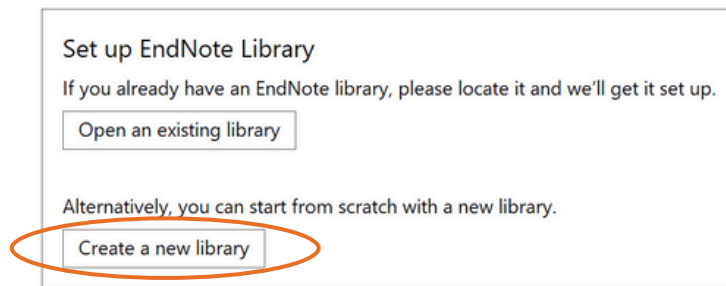
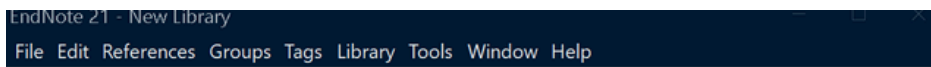


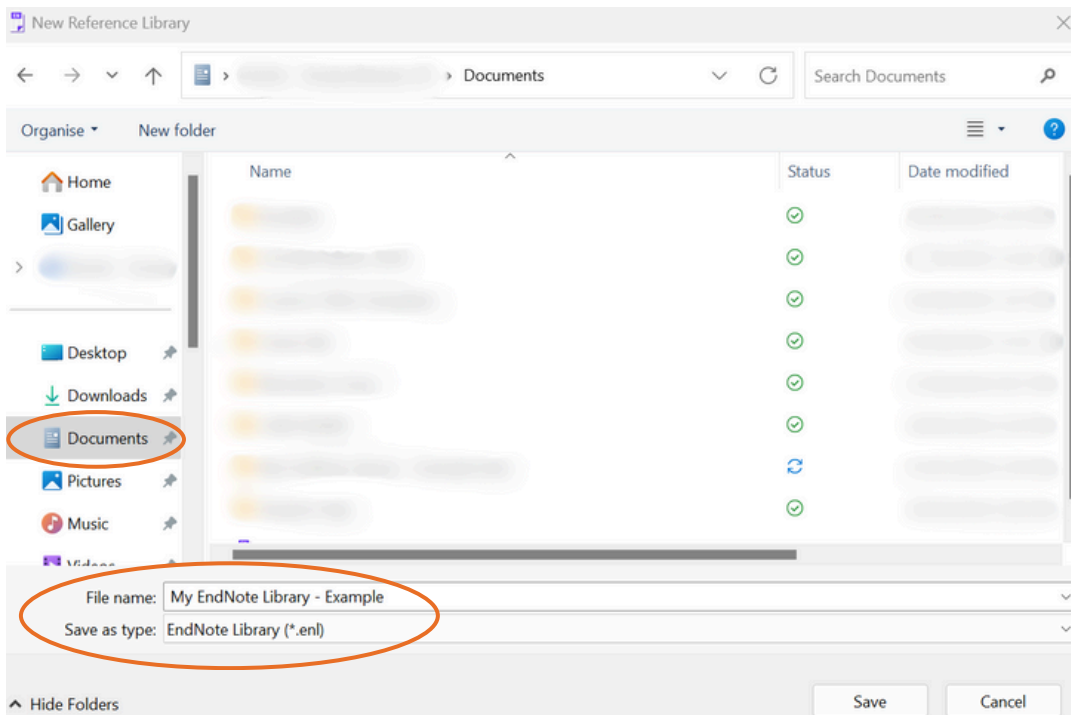
EndNote Setup & Cheat Sheet

Setup

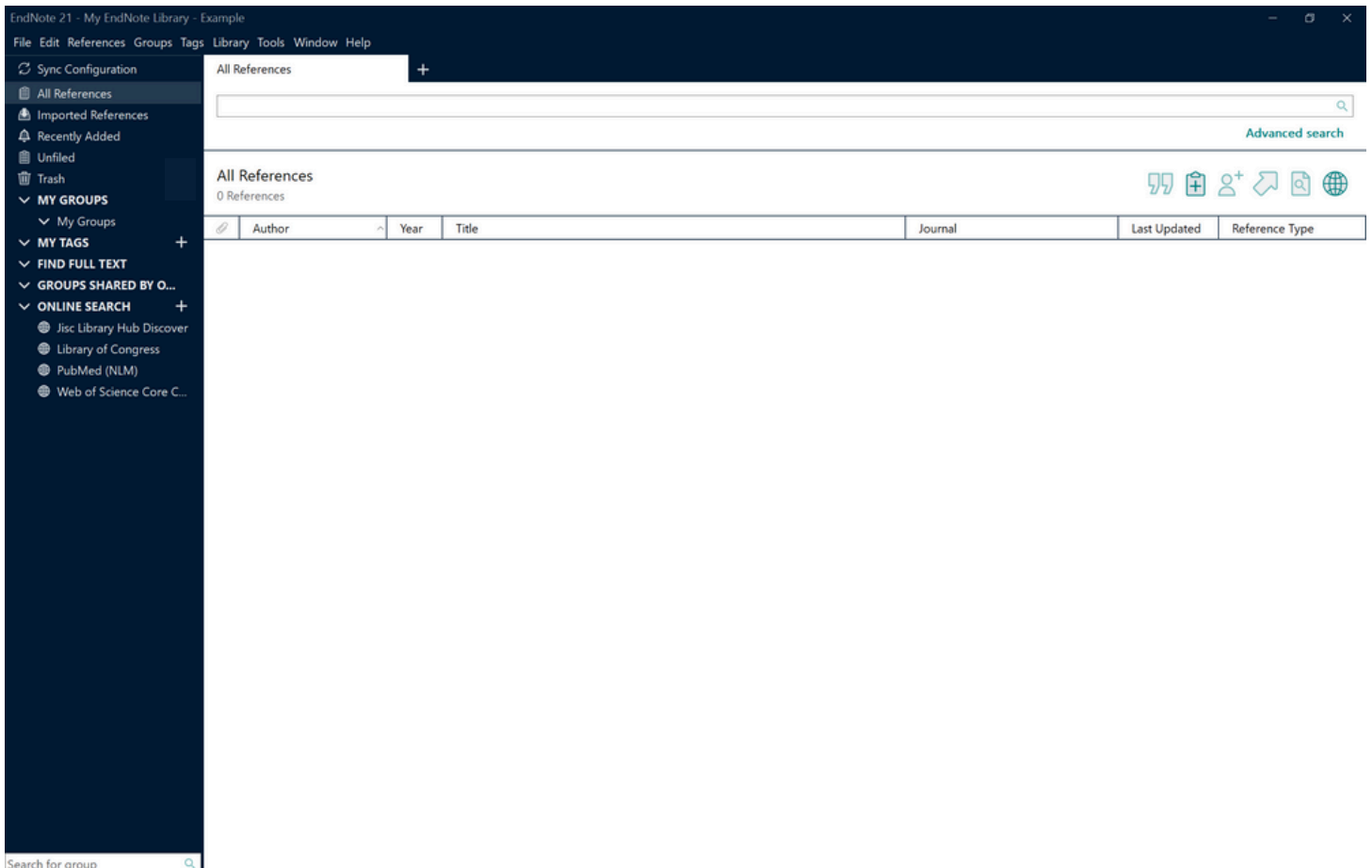
- 1 Download the newest EndNote application (21) through your university's library resources.
- 2 Once you've downloaded EndNote, launch the application and proceed with the setup instructions provided.
- 3 When setting up EndNote, a prompt will come up regarding your EndNote library. Select the "Create a new library" option.



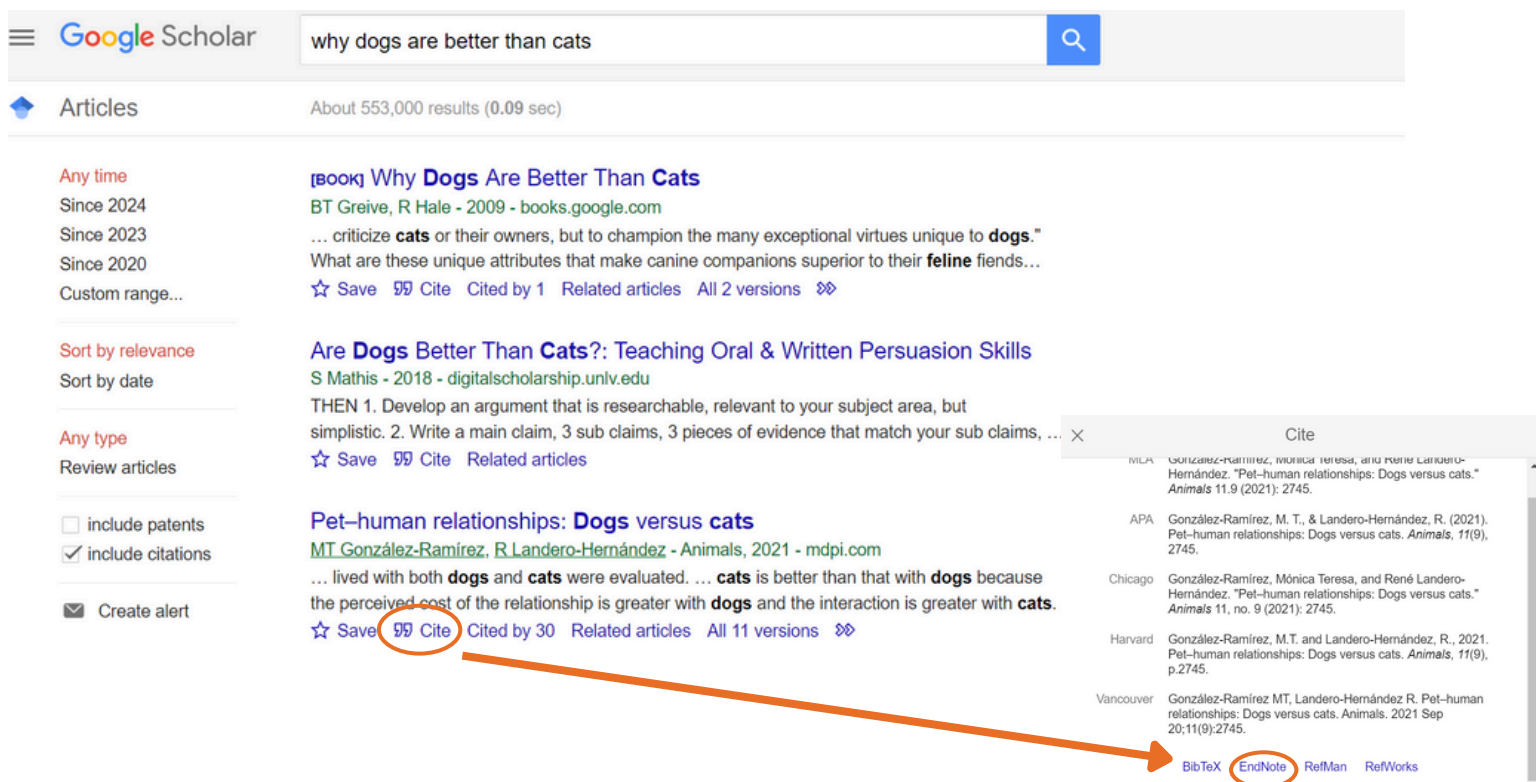
- 4 Chose a location in your computer files to save your EndNote library to. Saving in the "Documents" folder is recommended on the local drive (e.g., not in One Drive). Ensure a suitable "File name" is chosen and the "Save as type" is EndNote Library (*.enl).



