



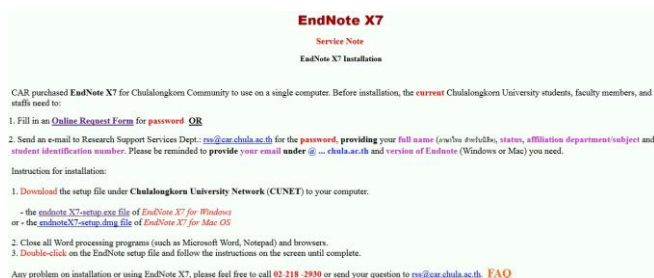
EndNote X7

EndNote X7 is a program for organizing and managing bibliographies which the Office of Academic Resources (OAR), Chulalongkorn University purchased for Chulalongkorn Community to use on a computer. Chula users (Chulalongkorn University students, faculty members, and staffs) can use this program by doing the following steps.

How to begin

Go to <http://www.car.chula.ac.th/curef-db/> and then click EndNote X7 (in Tools topic)

The screen is shown as the following picture.



EndNote X7 password request

Before installation the program, users (Chulalongkorn University students, faculty members, or staffs) need to request EndNote X7 password. There are 2 request methods:

✉ Fill in an [Online Request Form](#) or

✉ Send your information that are your full name, status, affiliation department, student identification number, Chula email, and a version of EndNote (Windows or Mac) that you need to email: rss@car.chula.ac.th

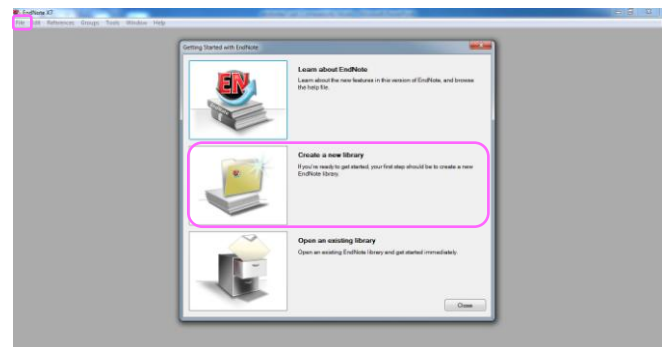
Installation

1. Download setup file under Chulalongkorn University Network to the computer
2. Close all Word processing programs and browsers
3. Double click the setup file and follow the instructions on the screen until finish the installation

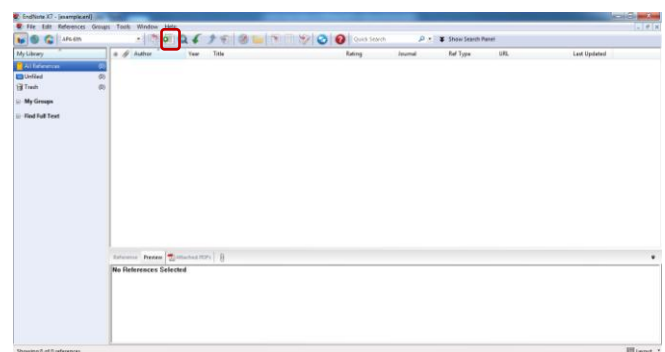
EndNote X7 usage for Windows

🖱 To open the program, click Start button, click All Programs, click EndNote folder, and then click EndNote


🖱 To create a new library, click Create a new library on the Getting Started with EndNote screen, or click menu File and then click New...

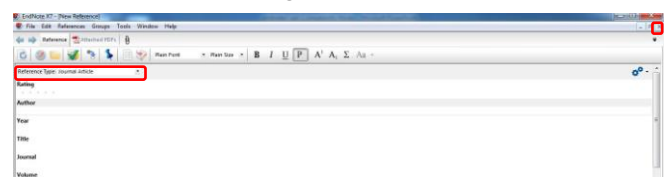



When users created a new library, the screen is shown as the following picture.



