

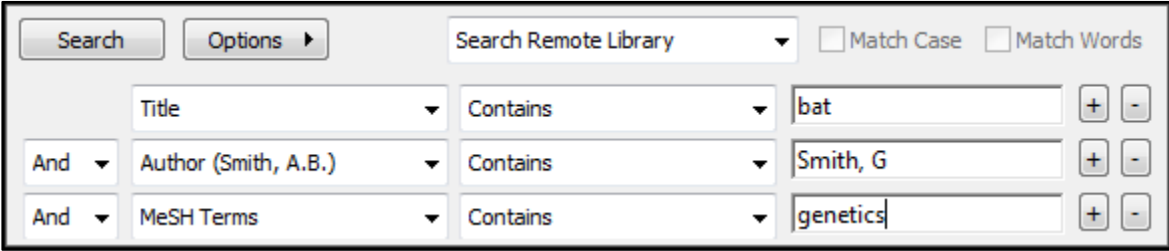




## Reference Manager to EndNote “Cheat Sheet”

Are you looking for a function like...	Try this in EndNote X7....
<b>Copy Between Databases</b>	Open both libraries in EndNote. Highlight the references you want to copy. Drag-and-drop the references from the original to the new library or use standard copy-and-paste commands. Use the Control key on Windows or the Command key on Macintosh to highlight multiple references.
<b>Copy Field</b>	Click on <i>Tools</i> → <i>Change/Move/Copy Fields</i> . Go to the <i>Move/Copy Fields</i> tab and click the <i>Copy Field</i> radio button.
<b>Copy Periodicals in the Term Manager</b>	<ol style="list-style-type: none"> <li>1. Select <i>Tools</i>→<i>Open Term Lists</i>→<i>Journals Term List</i>..</li> <li>2. If there are journals already present, delete them by selecting all the journals present, then clicking the <i>Delete Term</i> button.</li> <li>3. Select the <i>Lists</i> tab, then click <i>Import List</i>.</li> <li>5. Locate and double-click on the tab-delimited file you wish to import. The predefined lists that ship with EndNote will be found in the <i>Terms Lists</i> folder within the EndNote program folder on Windows, or the <i>Terms</i> folder within the EndNote application folder on Macintosh. The complete list will be imported.</li> </ol>
<b>Field and Type Editor</b>	If you are using Windows, go to the <i>Edit</i> menu; on Mac, go to the <i>EndNote X7</i> menu. Choose <i>Preferences</i> → <i>Reference Types</i> → <i>Modify</i> .
<b>File Attachments</b>	From the <i>References</i> menu, click <i>File Attachments</i> → <i>Attach File</i> or drag a file into an EndNote record.
<b>Find/Replace</b>	From the <i>Edit</i> menu, choose <i>Find and Replace</i> .
<b>Generate Bibliography</b>	Go to <i>File</i> , and choose <i>Export</i> . You can then export a file in Rich Text format in any of EndNote’s 5,000+ output styles.
<b>Import Filter Editor</b>	Click on <i>Edit</i> → <i>Import Filters</i> → <i>Open Filter Manager</i> . Double-click the filter you are using to edit it.
<b>Import Text File</b>	Go to <i>File</i> → <i>Import</i> . Select your file and the correct “import option” (filter).
<b>Internet Search</b>	See instructions below for Online Search.
<b>Move Field</b>	Click on <i>Tools</i> → <i>Change/Move/Copy Fields</i> . Go to the <i>Move/Copy Fields</i> tab and click the <i>Move Field</i> radio button.
<b>Options</b>	If you are using Windows, go to the <i>Edit</i> menu; on Mac, go to the <i>EndNote X7</i> menu. Choose <i>Preferences</i> .
<b>Output Style Editor</b>	Click on <i>Edit</i> → <i>Output Styles</i> → <i>Open Style Manager</i> . Double-click the style you are using to edit it.
<b>Rebuild Database</b>	Click on <i>Tools</i> → <i>Recover Library</i> .
<b>Show Multiple Libraries on Screen</b>	Click <i>Window</i> , then choose from options to cascade or tile the windows.
<b>Subject Bibliography</b>	From the <i>Tools</i> menu, select <i>Subject Bibliography</i> .
<b>Term Manager</b>	Go to the <i>Tools</i> menu. Click on <i>Open Terms Lists</i> , then select the terms list you’re looking for.

## Online Search (equivalent to Internet Search in Reference Manager)

<p>1. Select the “globe” button from the toolbar to enter <b>Online Search</b> mode:</p>	 <p>Windows                      Macintosh</p>
<p>2. From the <b>Groups</b> panel on the far left, select the online database you want to search. If you do not see the database you are looking for, click the word “<b>More...</b>” to access the list of connection files installed on your computer (connection files are the configuration files for online search). If you still do not see the database you want, you can search for more connection files on the EndNote web site at <a href="http://endnote.com/downloads/connections">http://endnote.com/downloads/connections</a>.</p>	
<p>3. Enter your search parameters and the fields to search. EndNote uses a Boolean-style search. For example, if I wanted to search for all references with the word “bat” in the title that were written by G. Smith with a keyword of “genetics,” I would set it up as shown. (Note that you can add or remove rows with the +/- buttons on the right. Click <b>Search</b> when the parameters are set up as you like.)</p>	
<p>4. Highlight (select) the references you want to keep and click the <b>Copy to Local Library</b> button (shown at right).</p>	 <p>Windows                      Macintosh</p>
<p>5. Click back to the <b>Local Library</b> mode to see your new reference; it will appear both in the All References view and in Copied References.</p>	 <p>Windows                      Macintosh</p>