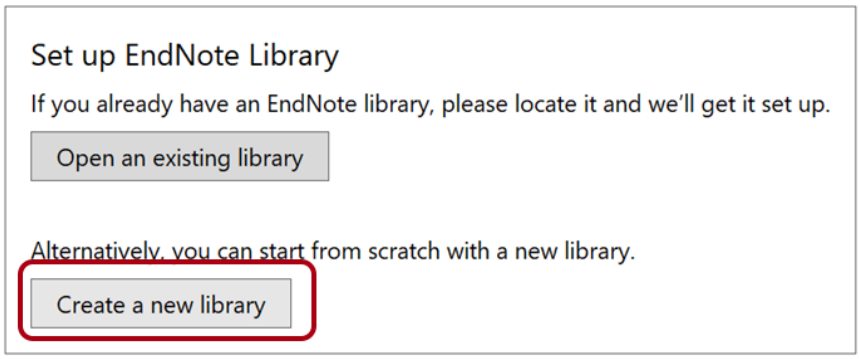
Getting started with EndNote 20

Create a folder for your EndNote files in your home directory, i.e. in My Documents if you work at Örebro University or at H:\ if you work in Region Örebro County. Saving on these file locations should ensure that your files are automatically backed up. Also create a subfolder named Styles in the EndNote folder to make it easier to find and manage your styles.

In EndNote, references are stored in a library. We usually recommend that you only use one library and organize the references into different groups (see last page), rather than trying to keep track of multiple libraries. To create a library, open EndNote and click Create a new library.

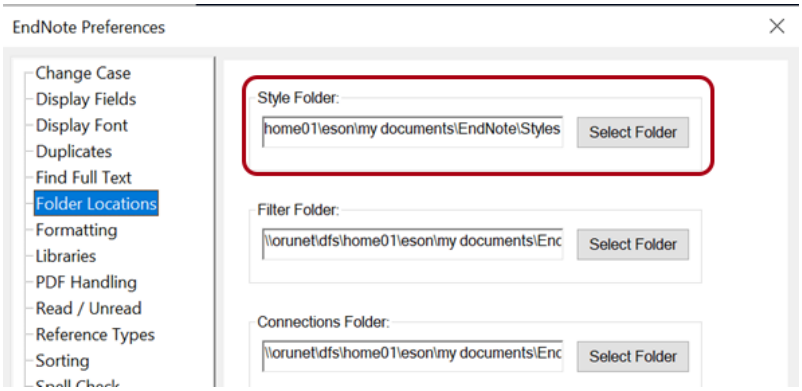


Save your new EndNote library in the folder you created for your EndNote files. The library consists of two pars (one subfolder with the file extension .data, and one file with the file extension .enl) These must always be in stored the same folder for the library to work.

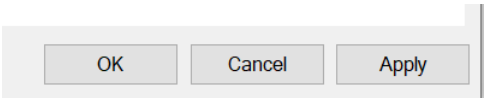
In EndNote, files called output styles are used to determine the reference formatting in Word. There are a lot of pre-installed styles, but to make it easier to add additional styles, it can be a good idea to change the following settings.

Click **Edit** and **Preferences**.

Under **Folder Locations** , you can change folder location of the Styles folder to your home directory i.e. **My Documents** or **H:**. Click on **Select folder** and go to your EndNote folder and open the Styles folder (see first paragraph) and click on **Select Folder**.

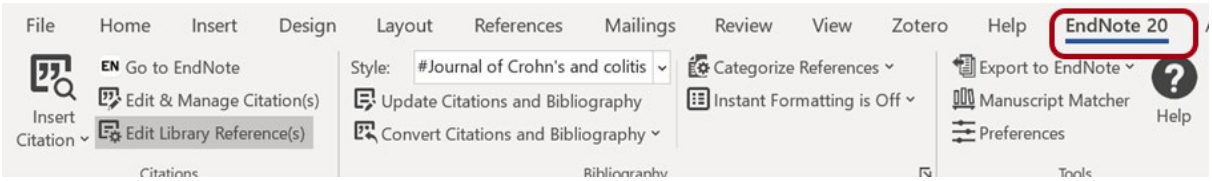


When you have updated the folder location, click on **Apply** and then **OK** at the bottom of the box.



