Getting Started with EndNote X7 (PC)
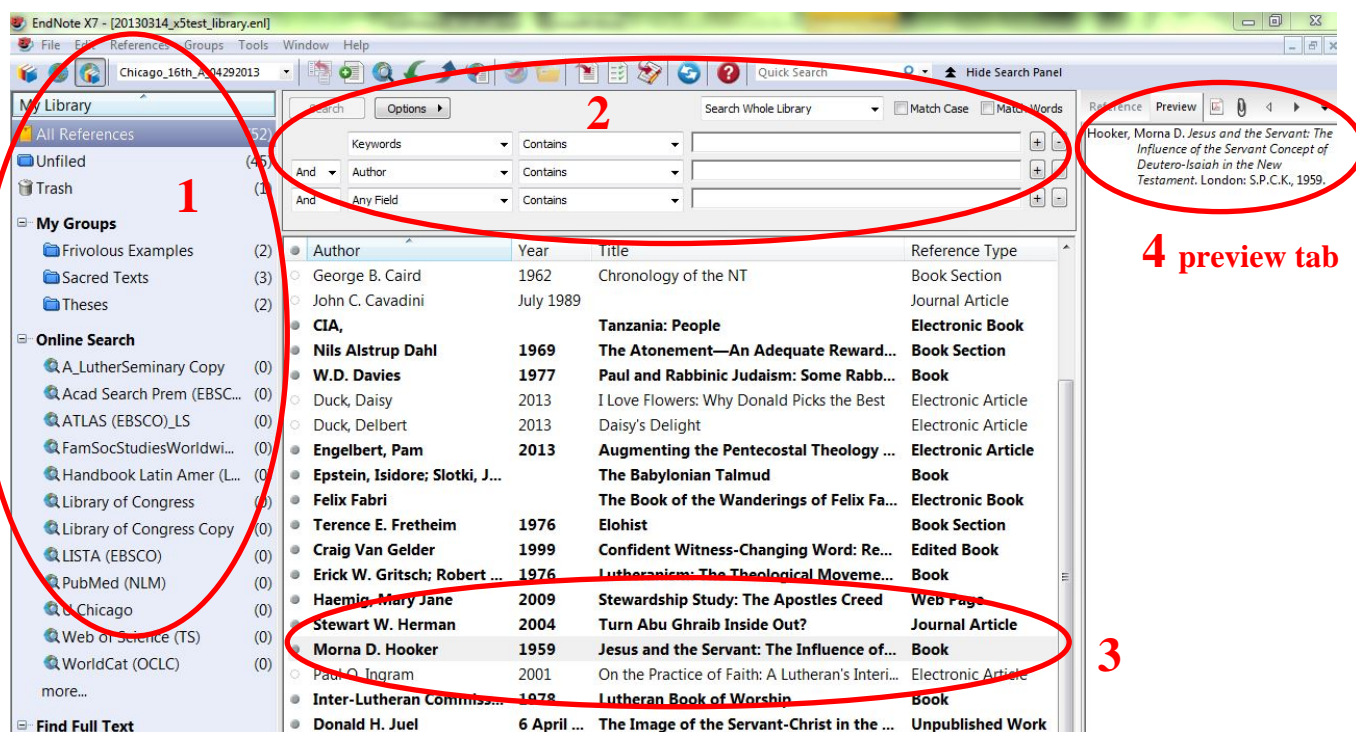
Create a New Library

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 your Google Drive. Directions are on InsideLuther: http://www.luthersem.edu/technology/helpdocs.aspx?m=4612&tag=EndNote
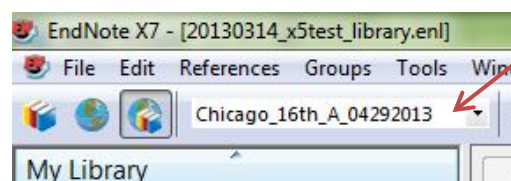
Four Parts to the EndNote Window

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. We use a style based on Chicago 16A, that creates both footnote and bibliography entries. Do you have the most *recent* version from the library's Endnote web site? Place it into your Styles folder.

