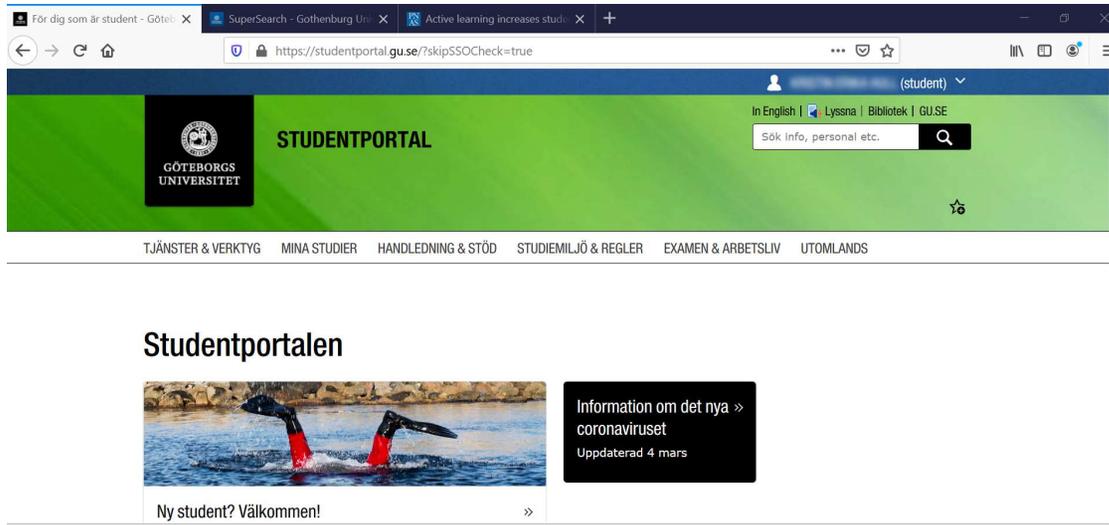


Lesson Title: EndNote x9 Demo

Slide ID: 1

Programming/Interactions

Visual:



How to navigate from the Student portal-> Services and Tools-> Programs for students etc

Reviewer Comments

Audio:

Let's get started with how do you get EndNote. If you go into the Student Portal and you go to Services and Tools...there you will see program products, basically for students, and here's the download, I guess this is available in English but anyway...here's what it looks like you can get some information here you can get the license code, and then then you just download the executable for a whatever operating system you are working and install. When you install they'll give you a little bit helpful information and videos on how to get started.

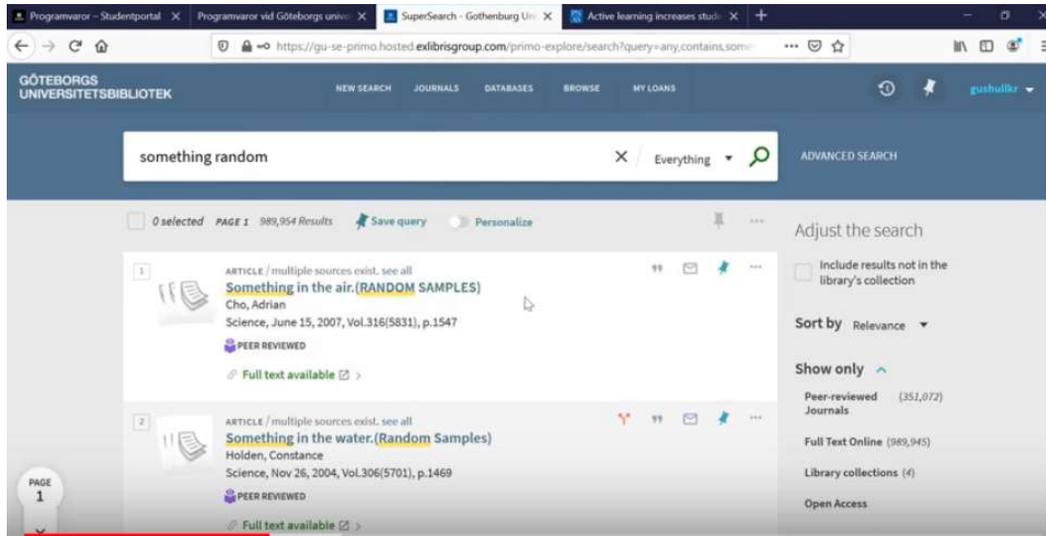
Feedback:

Lesson Title: EndNote x9 Demo

Slide ID: 2

Programming/Interactions

Visual:



Show how to import from the  
GU website  
Select the UTF-8 button,  
download  
Very important to select the  
RIS file type!

Reviewer Comments

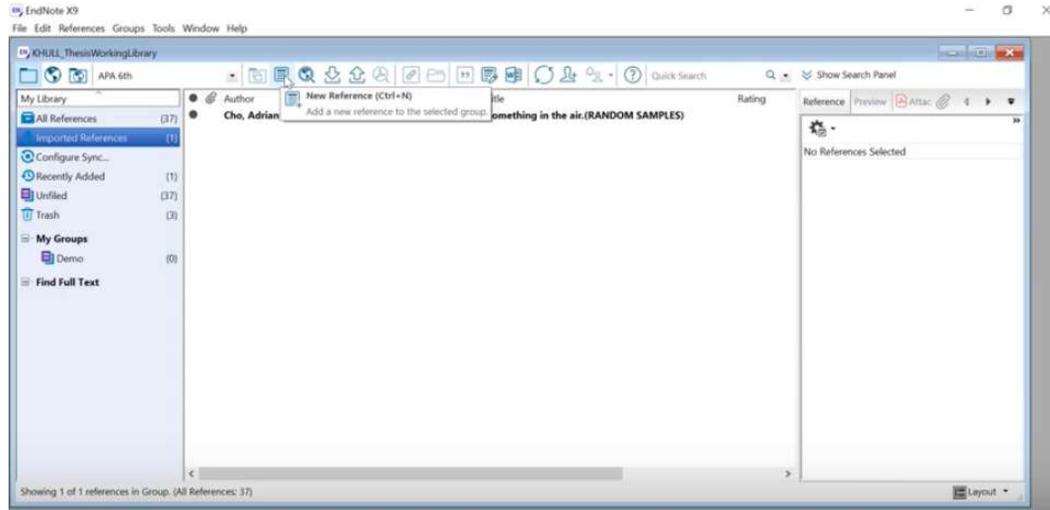
**Audio:** one of the biggest questions I had when I got started was, "oh I've been managing all of my references manually, how can I get them in here so that I can use them?" So you basically have two choices. Either you can manually copy-paste each field into EndNote, or you can also go to the Gothenburg library website and see whether you can find the reference that you're looking for, and then when you go in here, (I just wrote "something random") so this is the article I come up with and then what you do is click on this button RIS and I was really confused about what to do here so I downloaded it but it's not ready yet, you have to take this step, you have to say "OK I want UTF 8." And then you click download. and then you save the file, and you can tell your computer where to save it or whatever, depending on what browser you are working with...you go into EndNote so, I've set up my Thesis Working Library for this purpose, I just set up a little demo thing...and I say Import, that's here...and then I have to choose which file I want. This is really really important, I didn't know what to do here. You need to select the Reference Manager RIS option otherwise the program doesn't know what to do so then you choose it, and this is the one I've just downloaded, you can tell open...import... and there you go, there you have it. It's imported and now you can work with it.

Lesson Title: EndNote x9 Demo

Slide ID: 3

Programming/Interactions

Visual:



Add a reference manually

Ensure you choose what type of document it is AND the correct referencing style in the drop-down

Reviewer Comments

Audio: The other option as if you can't find it in the Gothenburg library or something you add it manually and it's just kind of important to choose what reference type you want, but then you need to copy everything in here, and make sure that you choose the right style that you want to use.

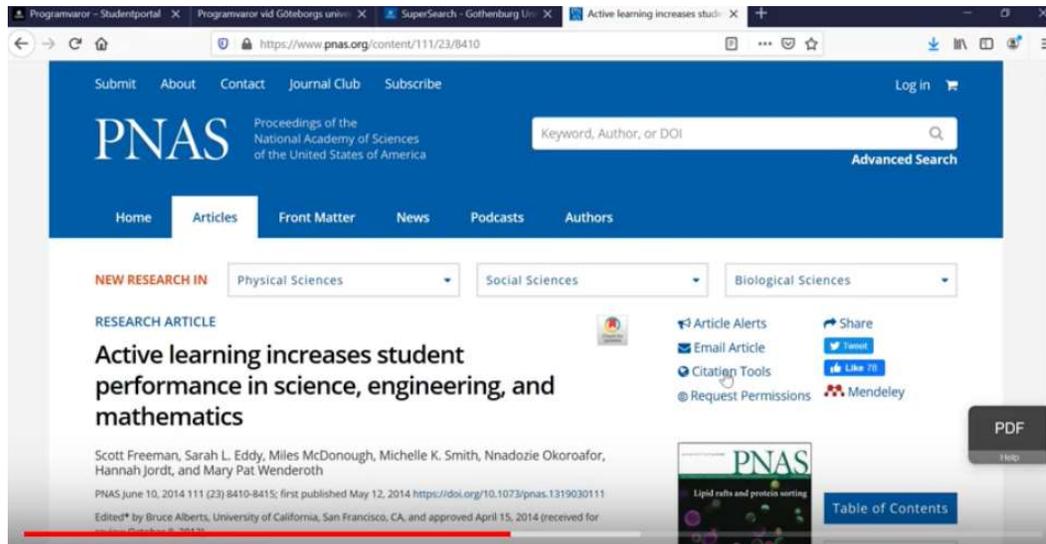
Feedback:

Lesson Title: EndNote x9 Demo

Slide ID: 4

Programming/Interactions

Visual:



Add a reference from a 3<sup>rd</sup>-party website

Choose the correct Citation Manager format when you download the file

Reviewer Comments

**Audio:** Sometimes you'll have a reference on another webpage. You'll be linking to it from Gothenburg University and maybe it's going to I don't know, Thomson Reuters or whatever, and this is a good example of that this one wasn't actually available in the library but I can find it on the Internet, and then you can you'll see on some of these pages, citation tools, so you can choose OK which citation manager format do I want. So if I choose RIS, and I save the file then I can do the same as before. So those are your three options for importing things. You can do it manually, with this button... and then you can import but then you have to have exported the little codec file first.

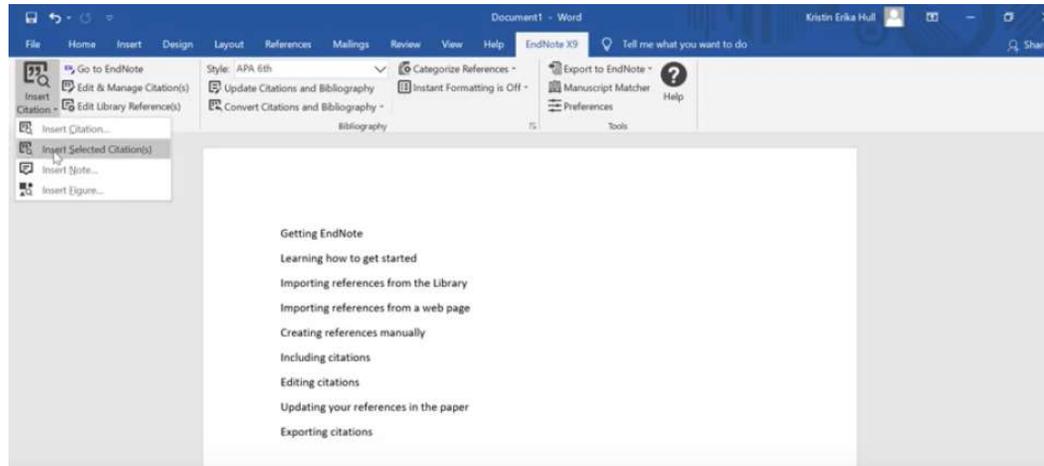
Feedback:

Lesson Title: EndNote x9 Demo

Slide ID: 5

Programming/Interactions

Visual:



Insert a citation from EndNote into an MS Word document, using the additional tab installed in MS Word

Reviewer Comments

Audio: Next thing I want to talk about is including citations in your paper, so the easiest way I have found is that once you have installed EndNote on your machine you'll see this little helpful tab there within your Microsoft Word. and then you get this little additional menu so what you need to do is, when you want to import a certain reference, click on it within EndNote, and then go back to your EndNote menu and insert selected citations. I've just found this is kind and the quickest way to do that and then what it's done is...wherever you have the cursor it'll put a citation and then at the end of your paper, it will put the formatted reference.

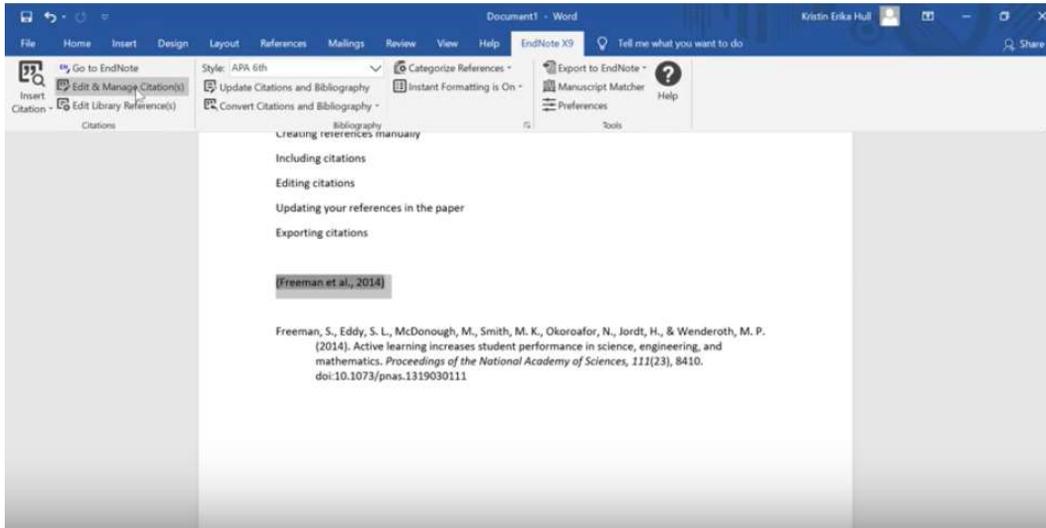
Feedback:

Lesson Title: EndNote x9 Demo

Slide ID: 6

Programming/Interactions

Visual:



Edit a citation within your paper, show how to change it from parenthetical to name (year)

Reviewer Comments

Audio: So what if I don't want it in this format? What you can do is highlight it, and edit it, so...say I want it to display as the author and year instead. Or, no, I actually decided I wanted to exclude the author, because I just need the year, but I want it to be updated. So those are some things you can do...Let's try including another one, change that... Let's put in another one...insert selected citation, and then what it does is it's automatically creating a bibliography for you at the end of your paper. And again you can edit and manage the citation to match your in-line text however you need it formatted.

