



Getting started with EndNote X7

Sally Swaine, IT Training
IT Services
Version 3.3



Scope

Learning outcomes

- Develop a better understanding of how EndNote works as a tool.
- Understand how EndNote can help you to effectively organise and manage your references for your essays and articles.
- Explore further functionality that will help you to integrate with word processing software and populate your library.

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Introduction

This document will explain how EndNote works and the benefits of using it as a bibliographic and reference tool. You will find out how you can get started using EndNote to collaborate, cite while you write, create new groups, modify and edit references, compare duplicates and expand your library.

What is EndNote?

EndNote is a software program that allows easy and accurate creation of bibliographies. It allows you to access your research from anywhere and manage your EndNote library from multiple computers. Once created, the bibliography can be formatted into a wide range of styles and works in conjunction with Microsoft Word to automatically format bibliography and reference text.

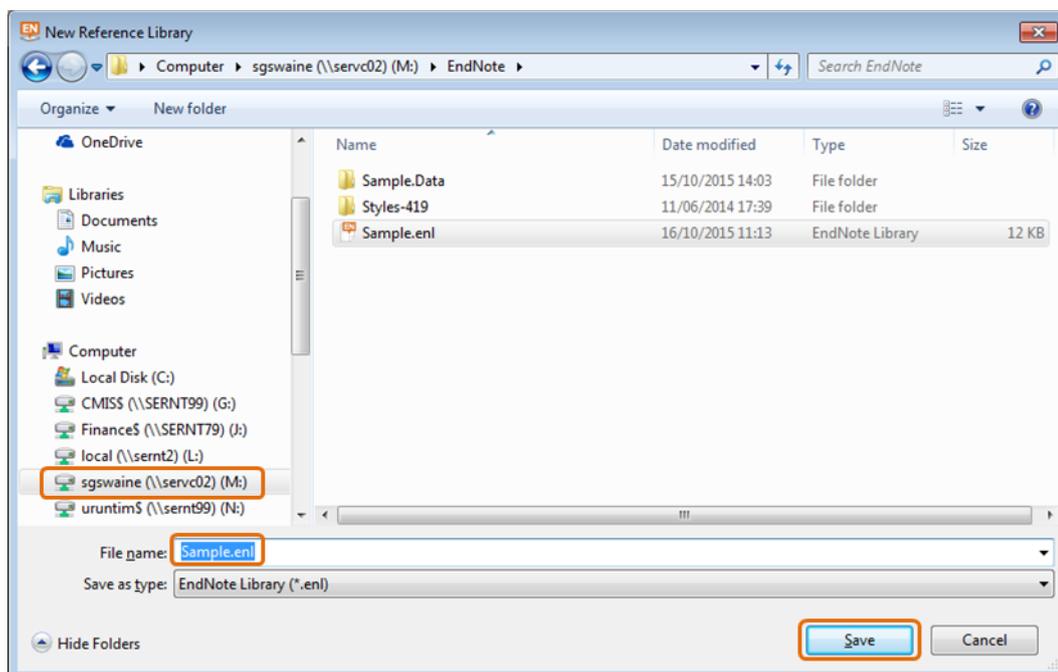
The desktop version of the software is available free on all University Lab PCs and the web version, that facilitates off-campus working, is available through institutional sign-in using your Essex credentials.

EndNote Desktop

Opening EndNote Desktop on a Lab PC

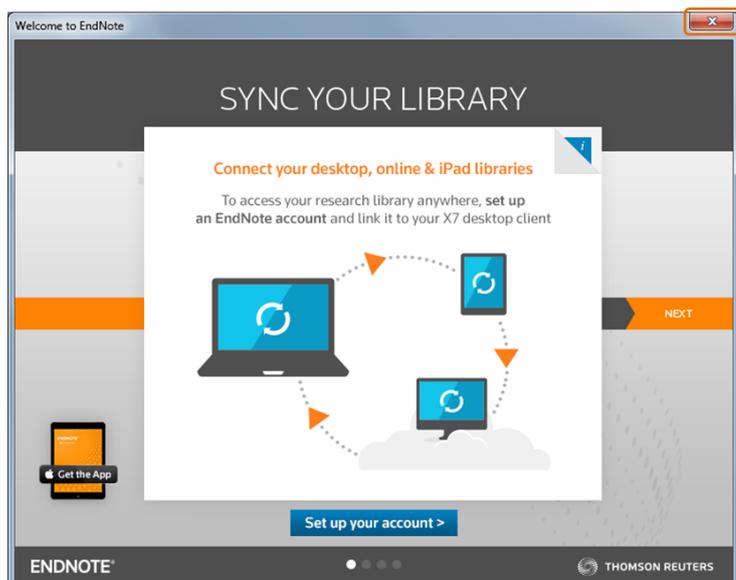
Step 1: Go to **Start > All programs > EndNote**.

Step 2: **Re-name** your library (the default is set to *My EndNote Library*) then **Save** this to your (M:) drive.



EndNote saves your Library as a small .enl file that is easily transferrable on USB.

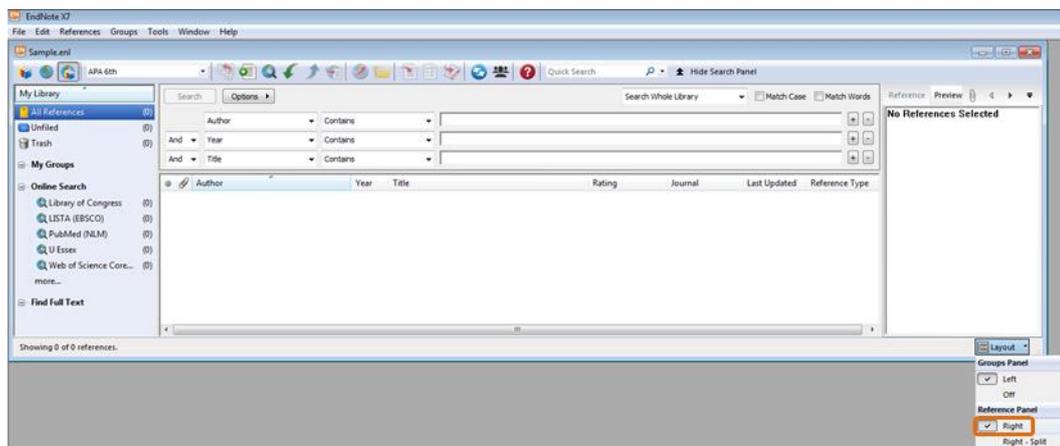
Step 3: Cancel out of the **Welcome to EndNote** window – we will show you later in this course how to sync your library and access EndNote Web via our institutional sign-in.



Views in EndNote

Layout

You change your layout when you first set-up EndNote using the **Layout** button at the bottom right of your window. The example shown below shows the reference panel on the **Right**.



Split view allows you to view a list of **All References** as well as more detailed information for the selected reference listed in a scrollable split screen.

Viewing Modes

There are three viewing modes in EndNote:

-  **Local Library Mode** (books): displays your local library only – it does not display Online Search Results
-  **Online Search Mode** (Globe): is your temporary library and displays online search results only (records retrieved from Online Searches are **not** automatically placed in your Library)
-  **Integrated Library & Online Search Mode (recommend)**: records retrieved from an Online Search are automatically placed in your Library under “**unfiled**”.

Collecting references

There are three main ways of collecting references:

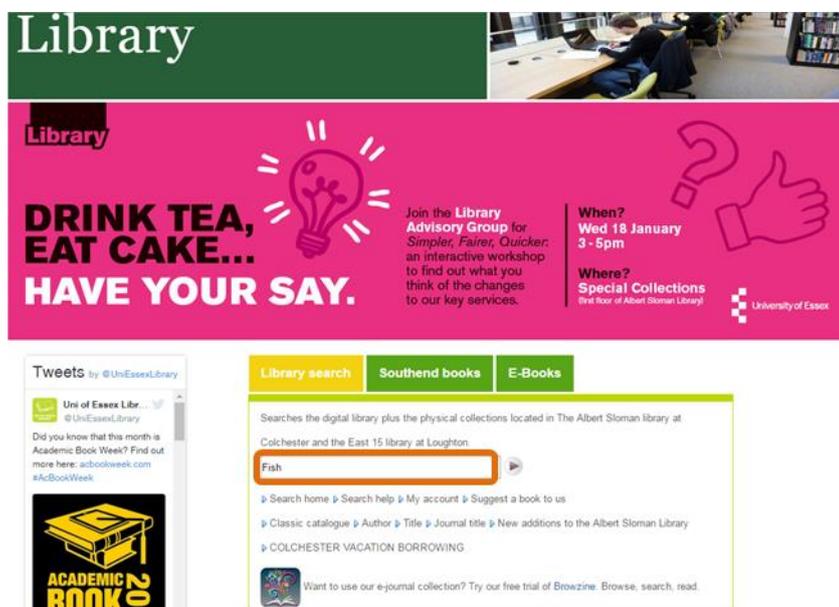
- Direct import via a website
- Searching online databases within EndNote
- Manually creating a reference in EndNote

Direct import from a website

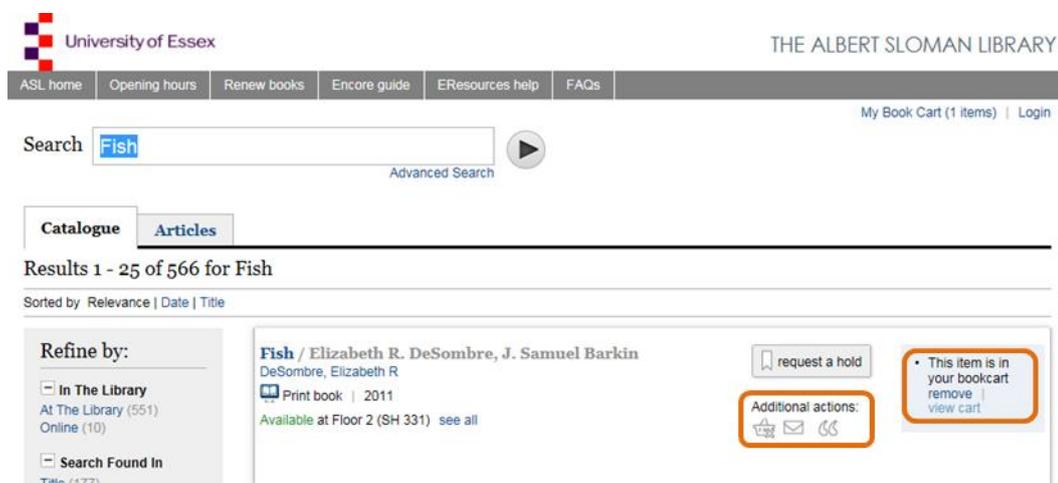
In the following three examples we will be using the University of Essex Library Catalogue called **encore**, Google Scholar and Web of Science. Other common websites include EBSCOhost, JSTOR and PubMed.

University of Essex Library Catalogue

Step 1: Open your web browser and go to **libwww.essex.ac.uk**, then type in your search criteria (we are using 'Fish') and press **Enter** (or click on the arrow on the right).