Add New References – Two Methods

Manual entry: Open a new reference data window. Try one of the following:

a) **Click** on this icon
b) **Ctrl + N**
c) **References —> New Reference**

Getting Started with EndNote X7 (PC)

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

Import via an online search

a) Use either the **Online Search Mode** (Temporary)
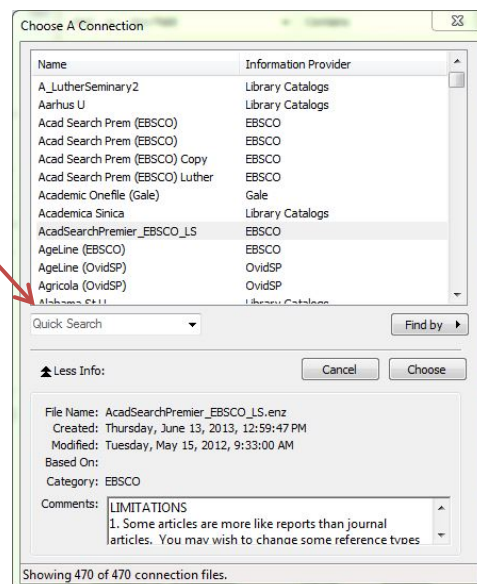b) OR the **Integrated Library and Online Search Mode**

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.
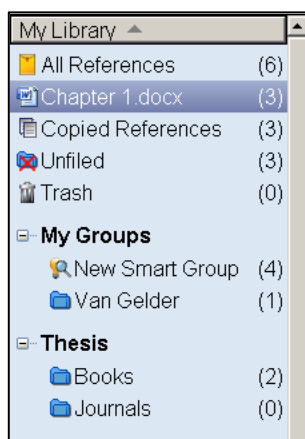http://www.luthersem.edu/technology/helpdocs.aspx?m=4612&tag=EndNote&post=2930
Next, go to **Tools --> Online** search and add new connection files to your options. In future you can use the **Online Search** quick links.

a) **Library Catalogs**: WorldCat (you don't need to fill in the password information), or Library of Congress
b) **EBSCO databases**: ATLA(S), Academic Search Premier, Family & Society Studies Worldwide, New or Old Testament Abstracts

My Groups

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 Help: Find tips, tricks, and answers to many common questions.
http://www.luthersem.edu/technology/helpdocs.aspx?m=4612&tag=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 CWYW!* FAQs:
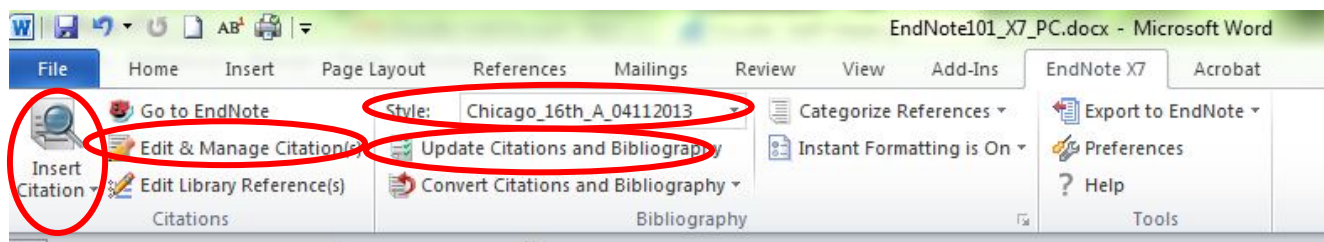http://endnote.com/support/faqs ; Support options: http://www.endnote.com/support/ensupport.asp

Call or email them for help. It is part of Luther Seminary's site license!

Getting Started with EndNote X7 (PC)

How To Use EndNote & Word • Cite While You Write (CWYW)

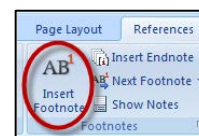Both Word and Endnote need to be open. Check to see if your EndNote tab (toolbar) is visible in Word.

