Library Research Handout

How to Use Endnote

Bio 126 Lab handout - January 10-12, 2006
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EXERCISE I--CREATE YOUR OWN "PERSONAL LIBRARY"

1) Double click the "Macintosh HD" on the desktop
2) Double click the "Applications" folder.
3) Double click the EndNote 9 folder icon. Double click the EndNote 9.0 Application icon
4) Click the cancel button
5) Go up to "File", click and hold on "New"
6) Where it says "Where" Drag down to Home Folder (put in your home directory)
7) Now name the library Bio126Library.enl and click "SAVE"
8) Towards the top of the EndNote screen you will see the word Annotated. Click and hold and raise your cursor up to Select Another Style...
9) Click Cell-CC.ens
10) Now click Choose

YOU HAVE JUST CREATED A LIBRARY

EXERCISE II -SEARCHING "THE WEB OF KNOWLEDGE"

1) Go to the library homepage at: http://apps.carleton.edu/campus/library/ and once again click on "Find..."
2) Now click on Databases & Indexes (by title). Then click on the letter “W”
3) Now click on the "Web of Knowledge"
4) You will now be at the Web of Knowledge Homepage
5) Now select "Full Search"
6) Now unclick the little boxes before "Social Science Citation Index Expanded" and "Arts and Humanities"
7) Now click "General Search"
8) Put in your search terms. For example, you could enter: evolution* and metabolic and pathway* (be sure to put in the “ands” – the "*" is a wildcard that will find any character(s) at the end of the word, e.g., evolution, evolutionary, etc.).
9) Now click Search
10) Many records will be found. Click in the little boxes of the first ten.
11) Now click the little black triangle on the far right side of the screen.
12) Change it from Bibliographic to Full Record
13)  Now click on Export
14)  Click Choose
15)  Now navigate to Macintosh Hard Drive->Applications->EndNote9->EndNote 9.0
16)  Click Open
17)  Now click OK
18)  Get to your Library and click Open
19)  Where it says "Choose a Filter" click the one that says Web of Knowledge(ISI)-
    CC.enf
20)  Now click Choose
21)  The papers are now in your library

EXERCISE III--WRITING A PAPER AND INSERTING THE REFERENCES

1)  Launch MicrosoftWord from the Applications folder.
2)  At the blank page type the following text:
    Dominance is a form of phenotypic robustness to mutations.
3)  Now go to your EndNote Library and click on one of the references.
4)  Return to your word document, click the icon that says Insert Citation
5)  Now continue to type anything you wish
6)  “Go To EndNote”.
    This time hold down the apple key and click on three different references.
7)  Go back to your document and click again on the Insert Citation icon.
8)  References will begin to appear and the bibliography will be created at the end of your
    document.

Your paper has been successfully formatted in the appropriate discipline style.

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Creating a Standalone Bibliography

1)  Return to EndNote and your library
2)  In EndNote, select the “Style” you wish to use for your paper.
3)  Open a blank Word document
4)  Highlight the first 5 references by holding down the Apple key (Control key PC
    users) and clicking each one.
5)  If necessary, reduce your EndNote screen to a partial window so that you can see
    both EndNote and the blank word screen.
6)  In EndNote go up to Edit and drag down to “Copy Formatted”
7)  Now paste them in your word document.
BIG TIME HINTS LEARNED THE HARD WAY!!!

1) NEVER but NEVER alter the bibliography in Word once you have used the Cite While You Write feature. If a reference needs to be altered—alter the reference in the EndNote library. Then click the Format Bibliography icon in the EndNote Tool Bar.

2) Need to “Name” your bibliography—or add a space between each reference?

Click the Format icon. Now click the “Layout” tab. Click in the box that says Bibliography Title and type LITERATURE CITED. On the bottom right click the “Space After” tab and change it from “None” to “Single.” Now click OK.
EndNote Flow Chart

Launch EndNote

Create New Library → Add Tool Bar → Choose Style

Open Existing Library

ADD ENTRIES MANUALLY* OR FROM DATABASES**

Word Document: “Cite While You Write”

Manual Entry:

New Reference → Reference Type → Type in information → Close Box

Check Preview → Edit as Needed

Database Entry (for those with filters):

Launch DB from Lib homepage → Search as usual → Save search to desktop → Import → Check and Edit → “Show all” to integrate

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