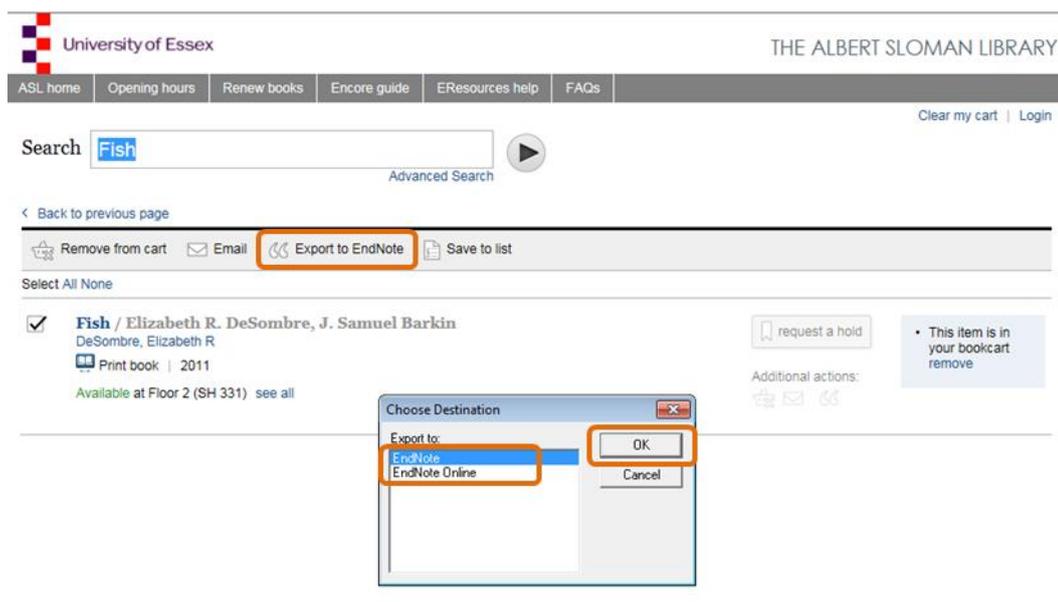


Step 2: In the search results, under **Additional actions** click the shopping cart icon to add your chosen reference(s) to your shopping cart, then click **view cart**.



NB: If you are using **Chrome** or **Firefox**, you don't have to add to the shopping cart, you can click on the double quotation marks and it will download the file. You can then just click on it to open it in EndNote

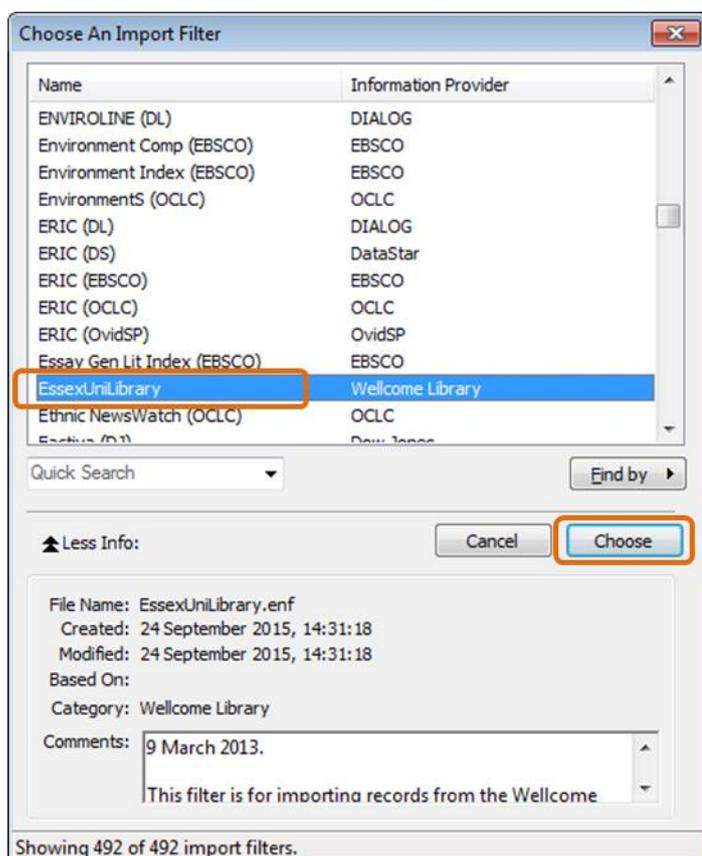
Step 3: Click on **Export to EndNote** in the top ribbon and choose the destination (if applicable), in this example we will choose EndNote (**not** EndNote Online).



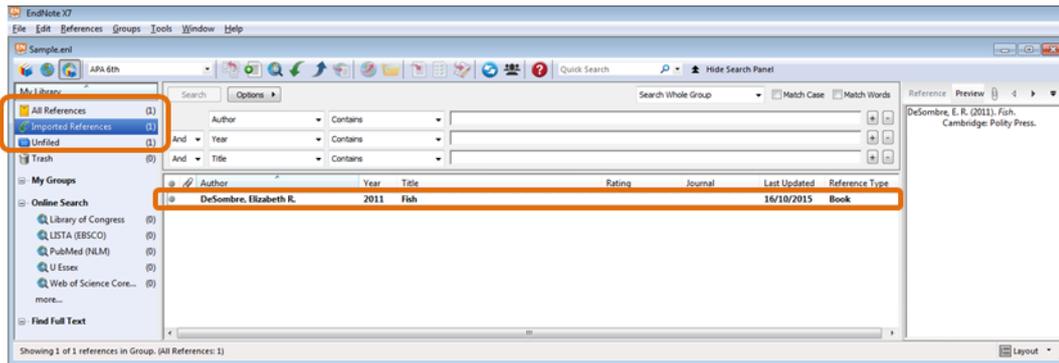
You will automatically be redirected to EndNote or prompted to open a Library if you don't already have one open.

Step 4: A window will appear called **Choose An Import Filter**, make sure **EssexUniLibrary** is selected and then click **Choose**.

Note: If you have downloaded a personal copy of EndNote Desktop and you cannot see **EssexUniLibrary** in the list of filters, you will need to download the EssexUniLibrary.enf file from the IT Services Knowledge Base at answers.essex.ac.uk. Simply search for EndNote, choose the relevant article and follow the instructions.

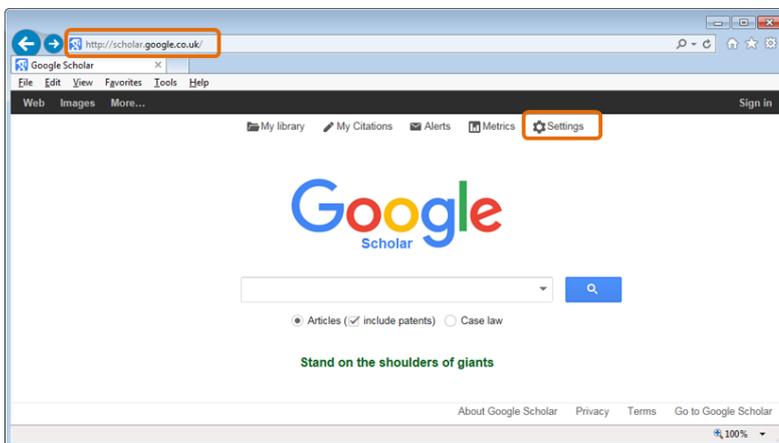


Your reference will automatically appear in your library in **All References**, **Imported References** and **Unfiled** ready for you to use.

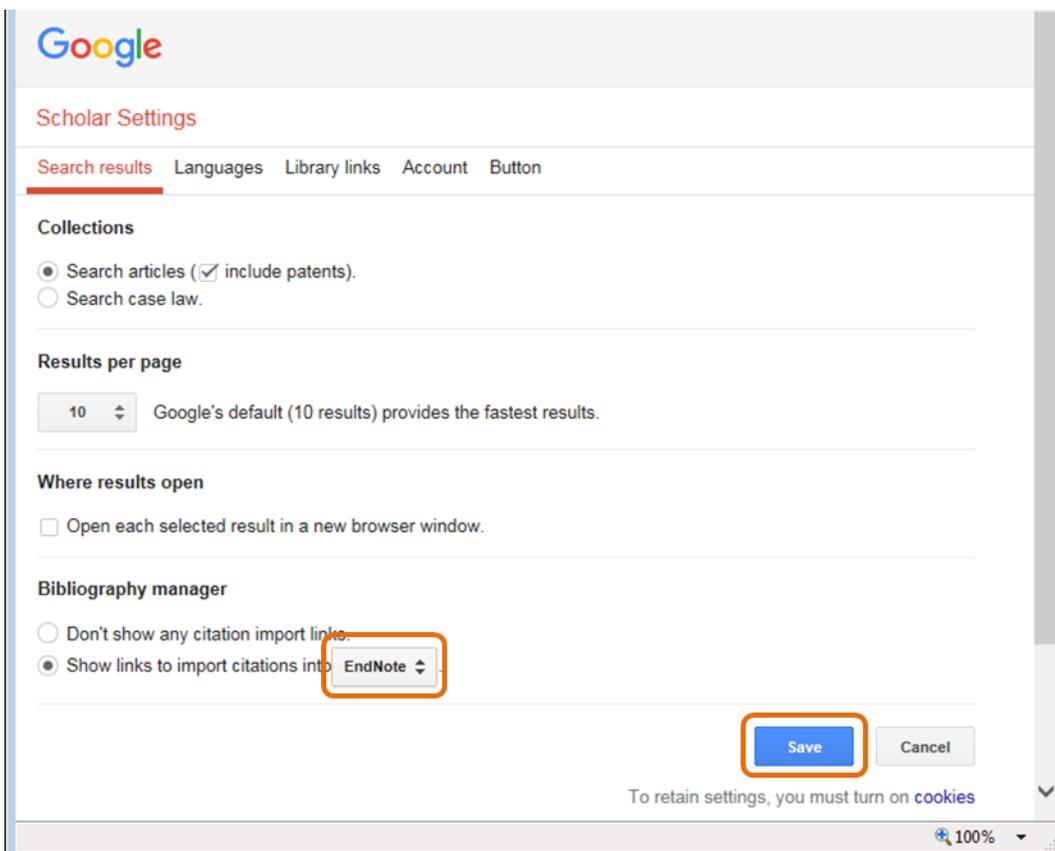


Google Scholar

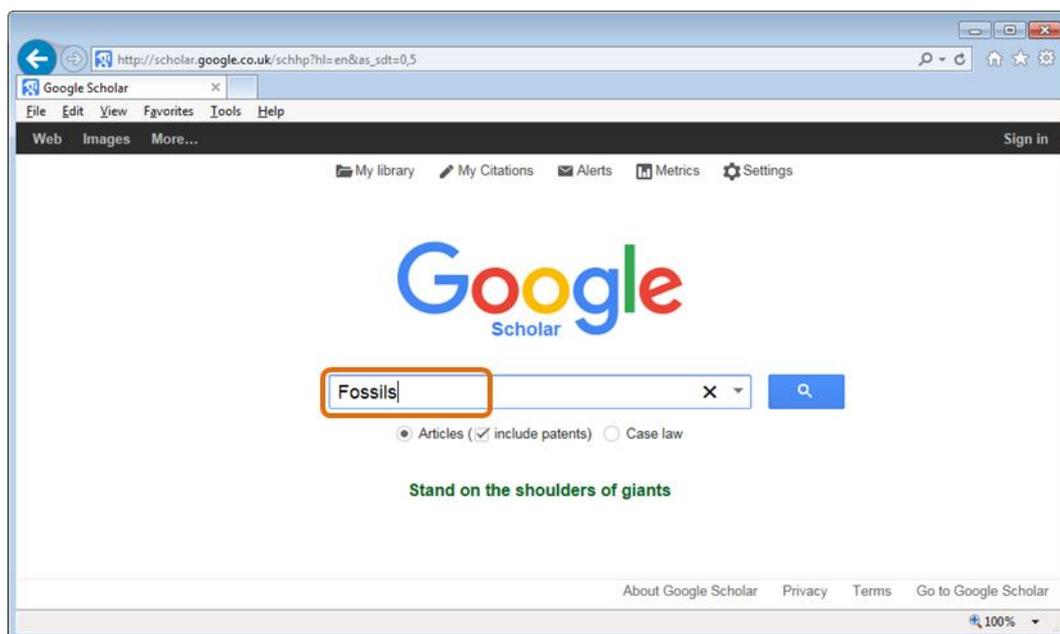
Step 1: Open **Internet Explorer**, go to **scholar.google.co.uk** and select **Settings**



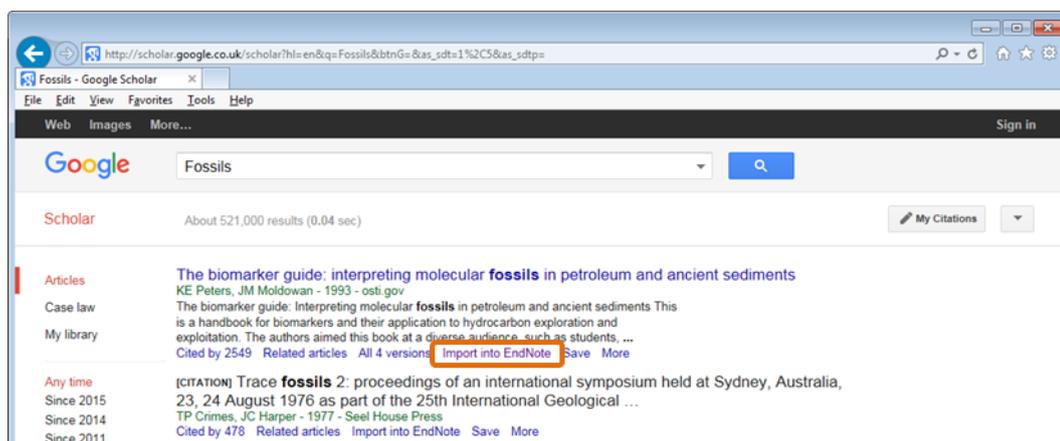
Step 2: Select **Show links to import citations** and change default from BibTeX to **EndNote** >**Save**.