Become familiar with the buttons used to **manage**, **edit**, and **update** your citations.

Footnotes are a multi-step process.

1) Create the footnote space in Word.[1] There are three ways to do this.

   a) Keyboard shortcut: **Ctrl+Alt+F**
   b) **References**— > **Insert Footnote**
   c) Use the Icon on Word 2010's **Quick Access Toolbar**

2) Got to your EndNote library, *select* a citation (it will be highlighted in blue) and *insert* your data using the icon with the curved red arrow.
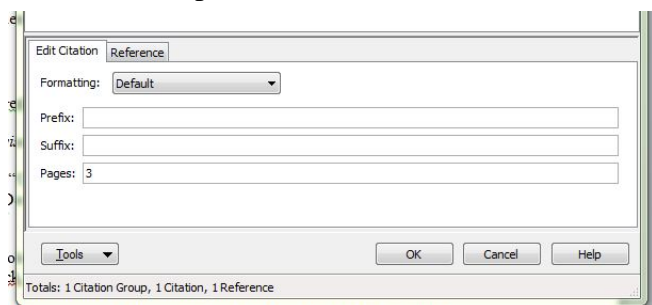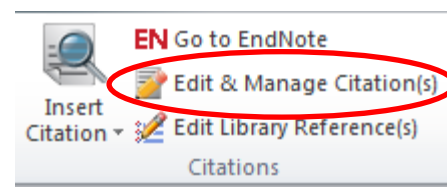

Your footnote will appear at the bottom of your page. At the same time a bibliography entry will appear at the end of your document. Endnote automatically creates, alphabetizes, and keeps track of your citation data. You can move footnotes around if you need to.

Page Numbers

To add page numbers to a footnote first *insert* your cursor in the citation. It should be a light grey. *Click* on the icon for **Edit & Manage Citations.** *Type* your page number into the dialog box that opens.[2]

Fixing, Correcting, & Adding Data

You **CANNOT** correct errors in your Word document (footnotes or bibliography). You **MUST** correct them in your EndNote Library. Word will check with your library and make the changes. Sometimes you may need to *click* on the icon for **Update Citations and Bibliography** to see the corrections.[3]

---

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

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

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

Getting Started with EndNote X7 (PC)

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)

Jaroslav Pelikan	1984	Reformation of Church and Dogma	Book
Quintilian,	1961	Institutio Oratoria	Book
James W. Reapsome		God's Calling Card: Sometimes Flashy, Sometimes ...	Magazine Article
Reuters,		Hi-tech Cameras Snap Ancient Bible	Newspaper Article
Paul Ricoeur	1980	Essays on Biblical interpretation	Book
Christopher R. Seitz	1988	Reading and Preaching the Book of Isaiah	Edited Book
Ali Selim	2007	Sweet Land: a Love Story	Film or Broadcast
Beverly J. Stratton	1994	Out of the Garden: A Feminist, Theological Study of...	Thesis
Robert C. Tannehill	1977	The Disciples in Mark: The Function of a Narrative ...	Journal Article
Taylor, Vincent	1981	The Gospel according to Mark: the Greek text with i...	Book

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 Copy Formatted)

(This example was created by selecting resources, choosing **Copy Formatted**, then **Paste**.)

Pelikan, Jaroslav. *Reformation of Church and Dogma*. Vol. 4 of *The Christian Tradition: A History of the Development of Doctrine*. Chicago: University of Chicago Press, 1984.

Reuters. "Hi-Tech Cameras Snap Ancient Bible." *CNN.com*, June 23, 2005. http://edition.cnn.com/2005/TECH/06/23/vision.monastery.reut/index.html (accessed June 24, 2005).

Seitz, Christopher R., ed. *Reading and Preaching the Book of Isaiah*. Philadelphia: Fortress Press, 1988.

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

Tannehill, Robert C. "The Disciples in Mark: The Function of a Narrative Role." *The Journal of Religion* 57 (1977): 386-405.

Example Bibliography 2

(This example was automatically created from the footnotes on the previous page.)

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

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.