🖱 To add references:

1. By manual adding, click , the template screen will be shown as the following picture.

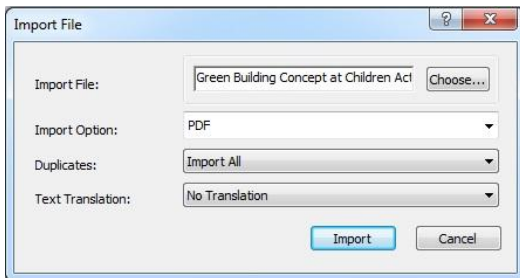


Select reference type at Reference Type topic before add some information of reference such as author, year, and title, and then click  on the top right of the template and click Yes to save the reference after finish adding the reference information

2. By exporting citations from databases, for example, from ScienceDirect search results screen with searching words "green building", select documents users need, and then click Export citations



3. By importing PDF files, click menu **File**, select **Import**, click **File...** when users need to import a PDF file, **or** click **Folder...** when users need to import a folder of PDF files, and then click **Choose...** to select file or folder, select **PDF** at **Import Option** topic, and finally, click **Import** as the following example picture.




To use with Microsoft Word:

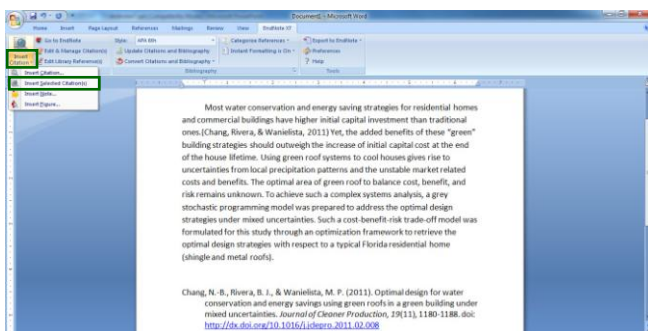
1. Inserting citation(s)

1.1 Select the needed point of inserting citation(s) in Microsoft Word


1.2 Select the needed citation(s) in EndNote program (users can select more than 1 citation by pressing Ctrl on keyboard while selecting citations.)

1.3 Click  in EndNote program, **or** select tab EndNote X7 in Microsoft Word, click **Insert Citation** and then click **Insert Selected Citation(s)**

When users insert citation(s), the screen is shown as the following example picture.



1.4 Select a bibliographic style at **Style** topic, click **Select Another Style...**, select a style, and then click **OK**

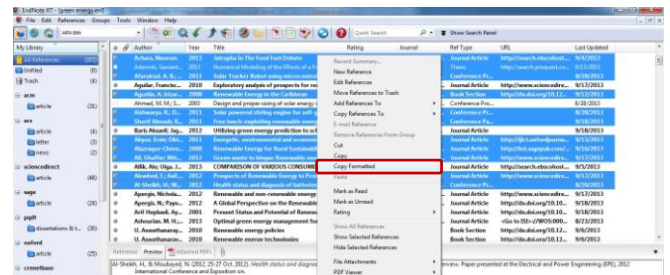
1.5 To delete citation(s) in Microsoft Word, click **Edit & Manage Citation(s)**, click  at the right side of the citation that users need to delete, click **Remove Citation**, and then click **OK**

2. Making references

2.1 In EndNote program, select bibliographic style at **Bibliographic Output Style**, click **Select Another Style...**, select a style, and then click **Choose**

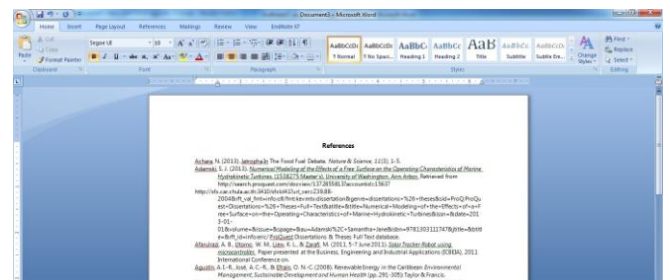
2.2 Select citations users need by pressing **Ctrl** on keyboard while selecting the citations

2.3 Right-click on the selected citations, and then click **Copy Formatted**



2.4 In Microsoft Word, right-click on the needed point, and then click **Paste**

The screen is shown as the following example picture.



To use with Microsoft PowerPoint:

1. In EndNote program, select the needed citation(s) (users can select more than 1 citation by pressing Ctrl on keyboard while selecting citations.)

2. In Microsoft PowerPoint, select tab EndNote X7, select a bibliographic style at **Style** topic, click **Select Another Style...**, select a style, and then click **OK**

3. For inserting citation(s), select the needed point of inserting citation(s) and click **Insert Selected Citation(s)**

4. For inserting Reference(s), select the needed point of inserting reference(s) and click **Insert Selected Reference(s)**

