



## EndNote 21 Download

EndNote is software that can organize, store, and input citations into Word documents to help you with your research. The College of St. Scholastica has a site license which offers two options for you to access EndNote and you can either pick one or use both as the situation warrants.

### How to Get EndNote

Go to the Library Homepage [css.edu/Library](https://css.edu/Library)

Select *Citation Help* from the tabs at the top.

### Library of The College of St. Scholastica: Home

Welcome to the CSS Library. Please contact us if you need assistance.



Next, look in the right column to see information about EndNote. You can get access to EndNote either by signing up for the online version or installing the download version onto your personal computer either for a Windows or Mac computer.

To decide between the two versions, consider these questions:

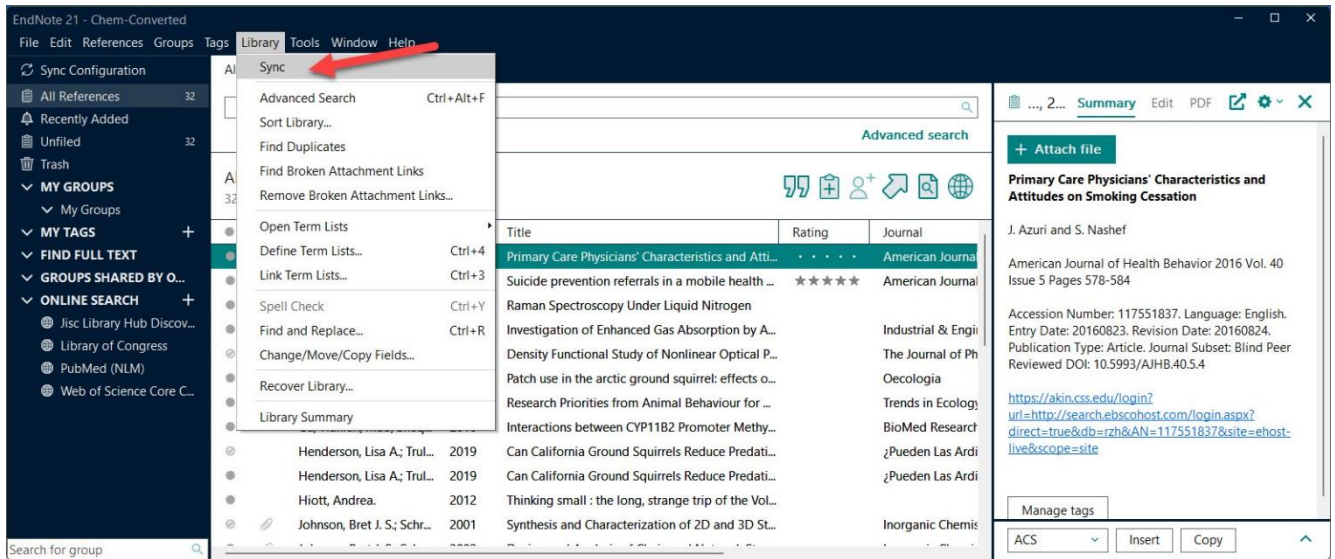
*Use EndNote Online if you answer yes to the following questions:*

- Do you not want to worry about downloading the software onto your computer?
- Do you want to be able to access EndNote online from any computer anywhere?
- Are you just wanting something that can help you correctly format your citations for your paper?

*Use EndNote Download if you answer yes to the following questions:*

- Are you comfortable downloading the software on to your personal computer?
- Do you want to be able to use EndNote without being connected to the Internet?
- Do you want to use EndNote for a more in-depth, long term project and store and organize your research?

It is also possible to sync your downloaded version of EndNote with your EndNote Online version or the EndNote App on your iOS smart device like an iPad. Click on *Library* in the top tool bar and then *Sync* to set that up.



**EndNote**

EndNote is software that can organize, store, and input citations into Word documents to help you with your research. The College of St. Scholastica has a site license which offers two options for you to access Endnote and you can either pick one or use both as the situation warrants.

