EndNote X5 Basics Guide
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1. Set up EndNote Web
- The first time you open EndNote X5, you will see an EndNote Web option box.
- EndNote Web is a web based version of EndNote that you can access from any Internet computer.
- Simply click Finish.

2. Create a new Library:
- Go to File> New.
- In the next window, enter a **File name**:
- Select location (use **desktop** for this training) in **the Save in**: box at the top.
- Click **Save.**

4. Set Display Fields
- Go to **the Edit menu** and select **Preferences**
- Select Display Fields from the left menu
- Choose the field displayed from the pull down list for up to 8 columns displayed. You may also select [Do not display] to exclude a column.
- You may also change the heading name for the column. The default is the Generic name for the field selected.
- Click **Apply.**
- Click **OK.**

5. Output Styles
- Output styles are used to create bibliographies or format Word documents. Currently there are over 5000 Output styles available. Only 400+ Styles are downloaded with EndNote.
- You can browse the downloaded Styles:
- Go to **Edit > Output Styles** > Open **Style Manager…**
- If you would like to download additional Styles, then go to: http://endnote.com/downloads/styles

6. References
- Go to **References**>**NEW reference** or ,
- Go to **Google Scholar**>choose the article /book…>click on the cite **button** > click the Endnote **button**>import the file.

7. Edit References
- If you want to edit the reference type or data Go to **Edit reference**>reference type or **size** or **font** or **data**

8. Group
- Go **to Group**>create **Group**>New Group> **Rename Group.**