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information skills for life

## **UNIVERSITY OF SYDNEY LIBRARY: WHY USE ENDNOTE?**

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### **Summary**

After completing this learning tool, you should be able to:

- Recognise that Endnote is a useful tool that will help to make your academic life easier

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## WHAT IS ENDNOTE?

Endnote is a software program used to manage references and create bibliographies.

You can download references from your online database search, store and organize them in libraries, and then add them to your essay, thesis, or paper, using any style of referencing you want.

It's free to current staff and students of the University of Sydney, and there are Macintosh and Microsoft Windows versions available.

## HOW IT WORKS

### COLLECT

Endnote allows you to collect references in many ways, including:

- Downloading directly from many different databases.
- Searching databases and Library catalogues from within Endnote.
- Typing in the references yourself.

Your references are collected together in an Endnote Library.

### ORGANISE

Once in your Library, Endnote gives you the ability to organize your references into Groups. This will enable you to logically organize your references, for example by chapters of a thesis.

A Group may be a number of references on the same subject, or a group of the same type of references, for example web pages. It's up to you.

It's easy to do, simply create a group then drag and drop your selected references into it.

Endnote allows you to keep track of your articles! You can attach any type of file you want to the references in your Library, saving you time and frustration.

Endnote has many other functions that can make your academic life easier.

### CITE

Endnote allows you to insert references into your essay, thesis, or paper instantly. You can then format the document into any referencing style you want with the click of a mouse.

## FURTHER INFORMATION

**You can download Endnote at:**

<http://www.library.usyd.edu.au/databases/endnotex/>

**Want to learn more? Attend an Endnote class:**

<http://www.library.usyd.edu.au/skills/endnote.html>