

# EndNote<sup>®</sup> 8 Tips

## Searching for References and Creating an Independent Bibliography

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This tip sheet will help you learn how to do the following:

- Search for a subset of references in your EndNote library.
- Create and print an independent bibliography using that subset of references.

If EndNote is not already running, start it and open the sample Paleo Library (PALEO.ENL).

Let's assume you want to generate a list of all references about extinction that have been published since 1990.

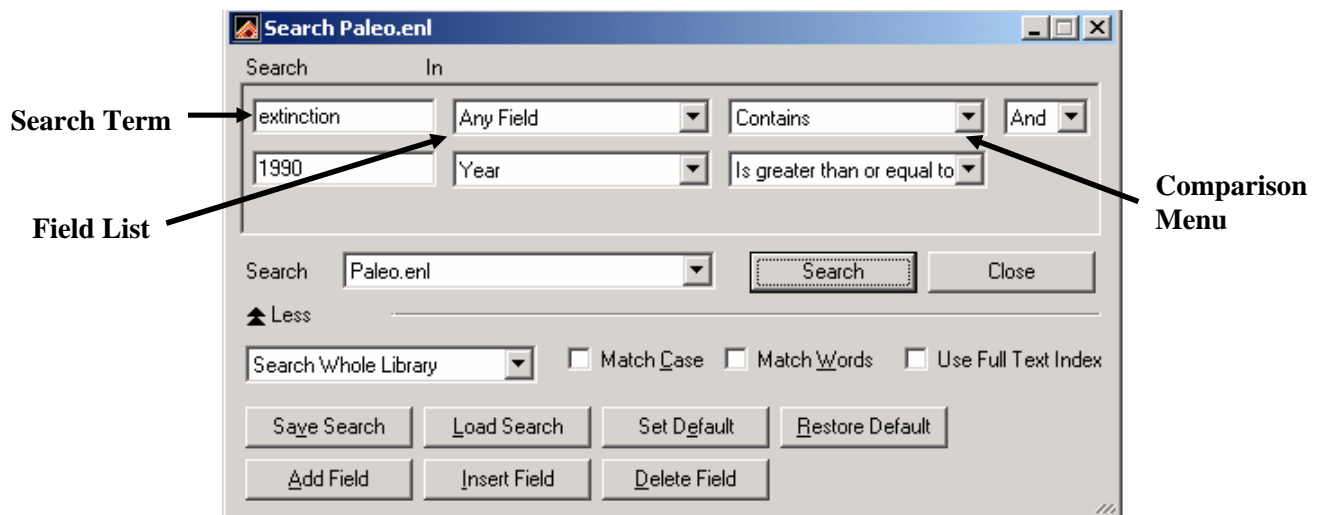
- Select *Search References* from the *References* menu, or type *Ctrl+F* in Windows or *Command+F* for Macintosh.
- Type "extinction" as the first search term.

The words "Any Field" to the right of "extinction" mean that EndNote will search all fields in the library for the word "extinction."

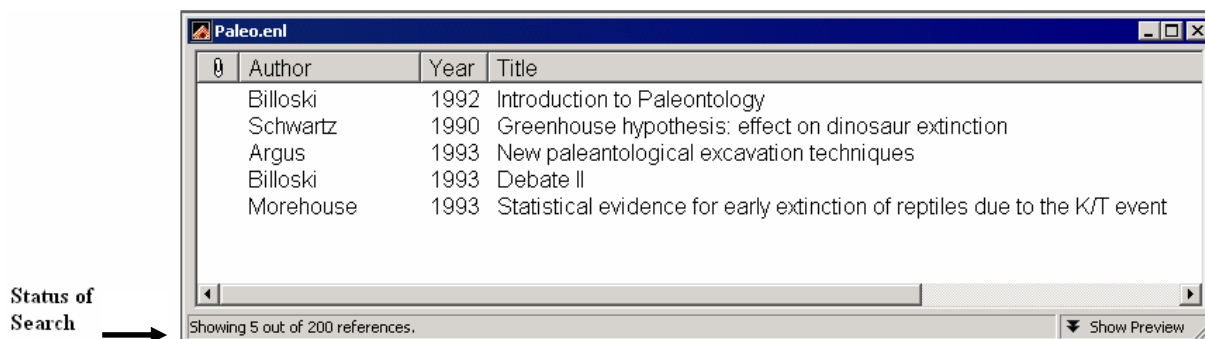
Now set up the second search item to find references from 1990 or later.