Step 3: Search for a **subject** (eg fossils), **author** or **journal** and press **Return/Enter**.



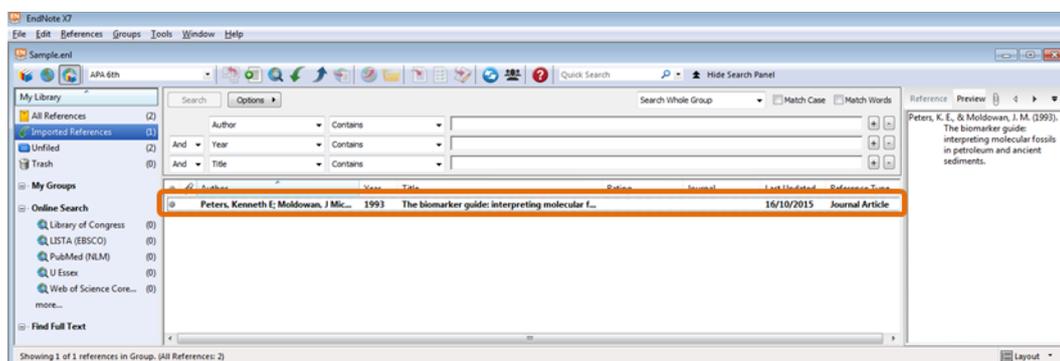
Step 4: Make sure you have EndNote open then click on the **Import into EndNote** link.



Step 5: Click **Open** to insert reference into EndNote.

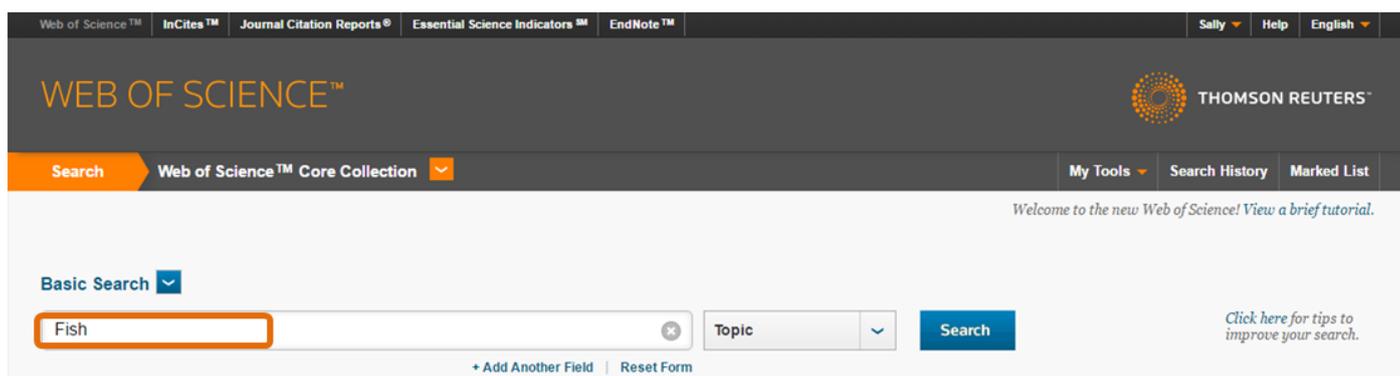


In EndNote, your reference will display like this:



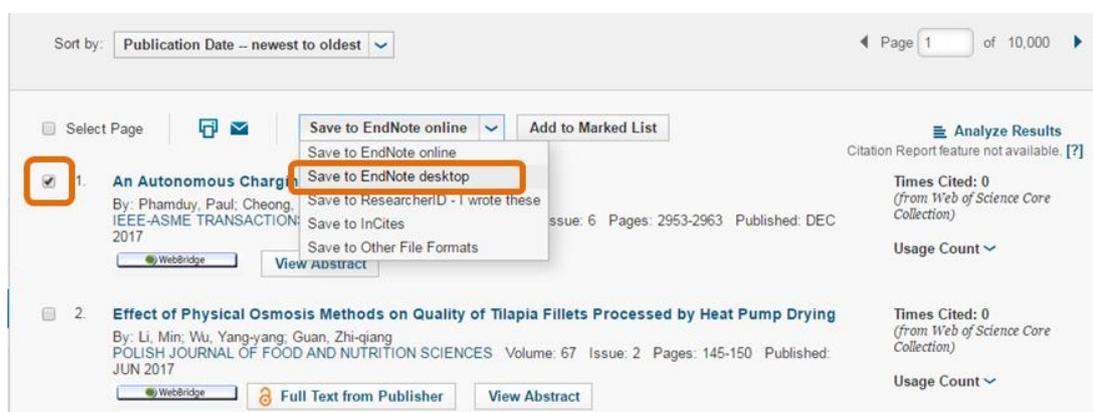
Web of Science

Step 1: Open **Internet Explorer**, go to **webofknowledge.com**, then search for a subject (eg Fish) and press **Enter** or click on the **Search** button.



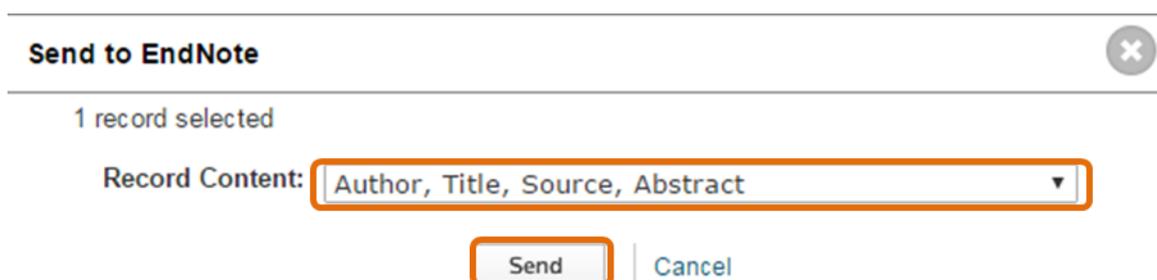
The screenshot shows the Web of Science search page. At the top, there are navigation tabs for 'Web of Science™', 'InCites™', 'Journal Citation Reports®', 'Essential Science Indicators™', and 'EndNote™'. The main header features the 'WEB OF SCIENCE™' logo and the 'THOMSON REUTERS™' logo. Below the header, there is a search bar with the text 'Fish' entered. To the right of the search bar is a 'Search' button. Below the search bar, there are links for '+ Add Another Field' and 'Reset Form'. On the right side of the search bar, there is a 'Topic' dropdown menu and a 'Search' button. Below the search bar, there is a message: 'Welcome to the new Web of Science! View a brief tutorial.' and a link: 'Click here for tips to improve your search.'

Step 2: Select your chosen reference by ticking the box to the left and then select **Save to EndNote Desktop** from the drop down menu.



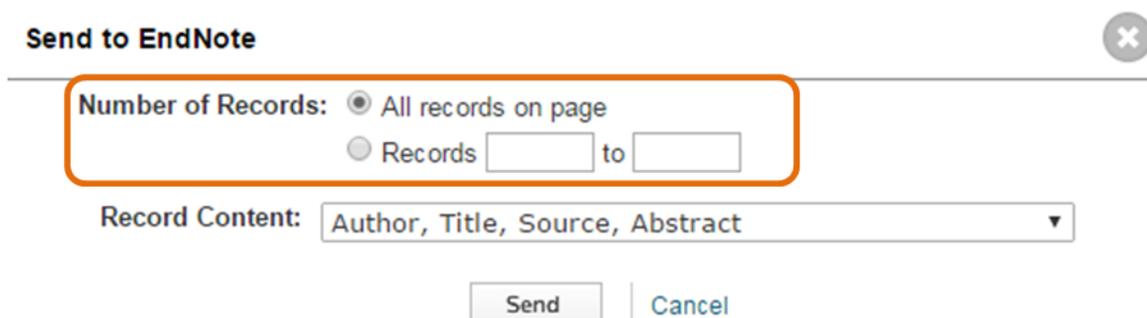
The screenshot shows the search results page. At the top, there is a 'Sort by:' dropdown menu set to 'Publication Date -- newest to oldest'. To the right, there is a 'Page 1 of 10,000' indicator. Below the sort menu, there are buttons for 'Select Page', 'Save to EndNote online', and 'Add to Marked List'. The first result is selected, and a dropdown menu is open over it, showing options: 'Save to EndNote online', 'Save to EndNote desktop', 'Save to ResearcherID - I wrote these', 'Save to InCites', and 'Save to Other File Formats'. The second result is also visible, with a 'Full Text from Publisher' button. On the right side, there is an 'Analyze Results' section with a 'Citation Report feature not available. [?]' message and 'Times Cited: 0' information.

Step 3: Choose how much information you want to send from the **Record Content** drop down menu and then press **Send**.



The screenshot shows the 'Send to EndNote' dialog box. At the top, there is a close button (X). Below the title, it says '1 record selected'. The 'Record Content:' dropdown menu is set to 'Author, Title, Source, Abstract'. At the bottom, there are 'Send' and 'Cancel' buttons.

NB: If you don't select which references you want to send using the tick box, a message will appear asking you to select the **Number of Records** to send. Make sure you select the range or you may find 1,000s of references are added to your library by mistake.



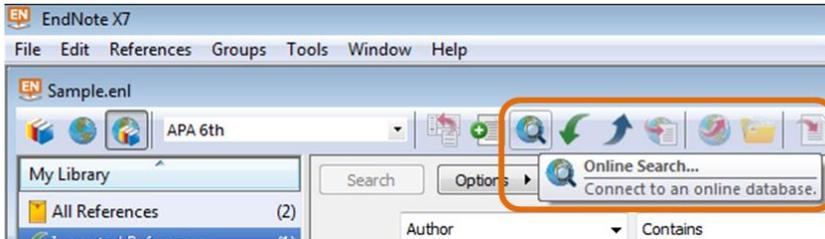
The screenshot shows the 'Send to EndNote' dialog box. At the top, there is a close button (X). Below the title, it says 'Number of Records:'. The dropdown menu is set to 'All records on page'. Below this, there is a radio button for 'Records' followed by two empty input boxes for a range. The 'Record Content:' dropdown menu is set to 'Author, Title, Source, Abstract'. At the bottom, there are 'Send' and 'Cancel' buttons.