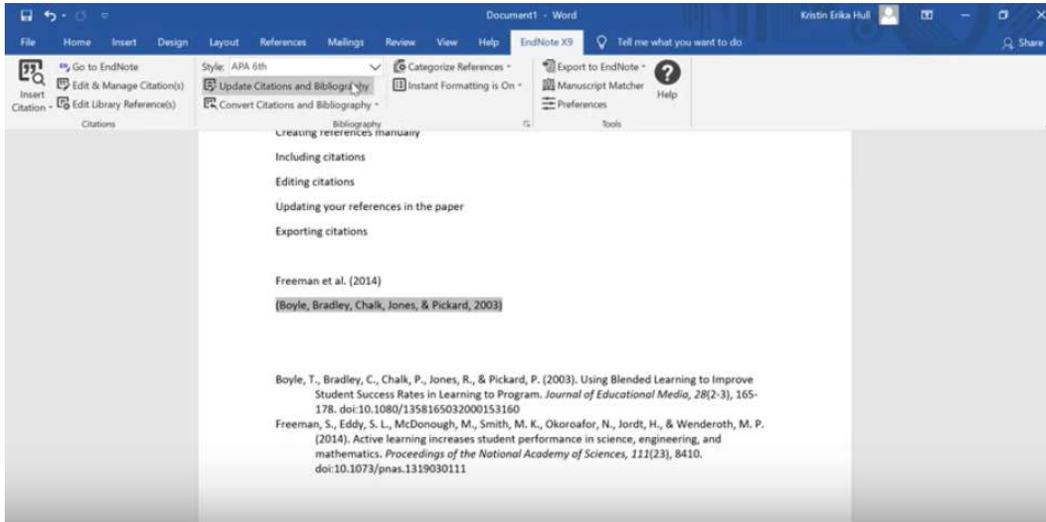
Feedback:

Lesson Title: EndNote x9 Demo

Slide ID: 7

Programming/Interactions

Visual:



Update the reference list and bibliography dynamically by selecting the correct button within MS Word

Reviewer Comments

Audio: Then updating references in the paper. What you can do is periodically just update all the citations and the bibliography at and make sure they are correctly formatted for what you want to do and this is useful for when you have papers that have several authors.

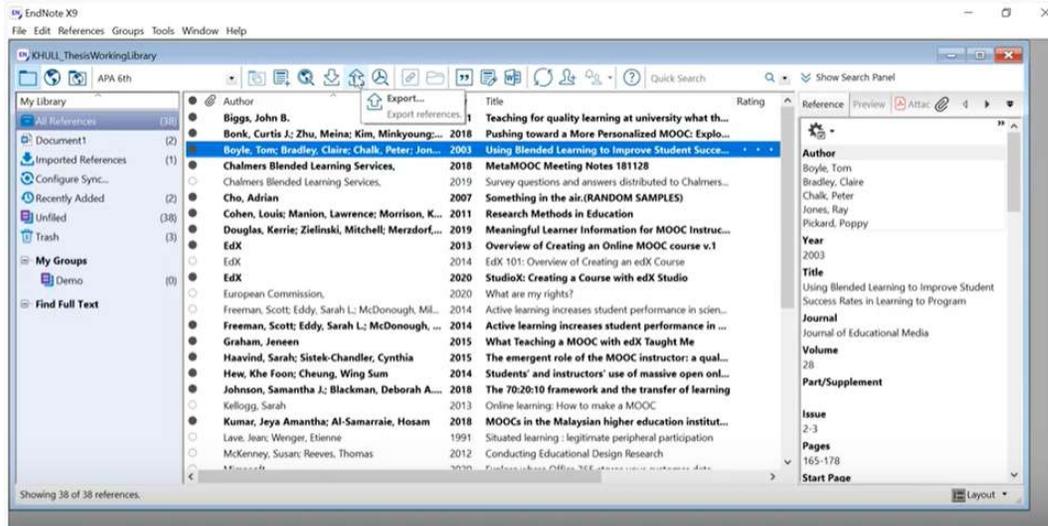
Feedback:

Lesson Title: EndNote x9 Demo

Slide ID: 8

Programming/Interactions

Visual:



Export references using the Export button within EndNote.

Highlight that you can choose to export only the ones you highlight.

Reviewer Comments

Audio: Finally what I discovered, is if I want to export, one or many references, I can absolutely do that. And so I can just decide that I want to export some stuff to text because I need to use it for something else. You can choose to do all of them, or just the selected ones here. Keep that in mind, if I just want one, I save it, and then it puts on my desktop a text file. I think that's all I wanted to demo for you, so....enjoy!

Feedback: