
INTRODUCTION TO

ENDNOTE 2025

CONTENTS

About EndNote.....	4
Obtaining and Installing EndNote.....	4
Guides	4
Creating a New Library.....	5
Making a Backup Copy of a Library.....	5
Library Window Layout.....	6
EndNote Preferences.....	7
Find Full Text Preferences.....	7
Duplicates Preferences.....	7
Journal List.....	8
Exporting References from PubMed to EndNote.....	9
Exporting one reference from PubMed.....	9
Exporting one or multiple references from PubMed.....	10
Importing a File of References from PubMed	11
Exporting References from Web of Science to EndNote.....	13
Searching PubMed from within EndNote.....	14
Searching Other Online Databases from within EndNote	15
Manually Entering References.....	16
Importing PDF Files to Create New References	18
Searching an EndNote Library.....	19
Simple Search	19
Advanced Search.....	19
Managing and Organizing References	20
Sorting References	20
Finding Duplicate References.....	20
Editing References	21
Updating References.....	21
Deleting References	21
Custom Groups	22
Smart Groups	22
Group Sets.....	22
Using Tags	23
Printing References.....	23

Creating an Independent Bibliography.....	24
Exporting References.....	24
Finding Full Text for a Reference	25
OpenURL Link	25
Using EndNote While Writing in Word.....	26
Inserting Citations	27
Generating a Bibliography	28
Selecting a Different Output Style	28
Adding Styles to the Output Styles List.....	29
Editing Citations	30
Deleting Citations	30
Editing a Reference.....	31
Unformatting Citations	31
Removing Field Codes.....	32

ABOUT ENDNOTE

EndNote is a reference management program. You can use EndNote to create your own personal reference library. You can then insert citations in a Word document and generate a bibliography in the citation style you require.

OBTAINING AND INSTALLING ENDNOTE

NTNU has a site licence for EndNote, which permits staff and students of the university to use the program both at work and at home.

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 have any enquiries.

Employees at St. Olavs Hospital and Central Norway Regional Health Authority will need to contact HEMIT.

GUIDES

- NTNU University Library offers an extensive EndNote guide <https://ntnu-no.libguides.com/EndNote-guide>
- The EndNote YouTube channel contains several guides <http://youtube.com/endnotetraining>

CREATING A NEW LIBRARY

From EndNote's **File** menu, choose **New**.

Select the location where you would like to save your library. Enter a name for the library and click [Save].

Do not store the library in a cloud service like OneDrive, Dropbox or iCloud. This might lead to library corruption.

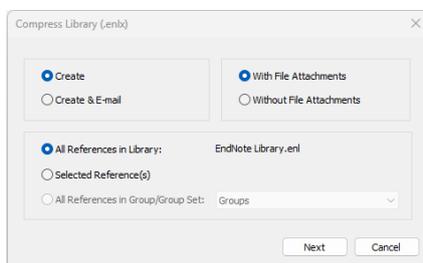
Note that the library is made up of both an .ENL file and a corresponding .DATA folder.

It is recommended that you maintain one library only.

MAKING A BACKUP COPY OF A LIBRARY

Open the library in EndNote.

From the **File** menu, select **Compress Library (.enlx)**.



Make sure that the options With File Attachments and All References in Library are selected.

Windows: Click [Next].

Mac: Click [OK].

Choose the location where you would like to save your backup copy. Enter a name and click [Save]. The backup copy includes both the .ENL file as well as the corresponding .DATA folder.

LIBRARY WINDOW LAYOUT

The Library window includes several work areas, such as the Groups panel and the Reference List panel.

The screenshot shows the EndNote 2025 Library window with several callouts:

- Default groups and groups that you create:** Points to the left-hand navigation pane showing 'Library Status', 'All References', 'Recently Added', 'Unfiled', 'Trash', 'MY GROUPS', 'MY TAGS', 'FIND FULL TEXT', 'GROUPS SHARED BY O...', and 'ONLINE SEARCH'.
- Simple and advanced search:** Points to the search bar at the top of the 'All References' panel.
- Detailed overview of a selected reference:** Points to the right-hand pane showing a detailed view of a selected reference, including the title, authors, journal information, and abstract.
- List of references in your EndNote library:** Points to the central table listing 12 references with columns for Author, Year, Title, Journal, and Last U.
- Preview of a reference formatted with a specific output style:** Points to the bottom section of the right-hand pane, showing a preview of the reference formatted in Vancouver style.

Author	Year	Title	Journal	Last U
Çakici, N.; van B...	2019	An update on the efficacy of anti-inflamat...	Psychol Med	30.06.
Cho, M.; Lee, T. ...	2019	Adjunctive use of anti-inflammatory drugs fo...	Aust N Z J Psychiatry	17.08.
Dao, J.; Saran, S...	2023	A Systematic Review on the Potential of Aspi...	Brain Sci	17.08.
Fitton, R.; Sweet...	2022	Anti-inflammatory medications for the treat...	Brain Behav Immun Health	17.08.
Fond, G.; Lanço...	2020	The Role of Inflammation in the Treatment of...	Front Psychiatry	17.08.
Keller, W. R.; Ku...	2013	A review of anti-inflammatory agents for sy...	J Psychopharmacol	17.08.
Laan, W.; Grobb...	2010	Adjuvant aspirin therapy reduces symptoms ...	J Clin Psychiatry	17.08.
Muller, N.	2019	COX-2 Inhibitors, Aspirin, and Other Potential...	Front Psychiatry	17.08.
Nitta, M.; Kishi...	2013	Adjunctive use of nonsteroidal anti-inflamma...	Schizophr Bull	17.08.
Schmidt, L.; Phel...	2019	Acetylsalicylic acid (aspirin) for schizophrenia	Cochrane Database Syst Rev	17.08.
Sommer, I. E.; v...	2014	Efficacy of anti-inflammatory agents to impr...	Schizophr Bull	17.08.
Weiser, M.; Zam...	2021	Adjunctive Aspirin vs Placebo in Patients Wit...	Schizophr Bull	17.08.

Reference Preview (Vancouver style):

1. Cho, M., Lee, T.Y., Kwak, Y.B., Yoon, Y.B., Kim, M. & Kwon, J.S. Adjunctive use of anti-inflammatory drugs for schizophrenia: A meta-analytic investigation of randomized controlled trials. *Aust N Z J Psychiatry*. 2019;53(8):742-59.

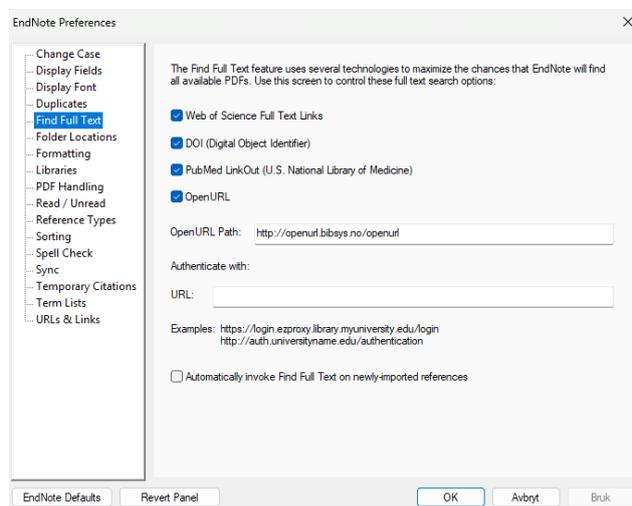
ENDNOTE PREFERENCES

Windows: From the **Edit** menu, choose **Preferences** to access EndNote preferences.

