


**EndNote X3 Workshop**  
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1. Creating an EndNote library  
File→new and name the file
  
2. Adding references to an EndNote library  
**Reference**→new references or use   
Drop down menu: select type of source (Note new types of sources)  
Fill in the fields for author, date, title, etc. through publisher for book and through pages for a journal article. Other fields may be left blank.  
New options for spell check, font selection, and font size
  
3. Using other fields: label, keywords, abstract, note, and research note fields
  
4. Adding books from online library catalogs

Part A--Selecting library catalogs

**Edit**→Connection files→Open connection manager  
Place checkmarks by libraries from the “top 100” list

Or

Get more on the web

Accept EndNote terms

Go to page 4 for American University

Click download


American University will download to the desktop

Move the desktop file to the connections folder in the EndNote program

Repeat the first three steps above

Part B—Searching library catalogs


Exporting references from library catalogs



Choose online search mode (globe button) 

Click on library to search

Highlight references to retain

Click on “copy to local library” button 

Click on library button to return to local library 

5. Importing references from ALADIN databases:  
[www.library.american.edu](http://www.library.american.edu) to search ALADIN databases  
Select/mark and export to EndNote functions
  
6. Choosing a style:  
**Edit** → Output Styles → Open Style Manager → Check boxes for desired styles → Close (or get more on the web)  
Use drop-down menu at the top of the left-hand frame for preferred styles
  
7. Using Word 2007 and EndNote together for footnotes:  
In Word, EndNote appears as one of the menu tabs at the top of the screen.  
**References** tab → insert footnote or insert endnote. Leave cursor in the note field.  
**EndNote** tab → "Go to EndNote"  
  
(In EndNote) Select the citation by clicking on it. Click the "W" button  to return to Word.  
EndNote Tab → insert citation → insert selected citation
  
8. Using Word 2007 and EndNote together for in-text citations:  
In Word, EndNote Tab → "Go to EndNote"  
  
(In EndNote) Select the citation by clicking on it. Click the "W" button  to return to Word.  
(In Word) Position cursor.  
EndNote Tab → insert citation → insert selected citations