EndNote has its own YouTube channel to learn more advanced features of this incredibly powerful program:  
<https://www.youtube.com/user/EndNoteTraining>

**1. EndNote Download**  
 To download EndNote, click on the link to the Google doc below for instructions

- [Google doc with links and instructions on how to download EndNote for both and Macs and Windows](#)
- [Instructions](#)  
How to download and set up your EndNote software
- [EndNote Database Instructions](#)  
How to export citations from some of the most commonly used databases

**2. EndNote Online**

- [Online Registration for EndNote Online](#)
- [Instructions for EndNote Online from CSS](#)
- [PowerPoint Presentation from EndNote about EndNote Online](#)

Once you have decided which version (it is possible to do both), click on the Google doc that has instructions and the links for either the Windows (including the required product key for the PC installer) or Mac version of EndNote to download or else to create an EndNote Online version. Use the username and password you have to access your CSS email or Brightspace to authenticate and start the download or online process.

**Authentication Required**

The server <https://www2.css.edu:443> requires a username and password. The server says: Network ID Required.

User Name:

Password:

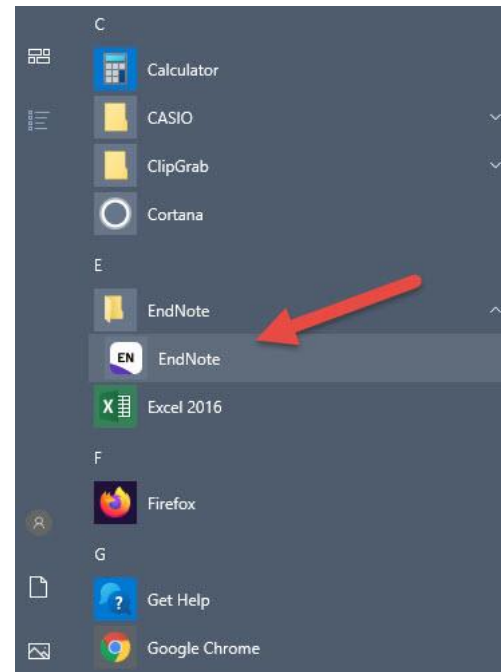
**Log In** **Cancel**

Click on *Save* when it asks you if you wish to run or save the executable file.

## How to Set Up EndNote

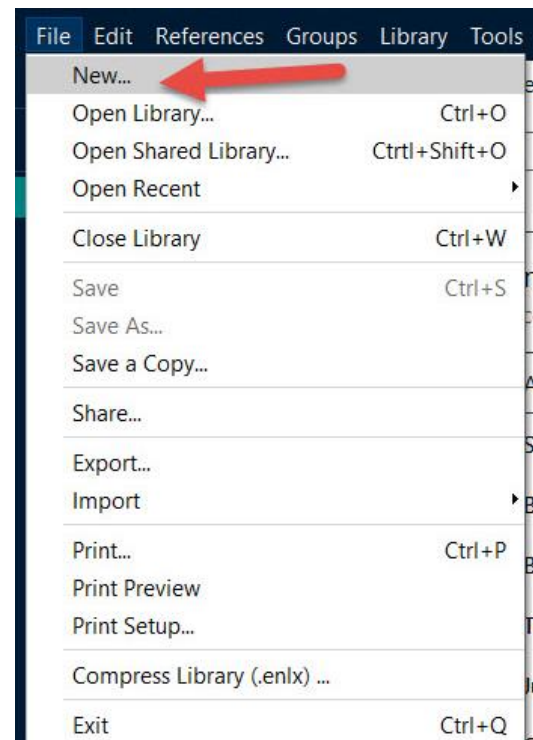
Once you download EndNote, you can open the program by selecting it from the list of programs in the start menu on your computer.

\*NOTE: If you are using EndNote in the computer labs on campus, you can skip the download steps and go right to EndNote.