Searching online databases within EndNote

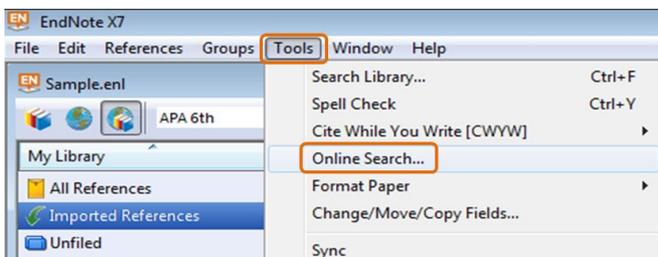
Something to be aware of, whilst you can search online for journals and publications, **you may not have permission to access the full publication**. The Albert Sloman Library holds the licencing agreements for our entire electronic journal subscriptions, and some of these electronic journals can only be accessed using the Library's connection.

Step 1: Choose your method of connection:

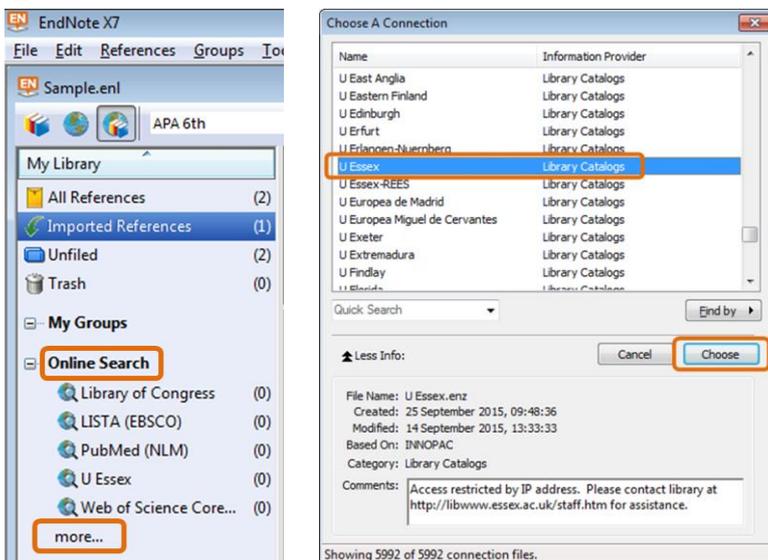
1. Click on the **Online Search** icon (a globe with a magnifying glass) in the ribbon; or



2. Go to **Tools > Online Search** in the top menu bar; or

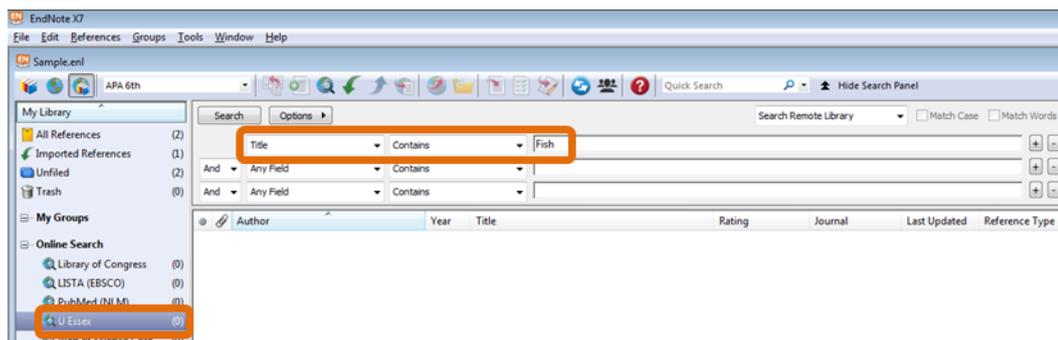


3. In **Integrated Library & Online Search Mode**, choose from the list of databases in the left-hand navigation pane or click **More...** to bring up a window with the full list of databases to choose from.

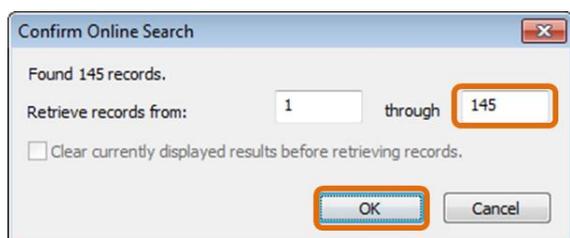


Note: If you have downloaded a personal copy of EndNote Desktop and you cannot see **U Essex** in the list of connections, you will need to download the **U Essex.enz** file from the IT Services Knowledge Base at answers.essex.ac.uk. Simply search for EndNote, choose the relevant article and follow the instructions.

Step 2: Enter the search criteria eg **Title = Fish** then press **Search** or **Return** (you can double-check that you are searching the correct online database via the left navigation).

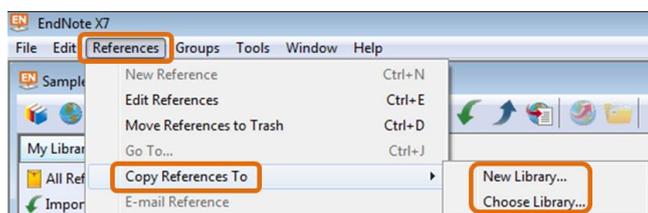


Step 3: If the number of records returned is large, reduce the number by changing the range **1 through 145** to something more manageable like **1 through 10**, and then click **OK**.

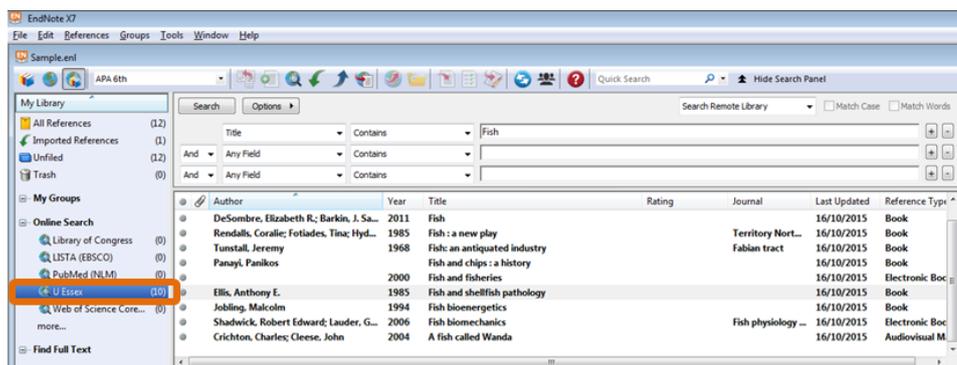


If you are in **Integrated Library** mode, retrieved references will be automatically added to your library, or...

Step 4: You can copy the selected references to a Library of your choice by selecting the references then clicking on **References > Copy References to > New Library** or **Choose your own Library**.



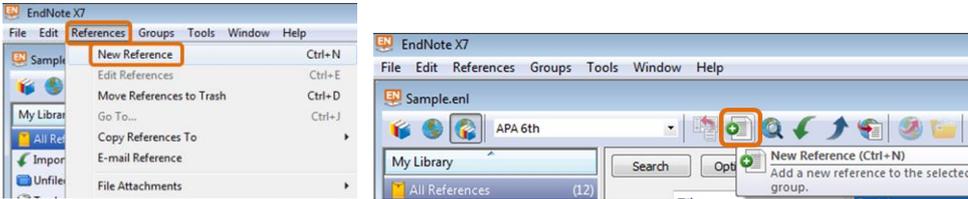
The number of references retrieved from your last search will be displayed in the left-hand menu.



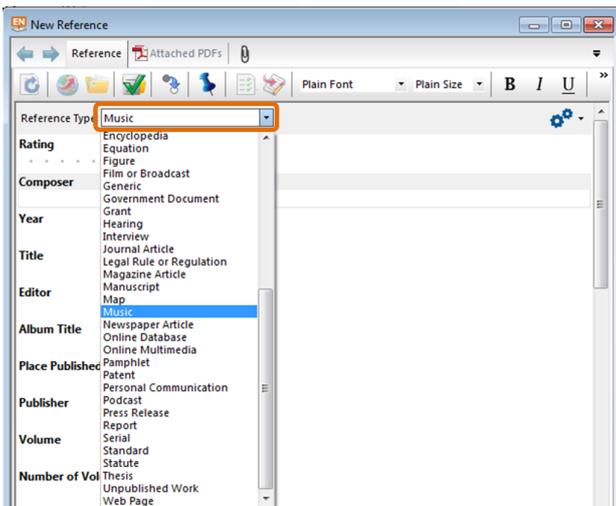
Manually entering references

Step 1: Make sure you have the **All References** folder selected, then either:

- Press **Ctrl + N**; or
- From the top menu click on **References > New Reference**; or
- From the ribbon click on the **New Reference** icon 



Step 2: Select the **Reference Type** (*Book, Journal* etc) from the drop-down list.



The fields displayed will **change** depending on what type of reference it is.

Step 3: Enter the data in the relevant fields and when complete, you can either:

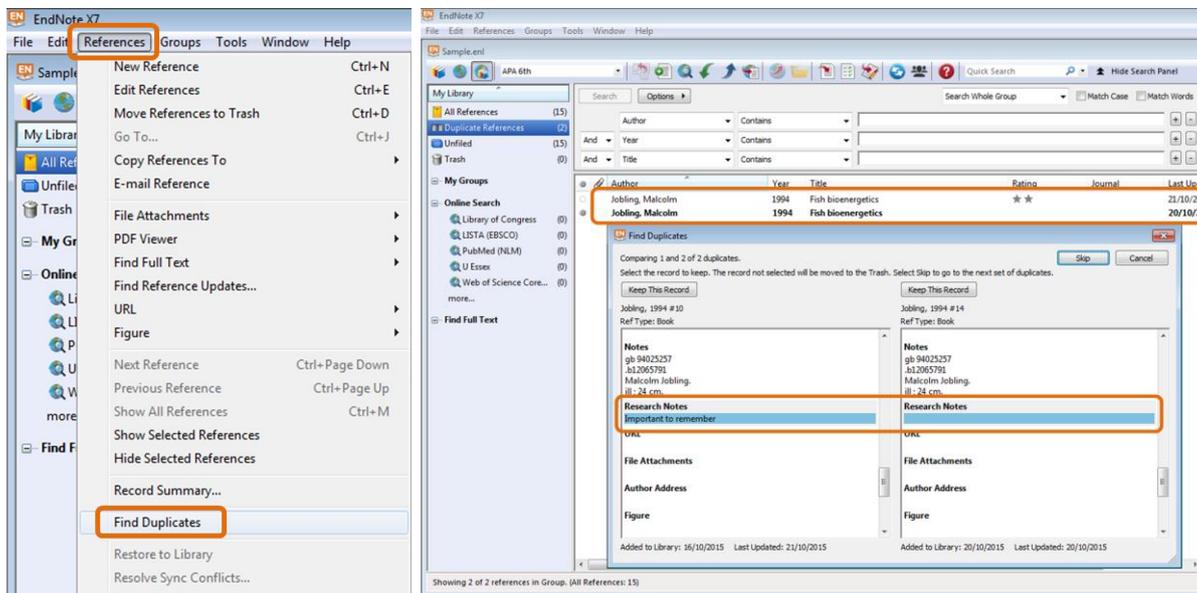
1. Select **File > Close Reference**; or
2. Click on the **red cross**  in the top right of the new reference window.

You will be asked to save, press **Yes**.

Note: The field called **Research Notes** is for you, the researcher, to make notes in. **Do not** use **Notes** as this field may already be populated by the author.

Finding duplicates

When references are imported from many different sources it is likely that you will find you have duplicates in your Library. To search for duplicates make sure the **All References** group selected then click on **References > Find Duplicates** (from the top menu).



You will be presented with a screen comparing the duplicate entries side-by-side (the duplicates are also displayed in a list in the background – see above).

If there are any differences they will automatically be highlighted in **blue**. You can edit by selecting text and dragging it from one side to the other. You can **Skip** to leave both references in the library or to deal with them later and clicking on **Keep This Record** will keep that reference and delete the other.

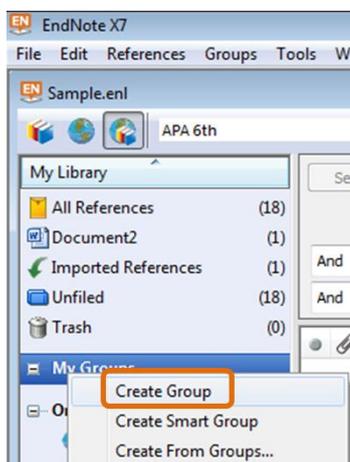
The tool decides that references are duplicates when they have the same reference type (eg Journal Article or Book) and the Author, Year and Title fields are identical.

Managing your references

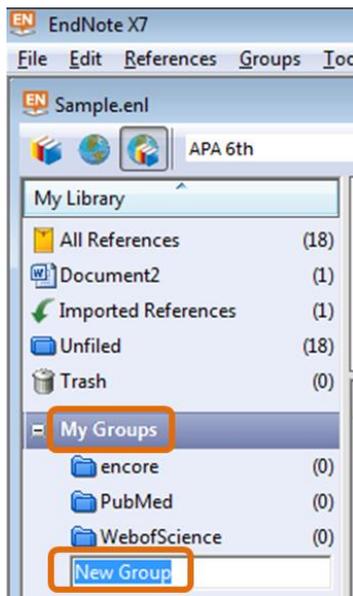
Creating groups

You can create new groups to organise and make references easier to locate.

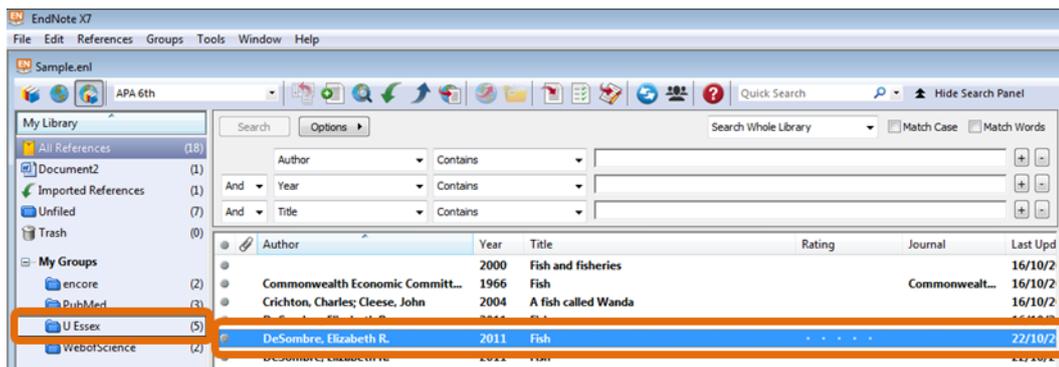
Step 1: **Right click** on **My Groups** then click **Create Group**.



Step 2: Give your **Group** a name. In this example we have organised our groups according to where the reference came from.



Step 3: Drag and drop your references into the relevant group. Multiple references can be put into multiple groups so the numbers of your groups won't necessarily tally with your **All References** folder.



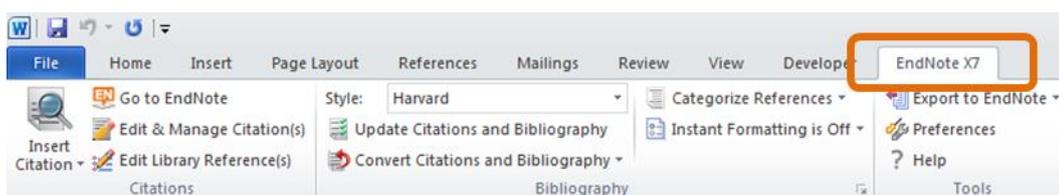
Note: Deleting a reference from a Group **will not** delete it from the **All References** folder.

References in Word

The EndNote Toolbar in Word 2010

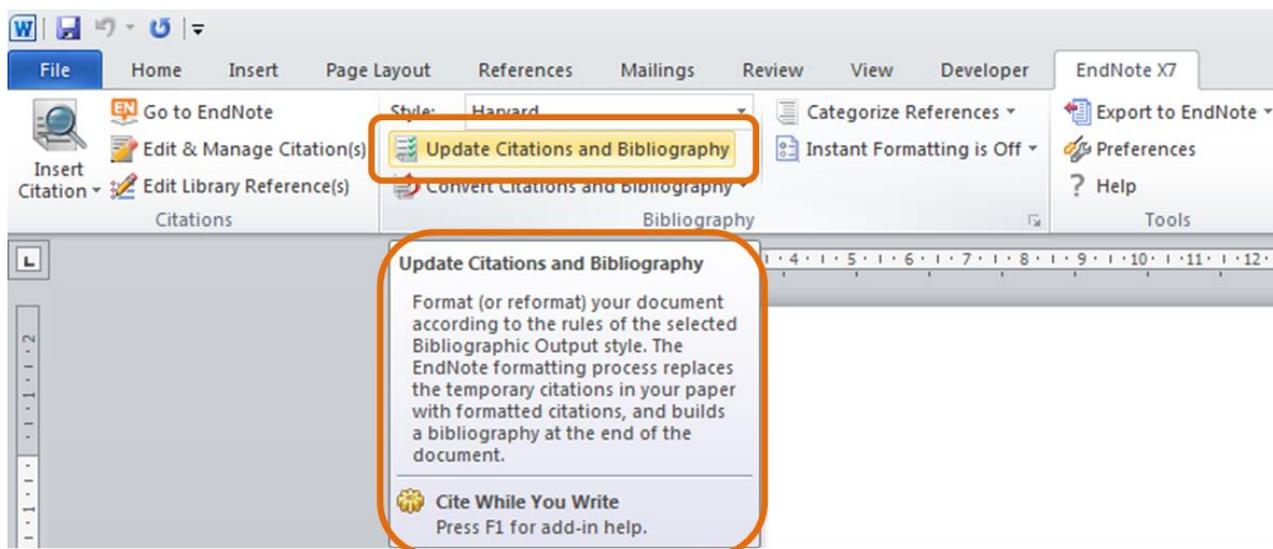
Activating the EndNote options

An **EndNote X7** tab will appear in the top menu of Word, simply click on the tab to activate the **EndNote options**.



Note: if you are using EndNote Desktop or EndNote Online on your personal device and you can't see the EndNote toolbar in Word, you can download the **CWYW** (Cite While You Write) installer from the EndNote support pages at http://www.myendnoteweb.com/help/en_us/ENW/hgs_installingtools.htm.

Word 2010 shows the **icons** with a brief description and scrolling over the icon will give you more information.



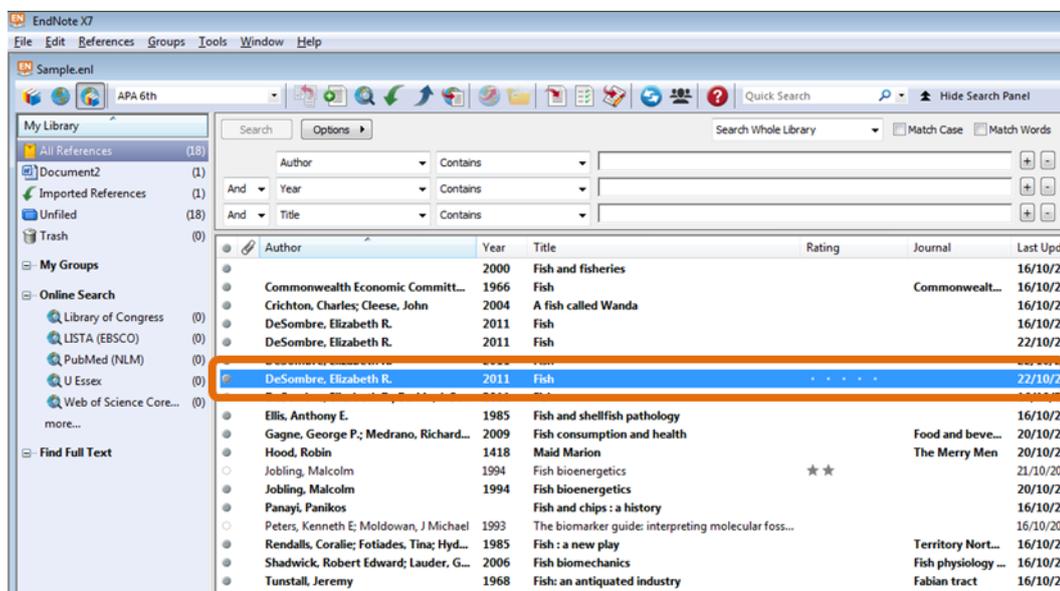
Inserting references

There are two main ways to insert references:

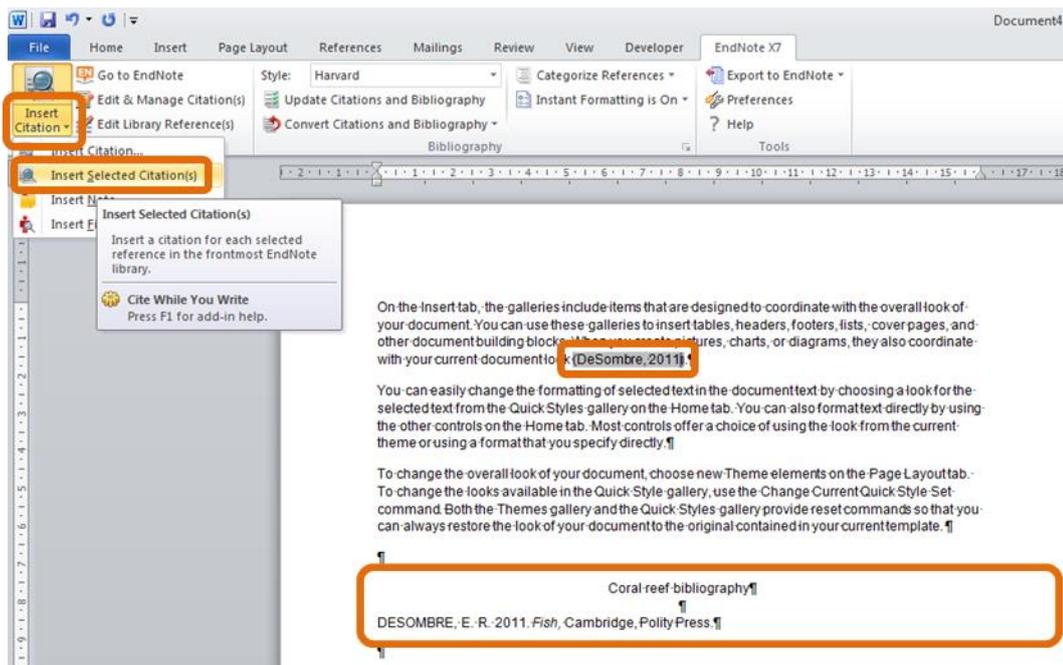
1. Insert Selected Citation
2. Find & Insert your References

Insert Selected Citation

Step 1: Open **EndNote** and **highlight** the relevant reference.



Step 2: In **Word**, position your cursor where you want your citation to appear, then click **Insert Citation > Insert Selected Citation** to immediately insert the reference that you have already selected in EndNote.