- Make sure that "And" is selected from the pull down list at the far right of the first search item.
- Type "1990" as the second search term.
- Select *Year* from the field list in the second search item, then select *Is greater than or equal to* from the comparison list.

The Search window should now look like the example below.



- Click the *Search* button to begin the search. In a moment, EndNote displays the search results.



The status of your search will be in the bottom left corner of the library window and should now read, "Showing X references out of XXX." You are still looking at the same Paleo library you were before, but EndNote has restricted the view to display only the results of the search.

### Print the Found References

The EndNote program is able to generate a bibliography in a word-processing document from citations that are inserted in the document during writing, and you can find more information on how to do this in the tip sheet on creating bibliographies; but sometimes you want a list of references that are independent of an article or paper—you want an independent bibliography. For this example we will create an annotated independent bibliography.

- The references in the independent bibliography will be sorted in the order in which they appear in the main library window in EndNote. You can sort your references by a single field by clicking on the column heading for that field in your library window, or you can create a more complex sort order by multiple fields. To sort by more than one field, select *Sort References* from the *References* menu, then select the fields you want to sort by, in the order you want them sorted. So if you wanted to sort by author, then year, then title, you would select Author as the first field to sort by, then Year, then Title. You can use the buttons to the right of each field to set the sort order to ascending (A>Z) or descending (Z>A). Click on the *OK* button to perform your sort.
- From the *Edit* menu, select *Output Styles*, then select the *Annotated* style. This style will include the abstract on the line following each reference. (If *Annotated* is not on the list of available styles, select *Open Style Manager*, then scroll to the *Annotated* style and mark it. This will add it to your list of "favorite" styles.)
- To view your bibliography, select *Print Preview* from the *File* menu. You can click anywhere on the displayed document (or use the *Zoom In* and *Zoom Out* buttons) to change the size of the display. To print your bibliography Click the *Print* button in the upper left of the display. A standard print dialog will appear. Click *OK* to begin printing.
- Another option is to select *Export* from the *File* menu and save your bibliography in the Rich Text Format file type. This file type will retain all formatting from the style and create a document that can be opened and edited in almost any word processor. Use this option if you would like to be able to customize headers, footers, heading titles, etc. in your bibliography before printing.

Note that any EndNote style may be altered to include annotation. To do so, select the style in which the bibliography is to be generated by selecting *Open Style Manager* from the *Output Styles* submenu. Locate your style, and click on *Edit*. From the ensuing panel, select *Layout* under the *Bibliography* section. Click on the *Insert Field* button above "End each reference with:" and select *Abstract* (or *Notes* if you want to use your Notes field for annotation). A modified style should be given a new name by using *Save As* from the *File* menu. A bibliography using this modified style is now annotated.

Another way to create an independent bibliography is to use the *Copy Formatted* command. To do this, select the style you want the references to appear in by selecting *Output Styles* from the *Edit* menu. Highlight the references you would like to include in EndNote. Select *Copy Formatted* from the *Edit* menu. Open your word processor and create a new document, then select *Paste* from the *Edit* menu in your word processor. The references you had highlighted in EndNote will be copied into your document with the formatting of the style that was selected in EndNote. You can now save this file as you would any other word-processing document.

**For more information see the EndNote manual chapters *Managing References* and *Bibliographic Styles*.**