

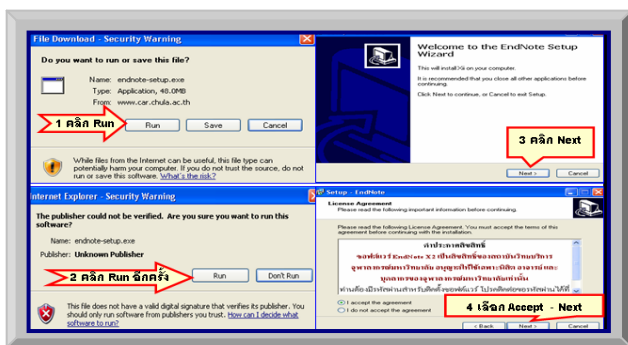
EndNote Program, the bibliographic solution for any discipline whether in the sciences or the arts and humanities, is one of the leading standard software tools for managing and citing references as well as creating bibliographies on the Windows® and Macintosh® desktop. It automates the creation of bibliographies for over 3,000 scholarly publications supportive to save countless hours and discard typing errors as well as tedious activity regarding manual performance. With the capital budget in year 2008, the Center of Academic Resources (CAR) officially applied for the volume license purchase of EndNote X2 to serve all CU members on the use through the CU Reference Databases.

Installation and Access to EndNote X2

[This tutorial aid is created for Windows® only.]

Installation

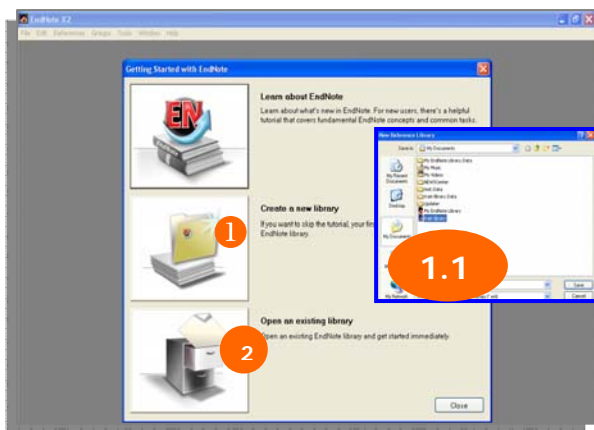
1. Prior installing EndNote X2 program, please contact ruangsri.j@car.chula.ac.th for obtaining Password code.
2. Close all opening Microsoft Word programs including any live browsers.
3. Download the EndNote X2 program through the homepage of CU Reference Databases by browsing URL: <http://www.car.chula.ac.th/curef-db/endnotex2a.html>
4. Follow all 4 steps as below displayed.



5. Fill in password code. No any sign for the completion of program installation taking about 5 minutes.

Access

6. Click on the menu of **Start → All Programs → EndNote → EndNote Program** to visit the EndNote library page as below figure. Select ❶ to create a new library for collecting bibliographic data by addressing the file place (1.1), or select ❷ to open an existing library for immediately getting started.



Bibliographies Transfer to EndNote X2

Manual References

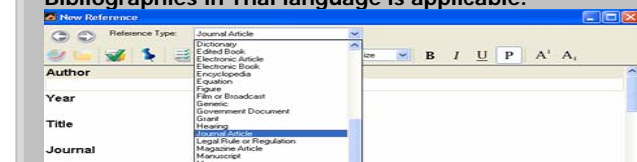
Start to work with bibliographic data transferred on the homepage of EndNote X2 by these procedures.

1. Click on the Reference menu at the tool bar.

2. Select New Reference – Reference Type.

3. Fill in the information of each item like title, author, publication, etc. in the New References page. Bibliographies in Thai language is applicable.

4. Click on the button of the inserted pop-up page for transferring the reference data to EndNote library, and formatting bibliographic data.



Online References : 3 alternatives

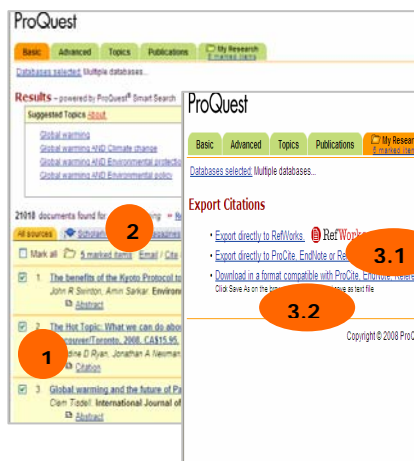
I. Direct Export:

Applicable for directly exporting bibliographies from the used online database into EndNote library.

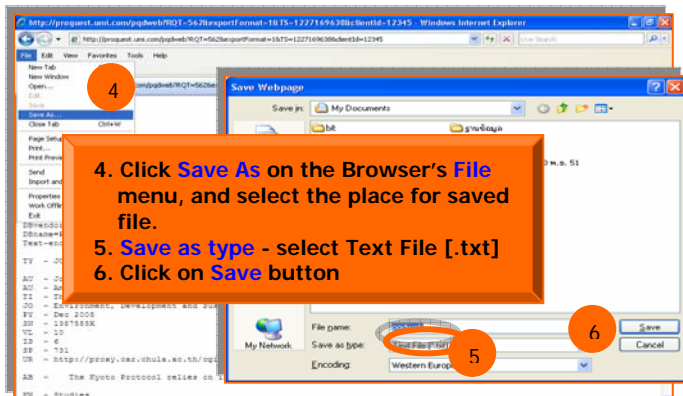
II. Import:

In case of the unavailability for performing Direct Export option, the bibliographic data can be saved in the format of text file [.txt] for further use of Import option to EndNote library.