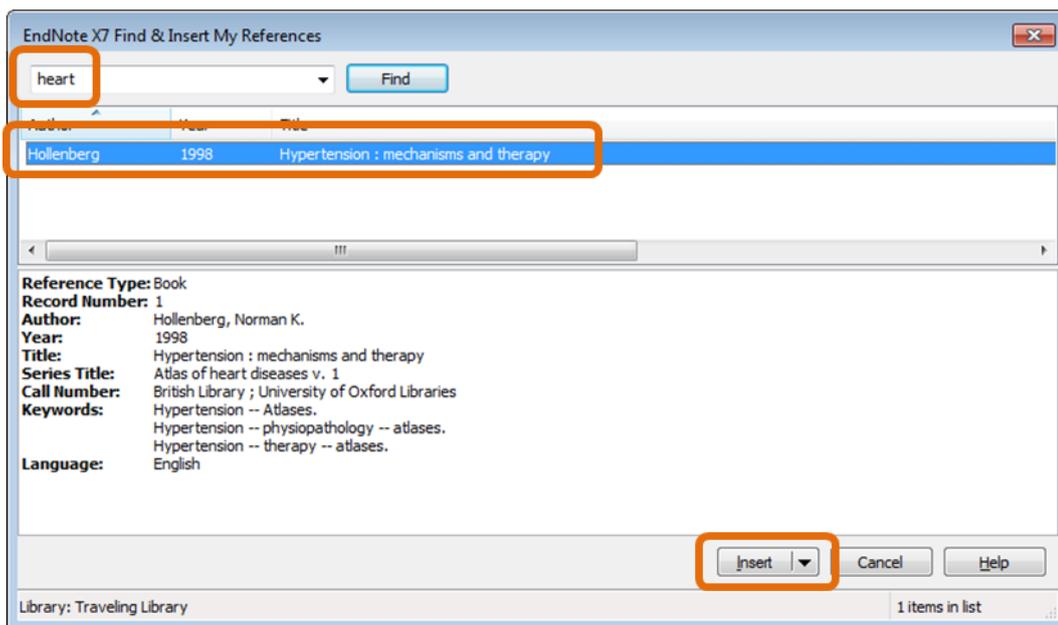


The result is that your citation:

- will be **referred to** in the text; and
- the complete reference will be **listed** at the end of the document.

Find & Insert your References

Step 1: Click on the magnifying glass  (located above **Insert Citation**), then type in your search criteria in the **Find & Insert your References** window and click **Insert**.



Your reference will be automatically added to your document and your bibliography updated.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look (DeSombre, 2011).

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly (Hollenberg, 1998).

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

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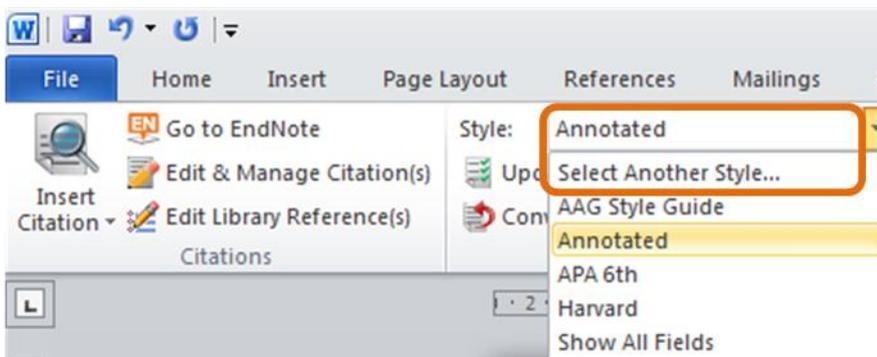
Coral reef bibliography ¶

DESOMBRE, E. R. 2011. *Fish*, Cambridge, Polity Press. ¶
HOLLENBERG, N. K. 1998. *Hypertension: mechanisms and therapy*. ¶

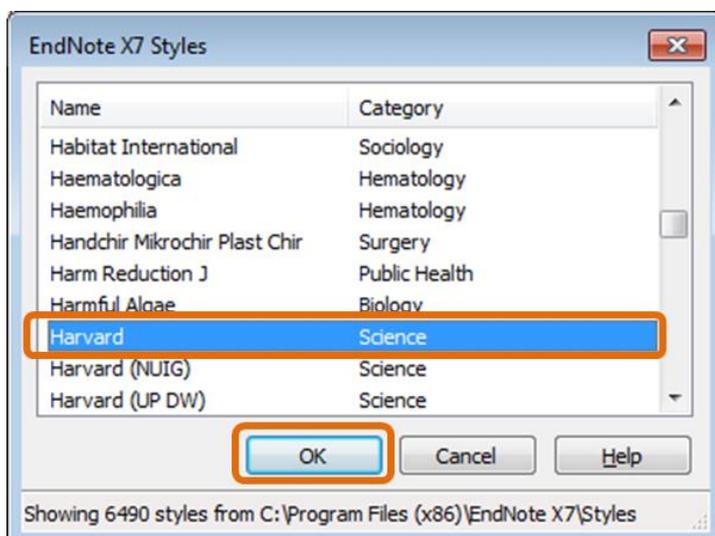
Changing the Output Style

You can easily change the **Bibliographic Output Style** for your references using the **Style drop down list** in EndNote and in Word. For this example we are changing from **Annotated** to **Harvard** in **Word**.

Step 1: In **Word**, click on the **Style** drop down box and **Select Another Style** (if the Style you want is showing in the favourites list you can select it here).



Step 2: Type **H** to jump to the Styles beginning with the letter H, then select **Harvard** and press **OK**.



Your reference style is automatically changed from Annotated to Harvard.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look (DeSombre 2011).

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Using EndNote Online

You can set up an EndNote Online account and use it to get access to your References when you do not have access to the EndNote desktop application. It can also provide a way for you to share references with another EndNote user.

You should first set up your online account and then configure your online account in a Desktop version.

Types of online accounts

There are two types of online account:

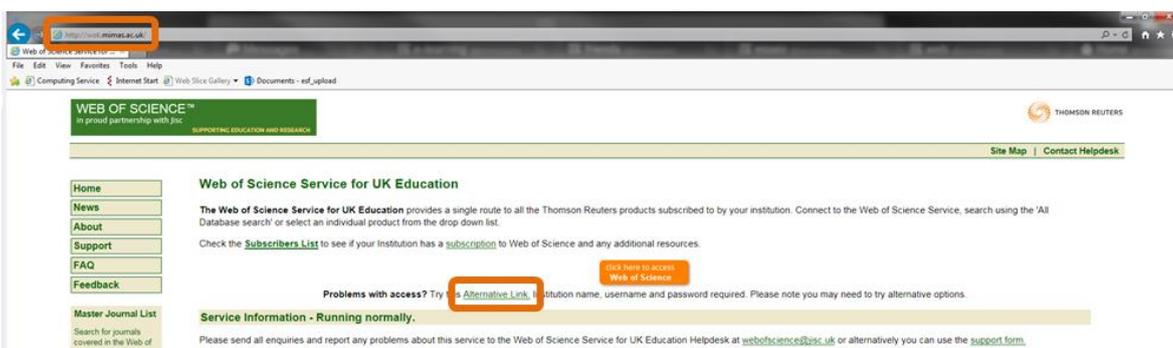
1. **EndNote online (Basic)** – free to anyone, only requires registration with an email and password.
2. **EndNote online (Premium)** – requires institutional sign-in and gives users additional entitlement (eg access to our recommended Styles and online search connections) through Essex's subscription to Web of Science.

Details of entitlement options can be found at: <http://endnote.com/sites/en/files/m/pdf/en-comp-chart.pdf>.

Creating your account for the first time

To ensure you get the full entitlement we recommend you choose log into Web of Science first using the institutional (Shibboleth) log on, then register for a personalised account which can be used across the WoS platform, and includes access to EndNote Web.

Step 1: Go to <http://wok.mimas.ac.uk/> and select 'Problems with access? Try this alternative link'.



Step 2: Under 'Institutional users (Shibboleth)', choose 'UK Federation' then click **Go**.

Step 3: Search for and select University of Essex then click **Continue**.

THOMSON REUTERS
WEB OF KNOWLEDGESM

Explore literature in the sciences, social sciences, arts and humanities and publish bibliographies.

Which organisation would you like to sign in with?

Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:

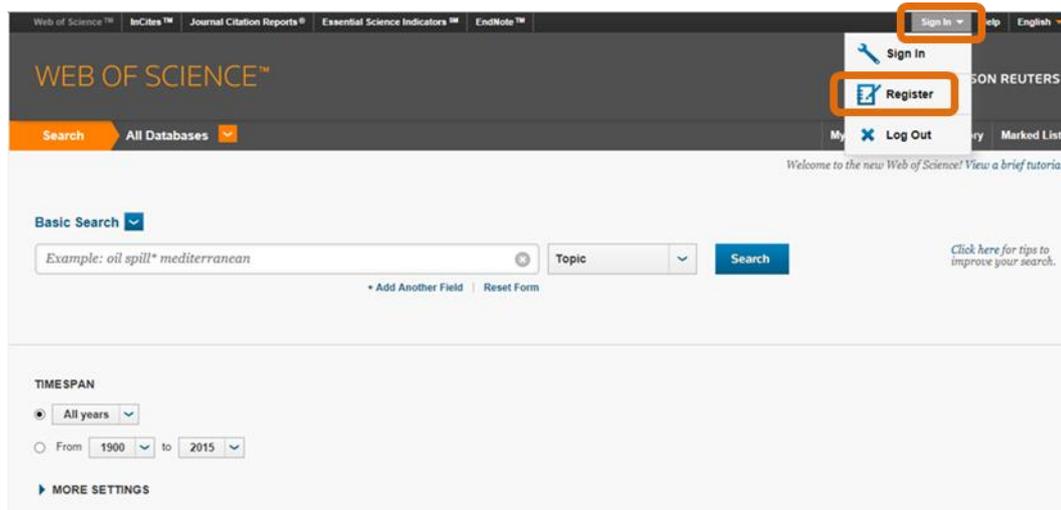
[Need help logging in?](#)

The UK Access Management Federation
[Accessibility statement](#) [Privacy and Cookies Policy](#)

Search over [All Sites](#)

Step 4: Enter your University **username** and **password** when prompted then click **Login**.

Step 5: Once you have been taken to the Web of Science platform, click the **Sign-in** button on the right-hand side of the top toolbar, then **Register**.

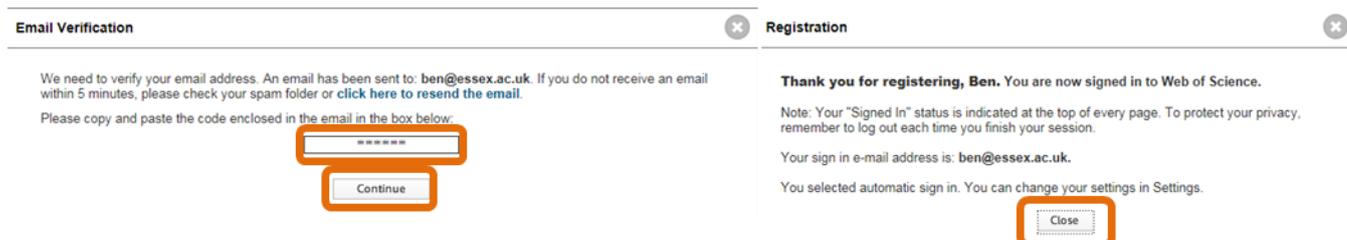


Step 6: Follow the on-screen instructions to **Register** then click **Submit changes**.

NB: Remember that this password is not linked to your University of Essex account and you will not be asked to change it every 3 months like your University password, so choose something memorable.