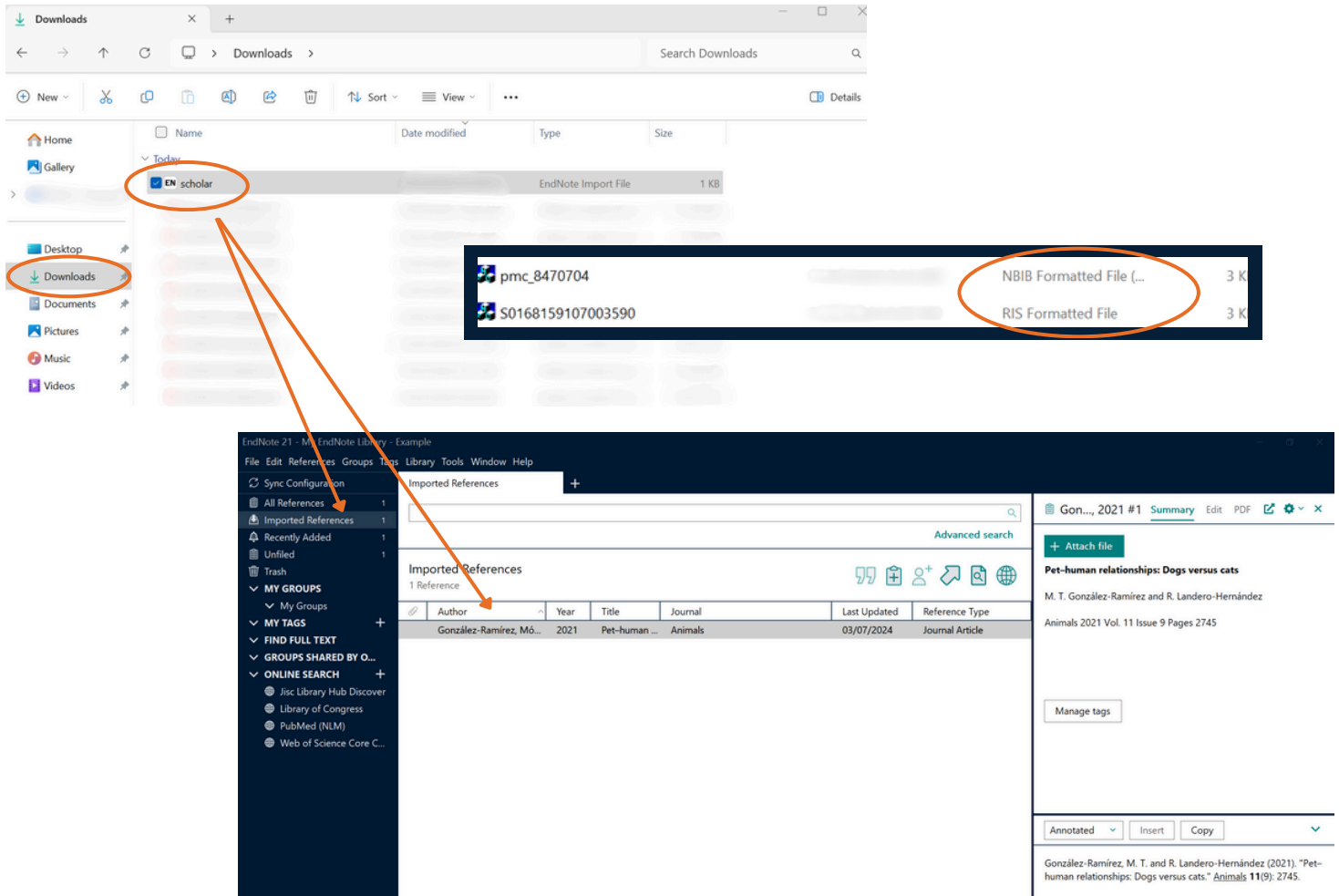
5 Your EndNote library will now open, looking like the image below.



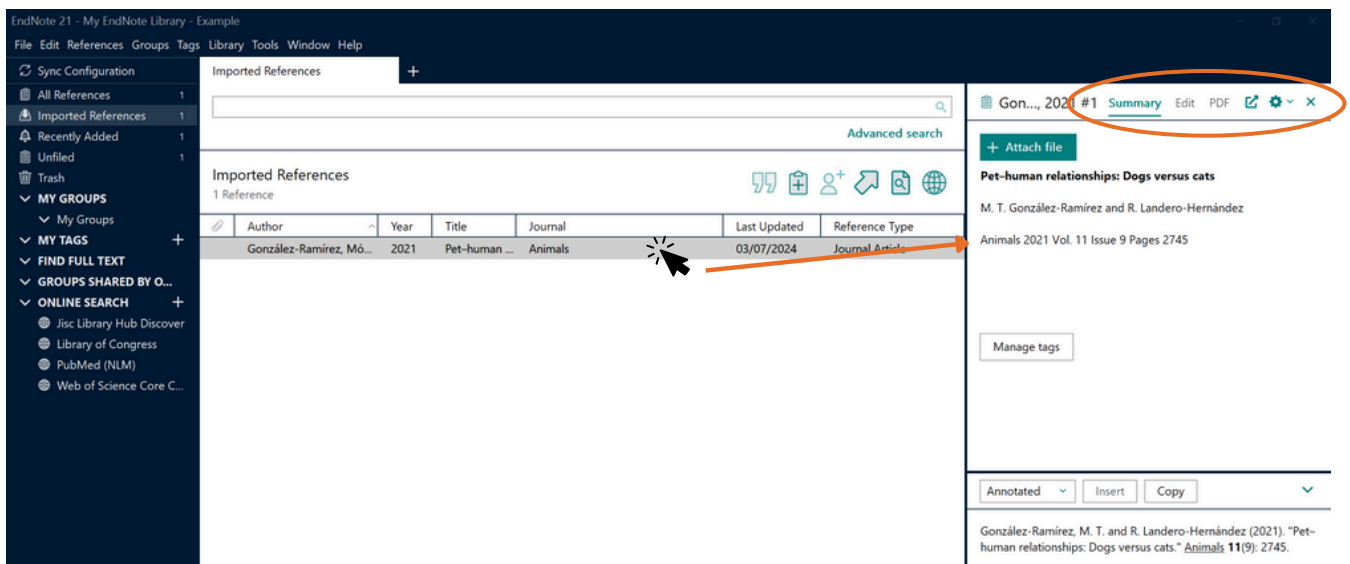
6 There are multiple methods to export a source/citation for referencing in your assignment. One common approach is depicted in the image below. Click on the "Cite" button of the desired source and choose to export it as an "EndNote" file ("RIS" file or "NBIB" file if the specific "EndNote" file type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



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.



8 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.