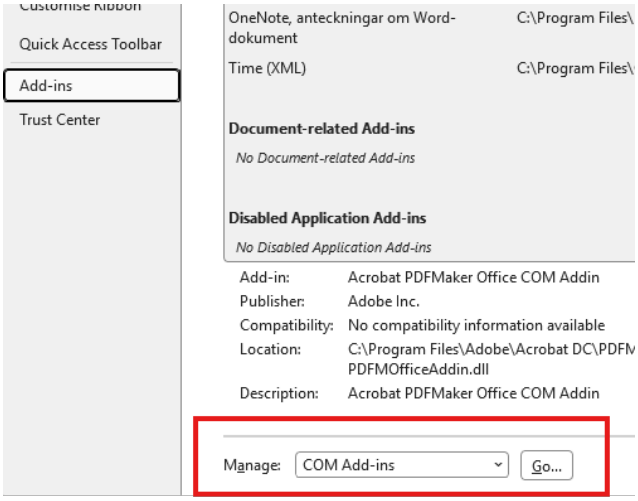
EndNote in Word

The next step is to open Word and make sure that the EndNotes Cite While You Write toolbar is installed correctly. Click the EndNote tab.

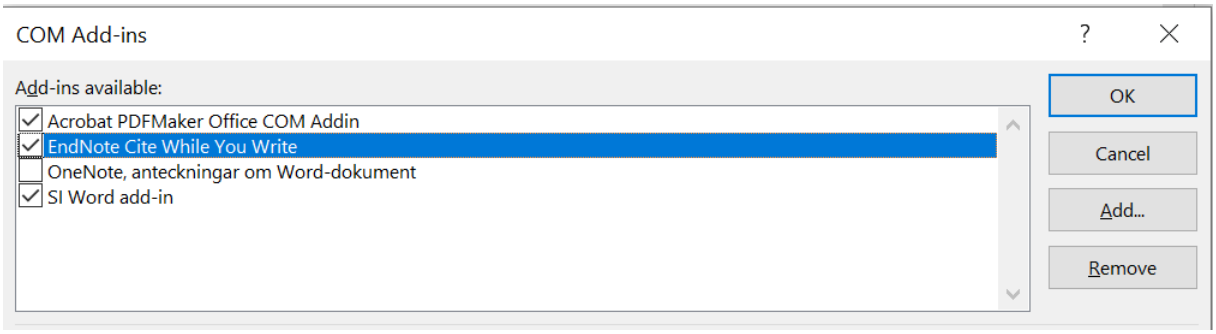


If the EndNote tab is not showing up, do the following:

In Word, go to **File** and **Options**, click **Add-ins**. Select **COM Add-ins** from the drop-down list next to **Manage** and click **Go**.



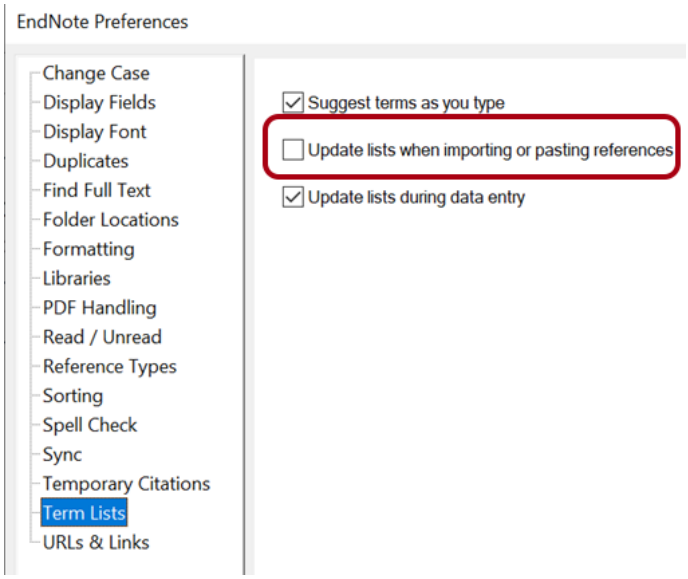
Check **EndNote Cite While You Write** and click **OK.**