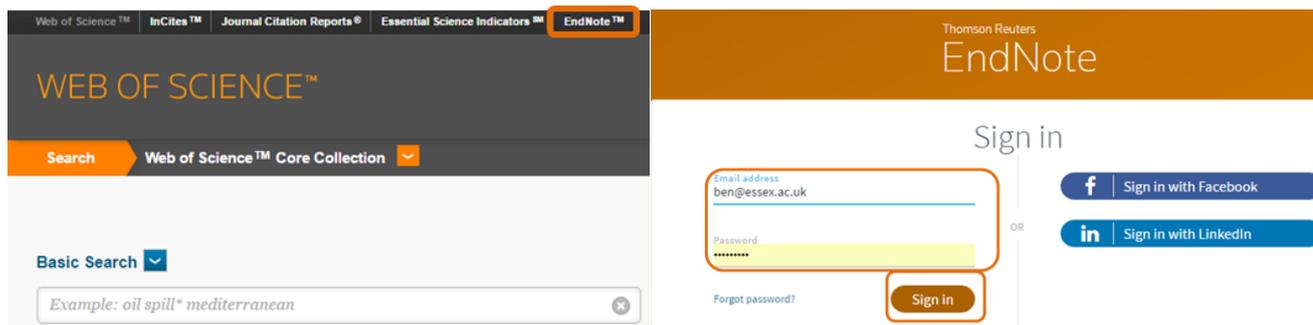
A screenshot of the 'Registration' form. The form contains fields for 'E-mail Address' (ben@essex.ac.uk), 'First Name' (Ben), 'Last Name' (Steeple), 'Middle Initial' (optional), 'Password', and 'Retype New Password'. There are also dropdown menus for 'Primary Role' (Administrator), 'Subject Area' (Not Applicable), and 'Bibliographic Software Used' (EndNote). Below these are radio buttons for 'Opt In/Opt Out' and 'Automatic Sign In'. At the bottom, there is a 'Terms and Conditions' section with a checkbox for 'I have read and agree to these terms and conditions.' The 'Submit Changes' button is highlighted with an orange box.

Step 7: You will be asked to **verify** your email address before being prompted to create your account.



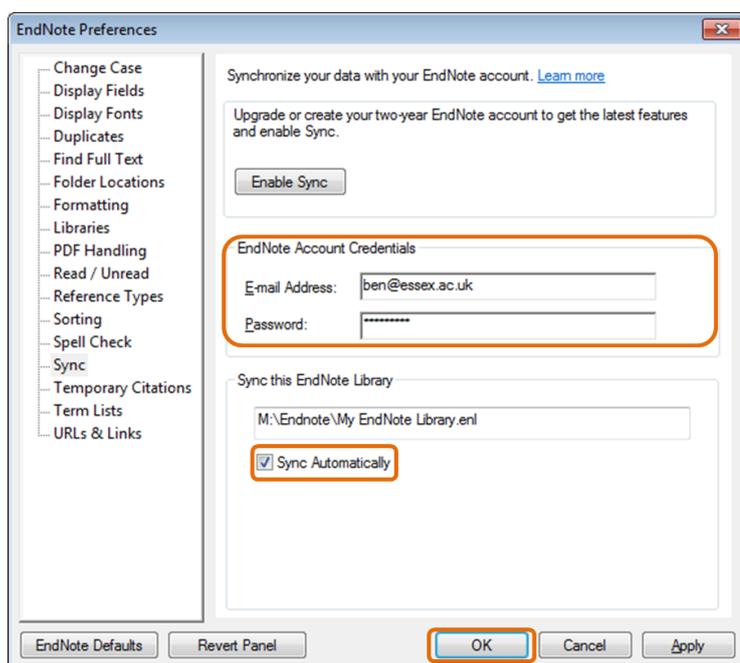
This one email address and password can then be used across the Web of Science platform both for setting up alerts and saving searches in WoS, and also for use with EndNote online. It will also provide remote access for Web of Science if users sign in to their personal accounts on campus (on campus sign in required every 6 months to continue to be able to access this way).

Step 8: Sign in to EndNote online by clicking on **EndNote** in the top menu bar and then type in your **EndNote Online credentials**

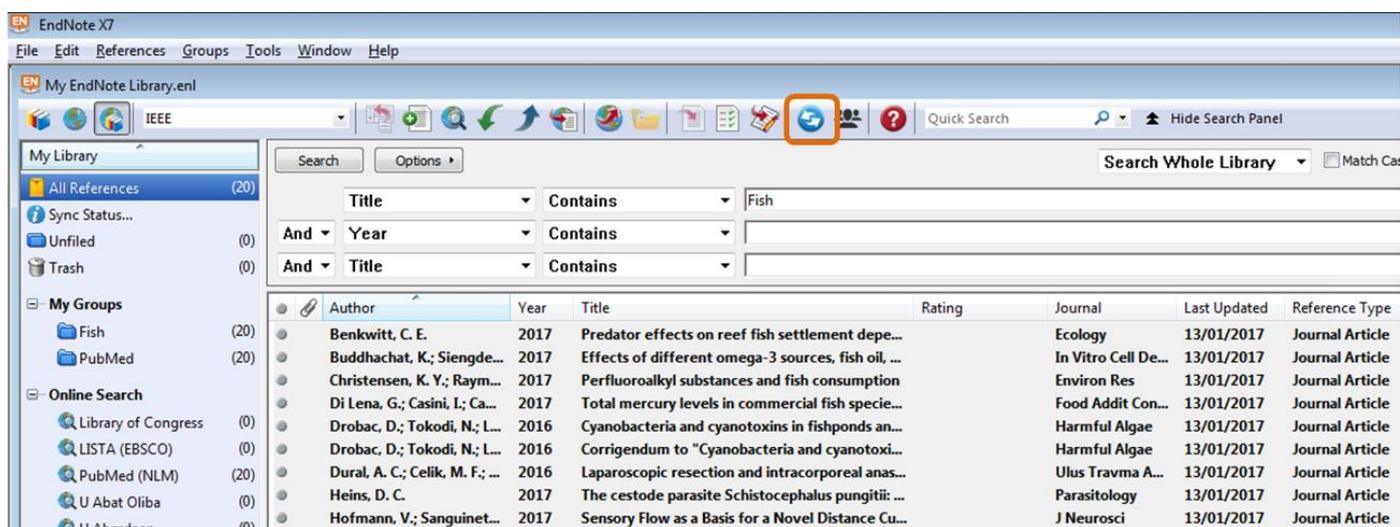


NB: Your EndNote Online library will appear blank until you **Sync** it with your EndNote Desktop library.

Step 8: Return to EndNote Desktop and enter your EndNote Online credentials **Edit > Preferences > Sync > EndNote Account Credentials**. Make sure **Sync Automatically** is ticked.



Step 9: Now run the **Sync** in your EndNote Desktop library by clicking on the blue sync button.

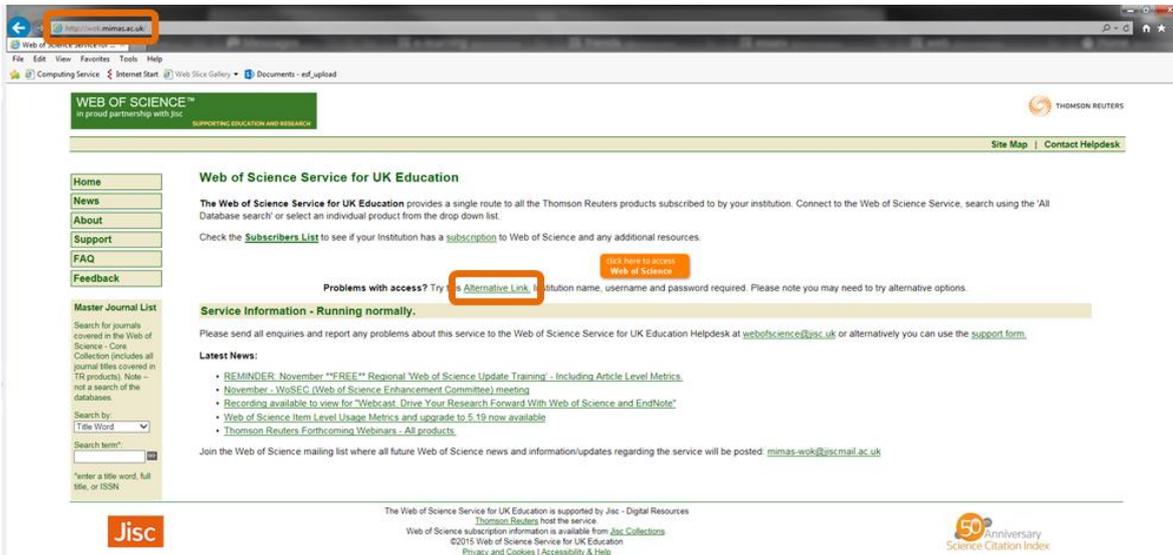


Return to your EndNote Online library and refresh (F5) to check your libraries are linked.

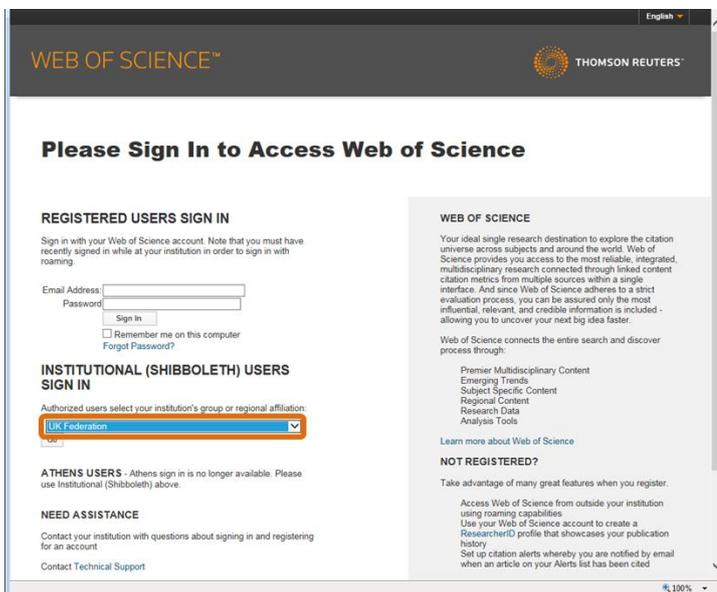
Signing in to an existing EndNote online account using institutional sign-in

To ensure you get the full entitlement we recommend you log into Web of Science first using the institutional (Shibboleth) log on, then sign in to EndNote online.

Step 1: Go to <http://wok.mimas.ac.uk/> and select 'Problems with access? Try this alternative link'.



Step 2: Under 'Institutional users (Shibboleth)', choose 'UK Federation' then click Go.



Step 3: Search for and select University of Essex then click **Continue**.

THOMSON REUTERS
WEB OF KNOWLEDGESM

Explore literature in the sciences, social sciences, arts and humanities and publish bibliographies.

Which organisation would you like to sign in with?

Start typing the name of your organisation (e.g. Anywhere College) in the search box, and options will appear below:

University of Essex

[or Let me choose from a list](#)

[Need help logging in?](#)

The UK Access Management Federation
[Accessibility statement](#) [Privacy and Cookies Policy](#)

Search over [All Sites](#)

Step 4: Enter your University **username** and **password** when prompted then click **Login**.

University of Essex

University of Essex

Thomson Reuters SP (Web of Knowledge & EndNote Web) requires that you log in with your University of Essex ID and password.

University of Essex ID

Password

Don't Remember University of Essex ID

Clear prior granting of permission for release of your information to this service.

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Step 5: Once you have been taken to the Web of Science platform, click on **EndNote** in the top toolbar.

Web of Science™ InCites™ Journal Citation Reports® Essential Science Indicators EndNote™ Sign In Help English

WEB OF SCIENCE™ THOMSON REUTERS™

Search All Databases My Tools Search History Marked List

Welcome to the new Web of Science! View a brief tutorial.

Basic Search

Example: oil spill* mediterranean Topic Search

+ Add Another Field | Reset Form

TIMESPAN

All years

From 1900 to 2015

MORE SETTINGS

Step 6: Enter your **University of Essex email address** and your **EndNote online password** and click **Sign In**.

Sign In

E-mail Address:

Password:

|

Keep me signed in

[Forgot Password](#)

[Register](#)

To create and access the *EndNote* Library, please sign in or register.

Creating an *EndNote* Library lets you:

- Add references to your *EndNote* Library directly from *Web of Science*
- Organize references into folders for access and use at any time
- Create formatted reference lists in a variety of publishing styles
- Access your *EndNote* Library from any computer at your institution

Step 7: You are now logged in to EndNote online via Web of Science.

Web of Science™ ResearcherID Welcome Sally

ENDNOTE™ basic THOMSON REUTERS

My References Collect Organize Format Match Options Connect

Hide Getting Started

Quick Search

Search for:

in:

My References

All My References (5)

[Unfiled] (1)

Quick List (2)

Trash (0)

▼ My Groups

U of Essex (0)

Build a profile to showcase your own work.