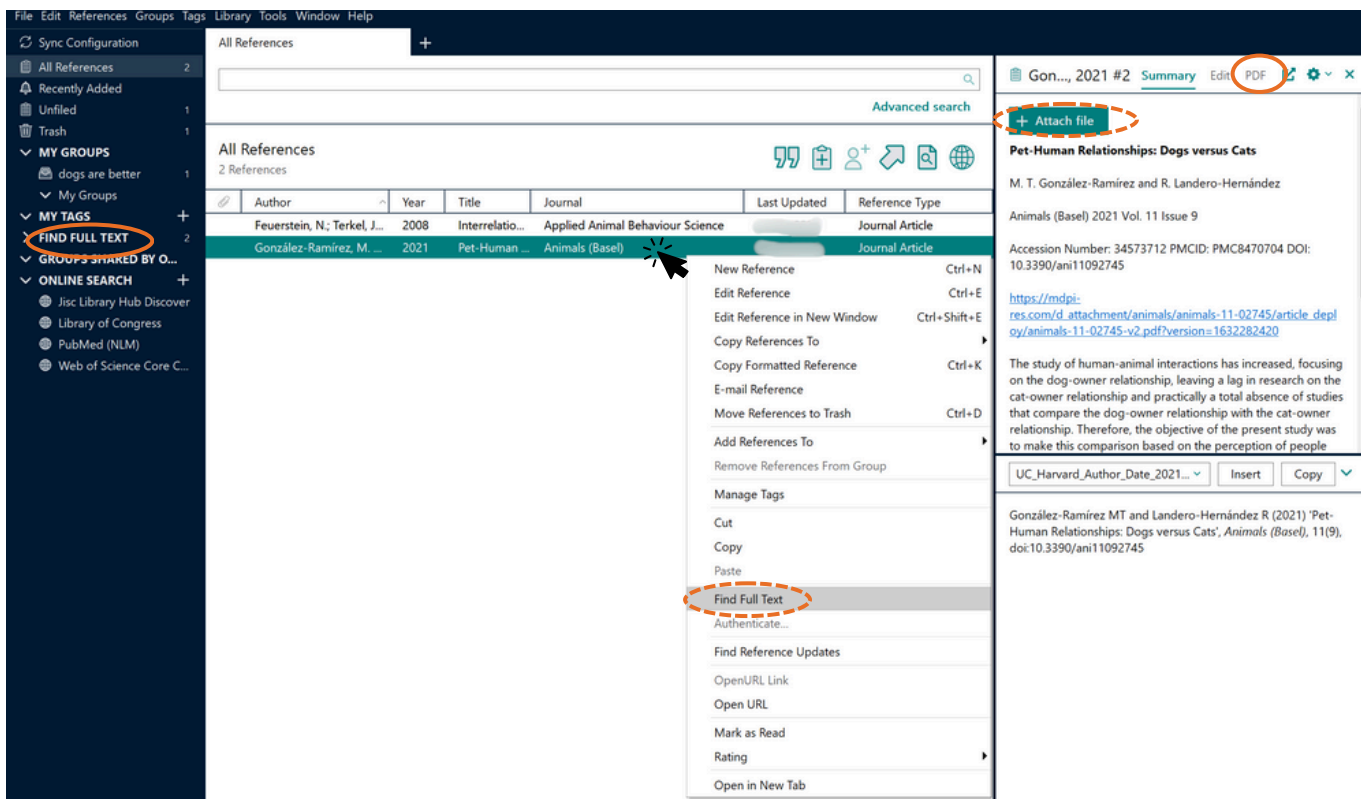


9 Adding or linking your source to your EndNote reference can be very helpful. To do this, you can download the source to your computer and attach it to your EndNote reference using the “+ Attach File” button.

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.

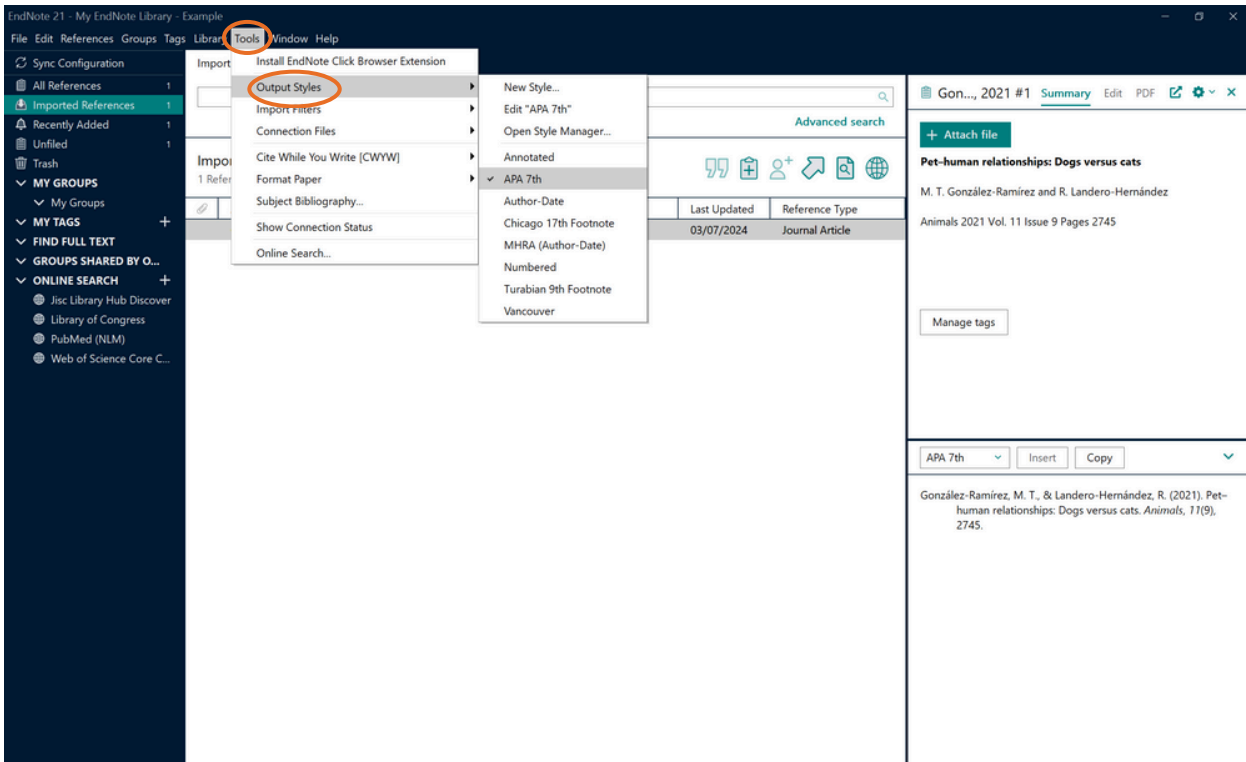


10 Remember to regularly save your EndNote library by selecting “File” from the top menu and then clicking “Save.” It’s also a good idea to periodically save copies of your EndNote library for extra security. To do this, go to “File” in the top menu and choose “Save a Copy...”.

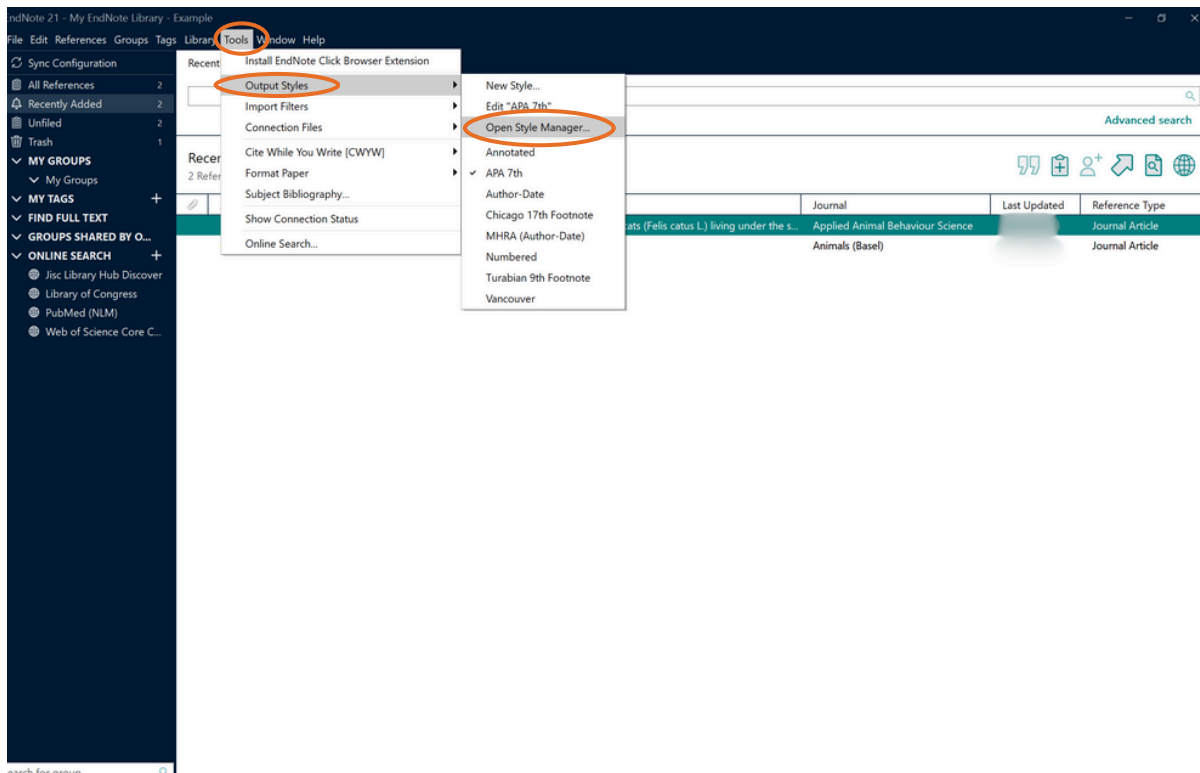
Adjustments

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.

