EndNote X8 at Duke University

Using EndNote

Installing EndNote
1. Download and Install Endnote @ Duke
2. Install any Endnote updates
3. Add find full text functionality
4. Add journal abbreviations
5. Add export link to google scholar

Download References

1. Search
2. Select References
3. Export References in RIS Format

Organize Your References: Groups and Notes

- **Create Groups and Group Sets:**
  Drag and drop references from your library into a group. A reference can be in multiple libraries. Create a combined group from multiple groups

- **Create a Smart Group:**
  Set up a filter so as you download references that match the criteria, the references are automatically moved into the group

- **Annotate pdf files:**
  Highlight texts and add notes to the articles; notes are searchable
Find & Attach Full-Texts

A. Download references and “Find text”:
Go Edit -> Preferences -> Find Full Text.
Set OpenURL Path to http://getitatduke.library.duke.edu; and Authenticate with https://login.proxy.lib.duke.edu/login?url=

B. Select references and right-click on “Find Full Text” to find and attach available full texts.

Sync and Share Your library

Sync desktop, online and iPad libraries: Click the Sync button. Sign in with your EndNote online account or create a new account. Your EndNote account through
Duke comes with unlimited online storage space.

Share your libraries with your team and track changes: Invite up to 100 users to share the library. All members have read/write access to your library and can reference, and edit file attachments and notes.

Cite While You Write

1. Open a document in MS Word
2. Find and insert references: Place a cursor where you would like to add citation, and click “Insert Citation.”
3. Pick a style: EndNote supports more than 6,000 publishing styles. “Select

Work with BibTeX and LaTeX?
First, go Edit-> Output Styles -> Open Style Managers, then add BibTeX Export. Then, go to File-> Export, and select BibTex Export in output style. You can copy and paste the file into *.bib file in Overleaf and cite while you write.

Tips:
- Ask a Librarian
- Backup files frequently: File -> Compressed Library (.enlx)
- Do not use cloud storage to store EndNote files
- Export references to other tools (i.e., Mendeley) File-> Export, Save as Type XML
- Another Style...” to download more styles