## **EndNote Setup & Cheat Sheet**

## Setup

Download the newest EndNote application (21) through your university's library resources.

2 Once you've downloaded EndNote, launch the application and proceed with the setup instructions provided.

5 When setting up EndNote, a prompt will come up regarding your EndNote library. Select the "Create a new library" option.

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Chose a location in your computer files to save your EndNote library to. Saving in the "Documents" folder is recommended on the local drive (e.g., not in One Drive). Ensure a suitable "File name" is chosen and the "Save as type" is EndNote Library (\*.enl).

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5 Your EndNote library will now open, looking like the image below.

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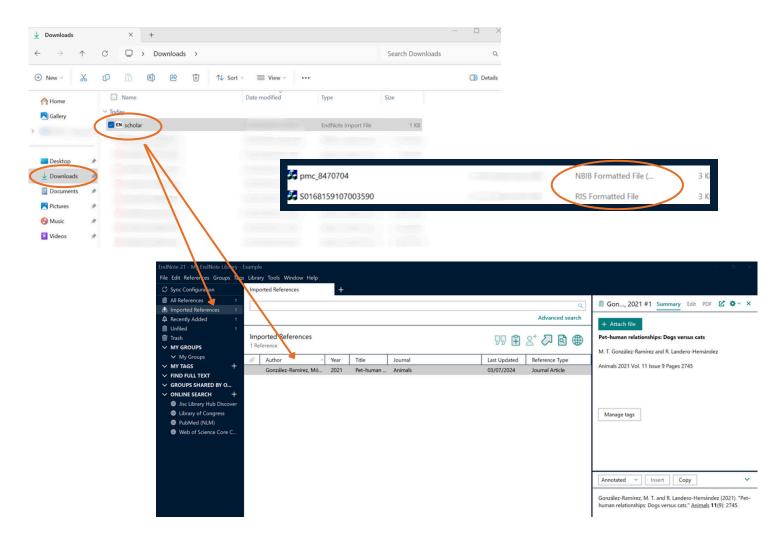
There are multiple methods to export a source/citation for referencing in your assignment. One common approach is depicted in the image below. Click on the "Cite" button of the desired source and choose to export it as an "EndNote" file ("RIS" file or "NBIB" file if the specific "EndNote" file type is unavailable) when prompted.

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	Any type	simplistic. 2. Write a main claim, 3 sub claims, 3 pieces of evidence that match your sub claims,	×	Cite	
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			Vancouver	González-Ramírez MT, Landero-Hernández R. Pet relationships: Dogs versus cats. Animals. 2021 Sep 20;11(9):2745.	

BibTeX EndNote RefMan

RefWorks

7 To import the downloaded reference into the EndNote application, navigate to your computer's "Downloads" folder. Locate and click on the most recent "EndNote Import File" (which might appear as "RIS Formatted File" if downloaded in RIS format or "NBIB Formatted File"). The reference should then appear in your EndNote Library.



Clicking on the reference in EndNote will expand the side panel to display additional information (Summary). Here, you can modify the reference details (Edit) and attach a PDF version of the source (PDF) to keep it linked with the reference in EndNote.

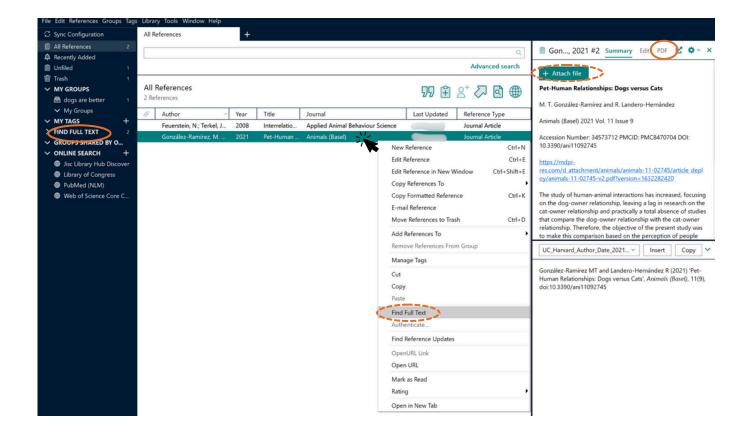
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<ul> <li>MY GROUPS</li> <li>My Groups</li> </ul>		M. T. González-Ramírez and R. Landero-Hernández
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Adding or linking your source to your EndNote reference can be very helpful. To do this, you can download the source to your computer and attach it to your EndNote reference using the "+ Attach File" button.

