

EndNote Desktop version

Getting started

Availability




On all library computers, available to download from Pegasus, for a fee. No need to register or login unless you want to link your libraries to your EndNote Web account (recommended). Open EndNote Programme from the start menu of the computer, and choose to create a new library. Make sure to save your EndNote library to your H drive so it can be accessed on any university computer. EndNote should, by default, create its own folder on your H drive.

Creating groups

Right click on My Groups to create new groups, sort, and arrange those groups you have already created.

Adding references

References can be added to EndNote in various ways:

- Using the New Reference button  you can manually enter reference details. Try adding this Journal Article reference (note, each author's name must be added on a new line):
Williams, N., Kannan, P.K. & Azarm, S. (2011) 'Retail channel structure impact on strategic engineering product design'. Management Science, 57 (5).
- When importing references from various other search services such as SUPrimo, Google Scholar, Compendex, ProQuest, Science Direct, SCOPUS etc. you will need to save your chosen references as an RIS file type. You then use the Import button  to open the Import dialog box. Browse to select your RIS file, choose Reference Manager (RIS) from the Import Option drop down list. It is up to you if you want to import any duplicate references, but you will usually not need to select any text translation. Press Import, and your references will be added to your Unfiled group, as well as your Imported References group which will be displayed as default.
- You can also generate references by importing a PDF you have on your computer. Click the Import button  as before and navigate to where your PDF is saved, select the one you wish to import. Choose PDF from the Import Option drop down list and set your Duplicates and Translation settings as desired. Press Import. EndNote will generate the citation information using data embedded in the PDF document. If this required information is not available you will need to manually enter the reference details.
- If you have a whole folder of PDFs you wish to import, use the File -> Import -> Import Folder option using the PDF Import Option.

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Editing references

Your reference and citation information is only as good as the details held in your EndNote library. You should always take time to check and amend all your records before using them for citations.

Click on any reference to open it in the preview pane at the bottom of the EndNote screen, clicking in any field allows you to edit and amend that information. Clicking anywhere else on the screen will save your changes.

Syncing your desktop and online accounts

Under the Tools menu there is an option for EndNote Online (or EndNote Web, or Sync, depending on your version), using this menu option you can connect your EndNote desktop library to your EndNote Online account. You can opt to upload to Web or Download from Online and even set up automatic syncing if you prefer.

Additional help

Referencing guide: http://guides.lib.strath.ac.uk/referencing_guide

EndNote Desktop help: There is a lovely big HELP button:



EndNote manual: <https://moss.strath.ac.uk/developmentandtraining/resourcecentre/Pages/EndNote.aspx>