

## Podcast 5: EndNote

Welcome to CDU Library's podcast about EndNote. EndNote is a software tool for storing and managing references – such as books and journal articles that you are using for your assignments. You can create your own library of references thus saving you time spent entering the same reference information every time you refer to that same source. It is very useful for research at postgraduate level and is great for creating reading lists.

Once EndNote has been installed it automatically links to Word – references can be formatted in Word documents using a range of referencing styles. So, the two main functions that EndNote performs are:

1. the creation of a library which stores all the references you accumulate
2. inserting a reference into Word documents which is called “Cite While You Write”

This second function means that when you insert a quote into your assignment, EndNote will create a reference at the end of your document, in whatever style you select. The list will keep growing as you write and will be formatted alphabetically.

Creating your library is as simple as entering data into a spreadsheet. The ways you can do it are:

- manually type in the references
- access journal articles via the CDU library databases, download selected references as a text file and then import into EndNote
- using connection files which allow you to connect directly through to an online database
- direct export method (not available with all databases yet)

CDU has a site licence which permits all staff to use the software both at work and at home. Current students may use the software at home for study purposes. EndNote is loaded onto all the computers in the library as well as all staff computers.

EndNote software can be borrowed from the Loans desk of the library. It's available for both PCs & MAC. It can also be downloaded from the Internet - to do this from the CDU library homepage click on the “Resources” link, go to “EndNote” and click on “What's New”. You'll need to first sign the licence agreement form.

CDU is currently supporting EndNote version X. If you're already an EndNote user, but on an earlier version and would like to upgrade, you first need to save your library, uninstall the software and then install the new version. If you have been using EndNote with any documents first open the Word document, click on 'unformat citations' on the EndNote toolbar. The first time you open the document in the new version you can then reformat by simply clicking on 'format bibliography' (which is the 3<sup>rd</sup> icon on the left hand side of the EndNote toolbar) and then click the 'ok'. Your assignment will now be reformatted.

So what are you waiting for? Don't wait until you're halfway through your thesis, start now. Store those precious references in your own EndNote library and they will be ready for you to access.

The library also offers EndNote training. For more information please call the Information Desk on 8946 7016 or take a look at the workshop program by clicking on the “Training” link on the library homepage.