

EndNote introduction course

NTNU University Library, Øya Library, autumn 2026

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What you can do with EndNote

Collect and store

- Create a personal library with references that you need, for instance for a master thesis or a journal article
- Find full text articles (PDFs) and attach the PDFs to the references in the library

Cite while you write

- Insert references from the library into a document and have EndNote automatically create in-text citations and a reference list in the citation style you require
- Easily change the format of your in-text citations and the reference list

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How you can get access to EndNote

- EndNote is freely available to NTNU students and staff
- Use NTNU's portal for downloadable software
<http://studntnu.sharepoint.com/sites/software> to get access to the program if you have a privately owned machine
- If the machine is managed by NTNU you can install the program from the Software Center
- Contact *Orakeltjenesten* (Orakel Support Services) if you need assistance

- The latest version of EndNote is 2025 (Windows and Mac)

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Agenda

- Creating a new library
- Adding references to the library
 - Importing references and manually entering references
- Searching a library
- Creating groups
- Finding full text
- Using EndNote and Word
 - Inserting citations, editing citations, and changing an output style

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Creating a new library

- Create a new library: File > New > Save (to your hard drive or network drive)
- Do not save the library to a cloud service like OneDrive, iCloud or Dropbox
- Make a backup copy of a library: File > Compressed Library > Next > Save (the backup copy may be saved to a cloud service or a USB stick)

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Exercise 1: Create a new EndNote library

Creating a new library

From EndNote's File menu, choose New.

Do not store the library on a cloud service like OneDrive, iCloud or Dropbox.

Journal list

From the Library menu, choose Define Term Lists.

Highlight Journals.

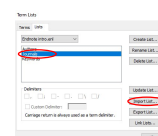
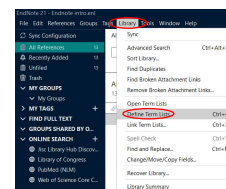
Click [Import List].

Select the file Medical.

Mac: Navigate to the journal lists folder, select the file Medical. The journal lists folder is named Terms.

By default, the location is:

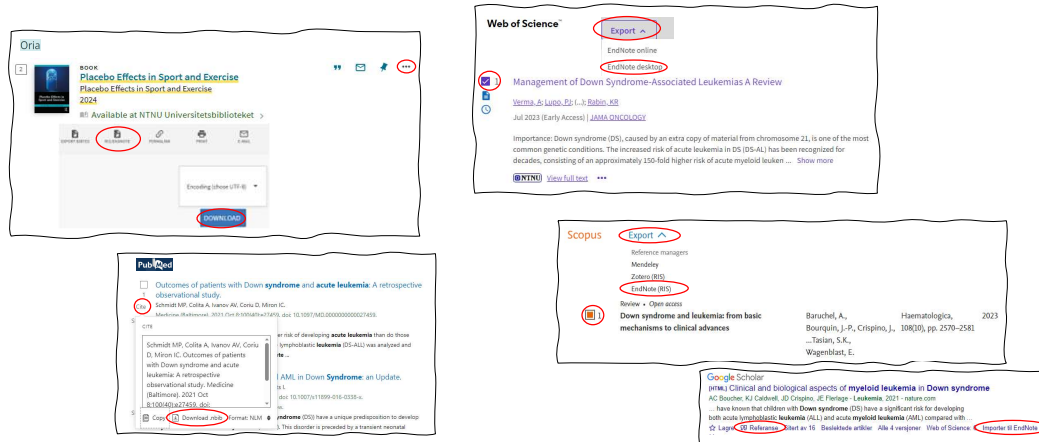
Applications\EndNote 2025\Terms



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Exporting references from databases

You may export references directly from many databases to get references into your library.



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Exercise 2: Perform a PubMed search and export some references from PubMed to the EndNote library

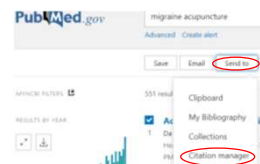
Exporting references from PubMed

Make sure that the library is open.
Perform a PubMed search.

Exporting **one reference**: Click [Cite] to the left of the reference.
Choose [Download...].

Exporting **multiple references**: Select the references.
From the Send to menu, choose Citation manager.
Choose [Create file].

Select the option [Open], if possible. If the file automatically is saved, open the saved file.



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Manually adding a reference

Make sure that you enter sufficient and correct information when you manually add a reference to the library.

NTNU Academic Writing provides information about common styles, for instance APA and Vancouver, and gives you advice on entering bibliographic data in EndNote.

<https://i.ntnu.no/academic-writing/using-and-citing-sources>

