Research Strategy   Using EndNote

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A. Getting EndNote

- UH Site License Program offers EndNote for $25; license is for annual use.
  http://www.hawaii.edu/sitelic/endnote.html
- Download a free trial (can install a licensed copy over it later).
  http://www.endnote.com/enpurchase.asp

B. Using EndNote

- Excellent starter help page available, from library's Sci-Tech dept.,
  plus a link to calendar of EndNote workshops.
  http://www.hawaii.edu/sciref/Endnote

C. Getting References into EndNote - Method 1: Importing From Indexes

- In your web browser, search the index you want to use (e.g. WorldCat).
- Select and Export your references as a text file.
- In EndNote, go to: File -> Import.
  Choose your file.
  Under Import Options, select the appropriate Import Filter (choose Other Filters to select from full list).
- Sometimes, there is a "direct export" option that will automatically copy your selected references to your EndNote library (results may be erratic).
- File your newly imported references to the appropriate Group/s.

D. Getting References into EndNote - Method 2: Connecting From Within EndNote

- Make sure you are in Online Mode.
- Go to Tools -> Online Search -> New Search
- Example: Connecting to Hawaii Voyager
  Search for Hawaii; Select U Hawaii

> Correct your U Hawaii connection file by changing the server address to: end1.lib.hawaii.edu, port 7090.

- Copy your new references to your library and file in the appropriate Group/s.

E. Getting References into EndNote – Method 3: Manual Data Entry

- Select the Group you want to add your new reference to.
- Click New Reference button (or select New Reference from Reference dropdown menu).
- Select the correct reference type, and enter the descriptive data.

F. Getting References into EndNote – Method 4: EndNote Web

- Must set up an account.
- http://endnoteweb.com

G. Cite While You Write – MS Word

- In EndNote, select the reference you want to cite.
- In Word, Insert Footnote/Endnote.
- In Word, on the EndNote/CWYW toolbar, click Insert Citation.
- In Word, on the EndNote/CWYW toolbar, click Edit Citation to edit or add page numbers.