Mac: From the **EndNote 2025** menu, choose **Preferences** (or Settings) to access EndNote preferences.

FIND FULL TEXT PREFERENCES

Select the **Find Full Text** panel.



Select the Web of Science, DOI, PubMed and OpenURL check boxes.

Enter the following OpenURL path:

<http://openurl.bibsys.no/openurl>

Windows: Click [OK].

Mac: Click [Save] and close the window.

DUPLICATES PREFERENCES

Select the **Duplicates** panel.

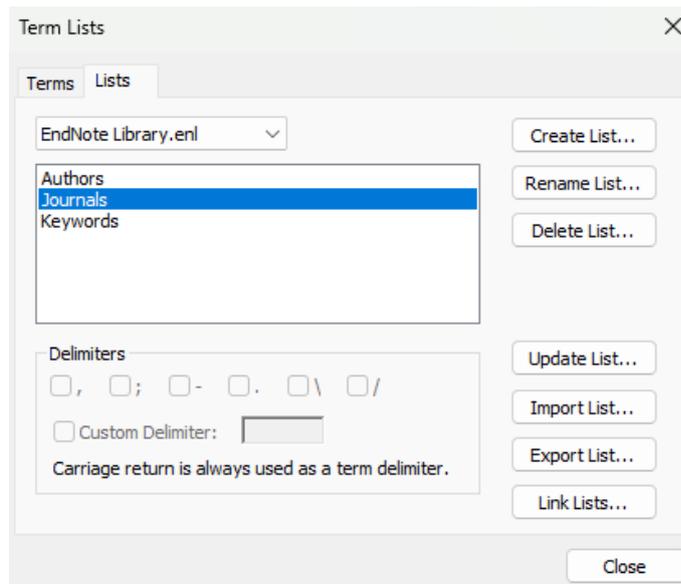
Select the DOI check box if you want to include the DOI field in duplicate detection.

JOURNAL LIST

EndNote provides several lists of journal names and abbreviations that can be imported for use with your EndNote library.

Open the library in EndNote.

From the **Library** menu, choose **Define Term Lists**.



Click on the **Lists** tab and highlight **Journals**.

Click [Import List].

Select the file **Medical** in the journal lists folder to import the list for medicine.

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

Select the Terms tab to see the list of full journal names and their matching abbreviations.

Do not import more than one journal list. Import the list before entering references.

EXPORTING REFERENCES FROM PUBMED TO ENDNOTE

In EndNote you may use the direct export feature to import references from PubMed directly into EndNote. See next page for instructions on how to export multiple references.

EXPORTING ONE REFERENCE FROM PUBMED

Make sure that your EndNote library is open.

The screenshot shows the PubMed interface. At the top, the NIH logo and 'National Library of Medicine' are visible. The search bar contains 'migraine acupuncture'. Below the search bar are buttons for 'Advanced', 'Create alert', and 'Create RSS'. There are also buttons for 'Save', 'Email', and 'Send to', and a dropdown menu for 'Sorted by: Best match'. On the left, there is a 'RESULTS BY YEAR' section with a bar chart showing the number of results from 1965 to 2021. The main results area shows 579 results. The first result is 'Acupuncture for migraine prevention.' by Da Silva AN. A red circle highlights the 'Cite' button next to this result. Below the 'Cite' button is a 'Share' button. The abstract text for the first result is visible: 'Headache. 2015 Mar;55(3):470-3. doi: 10.1111/head.12525. Epub 2015 Feb 16. PMID: 25683754 Review. RESULTS: This manuscript reviews large and well-designed trials of acupuncture for migr and also the effectiveness of acupuncture when tried against proven migraine preventat medications. CONCLUSION: Acupuncture seems to be at ...'

Perform a PubMed search.

Click [Cite] to the left of the reference that you want to export to EndNote.

The screenshot shows the 'CITE' dialog box. It contains the citation text: 'Da Silva AN. Acupuncture for migraine prevention. Headache. 2015;55(3):470-473. doi:10.1111/head.12525'. At the bottom of the dialog box, there are three buttons: 'Copy', 'Download .nbib', and 'Format: AMA'. A red circle highlights the 'Download .nbib' button.

Choose [Download...].

Select the option [Open], if possible. If the reference automatically is saved to a file on the desktop open the saved file.

Peruse the imported data to make sure it imported as expected.

EXPORTING ONE OR MULTIPLE REFERENCES FROM PUBMED

Make sure that your EndNote library is open.

NIH U.S. National Library of Medicine
National Center for Biotechnology Information

PubMed.gov

migraine acupuncture

Advanced Create alert

Save Email **Send to** Sorted by:

MYNCBI FILTERS

RESULTS BY YEAR

TEXT AVAILABILITY

551 results

Clipboard x Clear selection

My Bibliography

Collections

Citation manager

1 Da He... doi: 10.1111/head.12525. Epub 2015 Feb 16.

Research managers reviews large and well-designed trials of **acupuncture** for **migraine** prevention and also the effectiveness of **acupuncture** when tried against proven **migraine** medications. CONCLUSION: **Acupuncture** seems to be at least as effective as conventional preventative **therapy** for **migraine** and is safe, long lasting, and cost-effective. ...

“ Cite Share

2 **Acupuncture for the prevention of episodic migraine.**

Linde K, Allais G, Brinkhaus B, Fei Y, Mehring M, Vertosick EA, Vickers A, White AR. Version 2. Cochrane Database Syst Rev. 2016 Jun 28;2016(6):CD001218. doi:

Perform a PubMed search and select the reference(s) that you want to export to EndNote.

From the Send to menu, choose **Citation manager**.

Create a file for external citation management software

Selection: Selection (2)

Create file Cancel

Choose [Create file].

Select the option [Open], if possible. If the references automatically are saved to a file on the desktop open the saved file.

Peruse the imported data to make sure it imported as expected.

IMPORTING A FILE OF REFERENCES FROM PUBMED

You may save PubMed references to a file and then import the file of references into EndNote. Note that direct export (see page 9-10) is an easier way to get data into EndNote because it involves no intermediate steps.

NIH U.S. National Library of Medicine
National Center for Biotechnology Information

PubMed.gov

migraine acupuncture

Advanced Create alert

Save Email Send to Sorted by:

Save citations to file

Selection: Selection (2)

Format: PubMed

Create file Cancel

MYNCBI FILTERS

551 results 2 items selected Clear selection

RESULTS BY YEAR

Acupuncture for migraine prevention.

1 Da Silva AN.
Headache. 2015 Mar;55(3):470-3. doi: 10.1111/head.12525. Epub 2015 Feb 16.
PMID: 25683754 Review.
RESULTS: This manuscript reviews large and well-designed trials of **acupuncture** for **migraine** prevention and also the effectiveness of **acupuncture** when tried against proven **migraine** p medications. CONCLUSION: **Acupuncture** seems to be at least as effective as conventional d

Step 1:

Perform a PubMed search and select the reference(s) that you want to import into EndNote.

Choose [Save].

Select **PubMed** from the Format menu.

Click [Create File] and save the file.