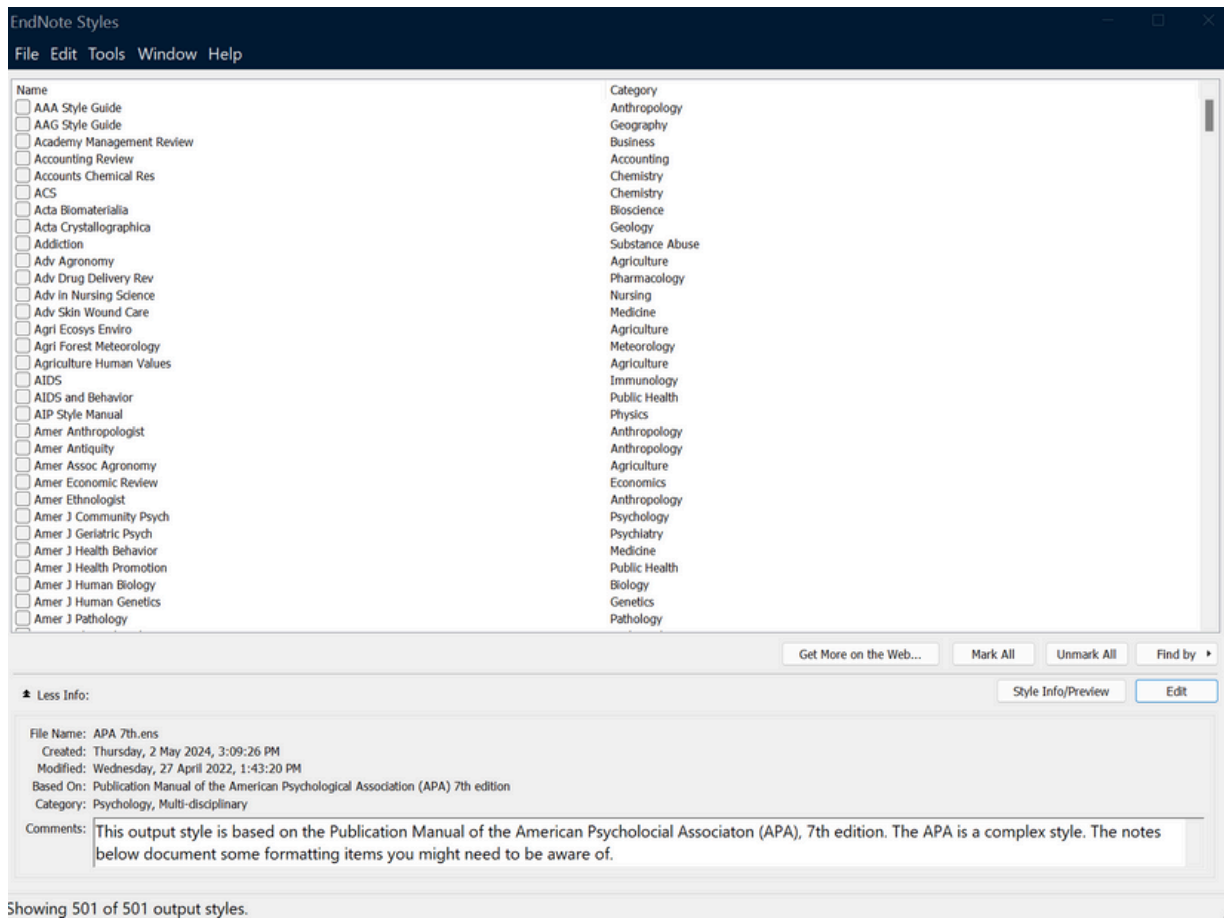
*Note: You may need to download and add your university's specific referencing style to the EndNote application if it's not already available.



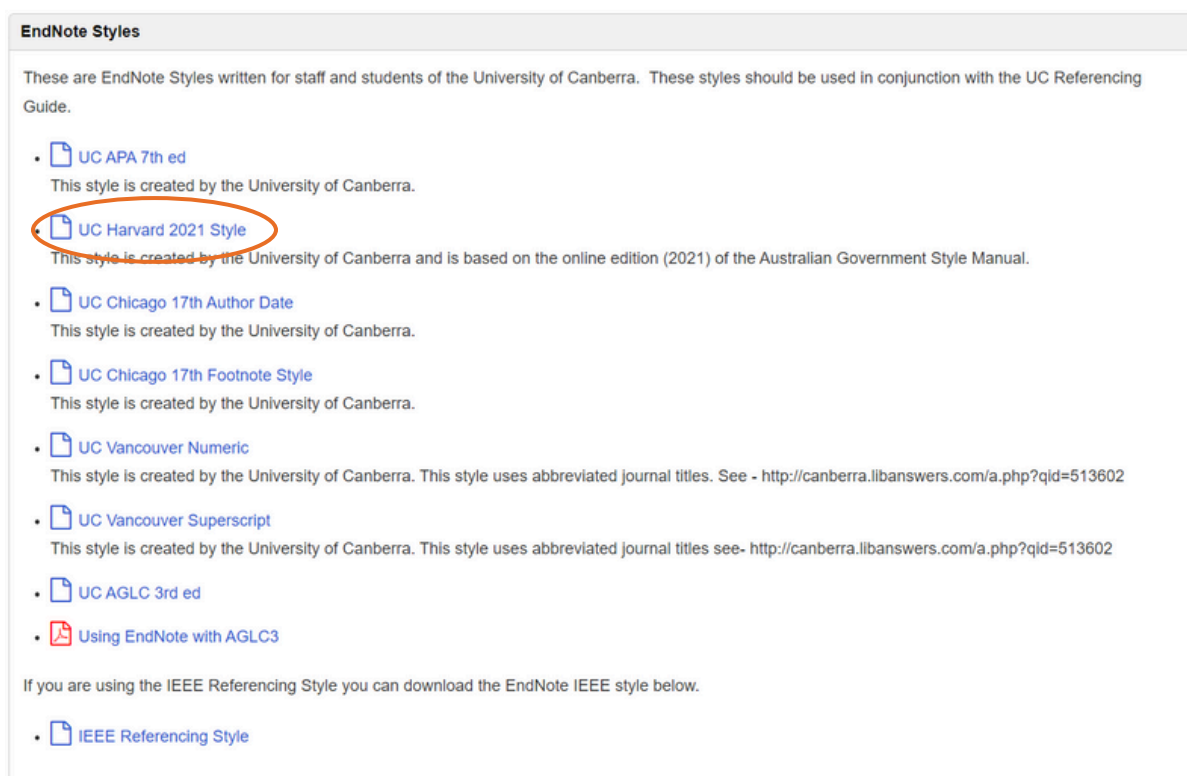
To add a referencing style to your EndNote that is not seen in the short list, click on "Tools" then "Output Styles" and finally "Open Style Manager...".



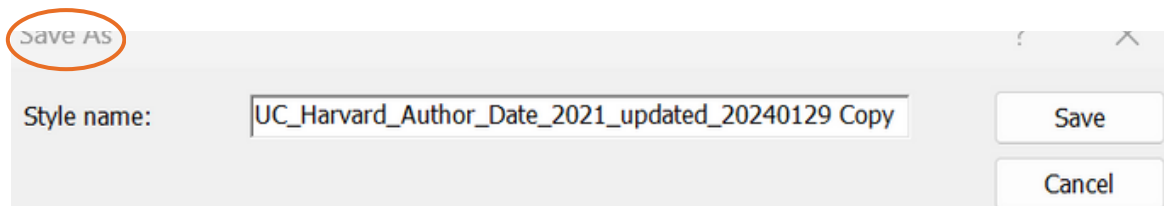
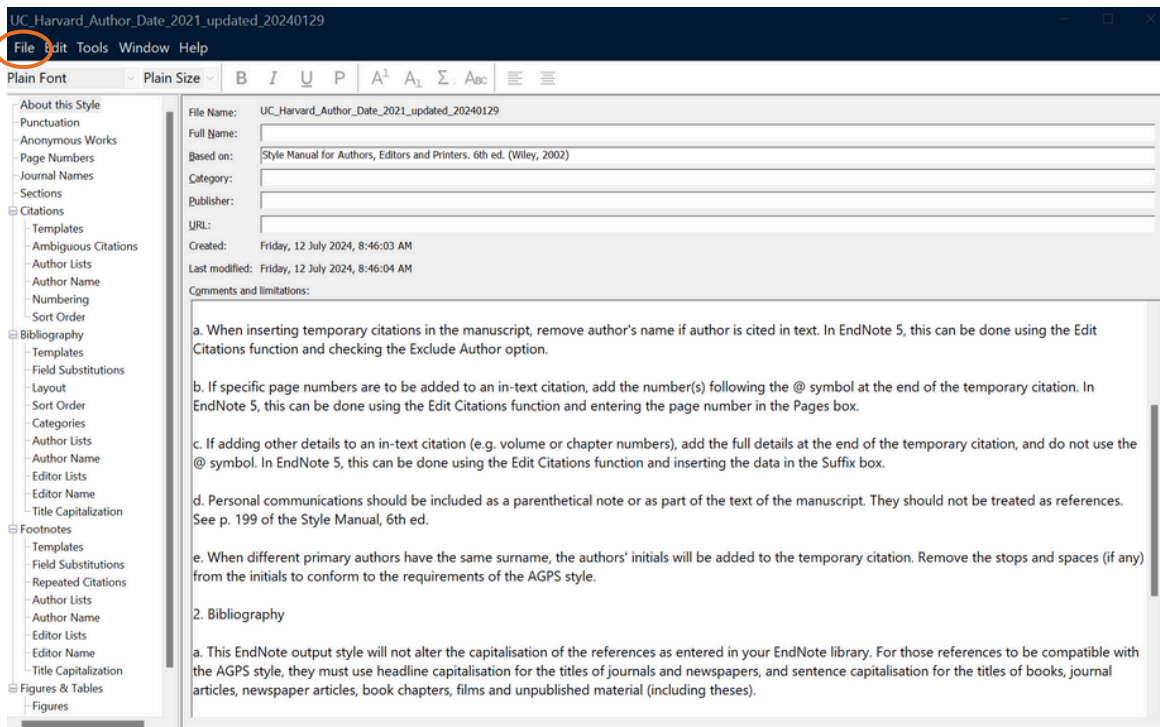
The “Style Manager” looks like the image below. Here, you can find other referencing types. Tick the small box next to the reference to add it to your “Output Styles” in EndNote.