Following figures are the sample of Direct Export and Import option working on Proquest database.



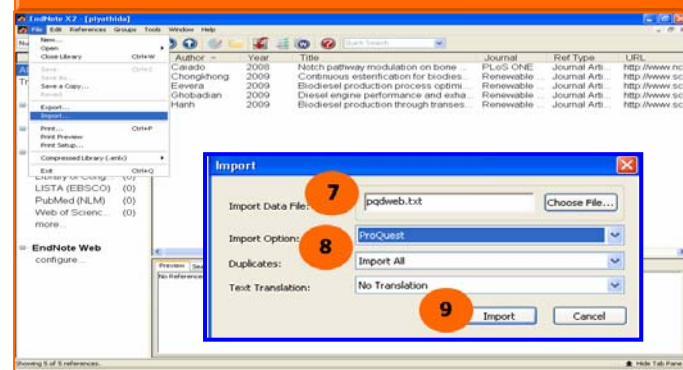
1. Mark selective items
2. Click on the button of **Export**
- 3.1 For Direct Export, select **Export directly to ProCite, EndNote or Reference Manager**. Citation data are automated into EndNote library.
- 3.2 For Import option, select **Download in a format compatible with ProCite, EndNote, Refwork and Reference Manager**.



4. Click **Save As** on the Browser's **File** menu, and select the place for saved file.
5. **Save as type** - select **Text File [.txt]**
6. Click on **Save** button

After opening a computer having installed EndNote X2 program, click **Import** on the EndNote's **File** menu.

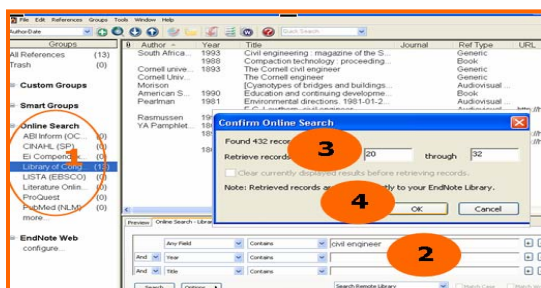
7. On **Import Data File**, choose the prior saved text file [as the step 5]
8. On **Import Option**, select the filter namely **ProQuest**.
9. Click on the button of **Import** for transferring citation file to EndNote library.



III. Online Search:

EndNote X2 has the function of online search for adding citations into EndNote library.

1. At Online Search menu on EndNote page, choose the required database from the lists ex. **PubMed**
2. Type keyword.
3. Limit a retrieval of resulted records.
4. Click **OK**. The selected references are directly added into EndNote library.



Edit References

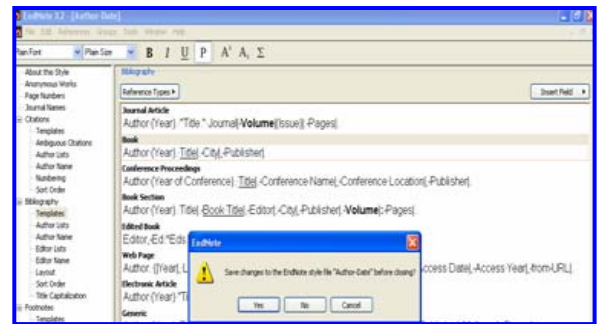
Just place the cursor at the selective list, then right mouse click for opening a shortcut for editing references like Cut, Copy, Move References to Trash or even Add References.

Format Bibliographies

Endnote X2 allows for both manual and automated bibliographic formatting.

Manual

Click on the **Edit** menu of EndNote tool bar. Select **Output Styles**, and **Edit References** to reach the template for manually bibliographic correction and formatting. Finish the task by clicking on button to save the edited information. (see below figure)



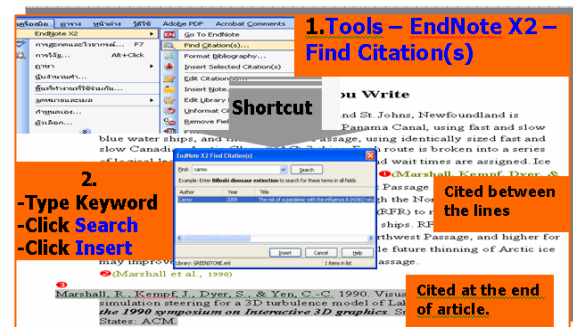
Automated

Possibly view the format of reference lists in your set EndNote library by placing the cursor on the selective references, then click on **Preview** button.

Change the bibliography format by choosing the preferred format from the avail at **Select Another Style**, and confirm your selection by clicking on the **Choose** button.

Cite While You Write

EndNote X2 is collaborative with Microsoft Word for citing while writing articles. Cited references can be inserted between the lines or at the end of article. See the displayed figure hereinafter.



It is able to have the references information in EndNote X2 library formatted as your preferred bibliographic style, then copy them to the article written in Microsoft Word as follows;

- Start on the page of EndNote X2.
- Place the cursor on the selective references.
- Just have a right mouse click for opening the shortcut.
- Select **Copy Formatted**.
- Open the page of Microsoft Word.
- Again have a right mouse click for opening the shortcut.
- Click **Paste** for getting results as **Cite While You Write**

Log off

Click on button to end the use of EndNote X2 program.