


USING EndNote®

What is Endnote?

- A tool to export and format references directly from online databases into the citation style you need
- A tool to import your references into WORD for use in your papers
- Download at: <http://library.hunter.cuny.edu/endnote.htm>

How to get started?

1. Create a library of references in Endnote
 2. Adding references in Endnote
 3. Adding references by exporting data from Medline into Endnote
 4. When your ready: importing references from Endnote into WORD
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1. Create a library of references in Endnote
 - a. Open up Endnote
 - b. Select **“Create a new library”**
 - c. Give a name to the library
 2. Adding references by type
 - a. Select **“References”** from top toolbar
 - b. Select **“New Reference”**
 3. Choose **“Reference Type”** from dropdown menu (i.e.: book, journal)
 - a. Type in information for appropriate fields
 - b. Select the **“style”** (ICMJE, AJPH, APA)
 - c. Go to **“File”** then select **“Close the reference”**
 4. Adding references by importing data from EBSCO into Endnote (full text links; no J'l abbrev.)
 - a. Select the articles you want from database search results
 - b. Optional: **“Add”** articles to Folder then open the folder 
 - c. Select **“Export”**
 - d. Select **“Direct export to Endnote”**
 - e. Click **“Save”**
 - f. Select the Endnote library you want references to be in
 5. When you're ready: importing references from Endnote to Word
 - a. Open up WORD
 - b. Select **“Tools”**
 - c. Select **“Endnote”**
 - d. Select: one of the following:
 - i. Find Citations
 - ii. Go to Endnote
 - iii. Insert-selected-citations