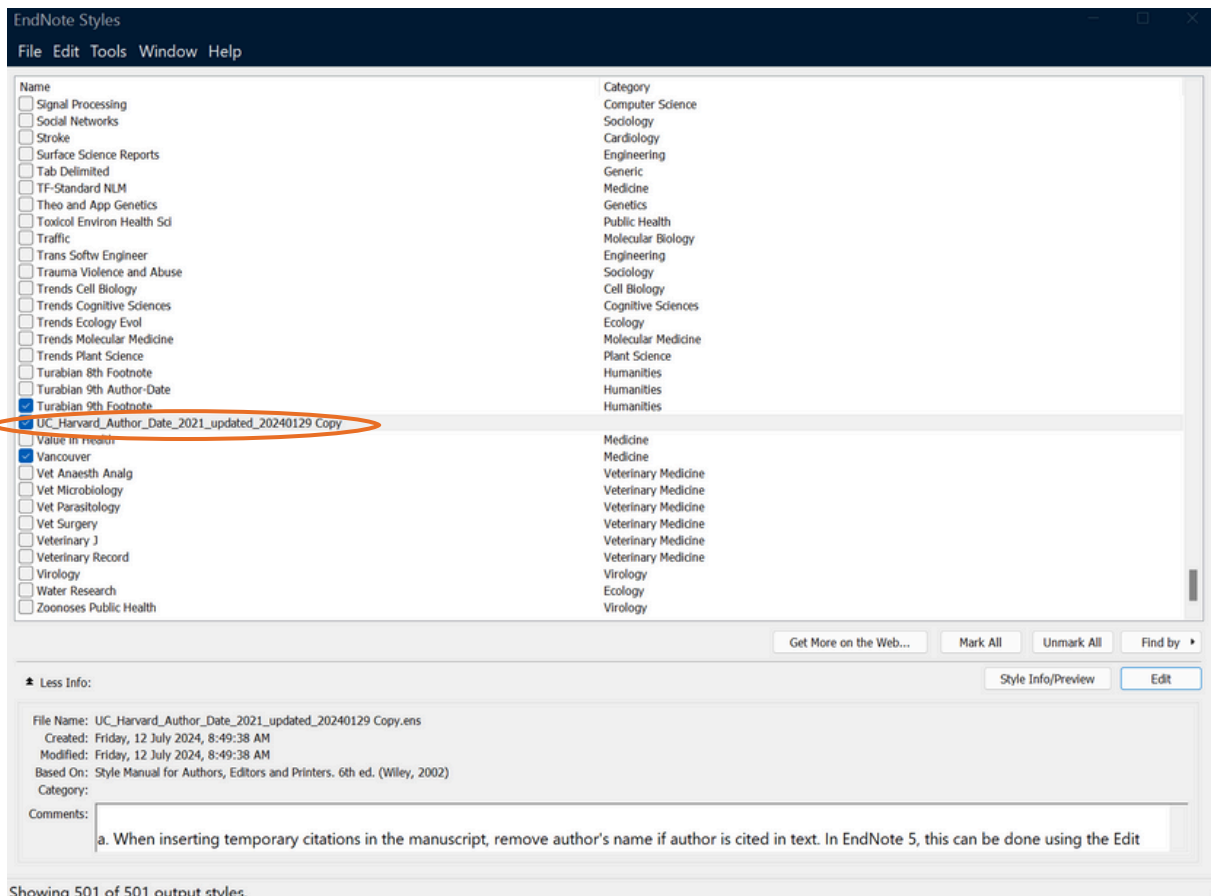
*To download an EndNote reference style, check with your university library resources. For example, UC has an “EndNote Styles” section on their EndNote information page. The 2021 Harvard Style will be downloaded for this example.



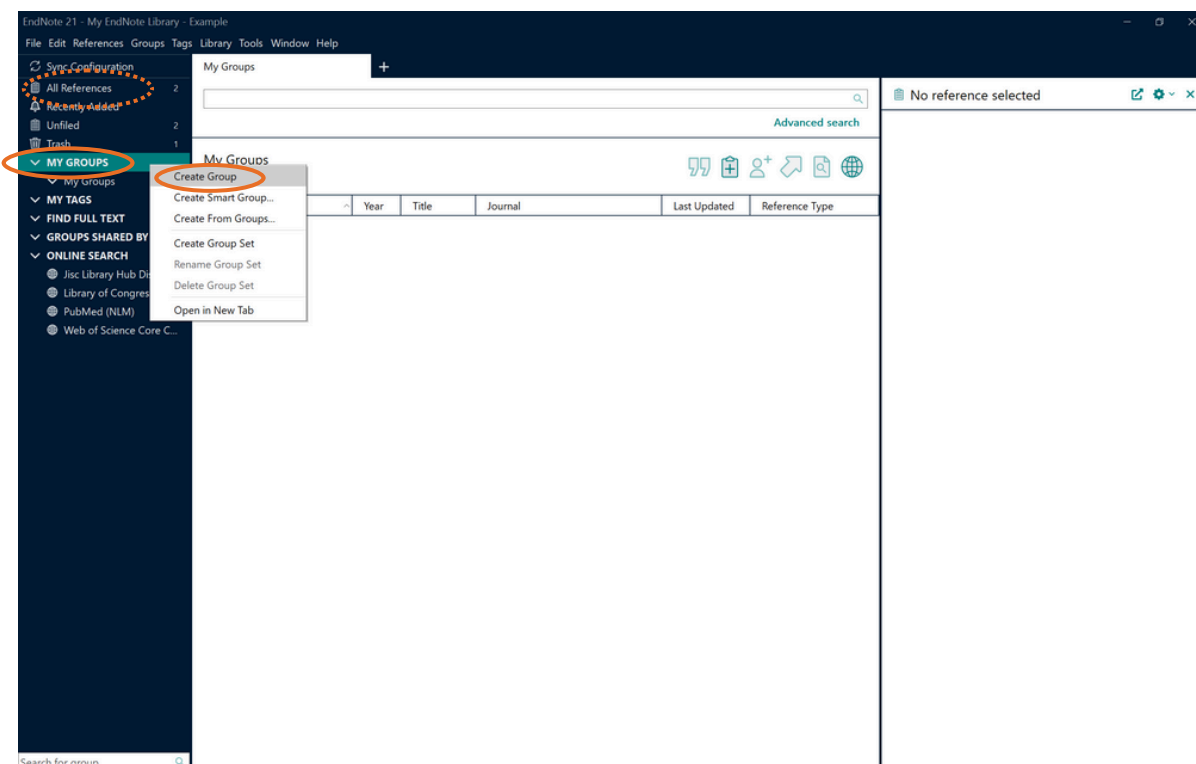
*Once downloaded, the EndNote Style will appear in the “Downloads” folder of your computer. Click on the download to open the EndNote style. Then click on “File” in the top menu and click “Save As” and save the EndNote style (remember the name in which you saved the style).



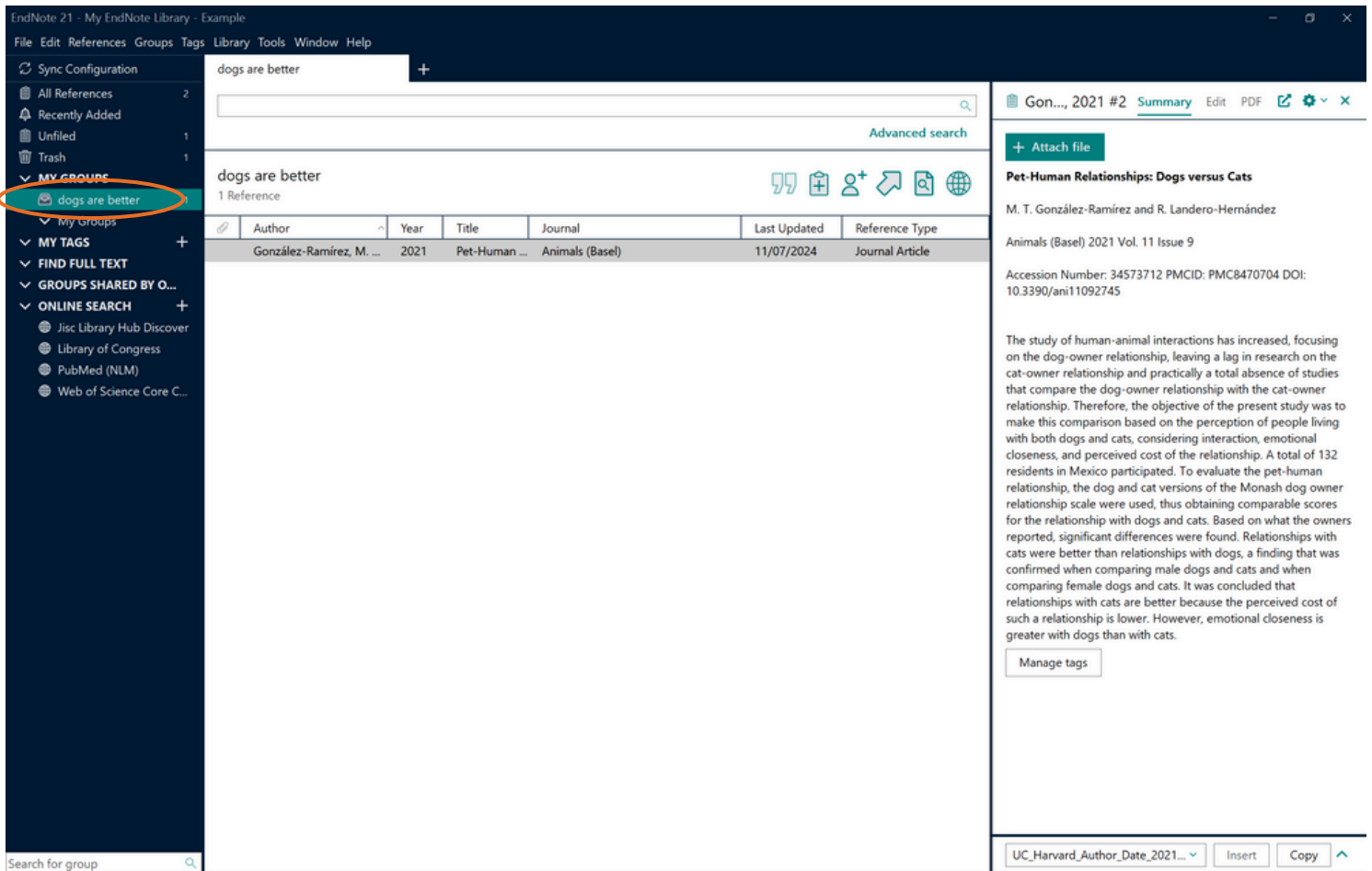
*Once saved, open the “Style Manager” (as shown earlier) and find the style you previously saved and tick the box next to it.