Alternatively, you can right-click on the reference and select "Find Full Text." EndNote will try to locate the source online and connect it to the reference. You can follow its progress under the "FIND FULL TEXT" section in the sidebar. Please note that EndNote may not always succeed in finding the source, so you might need to manually attach the file as described above.

Once attached, the source saves as a PDF and can be found in the "PDF" section of the reference.

Please note that typically only journal articles will be able to be connected to your reference by the "Find Full Text" function.

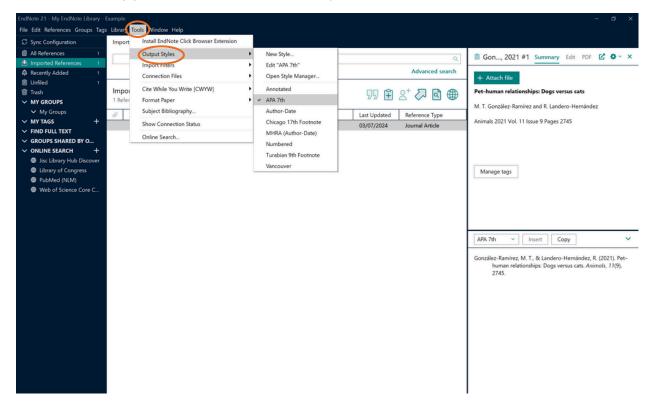


Remember to regularly save your EndNote library by selecting "File" from the top menu and then clicking "Save." It's also a good idea to periodically save copies of your EndNote library for extra security. To do this, go to "File" in the top menu and choose "Save a Copy...".

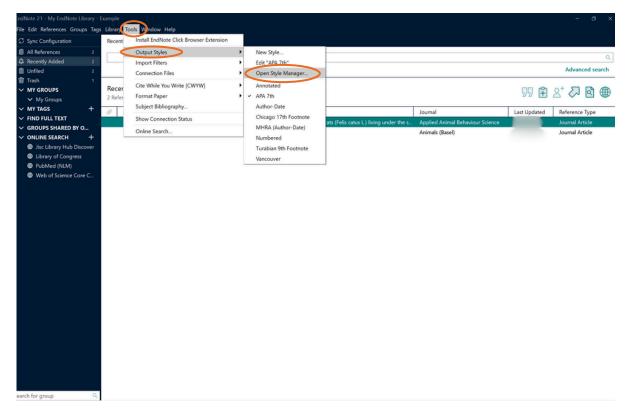
## **Adjustments**

To adjust the referencing format or style (e.g., APA 7 or Harvard), select the "Tools" option from the top menu, then click on "Output Styles". From there, you can choose the specific referencing style you need. Many universities have their own preferred styles for citations and referencing, so it's advisable to consult your library to ensure you are following the correct guidelines.

\*Note: You may need to download and add your university's specific referencing style to the EndNote application if it's not already available.



To add a referencing style to your EndNote that is not seen in the short list, click on "Tools" then "Output Styles" and finally "Open Style Manager...".



The "Style Manager" looks like the image below. Here, you can find other referencing types. Tick the small box next to the reference to add it to your "Output Styles" in EndNote.

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\*To download an EndNote reference style, check with your university library resources. For example, UC has an "EndNote Styles" section on their EndNote information page. The 2021 Harvard Style will be downloaded for this example.

EndNote Styles
These are EndNote Styles written for staff and students of the University of Canberra. These styles should be used in conjunction with the UC Referencing Guide.
UC APA 7th ed This style is created by the University of Canberra.
UC Harvard 2021 Style This style is created by the University of Canberra and is based on the online edition (2021) of the Australian Government Style Manual.
UC Chicago 17th Author Date This style is created by the University of Canberra.
UC Chicago 17th Footnote Style This style is created by the University of Canberra.
UC Vancouver Numeric This style is created by the University of Canberra. This style uses abbreviated journal titles. See - http://canberra.libanswers.com/a.php?qid=513602
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\*Once downloaded, the EndNote Style will appear in the "Downloads" folder of your computer. Click on the download to open the EndNote style. Then click on "File" in the top menu and click "Save As" and save the EndNote style (remember the name in which you saved the style).

