Objective: This guide will show you how to create an EndNote Library. For further information please view the list of additional guides on our website (link).

About:

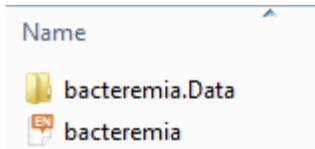EndNote is citation management software used to store/manage citations for papers.

Click Here to submit an IT request for the EndNote software to be downloaded to your computer.

Directions

1. Create a new folder in the location you wish to save your library. For example, if you are working on a paper about Advil, save the New Folder to the location on the network where your Advil paper is going to be stored, and name the folder "Advil EndNote."
2. Open up **EndNote > File > New Library**
   a. Direct EndNote to save your library in the folder you created in step 1.
   b. Name the EndNote Library with your paper title or project. Save it in the new folder
   c. Do not use the same name for other libraries you create.

!!Warning!!

EndNote Libraries are created with **2 files**. If they are separated or one of them is deleted your EndNote will no longer work. Therefore it is important to keep these files together, and to use the Compressed EndNote Library Feature to send or share your library with others.

Moffitt Best Practices for EndNote:

1. **One Library per Project/Paper:**
   a. At Moffitt it is highly recommended that you create **one EndNote Library per paper**. This is advantageous as it limits errors to a single library, while enabling Faculty to share their libraries with assistants and staff.
2. **Do Not use EndNote Online without Training.**
   a. Sharing your library remotely with EndNote Online is convenient but can lead to issues if all users are not properly trained. For instance, a shared online library can be easily deleted by a user across all of your devices.

Additional Resources:

Additional information can be found on this topic at the following outside resources (ctrl+click to open):

- Moffitt Biomedical Library Website