EndNote training guide

How to use EndNote on Ms Word
The cursor must blink where you would like your citation to appear

EndNote is used by millions of researchers, scholarly writers, students, and librarians to search online bibliographic databases, organise references and related files, and to create bibliographies instantly. The software has to be installed on your computer properly in order to work correctly with word processing programs, and this varies depending on your operating system, word processor and platform. It has frequent upgrades that offer significant new features. It is important to use the manual, and you need to have the software on the computer you are using.
EndNote Menu on Ms Word

Click on EndNote X8
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Find your reference from EndNote

Type in a few letters of the author or title of the reference you want to cite, then click “find”
Select a reference

Select your reference, then click on insert.
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Your citation appears here
See reference list

The reference list builds up automatically every time you insert a citation. This moves to the last page of the Ms Word document you are working on.

Reference list


Full reference from citation will appear on the last page of your document
Law - Footnotes

Click on insert footnote

Click on references
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¹ Harnad “Open access to peer-reviewed research through author/institution self-archiving: maximizing research impact by maximizing online access”
Law - Footnotes

Reference list

Literature

Harnad S "Open access to peer-reviewed research through author/institution self-archiving: maximizing research impact by maximizing online access" unpublished contribution delivered at the Digital Libraries 2017

Full reference will appear on the last page of the document
Queries and training

- Contact your faculty library with queries or for assistance:
- Boitumelo Masilo: 0183892015 office 109
- Siviwe Bangani: 0183892322 Office G10