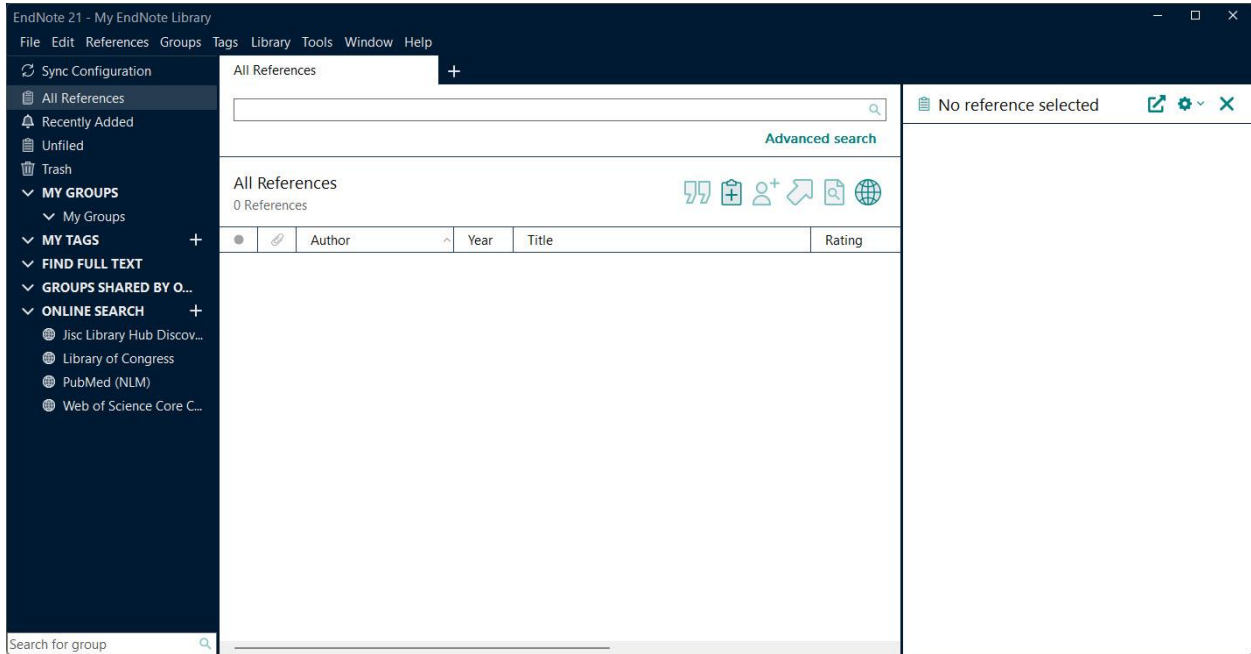


Once you have downloaded the program, you will be prompted about getting started with EndNote. Your citations will be housed in a library. You may wish to have separate libraries for each assignment, class, or research project or just keep all your citations in one library.

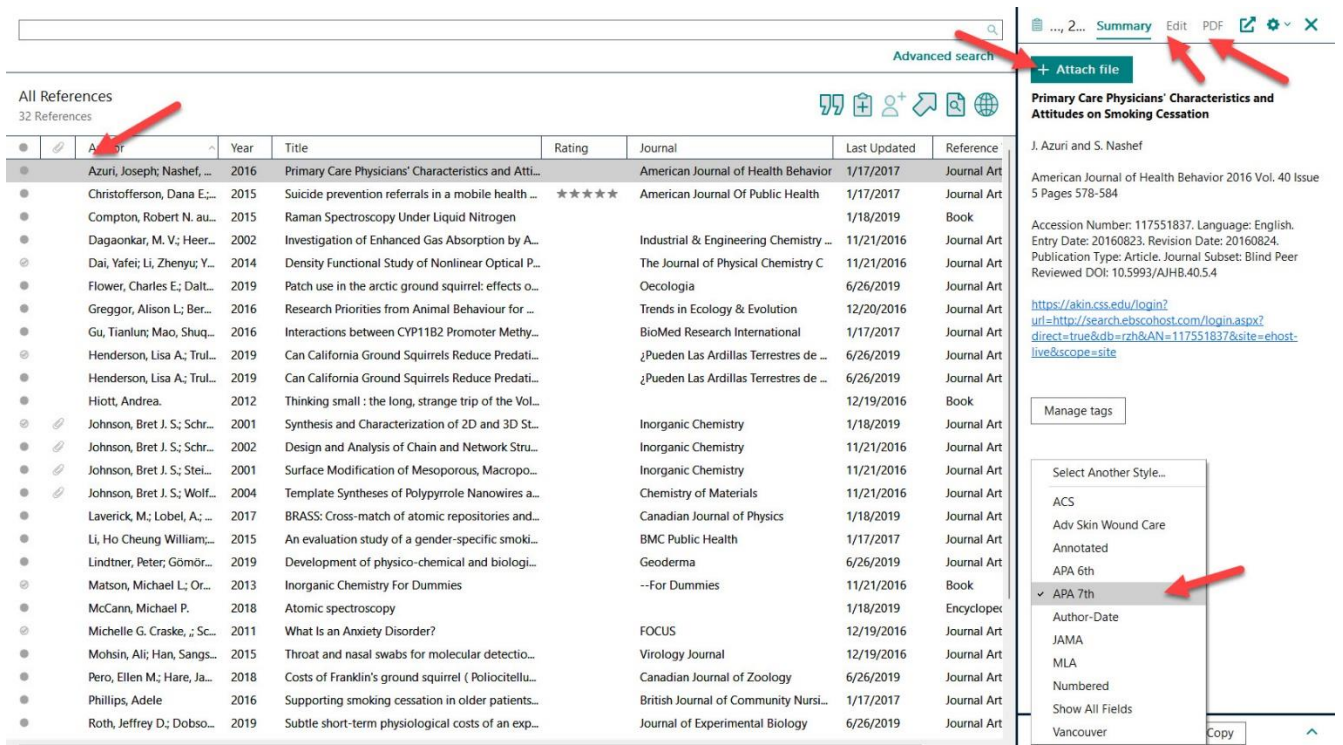
Initially you will need to create a new EndNote library and decide what it is going to be called and where it is going to be saved on your computer by clicking on the File option in the top tool bar and then selecting *New...* Then click the *Save* button.



Here is what a blank library looks like:



Here is what a library with references in it looks like:



References can be listed alphabetically by author's last name or you can also change it to be by year, title, rating, journal, last updated, or reference type by clicking on that column to reorganize them.



Click on a reference to highlight it and to the right you have these options: *Summary* to get information on that particular resource, *Edit* to make any corrections to the reference, *Attach file* to attach a PDF of the article for future reference, a pull-down menu to select which citation style you wish the reference to be in, and *Copy citation* to add it to your paper.

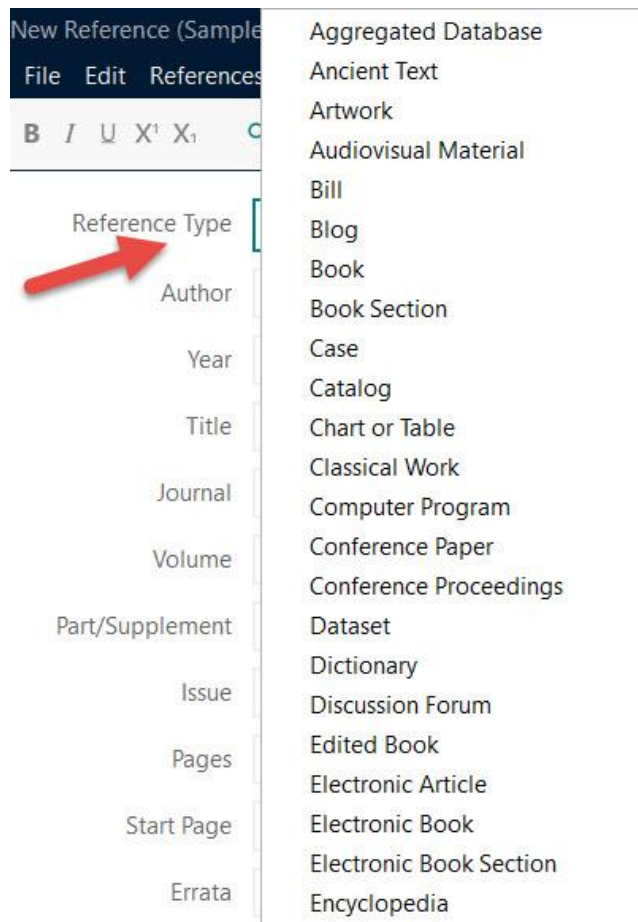
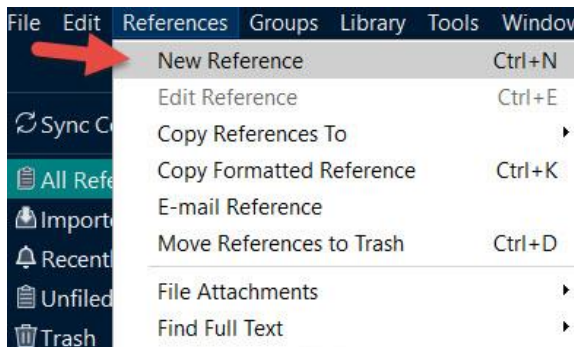
## Entering Citations into EndNote

Next, you need to start putting your citations into EndNote. There are two ways to do this.

### 1. Enter References Individually

The first way is to type or copy and paste the information into the fields so that EndNote can format them properly.

Select *References* from the toolbar and then click on *New Reference*.

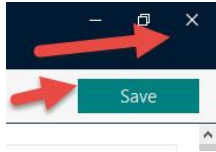


Select what type of source it is from the pull-down list such as journal article, book, encyclopedia, web page, etc. Then enter in the information on each aspect of your source. Leave whatever you don't have information for blank. Most times that will be okay as it won't be a part of the citation anyway. At any time you can get back to this window by selecting *Edit* on the reference in your EndNote library.

Hints: Fill in the source's information as close to the citation style as possible

For authors – put Last name, First name. If you are using APA, abbreviate the author's first and middle names.

For titles – put all the letters in lower case except for proper nouns like countries



Once you are done filling out your source's information, click on the *Save* box and then the **X** in the upper right hand corner of the window. This will close the window and add your reference to the library.

## 2. Exporting Citations from Databases

The second way to put a citation into EndNote is by importing it from a database. See the instructions for [Exporting Citations from Databases into EndNote](#) for how to do this for many databases the Library subscribes to.

One example is if you are using an Ebsco database such SOLAR, you can add articles you want to your folder. Once your folder is open, check the boxes before the citations you want to put into EndNote. Then, click on the *Export* paper icon with green arrow.

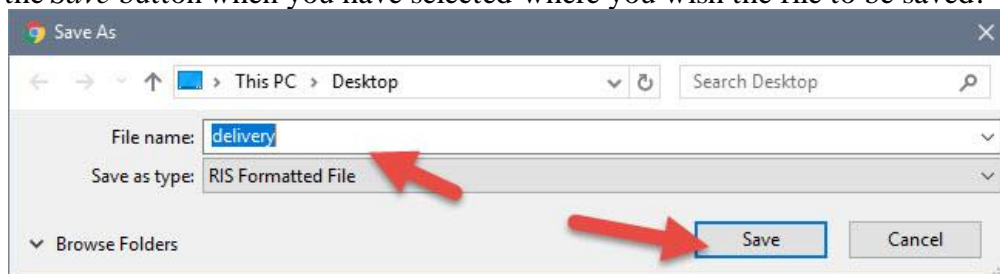
Next, click on the circle for *Direct Export to EndNote* and then click the *Save* button.

Number of items to be saved: 1

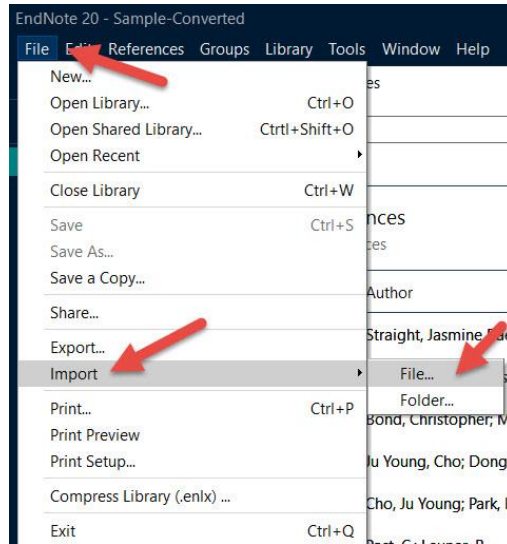
Remove these items from folder after saving



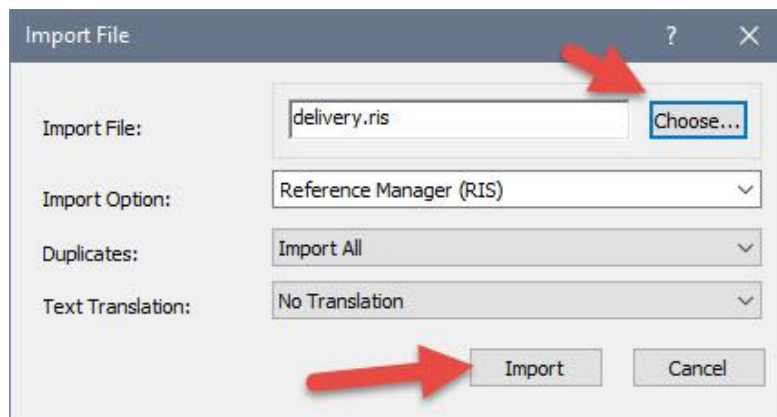
Click on the *Save* button when you have selected where you wish the file to be saved.



Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import and File...*



Click on *Choose...* to select the file you just saved and click on *Import* once you have selected it.



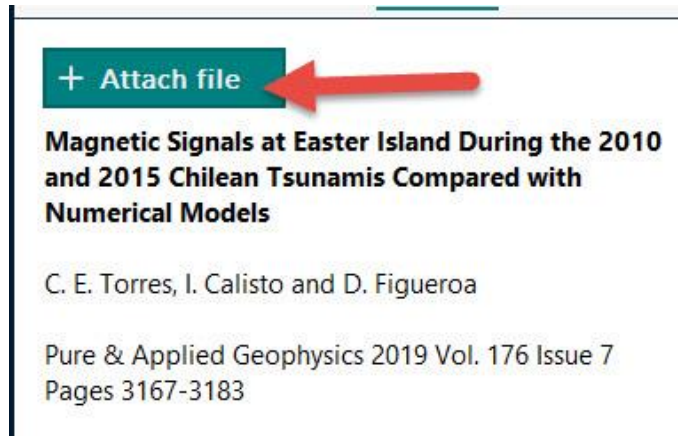
Your citations will now automatically be added to your EndNote library.

Each database does this a little differently, but most do have this capability. Ask a librarian for more information or see the instructions for [Exporting Citations from Databases into EndNote](#) for how to do this for many databases to which the Library subscribes.

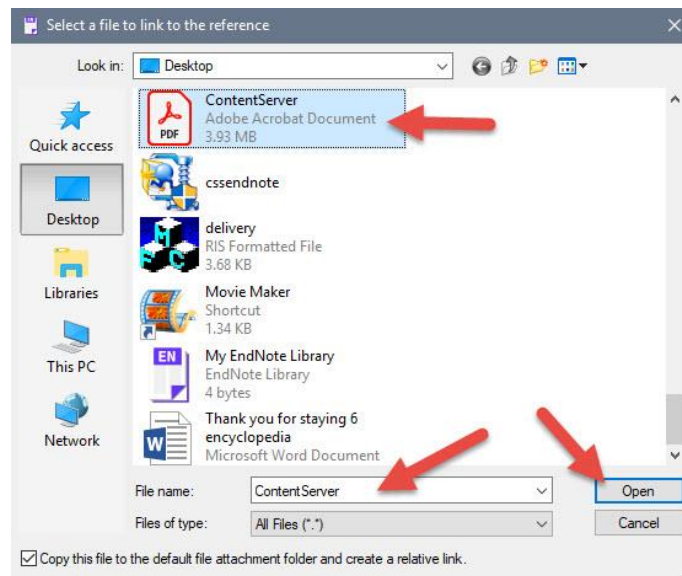
## Attaching PDF of Full-text of Article to Reference in EndNote

It is possible to attach the full-text of your articles right into EndNote if it is available to you as a PDF document. This makes it very convenient to have both your reference, information on the article, and the full-text of the article all in one place. You first want to export your citation so you have it in your EndNote library. From the database, open the PDF file and save it where it will be easy for you to find such as on the desktop.

Next, in your EndNote library, click on your reference that you wish to attach the article's PDF file to and click on *Attach File...*

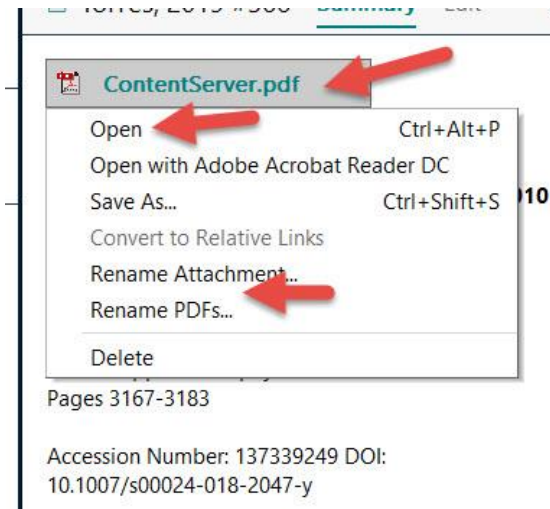


Find where you saved the PDF file such as on the desktop, click on the file name (which is usually titled ContentServer if it comes from EBSCO and you didn't rename it) and then click on *Open*.



