

# EndNote Library Layout

Last Update: 2/20/2017



**Objective:** This guide will show you how to navigate your EndNote Library.

For further information please view the list of additional guides on our website ([link](#)).

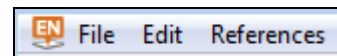
## About:

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.

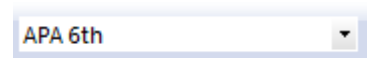
## Top Level Pane Features

File	Edit	References
<ul style="list-style-type: none"><li>• Create a New Library</li><li>• Compress a Library</li></ul>	Citation Styles	Create new reference Find Duplicates



## Citation Options

- Select a citation style from over 8,000 styles.



## Sync Library and Share Library

- Click the blue circle to sync library to your EndNote Web account.
- Click the people button to share your library with 14 other people.



## Pane Number 1 Features

- Always make sure your library is on the **book and globe icon**.
  - Combines **local library** and **online search mode**.

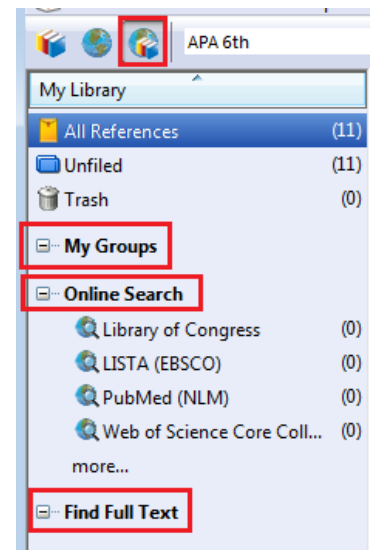
**MyGroups** allows you to group citations in different categories.

**Online Search** allows you to directly search and import citations into your library.

- This search **will not let you view results** before you import them. Ex. If you get 200,000 results the only way you can look at them is to import all of them.
- This feature is recommended for **importing only 1-2 citations** at a time.

## Find Full Text

- Highlight your citations and right click to find and attached the article's PDF to that citation.



Moffitt Biomedical Library

12902 Magnolia Drive, Tampa, FL 33612 | tel: 813-745-7295 | fax: 813-745-3084 | email: [library@moffitt.org](mailto:library@moffitt.org)

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## Pane Number 2 Features

This section shows your list of citations. You can filter by Author, Year, Title and PDF Attachment (Paperclip Icon).

### Find Full Text

- Highlight your citations blue in this pane and right click to find and attached the article's PDF to that citation.

## Pane Number 3 Features

Pane Three has four tabs.

Tab #1 Reference:

- This tab shows all the information that was imported with the citation. If you need edit information in the citation you will do that in this tab.

Tab #2 Preview Tab:

- Click on the Preview tab to see how your bibliographic citation will appear in your paper.

The screenshot shows a list of citations in a table with columns for Author, Year, and Title. The first few entries are: Boutin-Fost... (2008) Training community; Claydon, Eliz... (2016) Linking Obesity Pre; Hollander, S... (1996) Consumer health in; Horowitz, C... (2008) Community approa; Jacobsen, S... (2008) GetHELP health lite; Kutner, Mar... (2006) The Health Literacy; LaValley, Su... (2009) Delaware health so; Ruffin, Ang... (2005) Access to electronic; Six-Means, ... (2017) Health Literacy's In; Truong, Lin... (2016) The Asian Grocery S; Wessel, Cha... (2003) The role of the acad. Below the list is a detailed view of a reference with tabs for Reference, Preview, Attached PDFs, and a paperclip icon. The Reference tab is active, showing: Reference Type: Journal Article; Rating: . . . . .; Author: Boutin-Foster, Carla; George, Kimberly S; Samuel, Tonya; Fraser-White, Marilyn; Brown, Humberto.

The screenshot shows the Preview tab of the EndNote interface. The Preview tab is highlighted with a red box. The preview shows the following citation text: Boutin-Foster, C., George, K. S., Samuel, T., Fraser-White, M., & Brown, H. (2008). Trainir community health workers to be advocates for health promotion: effort taken by a community-based organiz to reduce health disparities in cardiovascular disease. *Journal of community health*, 33(2), 61-68.



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## Tab #3 Attached PDF's

- If you have attached a PDF of your article or did a Full Text finder search and a PDF was automatically attached this is where you can view the PDF, edit/highlight/comment, and download the PDF to your computer.



## Tab #4 Paperclip Tab

- If you need to manually attach a PDF click the paperclip icon and upload your PDF.



## Additional Resources:

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

- [Moffitt Biomedical Library Website](#)



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