Step 2:

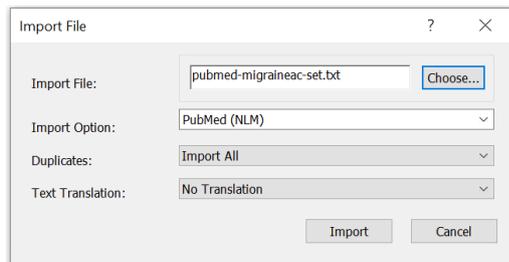
Go to EndNote and make sure that your library is open.

Windows: From the **File** menu, choose **Import > File**.

Click [Choose] to locate and open the file you want to import.

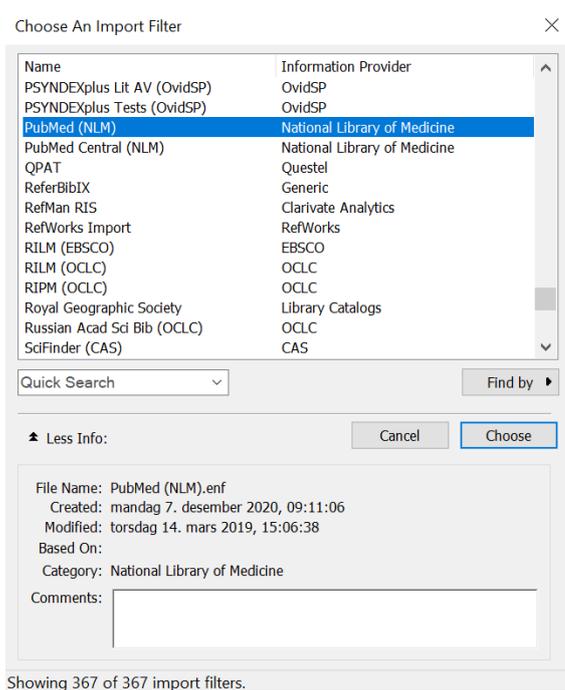
Mac: From the **File** menu, choose **Import**.

Locate the file you want to import. Click [Options].



Select the **PubMed (NLM)** filter from the Import Option list.

If you do not find the PubMed (NLM) filter in the Import Option list, choose **Other Filters** to see a list of available import filters.



Highlight the **PubMed (NLM)** filter and click [Choose].

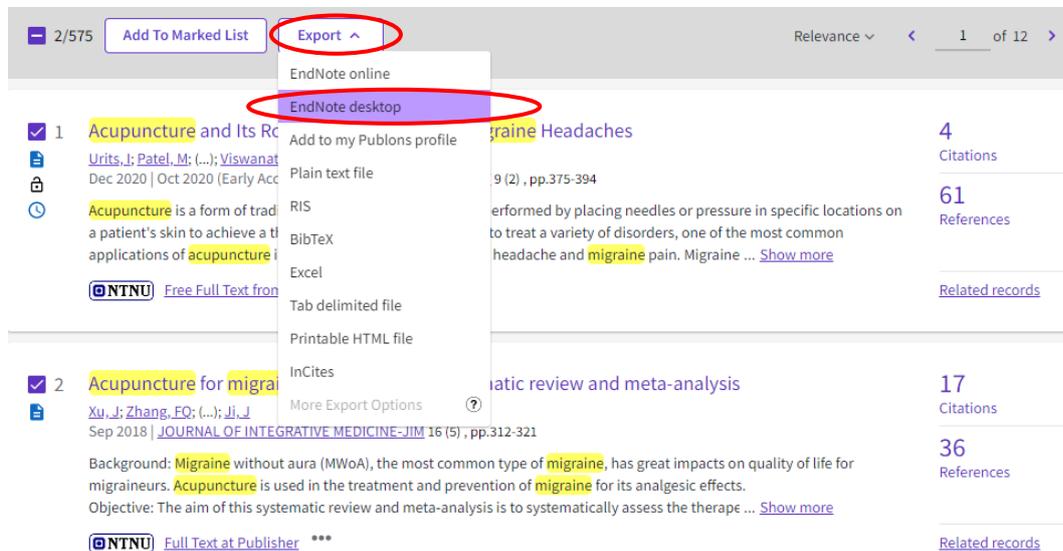
Select what EndNote will do with duplicates (import all references, discard duplicates or put duplicates in a separate duplicate library).

Click [Import].

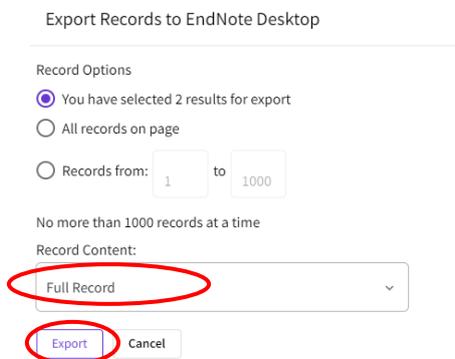
Peruse the imported data to make sure it imported as expected.

EXPORTING REFERENCES FROM WEB OF SCIENCE TO ENDNOTE

Make sure that your EndNote library is open.



Perform a Web of Science search. Select the reference(s) that you want to export to EndNote. From the Export menu, choose **EndNote desktop**.



Select the data to include.
Click [Export].

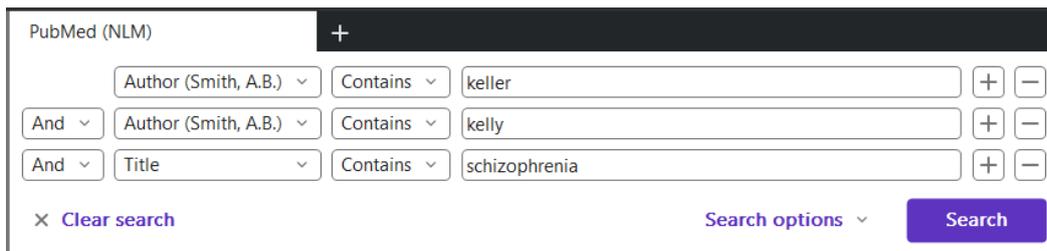
Select the option [Open], if possible. If the reference(s) automatically are saved to a file on the desktop open the saved file.

Peruse the imported data to make sure it imported as expected. Run duplicate detection.

SEARCHING PUBMED FROM WITHIN ENDNOTE

This search interface is intended for basic searches, not advanced searches.

