

# EndNote

Download, installation and useful  
advice

## Download and installation of EndNote

- Installing EndNote. You need to be present on campus when installing. Download from [\\_ http://studerende.au.dk/selvbetjening/rabat-paa-software/endnote/](http://studerende.au.dk/selvbetjening/rabat-paa-software/endnote/).
- Click “EndNote for Windows and Mac” and fill in your AU ID + password for MitAU.
- Select EndNote X9 for either Windows or Mac.
- Cite-While-You Write will be installed automatically in Word.
- For Windows: Move the downloaded file (Windows\_Endnote\_X9) to your Desktop. Then run the installation file (ENX9Inst) from here.
- For all systems: Office programs must remain closed during installation.

## Preparing EndNote

- For Windows: EndNote will display a grey screen until you create your library under the menu "File".
- Select "New" and save at *C:/Users/Shared files/Shared documents/EndNote*.
- The EndNote database must NOT be stored in a shared drive, Dropbox or similar facility.
- Create a copy of your library in MyEndNoteweb to ensure that you always have a backup of your data: Select "Sync library" (icon in top bar), click "Sign up", and select email address and password.
- You will always be able to access your backup at [myendnoteweb.com](http://myendnoteweb.com) – even after leaving AU.

## Importing references

- From Search and Bibliotek.dk: Select download in the RIS format. Initially: ResearchSoft Direct..".
- From Ebsco and Proquest: Select "RIS" under "Save". Initially: ResearchSoft Direct..".
- From Google Scholar: Under "Settings/Preferences" set "Bibliography Manager" at "EndNote". References can now be transferred individually.
- If you have downloaded a PDF file, you can add this to the reference by clicking on the icon for this (paper clip).
- Under "File" and "Import", and "File" again (or "Folder" in case of several files) you will often be able to import both the PDF file and its metadata at the same time.

## Setting up import on Mac

- Export a file from a source as an RIS file.
- Find the file in “Transfers” and right click on the file. Click “Display info”.
- In the pop-up window, right click the field “open in...”, and select “Other...”.
- Select the EndNote file in the program list and click on the EndNote icon.
- Select “All programs” under “Turn on” at the bottom of the page and tick the box “Always openin”. Complete by clicking “Add” in the bottom right corner.
- Click “Correct all” and then “Continue” in reply to the question “Are you sure that...”, in the resulting pop-up window.
- Back in “Transfers” you can now double click on the RIS file and have it opened using EndNote.
- Using the Safari browser, you can still click on the RIS file in “Transfers”.

## Entering references

- Click “New reference” in the top bar.
- Select the correct data entry form in the dropdown menu under “Reference type” at the top.
- You may for instance select an article, a book, book chapter, website, newspaper article, conference, film or many other data.
- Fill in the requested information, and save using Ctrl+S.

## Cite While You Write

- You may include references while writing in Word using "Cite While You Write".
- You will find your EndNote library under the tab "EndNote X9" in Word.
- Insert references in the position of the cursor by clicking "Insert citation" in the top left corner. EndNote then starts building your bibliography at the bottom of the document.
- If you wish to insert precise page numbers, you should select "Edit and manage citations", and write the page number(s) under "Pages".
- You may currently change the output style under "Style:".
- Mac: If the toolbar is missing in Word: Find "Search for updates", and make sure you have the latest version of Word installed on your computer.

## Sharing

- Several authors working together on an assignment: One of you should create an EndNote database locally on your own PC and then synchronise with an EndNote online account. Now the database can be shared with others.
- See: <http://endnote.com/product-details/library-sharing>
- With EndNote X9 it is also possible to share individual files. Right click the file and select "Share group" and specify who it should be shared with.

## Useful advice

- In EndNote: Remove duplicates continuously (menu References -> Find duplicates)
- In EndNote: Proofread the sources when they have been transferred (references in the database MAY ALSO include errors).
- In EndNote: Remove fillers in the references – particularly references on books retrieved from library.au.dk (edition, pages, date of birth etc.).
- In EndNote: Insert source if this is not a real name (first

## Useful advice 2

- Nothing happens to references following changes in references in the database. Check that EN synchronises with EndNote Desktop and not EndNote Web (EN in Word -> preferences -> application).
- You may create a bibliography of the entire library or individual files. Mark the posts you wish to include. Select Output style. Right click. Select "Copy formatted" and copy this into Word.

## Where can I find more information?

- AU Library's page on EndNote:
  - <https://library.au.dk/en/facilities/reference-management-tools/endnote/>
- EndNote's own guide:
  - [https://clarivate.libguides.com/ld.php?content\\_id=42104347](https://clarivate.libguides.com/ld.php?content_id=42104347)
- The library's instruction videos for EndNote (especially Mac):
  - <https://youtu.be/7Ly4L7NjaVQ>
- A good all-round instruction video from UQ Library:
  - [https://youtu.be/C\\_1K\\_7JDSil](https://youtu.be/C_1K_7JDSil)