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.



The name of the group that was created can be changed at any time by double clicking on said group name. References can be dragged to and from groups at any time.

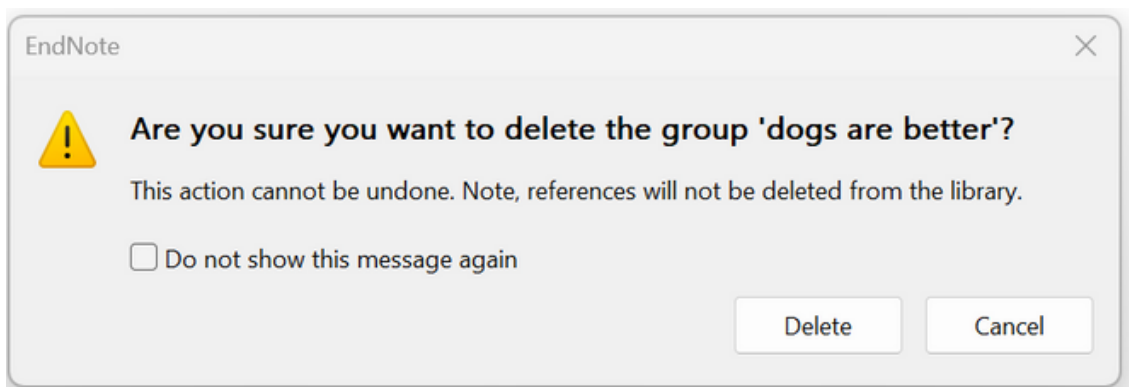


The screenshot shows the EndNote 21 interface. On the left sidebar, under 'MY GROUPS', the group 'dogs are better' is highlighted with a red circle. The main window displays a table with one reference:

Author	Year	Title	Journal	Last Updated	Reference Type
González-Ramírez, M. ...	2021	Pet-Human ...	Animals (Basel)	11/07/2024	Journal Article

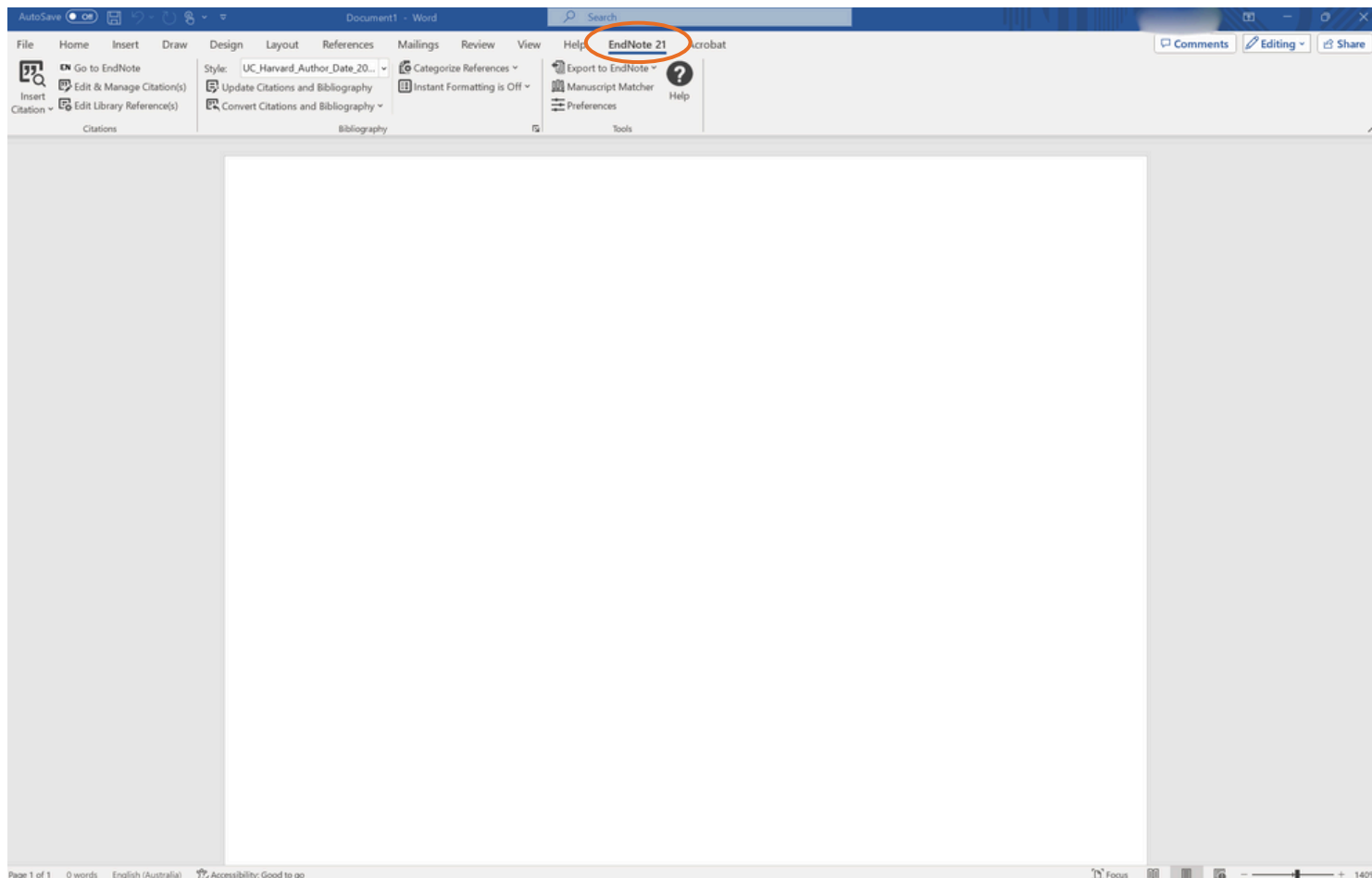
On the right, the detailed view of the reference is shown, including the title 'Pet-Human Relationships: Dogs versus Cats', authors 'M. T. González-Ramírez and R. Landero-Hernández', and a snippet of the abstract.

If you want to delete a group, the following message should come up. The references should not be deleted.



EndNote – Cite While You Write (CWYW)

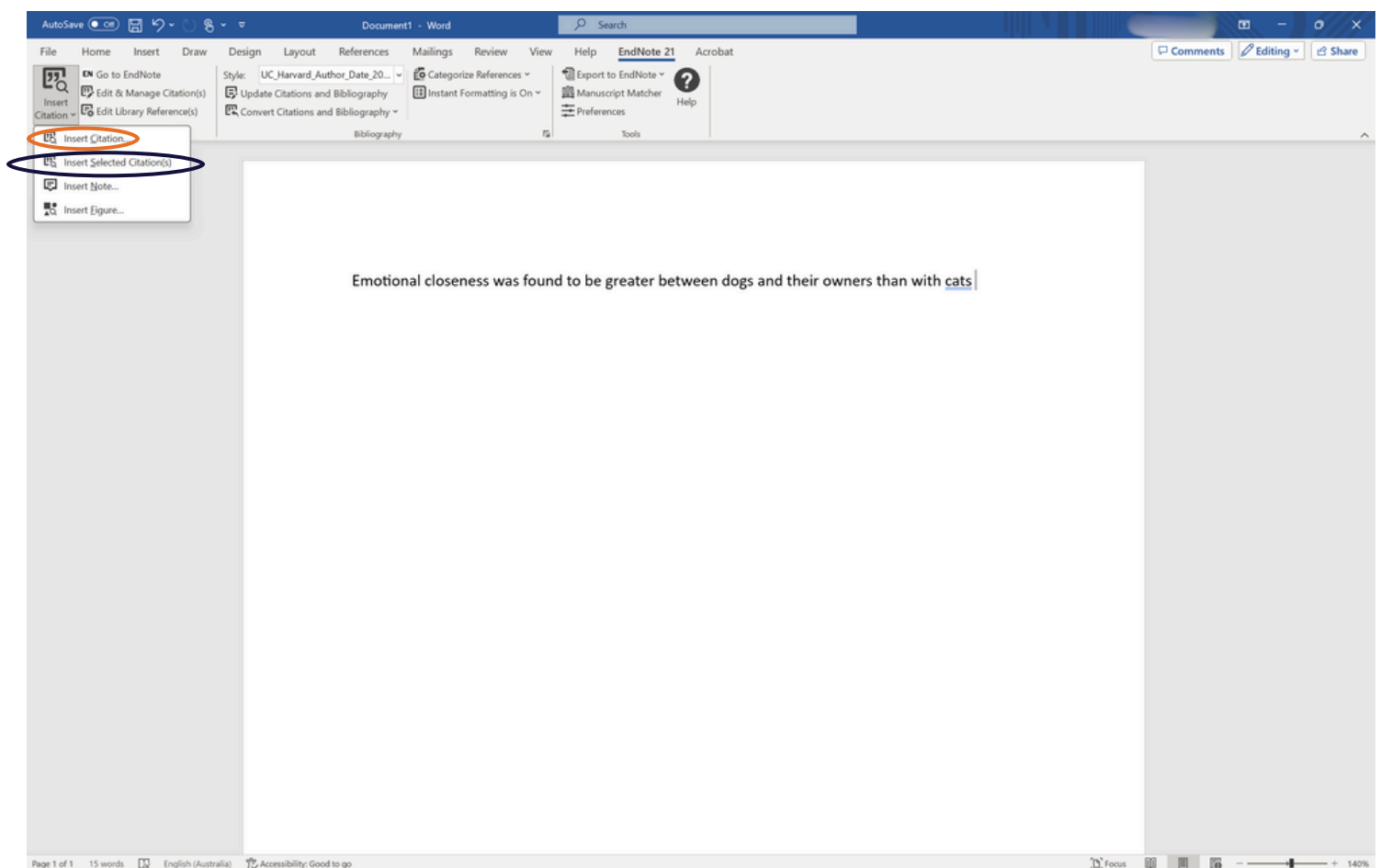
Cite While You Write (CWYW) is a feature in EndNote that integrates with Microsoft Word to help you add and format citations and bibliographies as you work on your document. When you install EndNote, it should automatically add a "Cite While You Write" plugin to Microsoft Word.



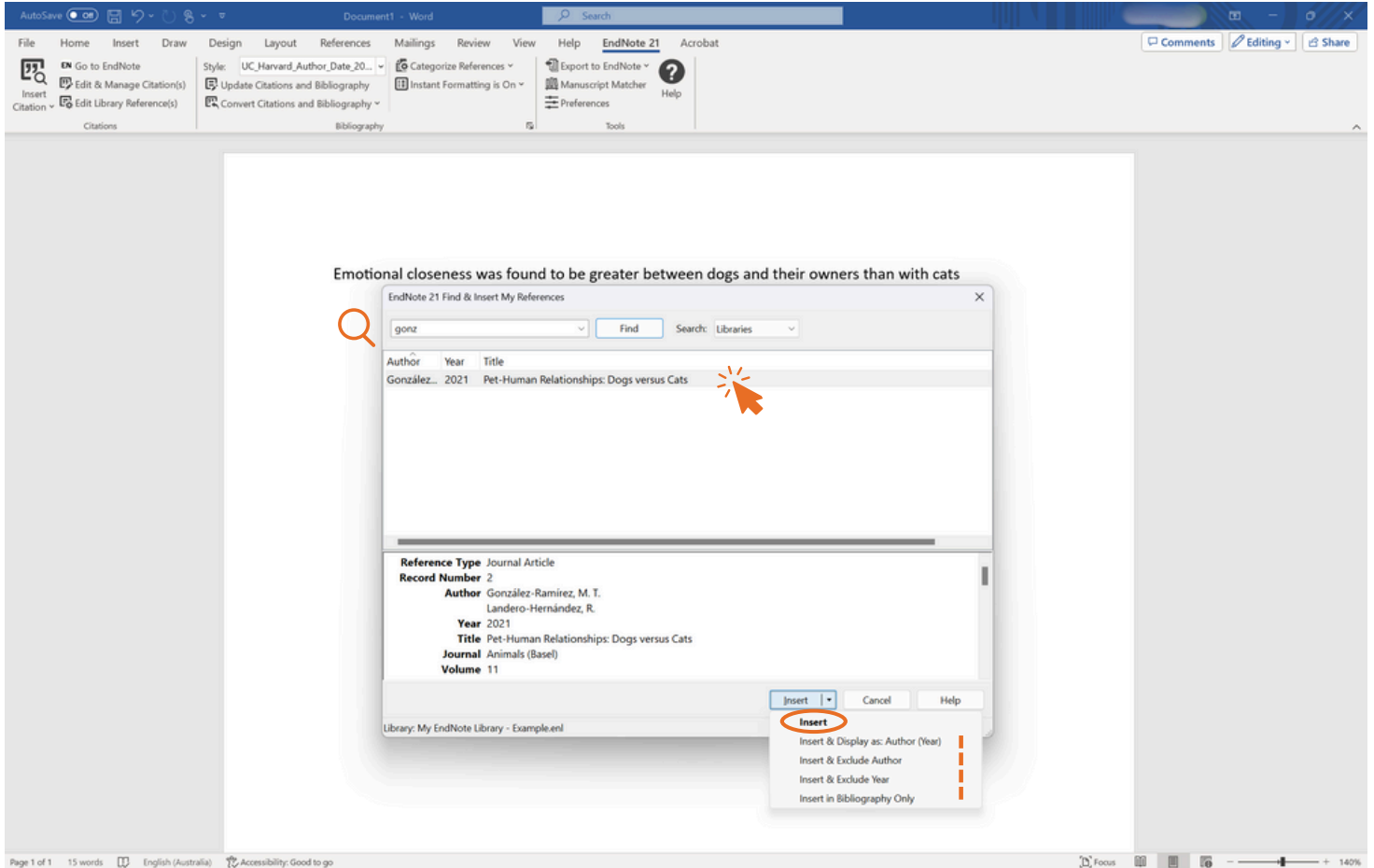
To use the CWYW feature, the EndNote application needs to remain open on your computer. There are a few ways in which you can add references to your writing in Word.

1 EndNote 21 → Insert Citation → Insert Citation...

2 EndNote 21 → Insert Citation → Insert Selected Citation(s)...

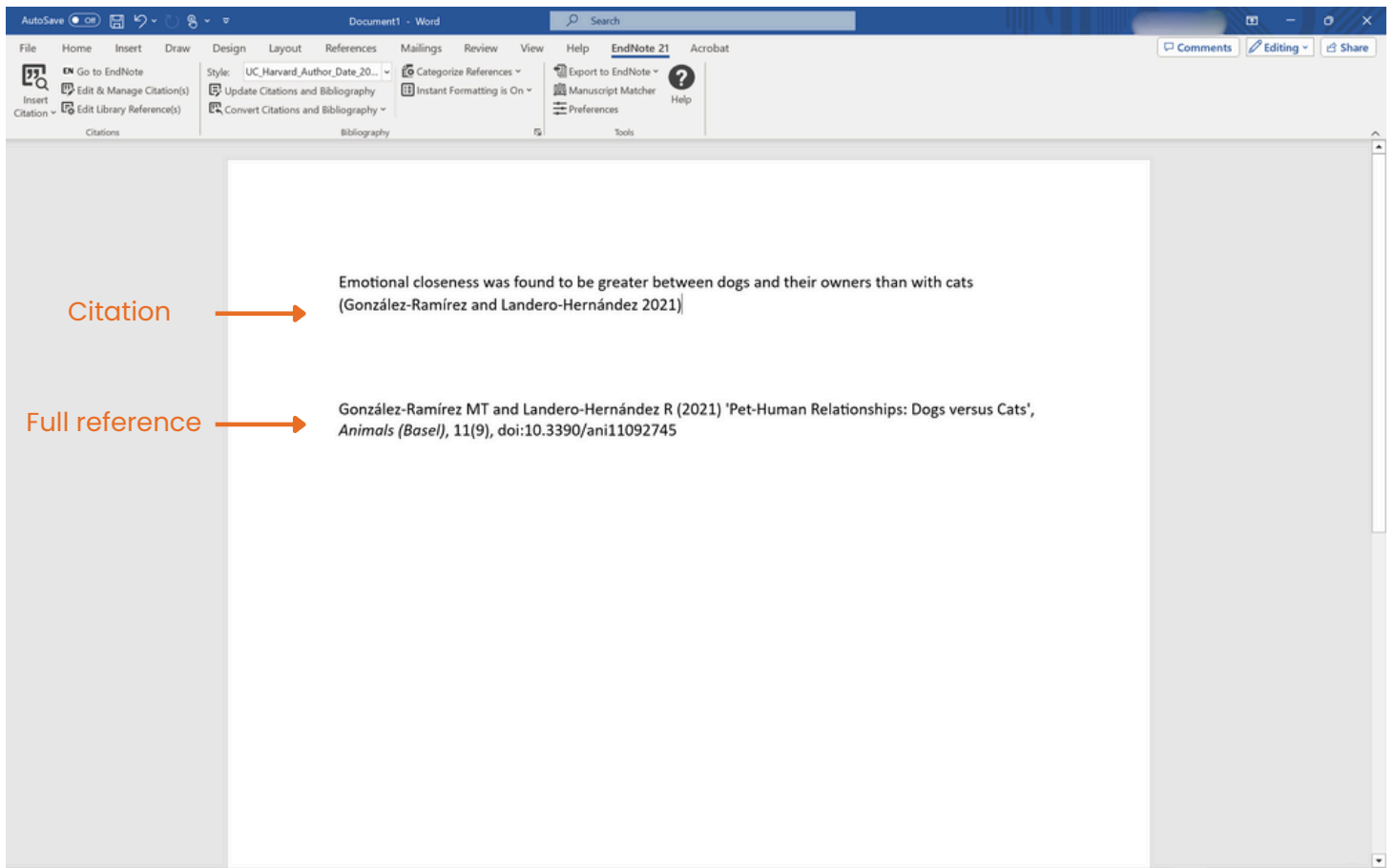


1 The “EndNote Find & Insert My References” box will appear when “Insert Citation...” is clicked on. Use the search bar to find the reference and click on the reference. If you want to insert the normal reference (author and date), click insert. If you only want the Authors’ name or the year it was created,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



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.

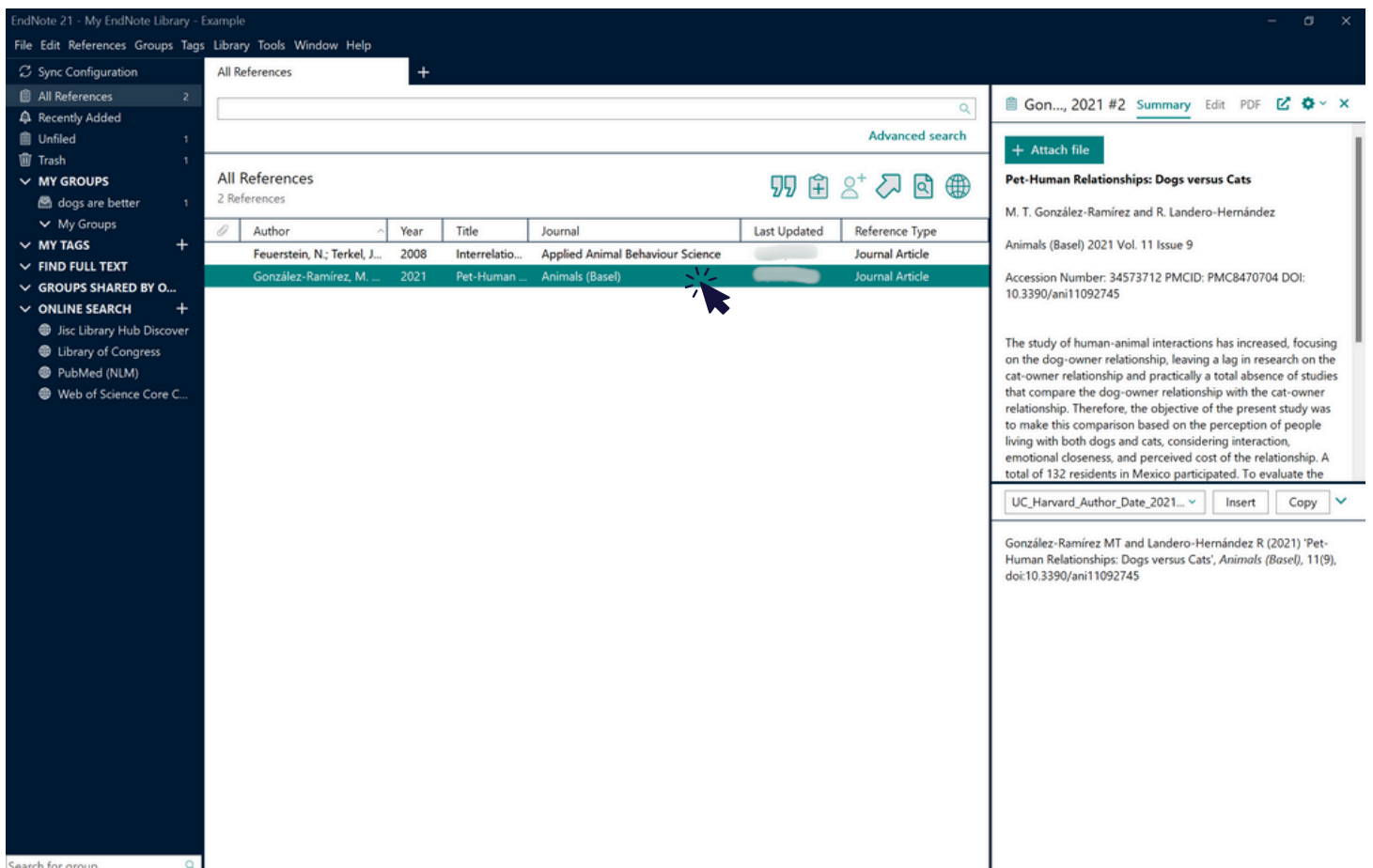
Note: If you cite the same reference multiple times within the document, it will appear only once in the bibliography list.



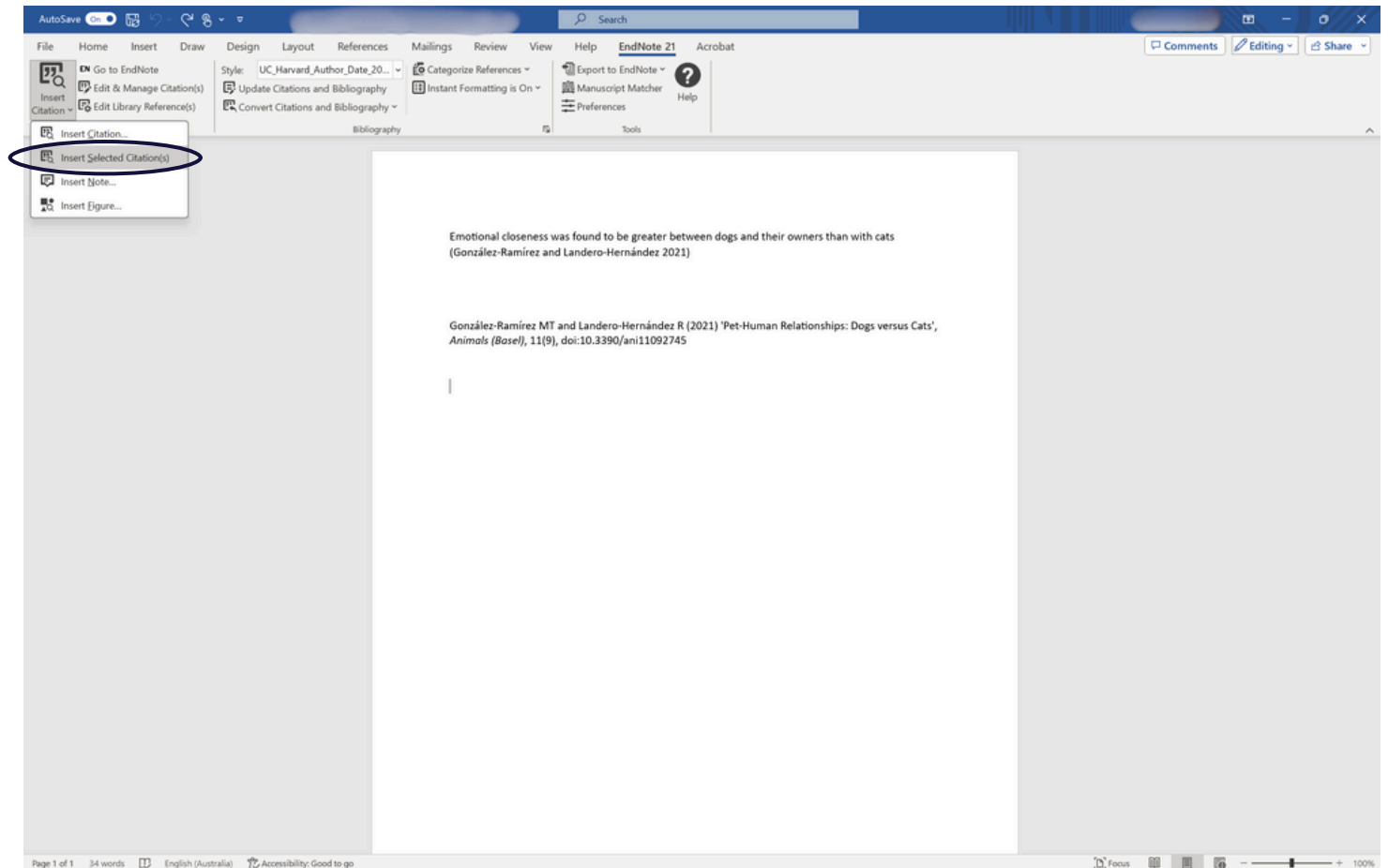
2

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.

My EndNote Library - Example

File Edit References Groups Tags Library Tools Window Help

Sync Configuration

All References 2

Endnote example.docx 1

Recently Added

Unfiled 1

Trash 1

MY GROUPS

dogs are better 1

My Groups

MY TAGS +

FIND FULL TEXT

GROUPS SHARED BY O...

ONLINE SEARCH +

Jisc Library Hub Discover

Library of Congress

PubMed (NLM)

Web of Science Core C...

All References

2 References

Author	Year	Title	Journal	Last Updated	Reference Type
Feuerstein, N., Terkel, J...	2008	Interrelatio...	Applied Animal Behaviour Science		Journal Article
González-Ramírez, M. ...	2021	Pet-Human ...	Animals (Basel)		Journal Article

Ctrl click to select multiple references

Feu..., 2008 #3 Summary Edit PDF

+ Attach file

Interrelationships of dogs (*Canis familiaris*) and cats (*Felis catus* L.) living under the same roof

N. Feuerstein and J. Terkel

Applied Animal Behaviour Science 2008 Vol. 113 Issue 1 Pages 150-165

DOI: <https://doi.org/10.1016/j.applanim.2007.10.010>

<https://www.sciencedirect.com/science/article/pii/S0168159107003590>

In the process of domestication, dogs (*Canis familiaris*) and cats (*Felis catus* L.) have undergone thousands of years of genetic changes that have adapted them to the human environment. Both species have acquired a global distribution and it has become quite common to find homes with the two living side by side. Nevertheless, there is widespread belief that

UC_Harvard_Author_Date_2021... Insert Copy

Feuerstein N and Terkel J (2008) 'Interrelationships of dogs (*Canis familiaris*) and cats (*Felis catus* L.) living under the same roof', *Applied Animal Behaviour Science*, 113(1):150-65, doi:<https://doi.org/10.1016/j.applanim.2007.10.010>

Search for group

AutoSave On

File Home Insert Draw Design Layout References Mailings Review View Help EndNote 21 Acrobat

Style: UC_Harvard_Author_Date_20...

Insert Citation

Insert Citation...

Insert Selected Citation(s)

Insert Note...

Insert Figure...

Emotional closeness was found to be greater between dogs and their owners than with cats (González-Ramírez and Landero-Hernández 2021)

(Feuerstein and Terkel 2008; González-Ramírez and Landero-Hernández 2021)

Feuerstein N and Terkel J (2008) 'Interrelationships of dogs (*Canis familiaris*) and cats (*Felis catus* L.) living under the same roof', *Applied Animal Behaviour Science*, 113(1):150-65, doi:<https://doi.org/10.1016/j.applanim.2007.10.010>

González-Ramírez MT and Landero-Hernández R (2021) 'Pet-Human Relationships: Dogs versus Cats', *Animals (Basel)*, 11(9), doi:10.3390/ani11092745

Citations

Bibliography

Page 1 of 1 34 words English (Australia) Accessibility: Good to go

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



<https://guides.lib.strath.ac.uk/endnote/cwyw>



<https://clarivate.com/webofsciencegroup/support/endnote/>



<https://www.youtube.com/watch?v=TryrAvULs3Q&t=71s>