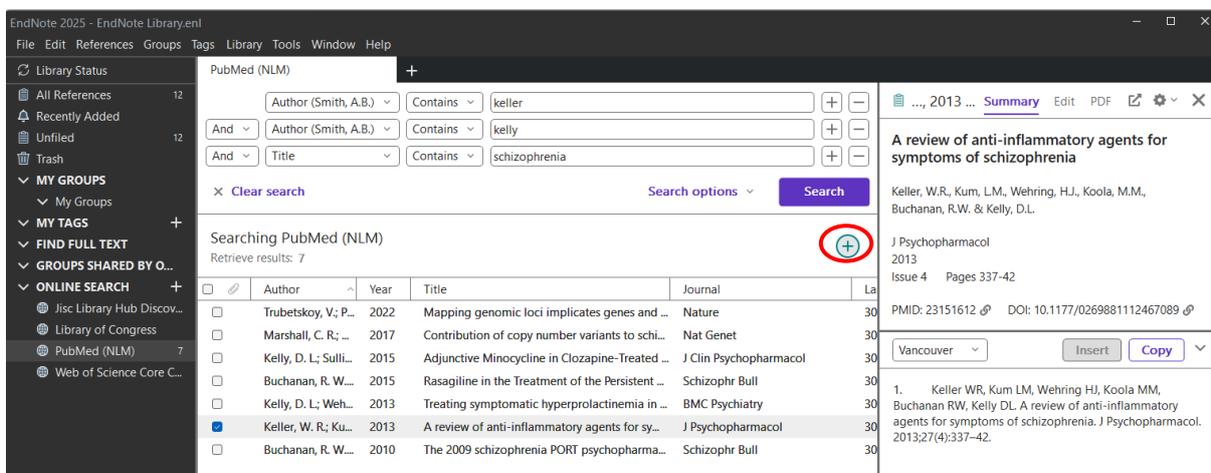
In the Groups panel under Online Search, select **PubMed (NLM)** to establish a connection with the PubMed database. (If PubMed (NLM) does not appear under Online Search in the Groups panel, follow the instructions on page 15).



Choose a field to search and enter a search term.

You can combine search lines with the Boolean operators And, Or, and Not.

Click [Search] to begin the search.



	Author	Year	Title	Journal	La
<input type="checkbox"/>	Trubetskoy, V.; P...	2022	Mapping genomic loci implicates genes and ...	Nature	30
<input type="checkbox"/>	Marshall, C. R.; ...	2017	Contribution of copy number variants to schi...	Nat Genet	30
<input type="checkbox"/>	Kelly, D. L.; Sulli...	2015	Adjunctive Minocycline in Clozapine-Treated ...	J Clin Psychopharmacol	30
<input type="checkbox"/>	Buchanan, R. W...	2015	Rasagiline in the Treatment of the Persistent ...	Schizophr Bull	30
<input type="checkbox"/>	Kelly, D. L.; Weh...	2013	Treating symptomatic hyperprolactinemia in ...	BMC Psychiatry	30
<input checked="" type="checkbox"/>	Keller, W. R.; Ku...	2013	A review of anti-inflammatory agents for sy...	J Psychopharmacol	30
<input type="checkbox"/>	Buchanan, R. W...	2010	The 2009 schizophrenia PORT psychopharma...	Schizophr Bull	30

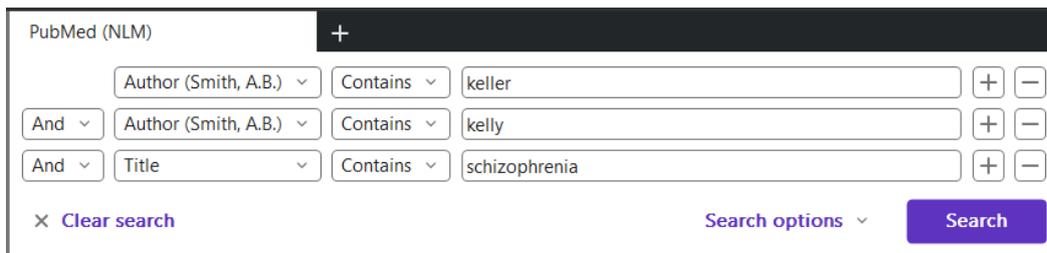
Note that the search results are displayed in the library, but the references are not automatically saved to the library.

Highlight the reference(s) you want to keep. Choose the  button to copy the highlighted reference(s) to the library.

SEARCHING OTHER ONLINE DATABASES FROM WITHIN ENDNOTE

From the **Tools** menu, choose **Online Search** to see a list of online databases that can be searched from within EndNote.

Select a database from the list to establish a connection with the database. Click [Choose].



PubMed (NLM) +

Author (Smith, A.B.) Contains keller + -

And Author (Smith, A.B.) Contains kelly + -

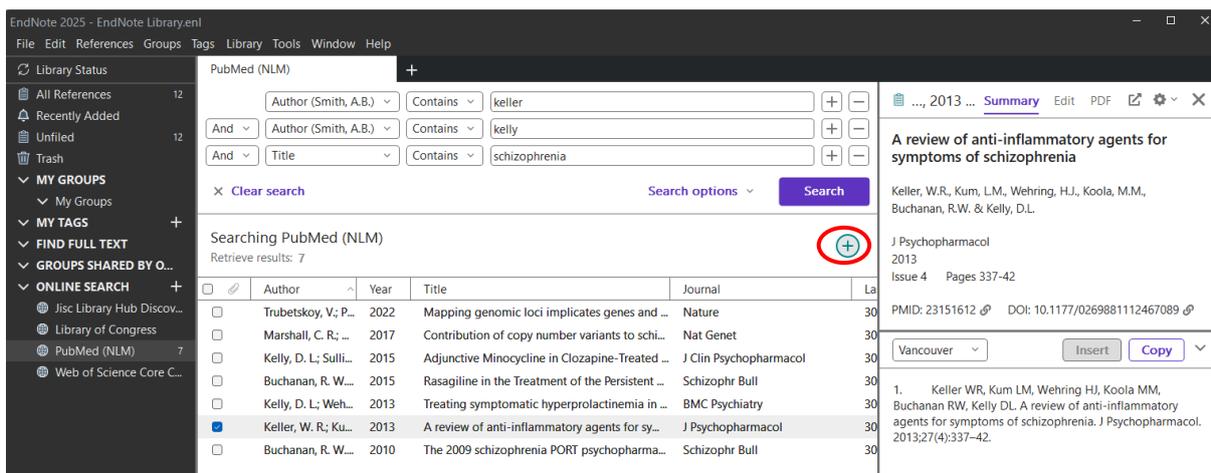
And Title Contains schizophrenia + -

× Clear search Search options Search

Choose a field to search and enter a search term.

You can combine search lines with the Boolean operators And, Or, and Not.

Click [Search] to begin the search.



EndNote 2025 - EndNote Library.enl

File Edit References Groups Tags Library Tools Window Help

Library Status PubMed (NLM) +

Author (Smith, A.B.) Contains keller + -

And Author (Smith, A.B.) Contains kelly + -

And Title Contains schizophrenia + -

× Clear search Search options Search

Searching PubMed (NLM)

Retrieve results: 7

<input type="checkbox"/>	<input type="checkbox"/>	Author	Year	Title	Journal	La
<input type="checkbox"/>	<input type="checkbox"/>	Trubetskoy, V.; P...	2022	Mapping genomic loci implicates genes and ...	Nature	30
<input type="checkbox"/>	<input type="checkbox"/>	Marshall, C. R.; ...	2017	Contribution of copy number variants to schi...	Nat Genet	30
<input type="checkbox"/>	<input type="checkbox"/>	Kelly, D. L.; Sulli...	2015	Adjunctive Minocycline in Clozapine-Treated ...	J Clin Psychopharmacol	30
<input type="checkbox"/>	<input type="checkbox"/>	Buchanan, R. W....	2015	Rasagiline in the Treatment of the Persistent ...	Schizophr Bull	30
<input type="checkbox"/>	<input type="checkbox"/>	Kelly, D. L.; Weh...	2013	Treating symptomatic hyperprolactinemia in ...	BMC Psychiatry	30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Keller, W. R.; Ku...	2013	A review of anti-inflammatory agents for sy...	J Psychopharmacol	30
<input type="checkbox"/>	<input type="checkbox"/>	Buchanan, R. W....	2010	The 2009 schizophrenia PORT psychopharma...	Schizophr Bull	30

+, 2013 ... Summary Edit PDF

A review of anti-inflammatory agents for symptoms of schizophrenia

Keller, W.R., Kum, L.M., Wehring, H.J., Koola, M.M., Buchanan, R.W. & Kelly, D.L.

