

Getting Started with EndNote X7 (Mac)

Create a New Library

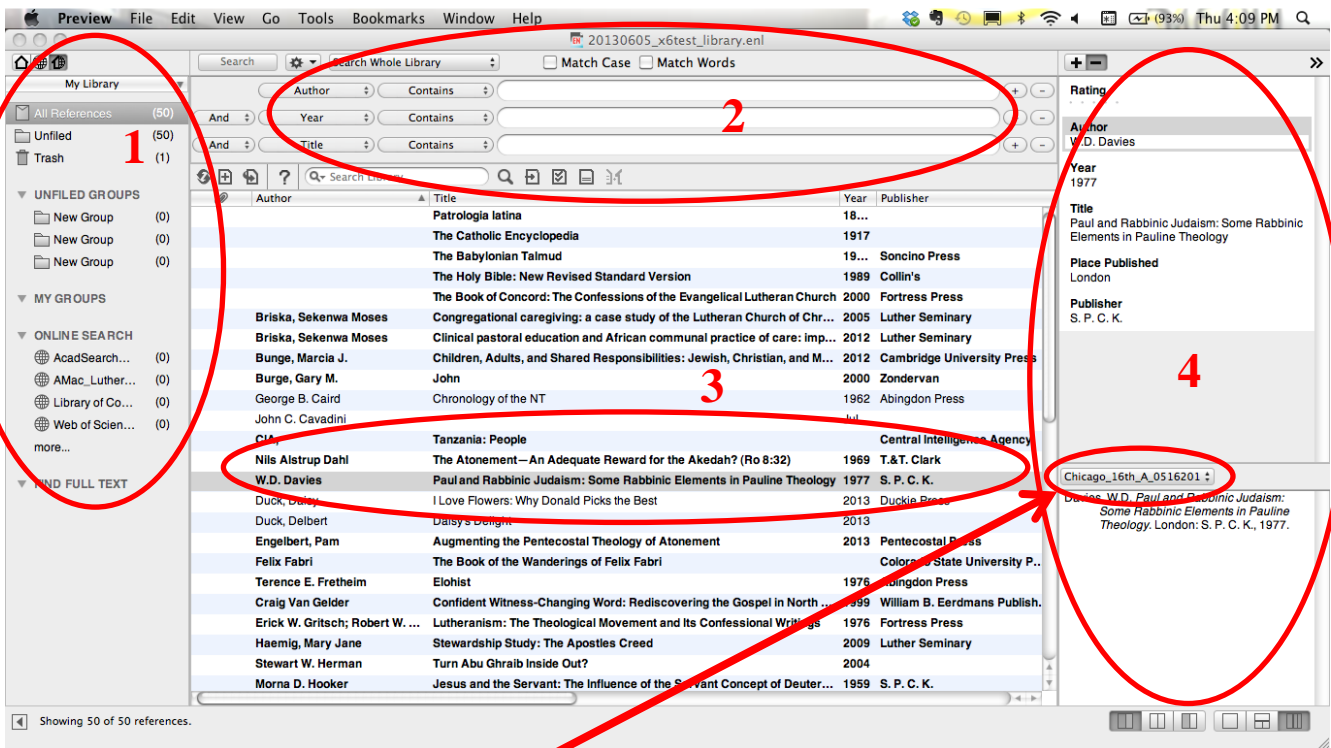
File —> **New**. Name your library. We recommend that you have one library. Choose an easy naming strategy: *lastname_LutherThesis_mmddyyyy.enl* OR *yourchoicehere.enl*. (.enl = endnote library)

Back up your library each time you add resources. Save it to a flash drive, email it to yourself, or upload to Google Drive. Directions are on [InsideLuther](http://www.luthersem.edu/technology/help.aspx?m=3887):
<http://www.luthersem.edu/technology/help.aspx?m=3887>



Four Parts to the EndNote Window

1. My Library, My Groups, Online Search
2. Online Search Interface
3. References (entries in your library)
4. Preview, Attachments & Quick Edit window



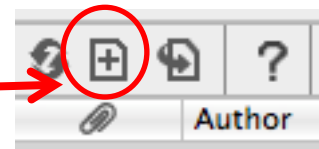
Select the Correct Output Style

Choose your **output style**. This determines how your data will look. Luther Seminary uses a style based on Chicago 16A. This style creates both footnote and bibliography entries. Do you have the most *recent* version from the library's Endnote web site?

Add New References – Two Methods

Manual entry: Open a new reference data window.

- Click on this icon
- Ctrl + N
- References —> New Reference



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Choose your reference type: Are you adding a book, journal article, website, etc. Specify so you have the correct data fields. Enter the basic data: creator, title, date, publisher, etc.

Import via an online search

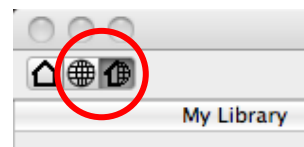
- Use either the **Online Search Mode** (Temporary)
- OR the **Integrated Library & Online Search Mode**

Be careful: focus your search, do not bring in too many references at a time.

