

EndNote 101

Create and Name a Library (.enl)

- **File -> New...** OR use the **Menubar Icon**. This brings up a dialog box, next **name** your .enl
 - Plan your naming conventions, use a date, keep track of folders
- **BACK UP** your ENL (secrets of the H:\ drive) **BACK UP your thesis!**
 - Save your thesis/research paper + your EndNote library together



Output Styles

- Use the one that we have modified to conform to *The Shortcut Chicago 15thA_latestdate* OR *Annotated Chicago 15A*
- Are you using the **latest version**? Check the library's website and download the most current output style: www.luthersem.edu/library/EndnoteX1.asp

Reference Types

- Choose wisely! (book, journal article, interview, edited book, book section, unpublished work, electronic source ~ *be sure keep a paper copy of these*)

Add Records Manually

- **Ctrl+N** OR **References --> New Reference** OR **Menubar Icon**
- Choose the best reference type
- Close the New Reference window to save your record



Add Records via Connection Files

- Connection files **Tools -> Online Search -> New Search** or ...select a resource
- Connect to MARTIN **A_LutherSeminary** is the connection filename
- Connect to subscription databases ~ **ATLA (OCLC)**
- Search, select only the results you want, limit results if there are too many
- **Copy selected to** ~copies references into your EndNote library

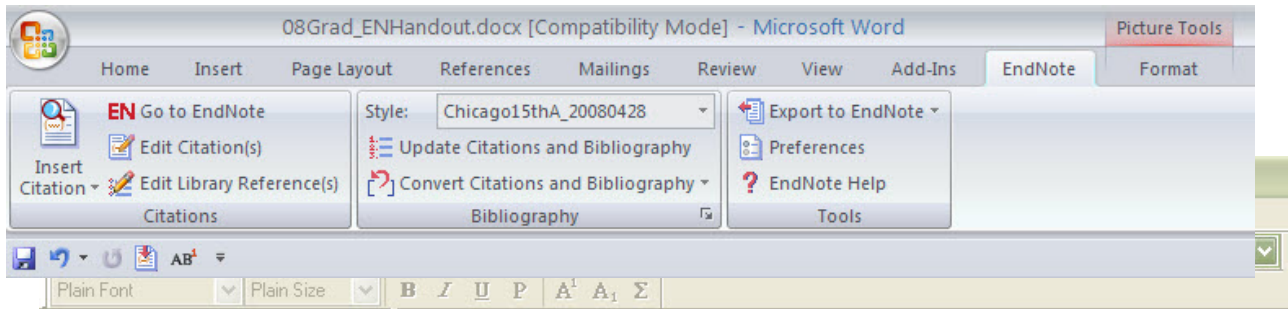
Personalize EndNote to meet your needs

- **Sort** your reference window
- **Customize** References - Menu to work from: **Edit --> Preferences**
 - Change Reference **Display Fields**
 - Change your default **Reference Type**
 - **Change Case**, to keep all capital letters (ELCA, ADA, USA)



Use EndNote with Word ~ Cite While You Write

- Is your EndNote toolbar visible within Word? Help is available at <http://www.endnote.com/enword2k7.asp>
- Buttons to be familiar with:
 - Insert Citation
 - Edit Citation
 - Update Citations and Bibliography



- Place the icons you use the most on your toolbar—save time!

Right-click and add to **Quick Access Toolbar**

2-Step Footnotes

- Footnotes are a two-step process:
 - 1) Create the footnote space in Word (Keyboard shortcut: **Ctrl+Alt+F** OR **References --> Insert Footnote** OR **Use the Icon**);
 - 2) Search for a citation OR insert the selected citation from EndNote
- Cite While You Write creates automatic bibliographies
- Add page numbers to a footnote. **Edit Citation --> Pages --> OK**.



Fixing & Correcting Data

- You **CANNOT** correct errors in your footnotes. You **MUST** correct them in your EndNote Library.

HELP ❖ Strange code in your footnotes?

Don't panic, somehow the field codes have been turned on in your paper. In your Word document: go to the Top Left Word Button → **Options** → **Advanced** → **Show Document Content** *Be sure the "Show Field Codes instead of their values" box is not checked.*



Tutorials, Tips and Tricks

This is an excellent site for refreshing your skills. <http://www.endnote.com/training/>

OR http://www.endnote.com/training/tutorials/EndNote_Basics/EndNote%20Basics.asp

Check out OR add to the Luther Seminary Wiki site for EndNote. You need to log in everyone is welcome to participate. <https://wiki.luthersem.edu/bin/view/EndNote/WebHome>