J Psychopharmacol
2013
Issue 4 Pages 337-42

PMID: 23151612 DOI: 10.1177/0269881112467089

Vancouver Insert Copy

1. Keller WR, Kum LM, Wehring HJ, Koola MM, Buchanan RW, Kelly DL. A review of anti-inflammatory agents for symptoms of schizophrenia. J Psychopharmacol. 2013;27(4):337-42.

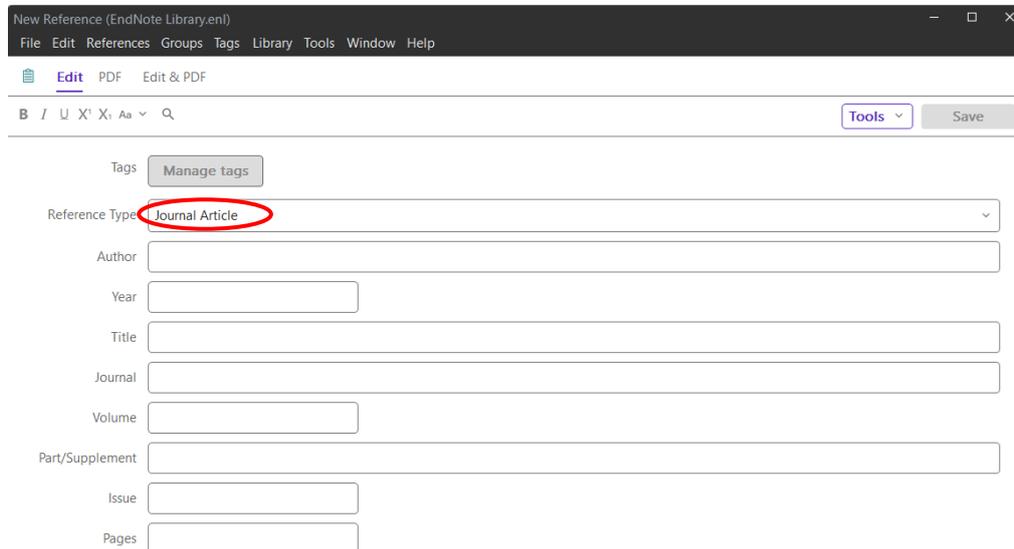
Note that the search results are displayed in the library, but the references are not automatically saved to the library.

Highlight the reference(s) you want to keep. Choose the  button to copy the highlighted reference(s) to the library.

Once you have searched an online database, it appears under **Online Search** in the Groups panel. Click on the database you wish to search under Online Search, and EndNote connects to the online database.

MANUALLY ENTERING REFERENCES

From the **References** menu, choose **New Reference** or click on the  button to add a new reference to an open library.



The screenshot shows the 'New Reference' dialog box in EndNote. The 'Reference Type' dropdown menu is highlighted with a red circle and contains the text 'Journal Article'. Other fields include Author, Year, Title, Journal, Volume, Part/Supplement, Issue, and Pages.

Choose a reference type from the **Reference Type** drop-down list.

Tips for choosing the right reference type:

Journal Article	journal article
Book	books written by one or more authors
Edited Book	books edited by one or more editors
Book Section	part of edited or non-edited books (for example, a chapter)
Web Page	material from a Web page

Enter the bibliographic data into the fields in the reference. Press the TAB key to move to the next field.

Information about a few selected fields:

Author	Enter author names with the last name followed by a comma and the first name. Always enter author names one name per line. Examples:
--------	--

Smith, Mary Elizabeth
Smith, J. R.

When entering corporate authors, put a comma after the name.
Examples:

University of California,
University of California,, Irvine

To accept an author name that EndNote has suggested, press the ENTER or the TAB key.

Journal	Full journal name
Alternate Journal	Abbreviated journal name
File Attachments	Use the File Attachments field to link a PDF file to the reference. Choose the  button, or from the References menu, choose File Attachments > Attach File and select a file to link to the reference.

Special bibliographic formatting and punctuation should not be included when you enter reference data into EndNote (for example, enter titles without a period or any other punctuation at the end).

Click [Save] to save the data.

Click the close button to close the reference or choose **Close Reference** from the **File** menu.

NTNU Academic Writing (<https://i.ntnu.no/academic-writing/using-and-citing-sources>) gives advice on entering bibliographic data into EndNote if you use a common style such as APA.

IMPORTING PDF FILES TO CREATE NEW REFERENCES

EndNote is able to import a PDF file and automatically create a new reference for it in your library. The PDF file will be attached to the reference.

Note that the PDF file must be publisher-created and contain a DOI (Digital Object Identifier) to import.

Make sure that your library is open.

Windows: From the **File** menu, choose **Import > File**.

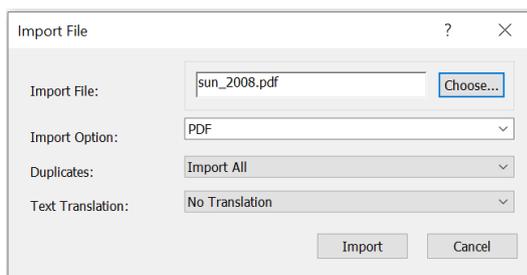
Click [Choose] to locate and open the PDF file you want to import.

Set the Import Option to **PDF**.

Mac: From the **File** menu, choose **Import**.

Locate the PDF file you want to import.

Click [Options]. Set the Import Option to **PDF File or Folder**.



Select what EndNote will do with duplicates (import all references, discard duplicates or put duplicates in a separate duplicate library).

Click [Import].

Peruse the imported data to make sure it imported as expected.

You can also import an entire folder of PDF files at once.

Windows: Select **File > Import > Folder** during the import.

Mac: Select **File > Import** during the import.

SEARCHING AN ENDNOTE LIBRARY

Click on the **All References** group to search the entire library.

SIMPLE SEARCH

Type a search term into the search text box and press the ENTER key to search your library and attached PDF files.

ADVANCED SEARCH

Click **Advanced search** below the search text box or from the **Library** menu, choose **Advanced search**.

All References		+		
Author	Contains	endres	+ -	
And	Title	Contains	migraine	+ -
And	Title	Contains		+ -

× Clear search Simple search Search options ▾ Search

Choose a field to search and enter a search term.
You can combine search lines with the Boolean operators And, Or, and Not.
Click [Search] to begin the search.

