

EndNote[®] Tips - Searching for References and Creating an Annotated Bibliography

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

- Search for a subset of references.
- Create and print an annotated bibliography.

Before you begin:

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

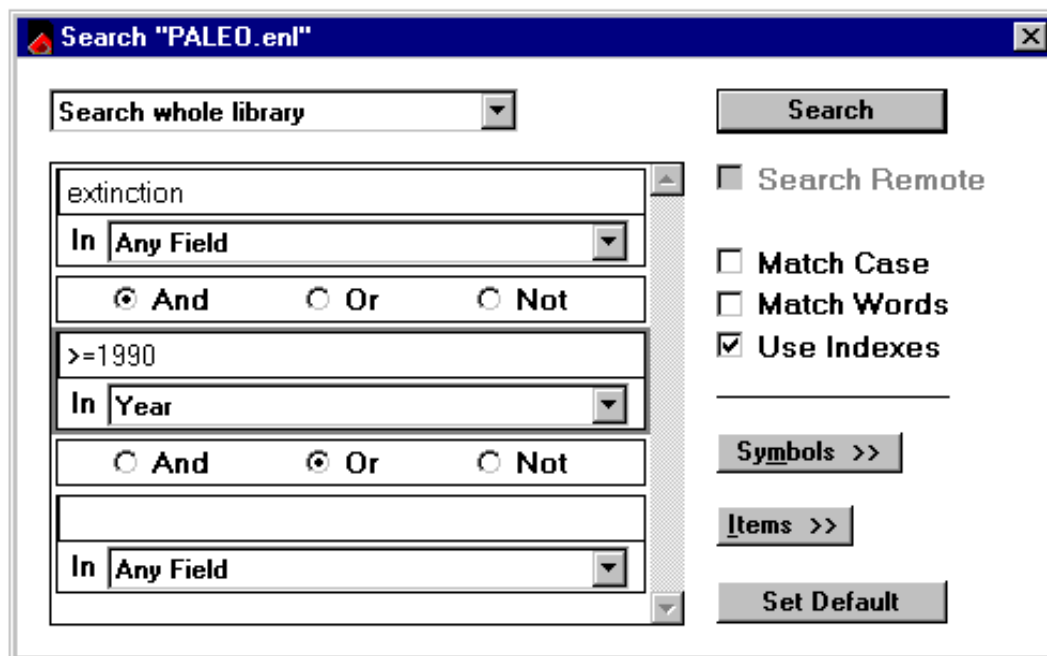
Let's assume you want to generate a list of all references about extinction that were published in the 1990's.

*Choose **Search...**(Ctrl+F) from the **References** menu.
Type "extinction" in the first search item.*

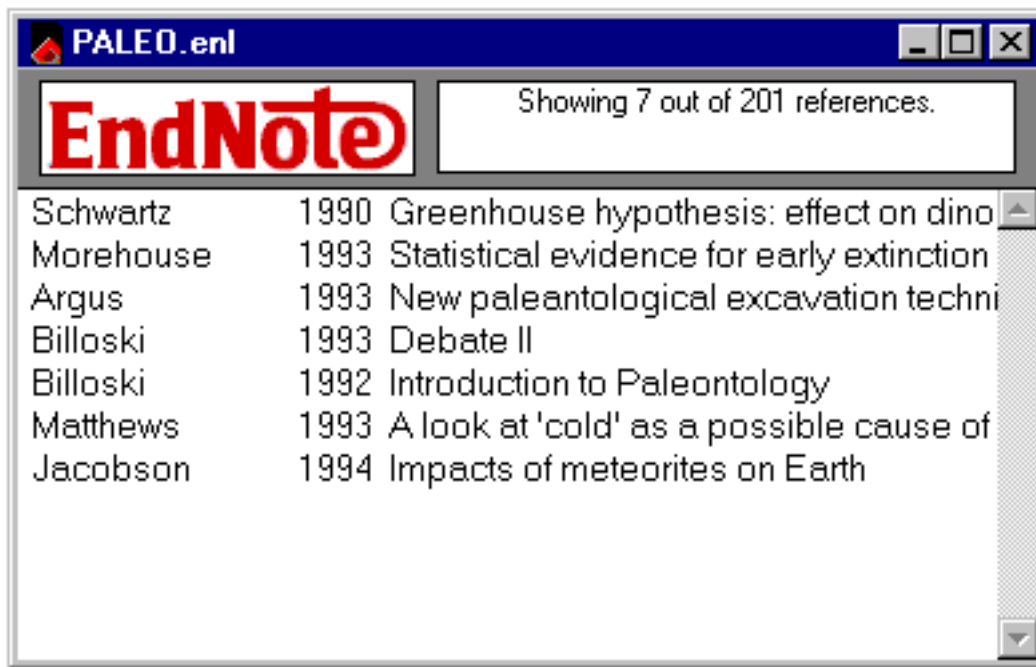
The words "In Any Field" below "extinction" mean that EndNote will search all fields for the word "extinction." Now set up the second search item to find references from 1990 or later.

*Choose "Year" from the **Field** list box in the second search item.
Choose "More or equal" from the **Symbols** pop-up menu in the **Search** window. Then type 1990 after the ">=" symbol (spaces between the ">=" and "1990" are ignored).*

Notice the option between the two search items is set to "Or." Click "And" to find all references about "extinction" that are also published in the 1990's. The search window should now look like this:



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



The top of the Library window should now read, "Showing 7 references out of 201." (You are still looking at the same Paleo Library as you were before, however EndNote has restricted the view to display just the results of the search.)

Print the Found References

Now that you have located all of the desired references, you are ready to print them for your colleague. In order to print the references with their abstracts, you must first select a style that includes abstracts. A style called ANNOTATE.ENS includes the contents of the Abstract field with the formatted reference.

*Choose ANNOTATE.ENS from the **Styles** menu.*

*If ANNOTATE.ENS is not visible, choose **Select Another Style** from the **Styles** menu, navigate to the EndNote Styles folder, and locate the ANNOTATE.ENS file. Double-click it to select.*

*Choose **Print** from the **File** menu. A standard print dialog will appear.*

Click OK to begin 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, then choose **Edit "Style x"** from the **Styles** menu. The blueprint for the selected style will open, and the **Edit Styles** menu will appear. From this menu, choose **Reference Suffix** and insert a carriage return. This is done on Windows by pressing **Ctrl+Alt+Enter**, and on the Macintosh by pressing **Command-Return**. Next choose "Abstract" from the **Insert Field** menu and click OK. A modified style should be given a new name by using **Save As** from the **File** menu. A bibliography using this modified style will be annotated.

For more information, see the EndNote manual chapter entitled, "Managing References".

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