First check to see if special connection files (.enz = connection file) for Luther Seminary are in your Connections folder. <http://www.luthersem.edu/technology/helpdocs.aspx?m=4612&post=2937>
Next go to **Tools** —> **Online** search and add new connection files to your options. In future you can use the **Online Search** quick links.

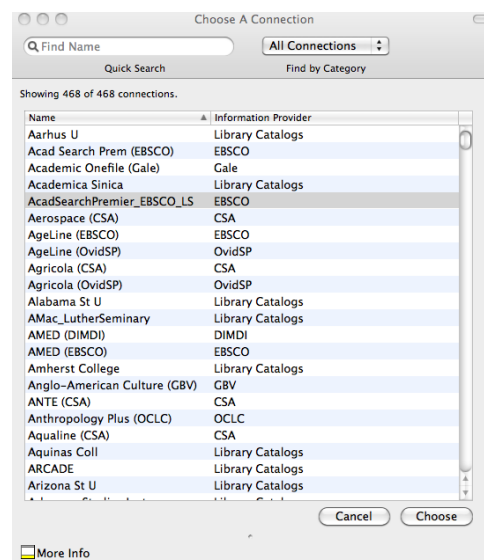
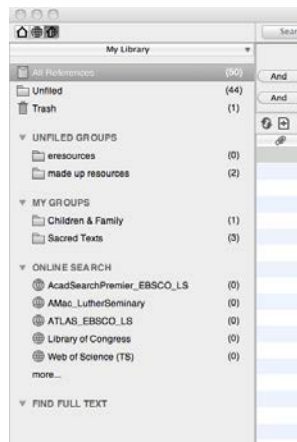
Library Catalogs: Luther Seminary ([WorldCat](#)), or
Library of Congress

EBSCO databases: ATLAS, Academic Search Premier,
Family & Society Studies Worldwide, New Testament
Abstracts, Old Testament Abstracts



Grouping References

Create custom or smart groups that are meaningful for your projects and classes. Add references to more than one group. Organize your library by creating smaller data subsets.



Luther Seminary Information and Help: Download EndNote. Find connection and output style files. <http://www.luthersem.edu/library/endnote.aspx>

EndNote Wiki: Find tips and tricks, answers to many common questions. Please post your own findings.

<http://www.luthersem.edu/technology/helpdocs.aspx?m=4612&tag=EndNote>

ENDNOTE® Thomson Reuters' (the makers of EndNote) website offers:

Video tutorials:<http://www.endnote.com/training>

Watch the short (6 minutes) refresher videos. Learn how to Cite While You Write (CWYW)!

Frequently Asked Questions:.....<http://endnote.com/support/faqs>

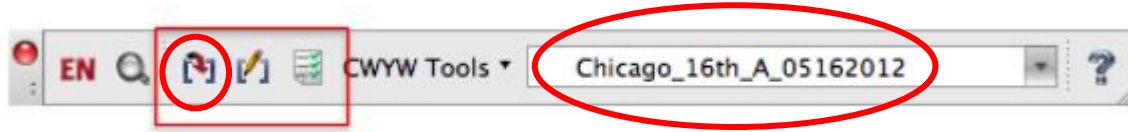
Support options:<http://www.endnote.com/support/ensupport.asp>

Feel free to call or email them for help. It is part of Luther Seminary's site license!

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Using EndNote with Word – Cite While You Write (CWYW)

Is your EndNote toolbar visible within Word? Learn which buttons are used to **insert**, **edit**, and **update** your citations. Choose the correct **Output Style**.



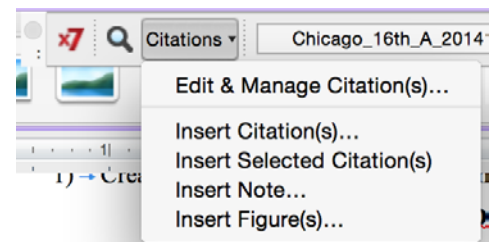
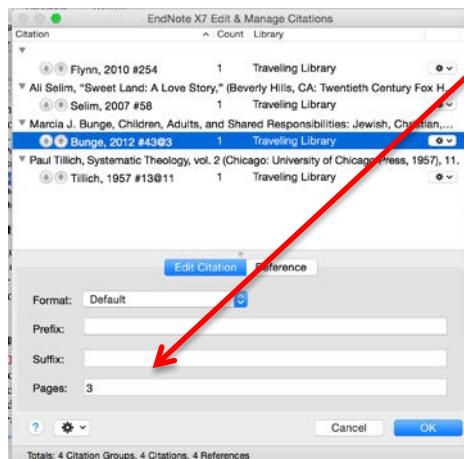
Footnotes are a multi-step process:

- 1) Create the footnote space in Word. There are three ways to do this.
 - a. Keyboard shortcut: **Ctrl+Option+F**
 - b. **References —> Insert Footnote**
 - c. Use the Icon on Word's References Ribbon Then, insert the selected citation from EndNote OR search for a citation.
- 2) Select a resource in your EndNote library, (it will be highlighted) *insert* your data using the **Insert Citation** icon.¹ It will appear at the bottom of the page. At the same time a bibliography entry will appear at the end of your document. Endnote automatically creates and alphabetizes your citation data. You can move footnotes around if you need to.²

Page Numbers

Paul Ricoeur	Essays on Biblical interpretation	1980	Fortress Press
Christopher R. Seitz	Reading and Preaching the Book of Isaiah	1988	Fortress Press
Ali Selim	Sweet Land: A Love Story	2007	Twentieth Century Fox Home
Beverly J. Stratton	Out of the Garden: A Feminist, Theological Study of Rea...	1994	Luther Seminary
Robert C. Tannehill	The Disciples in Mark: The Function of a Narrative Role	1977	

To add page numbers to a footnote: *Insert* your cursor in the citation. It will be highlighted. *Click* on the Word Endnote Toolbar → Citations → **Edit & Manage Citations**. *Type* your page number into the dialog box that opens.



Fixing, Correcting, & Adding Data

You **CANNOT** correct errors in your bibliography or footnotes in your Word document. You **MUST** correct them in your EndNote Library. If corrections do not appear immediately *click* on the icon for **Update Citations & Bibliography** to see the corrections.³

¹ Ali Selim, "Sweet Land: A Love Story," (Beverly Hills, CA: Twentieth Century Fox Home Entertainment, 2007).

² Marcia J. Bunge, *Children, Adults, and Shared Responsibilities: Jewish, Christian, and Muslim Perspectives* (n.p.: Cambridge University Press, 2012), ebook collection, 3.

³ Paul Tillich, *Systematic Theology*, vol. 2 (Chicago: University of Chicago Press, 1957), 11.

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Easy & Fast Bibliographies

There is a way to quickly create a bibliography in Word using your Endnote Library.

Choose your sources: **Ctrl + click** (selected resources) **OR Shift + click** (all resources between)

Author	Year	Title	Reference Type	Rating
	1844-1864	Patrologia latina	Book	
	1917	The Catholic Encyclopedia	Book	
	1938-52	The Babylonian Talmud	Book	
	1989	The Holy Bible: New Revised Standard Vers...	Book	
	2000	The Book of Concord: The Confessions of t...	Book	
Briska, Sekenwa Moses	2005	Congregational caregiving: a case study of t...	Thesis	
Briska, Sekenwa Moses	2012	Clinical pastoral education and African com...	Thesis	
Bunge, Marcia J.	2012	Children, Adults, and Shared Responsibilitie...	Electronic Book	
Burge, Gary M.	2000	John	Book	
George B. Caird	1962	Chronology of the NT	Book Section	
John C. Cavadini	July 1989		Journal Article	
CIA,		Tanzania: People	Electronic Book	
Nils Alstrup Dahl	1969	The Atonement—An Adequate Reward for ...	Book Section	
W.D. Davies	1977	Paul and Rabbinic Judaism: Some Rabbinic E...	Book	
Duck, Daisy	2013	I Love Flowers: Why Donald Picks the Best	Electronic Article	

Edit —> **Copy Formatted** OR Ctrl + K —> **Copy Formatted** OR Right click: **Copy Formatted**.

Paste into a Word document. Type “Bibliography” and you are finished!

Example Bibliography 1 (Using Select + Copy Formatted)

The Babylonian Talmud. Edited by I. Epstein, 35 vols. London: The Soncino Press, 1938.

The Holy Bible: New Revised Standard Version. New York: Collin's, 1989.

Briska, Sekenwa Moses. “Clinical Pastoral Education and African Communal Practice of Care: Implications for Developing Mutual Church Leadership for Nigeria.” Ph.D. diss., Luther Seminary, 2012.

Caird, George B. “Chronology of the NT.” In *The Interpreter’s Dictionary of the Bible*, edited by George A. Buttrick, 1:599-607. New York: Abingdon Press, 1962.

Dahl, Nils Alstrup. “The Atonement—an Adequate Reward for the Akedah? (Ro 8:32).” In *Neotestamentica Et Semitica*, edited by E. Earle Ellis and Max Wilcox, 15-27. Edinburgh: T.&T. Clark, 1969.

Example Bibliography 2 (Automatically Created from Footnotes)

Bunge, Marcia J. *Children, Adults, and Shared Responsibilities: Jewish, Christian, and Muslim Perspectives*. n.p.: Cambridge University Press, 2012. ebook collection.

Flynn, William J., and Jeff Vredevoogd. “The Future of Learning.” Society for College and University Planning, <http://www.scup.org/phe.html> (accessed January 4, 2012).

Selim, Ali. “Sweet Land: A Love Story.” Beverly Hills, CA: Twentieth Century Fox Home Entertainment, 2007.

Tillich, Paul. *Systematic Theology*. Vol. 2. Chicago: University of Chicago Press, 1957.