MANAGING AND ORGANIZING REFERENCES

SORTING REFERENCES

All References
12 References



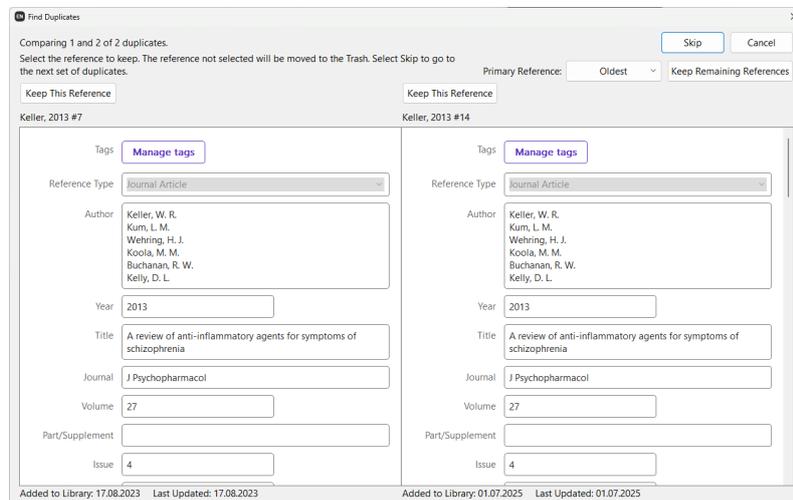
	Author	Year	Title	Journal	Last Upd
	Dao, J.; Saran, S...	2023	A Systematic Review on the Potential of As...	Brain Sci	17.08.20
	Fitton, R.; Sweet...	2022	Anti-inflammatory medications for the tre...	Brain Behav Immun Health	17.08.20
	Weiser, M.; Zam...	2021	Adjunctive Aspirin vs Placebo in Patients ...	Schizophr Bull	17.08.20
	Fond, G.; Lanço...	2020	The Role of Inflammation in the Treatment...	Front Psychiatry	17.08.20
	Schmidt, L.; Phel...	2019	Acetylsalicylic acid (aspirin) for schizophr...	Cochrane Database Syst Rev	17.08.20
	Miller N	2019	COX-2 Inhibitors, Aspirin, and Other Protent	Front Psychiatry	17.08.20

References can be sorted by clicking on a column heading.

FINDING DUPLICATE REFERENCES

Click on the **All References** group.

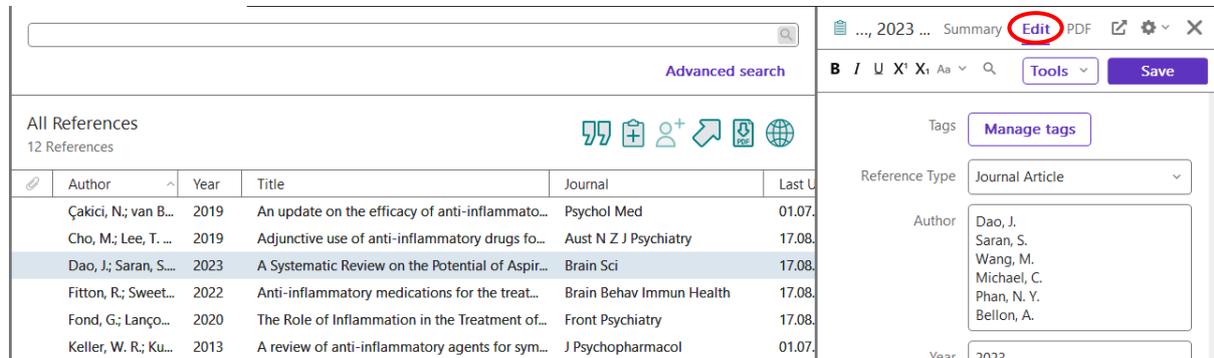
From the **Library** menu, choose **Find Duplicates**.



Click [Keep This Record] to save that particular reference.

EDITING REFERENCES

Highlight the reference. Click [Edit] in the panel to the right or from the **References** menu, choose **Edit Reference**.



The screenshot shows the EndNote software interface. On the left, a table lists 12 references. The third reference is highlighted in blue. On the right, a panel is open for editing the selected reference. The 'Edit' button in the top right of the panel is circled in red. The panel also shows a 'Manage tags' button, a 'Reference Type' dropdown set to 'Journal Article', an 'Author' list with several names, and a 'Year' dropdown set to '2023'.

Author	Year	Title	Journal	Last U
Çakici, N.; van B...	2019	An update on the efficacy of anti-inflammato...	Psychol Med	01.07.
Cho, M.; Lee, T. ...	2019	Adjunctive use of anti-inflammatory drugs fo...	Aust N Z J Psychiatry	17.08.
Dao, J.; Saran, S...	2023	A Systematic Review on the Potential of Aspir...	Brain Sci	17.08.
Fitton, R.; Sweet...	2022	Anti-inflammatory medications for the treat...	Brain Behav Immun Health	17.08.
Fond, G.; Lanço...	2020	The Role of Inflammation in the Treatment of...	Front Psychiatry	17.08.
Keller, W. R.; Ku...	2013	A review of anti-inflammatory agents for sym...	J Psychopharmacol	01.07.

Edit the reference data. Click [Save] to save the changes.

UPDATING REFERENCES

EndNote can update references by retrieving information from databases such as PubMed and Web of Science.

Highlight the reference(s). From the **References** menu, select **Find Reference Updates**.

Click [Update All Fields] or [Update Empty Fields] or click [Edit Reference] to manually update the reference and click [Save and Continue] to save the changes.

DELETING REFERENCES

Highlight the reference(s) you want to delete.

From the **References** menu, choose **Move References to Trash**.

The references are not completely deleted until you choose Empty Trash.

Note: Do not delete references that have been used in a paper that you might want to reformat later.

CUSTOM GROUPS

Custom Groups are manually created by the user to help organize the library.

From the **Groups** menu, choose **Create Group** to create a custom group. Give the group a name.

Select the references you want to add to the group. From the **Groups** menu, choose **Add References To** and then select a group, or drag and drop the selected references onto the group in the Groups panel.

To delete a group, highlight the group. From the **Groups** menu, select **Delete Group**. The references that were in the group are still part of the library.

To remove references from a group, highlight the references. From the **Groups** menu, select **Remove References from Group**. The references will still be in your library.

SMART GROUPS

Smart groups are built with search strategies and are dynamically updated as you add references to and edit references in the library.

From the **Groups** menu, select **Create Smart Group**. Enter a name for the group.

Choose a field to search and enter a search term.

You can combine search lines with the Boolean operators And, Or, and Not.

Click [Create] to create the smart group.

GROUP SETS

You can create group sets to organize custom and smart groups.

From the **Groups** menu, choose **Create Group Set**. Enter a name for the group set. You can drag groups to the group set, or you can create new groups under the group set heading.

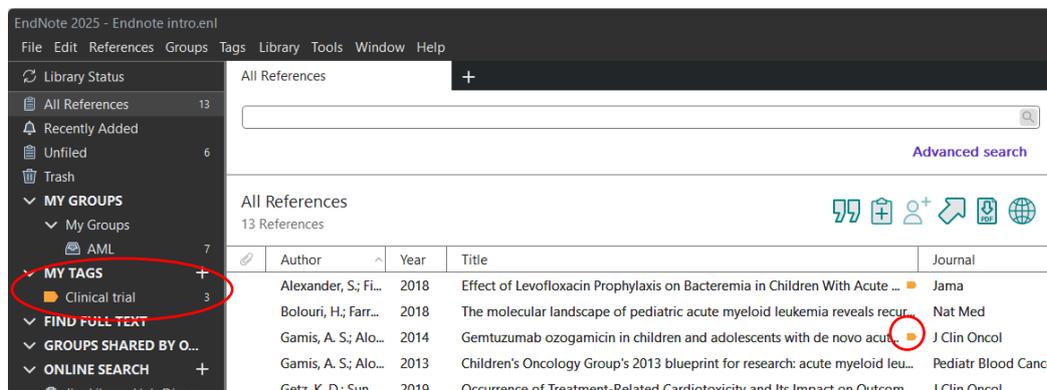
USING TAGS

You can organize references in the library using tags.