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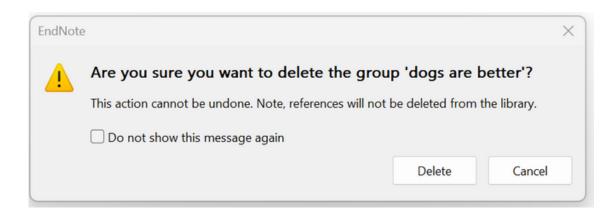
The references you transfer/download to your EndNote Library will appear in the "All References" tab. However, if you want to organise your references by a topic or assignment etc., you can use the "My Groups" tab. Right-click on "My Groups" to create a group.

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								closeness, and perceived cost of the relationship. A total of 132
								residents in Mexico participated. To evaluate the pet-human relationship, the dog and cat versions of the Monash dog owner
								relationship cale were used, thus obtaining comparable scores
								for the relationship with dogs and cats. Based on what the owners
								reported, significant differences were found. Relationships with cats were better than relationships with dogs, a finding that was
								confirmed when comparing male dogs and cats and when
								comparing female dogs and cats. It was concluded that relationships with cats are better because the perceived cost of
								such a relationship is lower. However, emotional closeness is
								greater with dogs than with cats.
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If you want to delete a group, the following message should come up. The references <u>should not</u> be deleted.



## EndNote - Cite While You Write (CWYW)

Cite While You Write (CWYW) is a feature in EndNote that integrates with Microsoft Word to help you add and format citations and bibliographies as you work on your document. When you install EndNote, it should automatically add a "Cite While You Write" plugin to Microsoft Word.

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To use the CWYW feature, the EndNote application needs to remain open on your computer. There are a few ways in which you can add references to your writing in Word.

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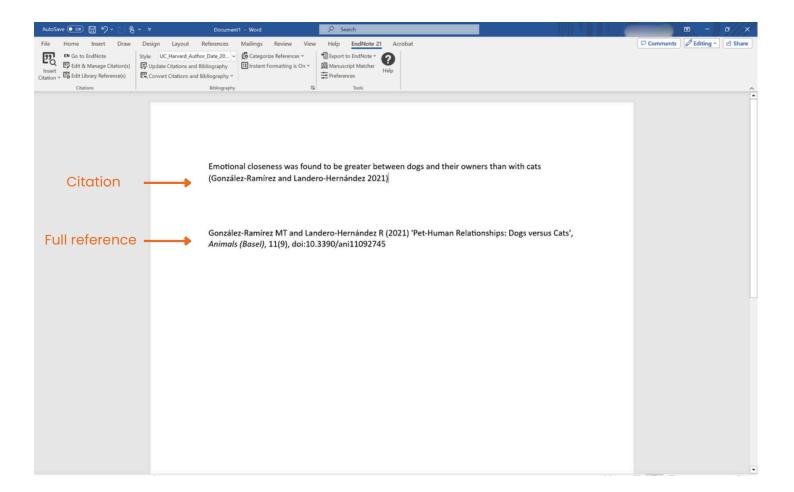
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The "EndNote Find & Insert My References" box will appear when "Insert Citation..." is clicked on. Use the search bar to find the reference and click on the reference. If you want to insert the normal reference (author and date), click insert. If you only want the Authors' name or the year it was created, choose that option in the dropdown list.