ResearcherID

Getting Started

Find

Collect references by searching online databases or importing your existing collection.

- Search an online database
- Create a reference manually
- Import references
- Find your best potential journal

Store & Share

Organize and group references in any way that works for you. Then share your groups with colleagues.

- Create a new group
- Share a group
- Find duplicate references

Create

Use our plugin to **format** bibliographies and cite references while you write.

- Cite While You Write™ Plug-In
- Create a formatted bibliography
- Format a paper

Connect^{Beta}

Interact and **connect** with researchers from around the world.

- Connect now

Configuring EndNote desktop for an online account

If you decide to use the online access regularly, the best way to link it up is through your EndNote Desktop preferences. This will allow you to configure your online account (you only do this once) to enable 'Sync'.

Step 1: Go to **Edit > Preferences > Sync > Enable Sync > Ok**.

EndNote X7

File Edit References Groups Tools Window

Undo Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste With Text Styles

Clear

Select All Ctrl+A

Copy Formatted Ctrl+K

Find and Replace... Ctrl+R

Font

Size

Style

Output Styles

Import Filters

Connection Files

Preferences...

EndNote Preferences

Change Case

Display Fields

Display Fonts

Duplicates

Find Full Text

Folder Locations

Formatting

Libraries

PDF Handling

Read / Unread

Reference Types

Sorting

Spell Check

Sync

Temporary Citations

Term Lists

URLs & Links

Synchronize your data with your EndNote account. [Learn more](#)

Upgrade or create your two-year EndNote account to get the latest features and enable Sync.

EndNote Account Credentials

Email Address:

Password:

Sync this EndNote Library

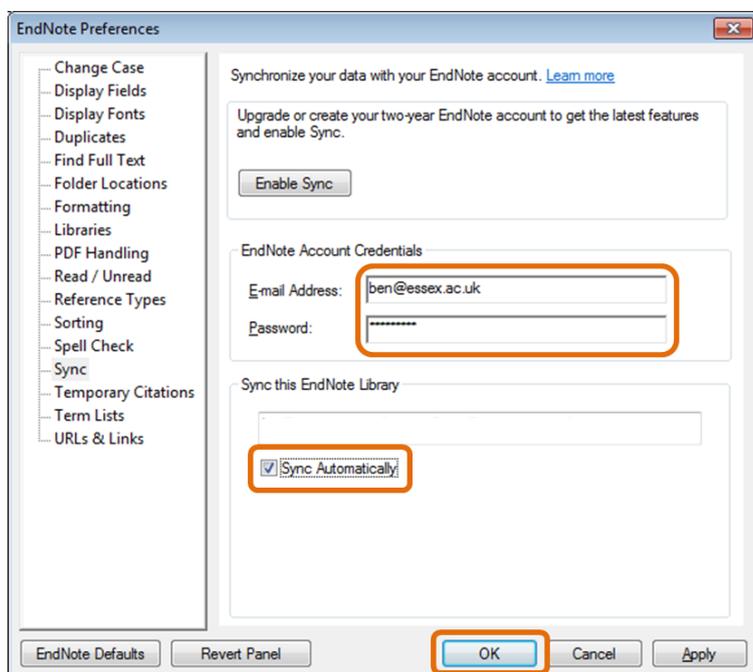
Sync Automatically

EndNote Defaults Revert Panel

Step 2: Enter your **University of Essex email address** and your **EndNote online password** then click **OK**.



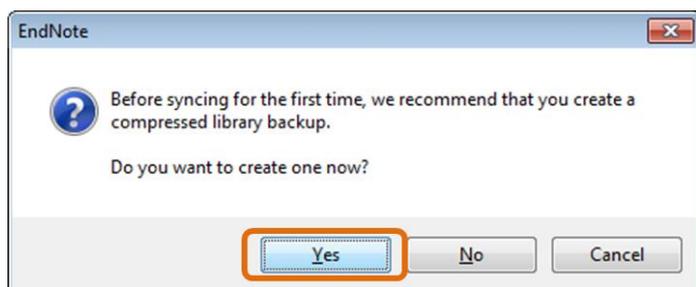
Step 3: Your online account's details will have been filled in. Tick the **Sync Automatically** box if you want EndNote to run sync automatically. If you untick the box you can manually sync (see below).

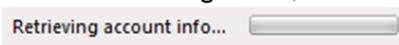


Using Sync

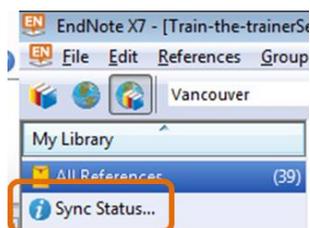
Once set up, simply click the Sync button  in the top menu bar when you want to sync.

When synching for the first time, you will be prompted to create a backup (recommended).

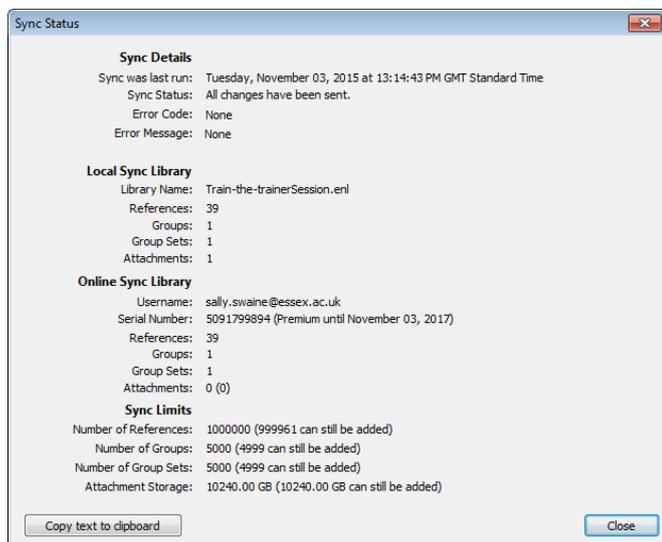


Sync works in the background, when it is running; you will see a Status Bar in the bottom right of the screen,  , you can continue to work whilst this is running.

After a Sync you will see a **Sync Status** option just under the **All References** group.

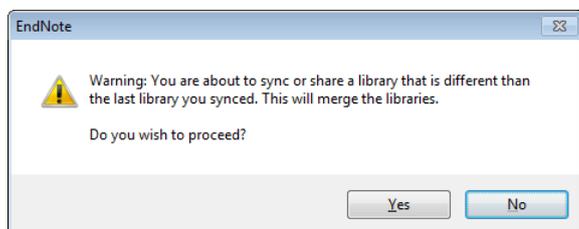


Click this to see the current status.



You will be asked to

NB: You can only Sync one desktop Library to your EndNote online account. If you open another Library and Sync you will be warned that the two Libraries will be merged.



Licencing

The University of Essex has a site-wide licence for EndNote Desktop. It is available (for free) in all our Lab PCs and free to staff to download on their work machine (see below).

You can also obtain a personal copy of EndNote Desktop at a discounted rate through Bilaney Consultants:

“For each licence purchased, EndNote X7 may be installed on up to 3 computers (both Mac and Windows) for exclusive use by the licence holder.”

To install and/or purchase the latest version of the software visit the University of Essex Software catalogue at <http://www2.essex.ac.uk/cs/services/software/catalogue.asp>, type in **EndNote** (in Option 5) > **go** > **EndNote X7**.

Software Catalogue

Software packages available on Computing Service maintained machines on CAMPUS. Where a package is also available for staff or students to download and/or use on their own PCs, this is noted in the details

- Option 1:** Show alphabetical list of all packages
- Option 2:** Show packages by category (select one) Application
- Option 3:** Show packages by study area (select one) Accounting
- Option 4:** Show packages available at (select one) AV Seminar Rooms
- Option 5:** Search for specific package endnote

The person responsible for the content of this page is [Chris Mead](#).

Software Catalogue

Alphabetical listing of software packages (by search of 'endnote') available for use at Essex on Computing Service machines.

SOFTWARE PACKAGE	CATEGORY	INSTALLED IN [more...]	NOTES
Endnote Web	Application (Bibliographic, General, Word Processing)	GRR, Hatfield, Labs A, B, C, D, E, F, G, H, I, J, K, M, O, P, OSA	
Endnote X7	Application (Bibliographic, General, Word Processing)	AV Seminar Rooms, GRR, Hatfield, IT1, IT2, Labs A, B, C, D, E, F, G, H, I, J, K, M, O, P, R, Library, OSA, SEECLIB	

The person responsible for the content of this page is [Chris Mead](#).

Staff installations on a work machine (free)

To install EndNote on a University owned or operated computer, follow the instructions for **Staff Installations – Windows**.

Endnote X7

Package Description
An all-in-one tool for searching online bibliographic databases, managing collections of references and images and creating bibliographies and figure lists as required. Includes Cite While You Write.

Licence details [\[more...\]](#)
Endnote may only be used on University owned or operated computers.

Additional Information:

Staff Installations - Windows:
Staff wishing to install Endnote on University owned or operated computers should follow these instructions -

Click on the Start button and type `\\sernt2\endnotex7$` in the text box and press Enter. In the new window right click on EndnoteX7_install.bat and select Run as administrator.

You should then follow the on screen instructions to install Endnote. We recommend that you uninstall any previous versions of Endnote before installing this version.

Windows Help File Error:
As a result of a Windows security patch (896358), the Endnote Help file may not work correctly - resulting in a message that the web page cannot be displayed. To fix this you should install this [registry patch](#). Right click and save the patch, double click on it and then say Yes to install the patch correctly. The help file should now work correctly.

Student Installations - Windows & Mac:
Students wishing to install Endnote on a personal computer can apply for a personal licence at a discounted rate through [Bilaney Consultants](#).

Installing a personal copy

Students (and Staff) can purchase a personal copy of EndNote (approximately £75) to put on their laptops or home computer, follow the instructions for **Student Installations – Windows & Mac**.

Endnote X7

Package Description
An all-in-one tool for searching online bibliographic databases, managing collections of references and images and creating bibliographies and figure lists as required. Includes Cite While You Write.

Licence details [\[more...\]](#)
Endnote may only be used on University owned or operated computers.

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Staff Installations - Windows:
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Student Installations - Windows & Mac:
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You will be taken to the Bilaney Consultants website where you can purchase either a boxed CD set or downloadable software at a discounted rate through our EduServ CHEST agreement.

CD Software				
Code	Description	Price exc. VAT	Price inc. VAT	
EN3197	EndNote X7 Personal Copy for CHEST Customers - CD	£62.50	£75.00	BUY NOW

Download Software				
Code	Description	Price exc. VAT	Price inc. VAT	
EN3167	EndNote X7 Personal Copy for CHEST Customers - Download	£60.00	£72.00	BUY NOW

You can find out which Bibliographic product is right for you by checking the comparison document from Thomson Reuters at the following address: <http://www.essex.ac.uk/it/training/courses/endnote-current-versions-comp.pdf>.

IT Services help

- Email: it.helpdesk@essex.ac.uk or visit the IT Helpdesk in the Silberrad Centre
- Purchase a personal copy: <http://www2.essex.ac.uk/cs/services/software/catalogue.asp>
- Classroom training: <https://shortcoursesgateway.essex.ac.uk/> (search for EndNote)
- Moodle course: <https://moodle.essex.ac.uk/course/view.php?id=4718>

EndNote.com help

- Downloads: <http://endnote.com/downloads>:
 - output styles
 - import filters
 - connection files for online databases
 - writing templates
- Training: <http://endnote.com/training>:
 - guides
 - resources
 - training calendar (live webx tutorials)
- Support: <http://endnote.com/support>:
 - FAQs
 - Technical support

Your feedback

Your feedback is important to us.

You will receive an email asking you to complete an online feedback survey.

Please take a few minutes to tell us what you think.