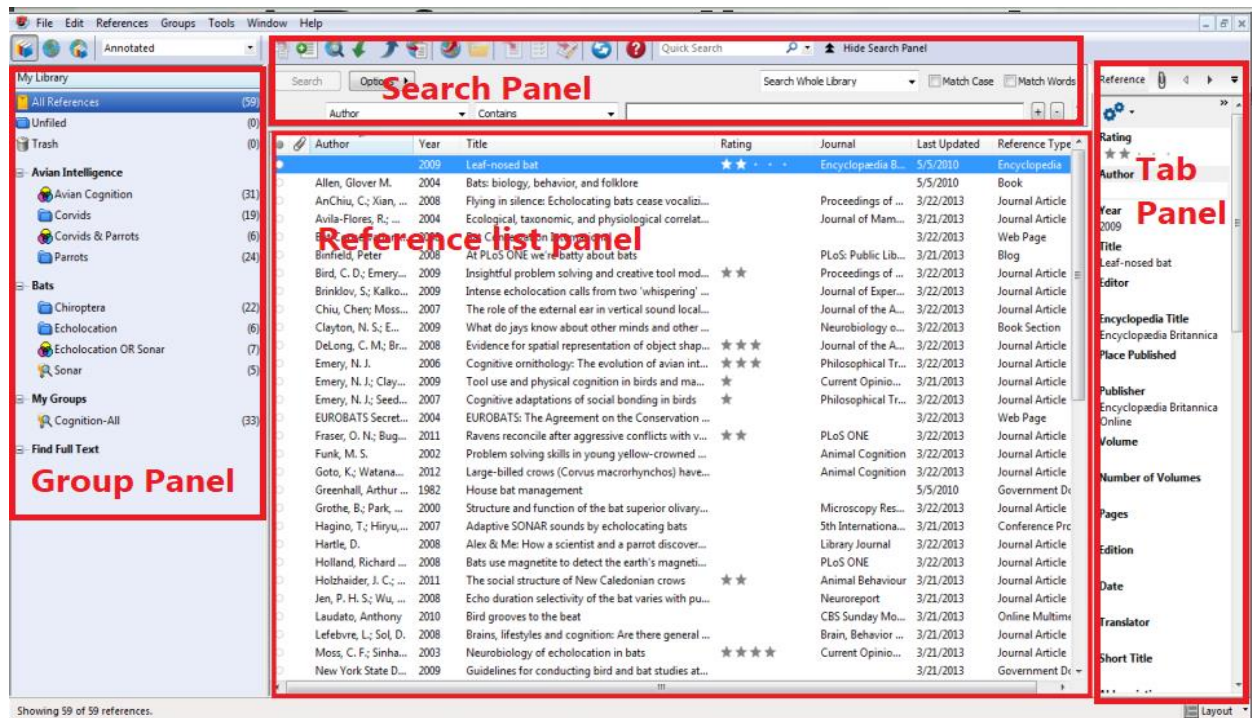
Once you start up the application for the first time, it shows you a brief slideshow of the application's features. You can click through the slideshow to know how things work.

On the first launch, EndNote will create a new library. To make a new library or to access the previous one, it starts from the page shown below. You can create new libraries via the file menu, but we recommend keeping all your work together in one library. You can use groups to organize different projects and interests.

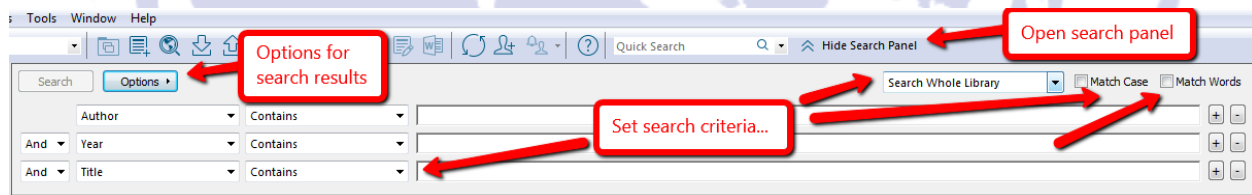




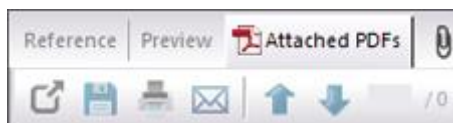
The library consists of four panels:



1. Group panel: shows the reference groups
2. Reference list panel: shows the reference list
3. Search panel: to search for a specific reference or group of references in the **Local Library Mode**



4. Tab panel: contains **Reference** (enables editing and Show/Hide empty fields), **Preview** (for viewing references formatted in the style selected, **Attached PDFs** (up to 45 pdf files can be attached-each showing on a different tab))





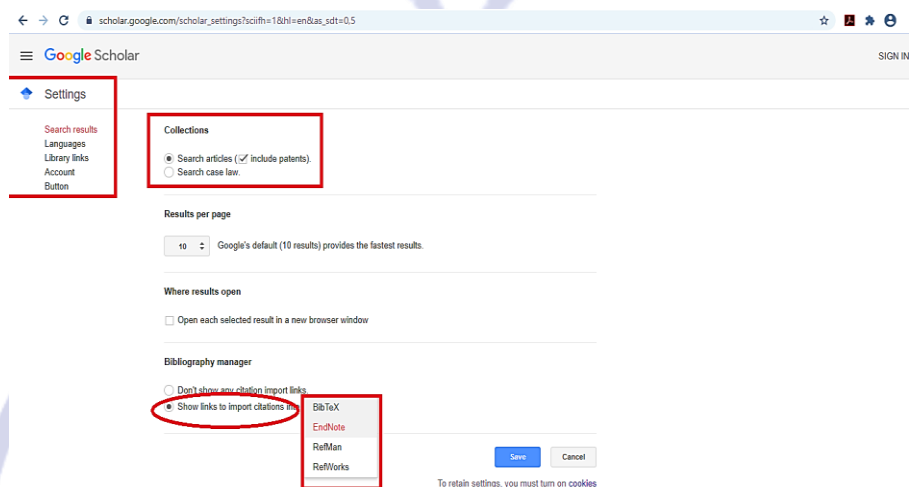
The following buttons are available on the library window toolbar:

Function	Icon
Local Library Mode	
Online Search Mode	
Integrated Library & Online Search Mode	
Bibliographic Output Style drop-down	
Copy to Local Library	
New Reference	
Online Search	
Import	
Export	
Find Full Text	
Open Link	
Open File	
Insert Citation	
Format Bibliography	
Return to Word Processor	
Sync with EndNote Web	
Share library	
Help	
Quick Search text box	
Hide/Show Search Panel	



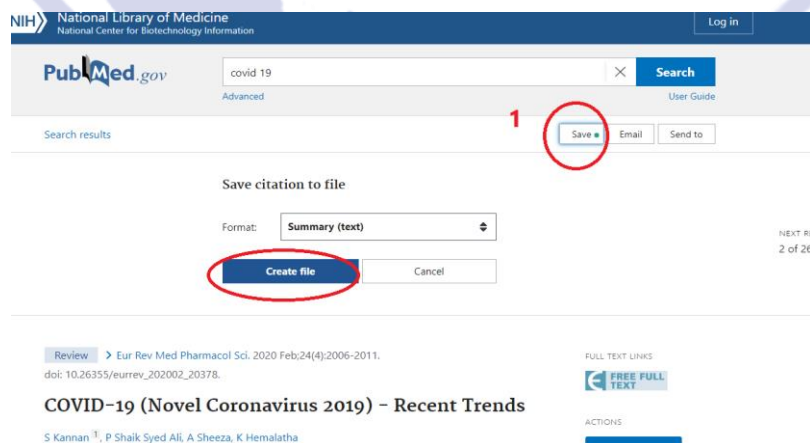
Creating a Source:

1. Type the source information in the source window (manual entry)
2. Enter the sites such as PubMed, Scopus, or google scholar and get directly your sources.
3. Enter the text files of your resource that you have saved on your sites to Endnote.
4. Transfer resources from google scholar



According to the alignment made on google scholar, it is enough to click on **Important to Endnote** option. Click on **open** to transfer reference directly to Endnote.

5. Transfer the resulting search from PubMed:
 - I. Enter to PubMed site and do your search.
 - II. Select your required resource.
 - III. Select the **Save** item then click on the **Create file** item.





To get more information, you can visit the following sites:

- <https://endnote.com/wp-content/uploads/m/pdf/en-online-qrc.pdf>
- <https://www.linkedin.com/learning/topics/endnote-2>
- <http://www.library.ucdavis.edu/guide/endnote/>
- <https://libguides.utoledo.edu/c.php?g=284330&p=1893826>
- <https://researchsoftware.com/endnote-x7-windows-getting-started-guide>