From the **Tags** menu, choose **Create Tag** to create a new tag. Give the tag a name, select a colour, and click [Create Tag].

To add a tag to a reference, select the reference in the Reference List panel, and drag and drop the reference onto the tag in the Groups panel to the left. To manage tags for a reference, go to the panel displaying the reference to the right.

A tag attached to a reference will be displayed at the end of the title in the Reference List panel.



PRINTING REFERENCES

If you do not want to print all showing references, highlight the desired references.

Choose a style from the drop-down list of output styles.

From the **File** menu, select **Print** to print a list of references.

CREATING AN INDEPENDENT BIBLIOGRAPHY

An independent bibliography is generated independently of a paper. (See pages 26-32 for instructions on how to generate a bibliography based on citations found in a paper).

EXPORTING REFERENCES

Open the library in EndNote.

If you do not want to export all showing references, highlight the desired references.

From the **File** menu, choose **Export** or click on the  button.

Select the type of file to be exported (Text File, Rich Text Format, HTML or XML).

From the Output style list at the bottom of the dialogue, choose a style.

If you do not find an appropriate style, choose **Select Another Style** to see a list of available output styles. Highlight a style and click [Choose].

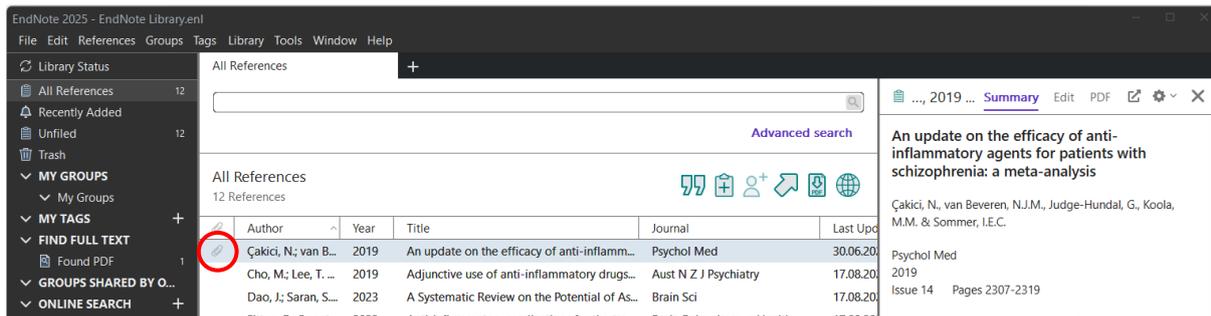
To export all of the references in the library, click on the **All References** group.

FINDING FULL TEXT FOR A REFERENCE

EndNote can attempt to locate full text files for the references. Once found, EndNote downloads and attaches the files to the references.

Make sure that your computer is connected to the network at NTNU.

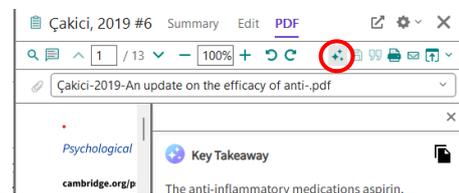
Highlight the reference(s) to which you want to add full text. From the **References** menu, select **Find Full Text > Find Full Text** or click on the  button.



When a full text file is downloaded and attached to a reference, a paper clip icon appears.

EndNote 2025 comes with an AI assistant that extracts key insights from the PDF of an article and provides a brief summary. The PDF must be attached to a reference in the library.

Click on the  button when [PDF] is selected in the Reference panel to show or hide the AI assistant. Please note that you need an updated EndNote account to make use of the AI assistant.



OPENURL LINK

The OpenURL Link command displays the full text if available. Note that EndNote only locates the full text. The full text file is not downloaded.

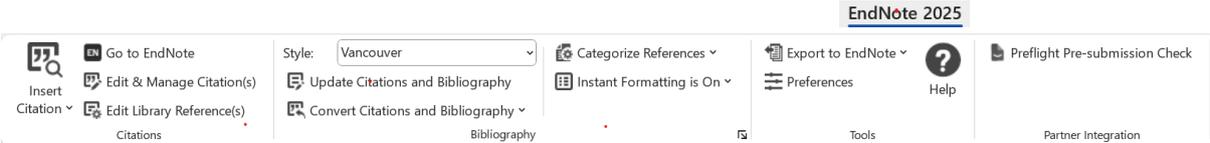
Make sure that OpenURL is enabled (see page 7), and that your computer is connected to the network at NTNU.

Highlight the reference. From the **References** menu, choose **URL > OpenURL Link**.

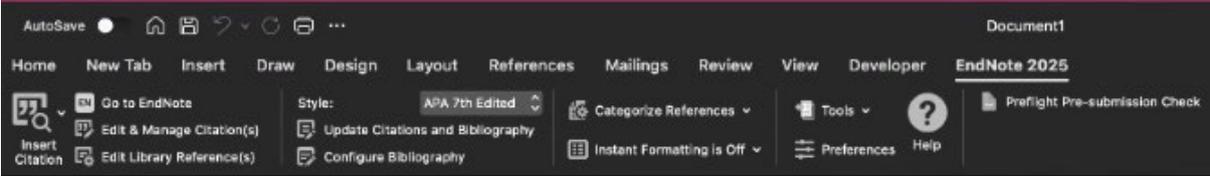
USING ENDNOTE WHILE WRITING IN WORD

EndNote’s Cite While You Write feature inserts EndNote commands into Word to give you direct access to your references while writing a paper with Word.

Windows: Cite While You Write commands are displayed on an EndNote tab on the ribbon. (Word 2010, 2013, 2016, 2019, 2021, 2024, Office 365 (locally installed desktop version only)).



Mac: Cite While You Write commands are displayed on an EndNote tab on the ribbon. (Word 2016, 2019, 2021, 2024, Office 365 (locally installed desktop version only)).



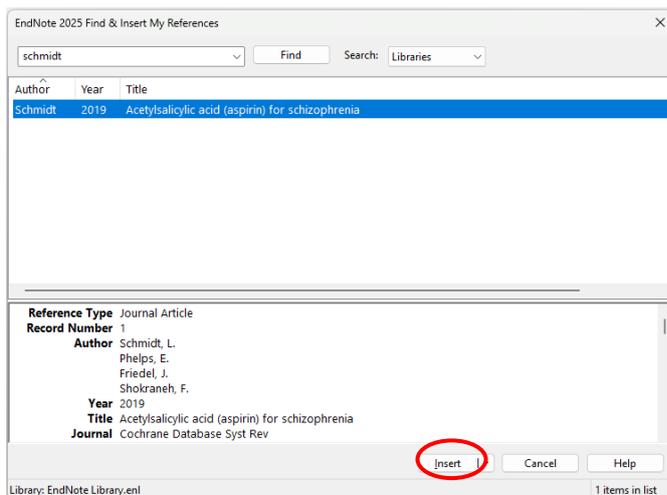
Open the EndNote library and open the Word document.

INSERTING CITATIONS

Method 1:

Position the cursor in the text where you would like to put the citation.

Select the  button on the EndNote tab in Word.



Windows: Enter a search term and click [Find].

Mac: Enter a search term and press the ENTER key.

Highlight the appropriate reference.

Click [Insert] or select an option from the drop-down list.

Method 2:

Position the cursor at the location where you would like the citation.

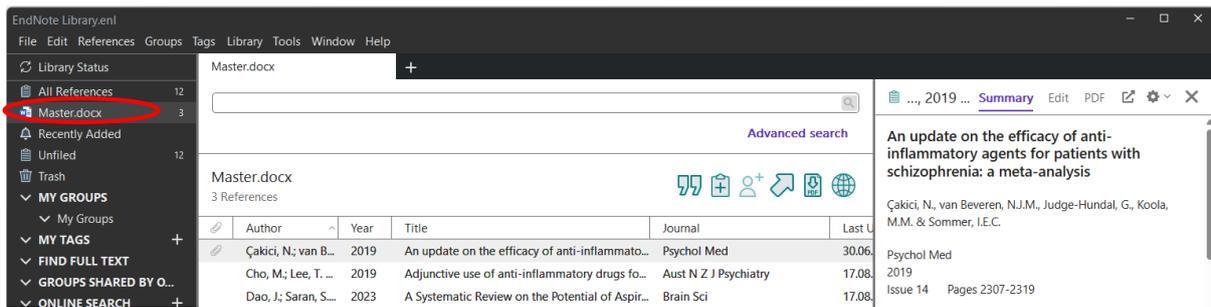
Highlight the desired reference(s) in your EndNote library.

Windows: Select the  button and then click **Insert Selected Citation(s)** on the EndNote tab in Word.

Shortcut in EndNote: Click on the  button.

Mac: Select the  button and then click **Insert Selected Citation(s)** on the EndNote tab in Word.

Shortcut in EndNote: Click on the  button.



Note that EndNote creates an auto-group for the Word document currently open. The auto-group contains all the references cited in the document.

GENERATING A BIBLIOGRAPHY

By default, your citations and bibliography are automatically formatted as you work.

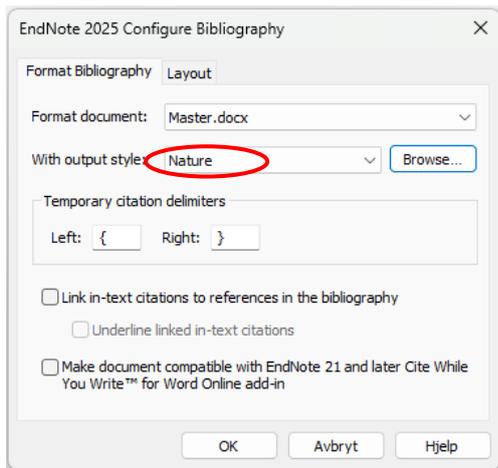
If your citations are not automatically formatted, and a bibliography is not updated each time you insert a citation, do the following:

Select the  **Update Citations and Bibliography** button on the EndNote tab in Word.

SELECTING A DIFFERENT OUTPUT STYLE

Windows: Select an output style from the style menu on the EndNote tab in Word or choose the **Bibliography**  button (corner arrow).

Mac: Select an output style from the style menu on the EndNote tab in Word or choose the  **Configure Bibliography** button.



Select the **Format Bibliography** tab.

Use the With output style option to choose a different style. Click [OK].

If you do not find an appropriate style, click [Browse] to display a list of available output styles. Highlight a style and click [OK].

ADDING STYLES TO THE OUTPUT STYLES LIST

More than 7000 styles are available, although a typical EndNote installation includes only the most popular styles. You can select additional styles as needed from the EndNote Website.

From EndNote's **Help** menu, choose **EndNote Output Styles**.

Perform a search to locate the desired style.

Style or Journal Name	Citation Style	Discipline	Date	
Lupus	Superscripted Number	Medicine	2012-04-11	Download

Click [Download] and then click [Open]. If the file automatically is saved open the saved file.

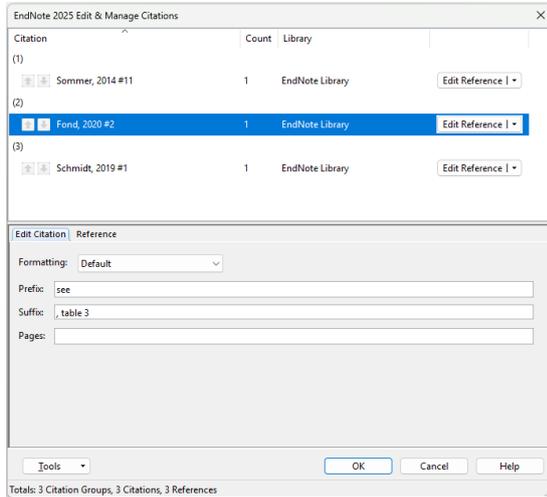
From EndNote's **File** menu, choose **Save As**.

Enter a file name and click [Save].

EDITING CITATIONS

Click on the citation you wish to change.

Select the  **Edit & Manage Citation(s)** button on the EndNote tab in Word.



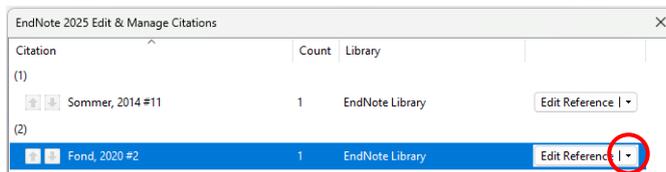
Make sure the appropriate citation from the list is highlighted and make the change(s), for example, omit the author name from the citation (formatting drop-down list) or add text before/after the citation.

Click [OK].

DELETING CITATIONS

Click on the citation you wish to delete.

Select the  **Edit & Manage Citation(s)** button on the EndNote tab in Word.



Make sure the citation you want to delete is highlighted. Choose the **Remove Citation** option from the drop-down list at the right.

Click [OK].

EDITING A REFERENCE

If you want to edit a reference (for example, need to correct the title), edit the reference in the EndNote library.

Highlight the citation in Word.

Select the  **Edit Library Reference(s)** button on the EndNote tab in Word.

Make the changes in EndNote and click [Save].

Return to Word.

Choose the  **Update Citations and Bibliography** button on the EndNote tab in Word.

UNFORMATTING CITATIONS

Windows: Choose the  **Convert Citations and Bibliography** button and then click **Convert to Unformatted Citations** on the EndNote tab in Word.

Mac: Choose the  **Tools** button and then click **Convert to Unformatted Citations** on the EndNote tab in Word.

To format the citations and generate a bibliography:

Select the  **Update Citations and Bibliography** button on the EndNote tab in Word.

Note that in order to format the paper again the corresponding EndNote library must be open.

REMOVING FIELD CODES

EndNote places Cite While You Write field codes in the Word document. You may need to remove the field codes in order to share your document with a publisher.

Windows: Choose the  **Convert Citations and Bibliography** button and then click **Convert to Plain Text** on the EndNote tab in Word.

Mac: Choose the  **Tools** button and then click **Convert to Plain Text** on the EndNote tab in Word.

Save a copy of the document without field codes.

Make sure that you keep the original document, which retains field codes, as you can not reformat a document without field codes.