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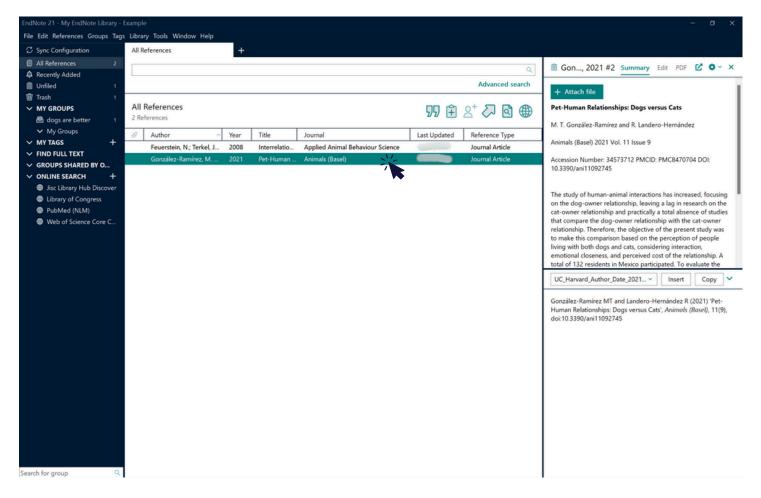
The citation will be inserted at the location of your cursor when you select the reference. The full reference will be added to the end of the document, forming the bibliography list. The CWYW feature ensures that all references cited in the document are included in the bibliography, usually in alphabetical order.

Note: If you cite the same reference multiple times within the document, it will appear only once in the bibliography list.

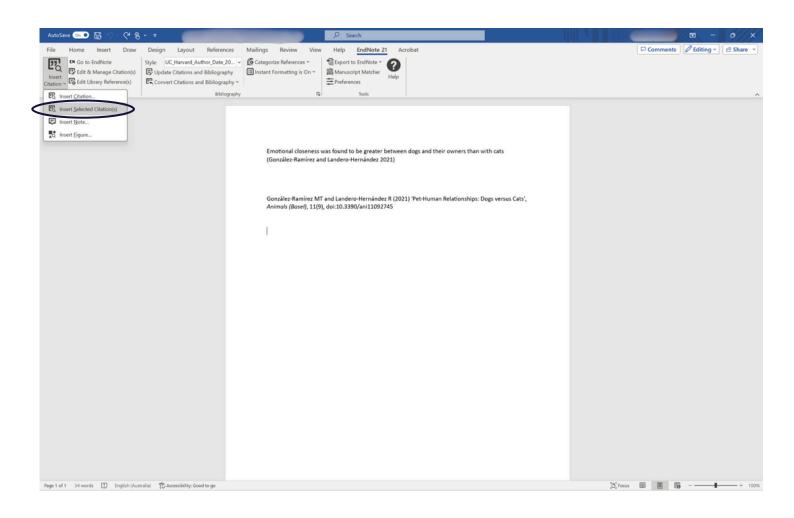


The other method to insert a citation requires more interaction with the EndNote application.

Firstly, go to the EndNote application, and select the reference you want to add to your document by clicking on it.

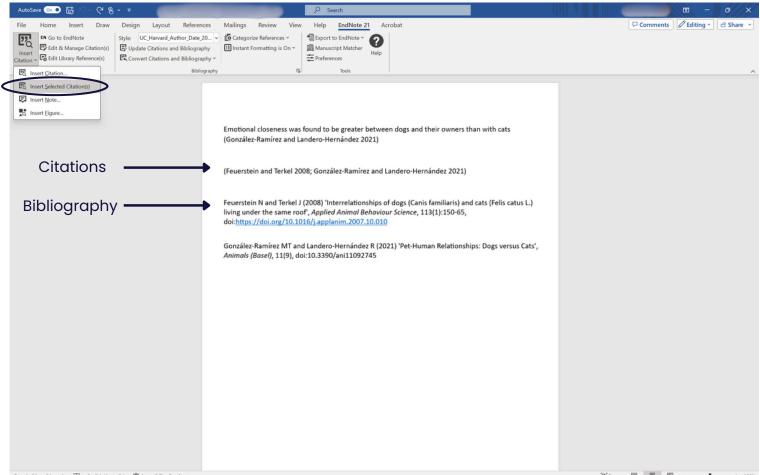


Then return to your Word document and click "Insert Selected" then "Insert Selected Citation(s)". This will add the highlighted reference from EndNote into your Word document as a citation where your cursor was placed.



Note: This method is a great way to add 2 or more references into 1 citation when required. See example below.

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For more information and specifics on how to use EndNote and CWYW, try the following links:

