

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: <u>rss@car.chula.ac.th</u>

Installation

 Download setup file under Chulalongkorn University Network to the computer

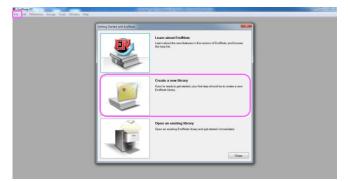
2. Close all Word processing programs and browsers

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.

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Allineros	- 20						
UnRed	0						
3 Truch	0						
My Groups							
Fied Full Text							
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	14	References Selec	cted				
							Egos

Version To add references:

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

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Select reference type at **Reference Type** topic before add some information of reference such as author, year, and title, and then click is 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

Procedia Economics and Finance, Volume 5, 2013, Pages 747-756		Green building research-current status and future agenda: A review Review Article Renewable and Sustainable Energy Reviews, Volume 30, February 2014, Pages 271-281 Jian Zuo, Zhen-Yu Zhao	
Procedia Economics and Finance, Volume 5, 2013, Pages 747-756		📮 Show preview 🔁 PDF (488 K) Recommended articles Related reference work articles	11
	Open Access		2
📮 Show preview 📆 PDF (378 K) Recommended articles Related reference work articles		Related reference work articles Related reference work articles	11

3. By importing PDF files, click menu File, select Import, click File... when users need to import a PDF file, <u>or</u> 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.

Import File:	Green Building Concept at Children Act
Import Option:	PDF
Duplicates:	Import All
Text Translation:	No Translation

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

2. Making references

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.



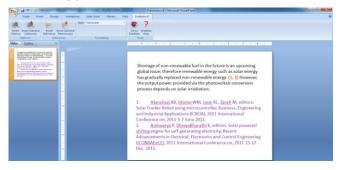
To use with **Microsoft PowerPoint**:

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

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

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

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



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