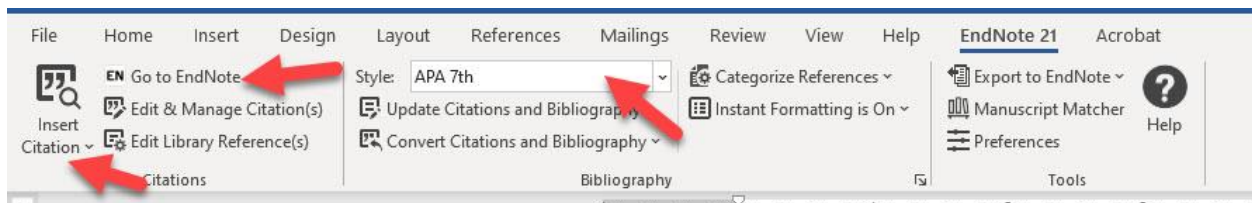
You will now see the PDF of the full text of the article attached to the right of the reference. Click on it to open it, rename it, or delete it.





## Working with EndNote in Word

Once you have your citations in your EndNote library, you can import them into a Word document. \*Note: EndNote does work on a limited scale with iOS products, but not all features are available and unfortunately the Librarians do not have access to any iOS computers so hence are not able to help much with getting EndNote to work on iOS or Apple products.



*Style* – click on dropdown arrow to change the citation style

*Update Citations and Bibliography* – formats your document to the citation style rules

*Convert Citations and Bibliography* – allows you to unformat a reference – don't click on this as it changes how your citation is formatted. Also, click on dropdown arrow to choose from other options including convert to plain text and convert citations from Word to EndNote.

*Categorize References* – You can create customized group or configurations of the references

*Instant Formatting is On* – You can turn it off or configure it.

*Preferences* – change your “Cite While You Write” preferences

*Gray question mark* – get help

Here is a picture of what it will look like when you are insert a citation into your Word document:

In order for faculty and librarians to “create a collaborate learning environment, they must work together to build trust” (Dewey, 2004, p. 10). The best way to establish trust is to have open communication, a strong plan in place, and a clear vision to the course objectives (Feldheim, King, & Sherman, 2004).

When you are all done typing your paper and adding your in-text or parenthetical citations, then click on the *Update Citations and Bibliography* button on the EndNote toolbar and this will ensure your citations are properly formatted for the citation style you are using.

## Things to Keep in Mind

EndNote does make mistakes, so you will need to change them. Remember – a computer only matches, it does not think. EndNote still requires you to proofread it. Use the Citation Help LibGuides found on the *Research Tools* tab on the Library’s homepage, published handbooks, or ask a Librarian for more help.

To change citations or references in your bibliography, just click on the text. It will turn gray and then you can make any changes.

Reference as EndNote automatically did it:

Clearinghouse, P. R. (2006). A chronology of data breaches reported since the choicepoint incident  
Retrieved August 17, 2006, from <http://www.privacyrights.org/ar/ChronDataBreaches.htm>

Reference manually corrected:

Privacy Rights Clearinghouse (2006). A chronology of data breaches reported since the Choicepoint incident. Retrieved August 17, 2006, from <http://www.privacyrights.org/ar/ChronDataBreaches.htm>

## APA 7<sup>th</sup> Edition

Paper format:

- More fonts allowed such as Calibri 11, Arial 11, Georgia 11, and Lucida Sans Unicode 10.
- Running head on the title page no longer includes the words “Running head:”
- Running head omitted in student papers unless instructor says otherwise.
- Heading levels 3 to 5 updated for readability.

In-text citations:

- Any reference with more than three authors now immediately shorted to the first author followed by et al.

Mechanics of style and language:

- Use only one space after a period at the end of the sentence.
- Use double quotation marks instead of italics for linguistic examples.
- The use of the singular pronoun “they” is now accepted rather than s/he.
- Descriptive phrases should be preferred instead of nouns to label people.

Reference list:

- No longer need “Retrieved from” before listing the web site unless also including retrieval date.
- Web page titles are italicized.
- No longer need to include version of ebook [i.e. Kindle version] but include publisher.
- DOI numbers are now listed as <http://doi.org/10.....>
- Publisher location no longer required for books.
- Up to 20 authors can be included before needing to omit others with an ellipsis.