

Endnote mini-Glossary

Annotated style - This style is valuable in Endnote/Preview Pane as a time management tool when you do topical searches in the scholarly databases.

1. Create a Temporary or To Review or Download library (I always recommend one big library but for efficiency I acquiesce to recommend two <smile>) to stash records "gulped" from GALILEO-UGA scholarly databases.
2. As you search databases, don't take time to review/select references while online, just Export (or Save) the references into the temporary/review library.
3. At your convenience, review the records in the Preview Pane in Annotated style to display the critical bibliographic elements: Author, Title, Journal Name, and Abstract. You can enlarge the Preview Pane to a size that fits most abstracts (minimize scrolling) and use the down arrow key to move from one record to the next (no mousing!) This consistent format in Endnote eases the keep/dump decision-making. And if you're on the fence, double-click the reference to open it and see Keywords as well.

Connections - search certain databases via "side door" and use Endnote search engine instead of your web browser...very fast and records appear in Endnote format

Ctrl-M (Control-Main/Merge) in EN7, 8 - to return to your Endnote library from a subset library. In earlier Endnote versions, the command was Ctrl-H Ctrl-Home.

Export (or Direct Export) - transfer your search results from a scholarly database into Endnote

Filters - computer files that map data from databases into Endnote fields via Export, Direct Export, or Import. Filters are specific to database/vendor. I've added GALILEO-as prefix to database names so they group together in your Filters Manager. In Filters Manager view, press G to jump to those.

Import - transfer of your search results from a database which you've saved to your desktop into Endnote library via Import command and a Filter

List view - an abbreviated view of the data for each record in your Endnote library. Typically, you'll see First Authorlastname, Year, and Title, but you can set your Preferences to display other fields like Journal Title, My Comments custom field, etc.

Preview Pane - a window at the foot of List view which shows/hides the bibliographic citation of the highlighted record in the List. The Style you last used to view citations in the preview pane, or in your word processor, is the default but you can easily switch to another style in the Style window toolbar.

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