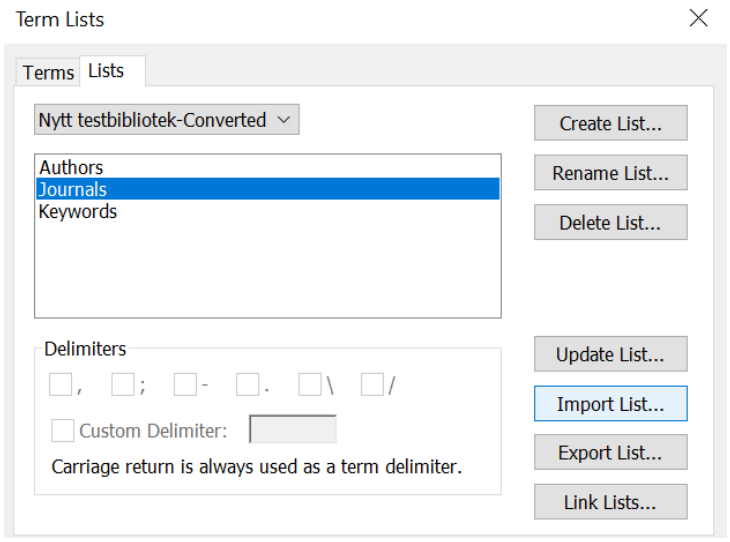
Term list for journal titles

Some reference styles use abbreviated journal titles and some spell out the titles. For EndNote to be able to change titles form abbreviated form to full and vice versa, you need to have a term list of journal titles in both formats. This is mainly important for those in medicine and nursing, where journal abbreviations are common.

Start by going to **Preferences** and choose **Term Lists**. Uncheck **Update lists when importing** as this may add unwanted variants of journal names later on.

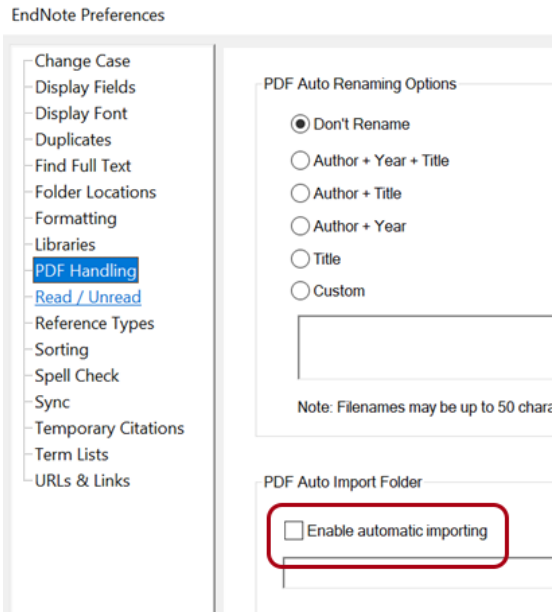


The next step is importing the term list. Click **Library** in the menu bar and **Define Term Lists**. Select **Journals** and click **Import list**. A list of subject areas will appear. Select the subject area that suits you best and click **Open**.



Other tips

It may be a good idea to uncheck the box for **Enable automatic importing** under the **PDF Handling tab** in **EndNote preferences**. If you have imported a large number of references from a database, it takes a long time for the program to import the PDF files.



Create groups

Groups act as folders where you can organize your references. Right-click on **My Groups** and select **Create Group**. Select the references you want to add to your group and drag them into the group. You can have the same reference in several groups. If you remove a reference from the group, it will still remain in **All References**. If you remove a reference from **All references** on the other hand, it will be removed from there as well as from any group it may have been added to. You can restore a reference from trash if you remove a reference and change your mind.

