

EndNote[®] X Tips

Customizing the Library Display

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

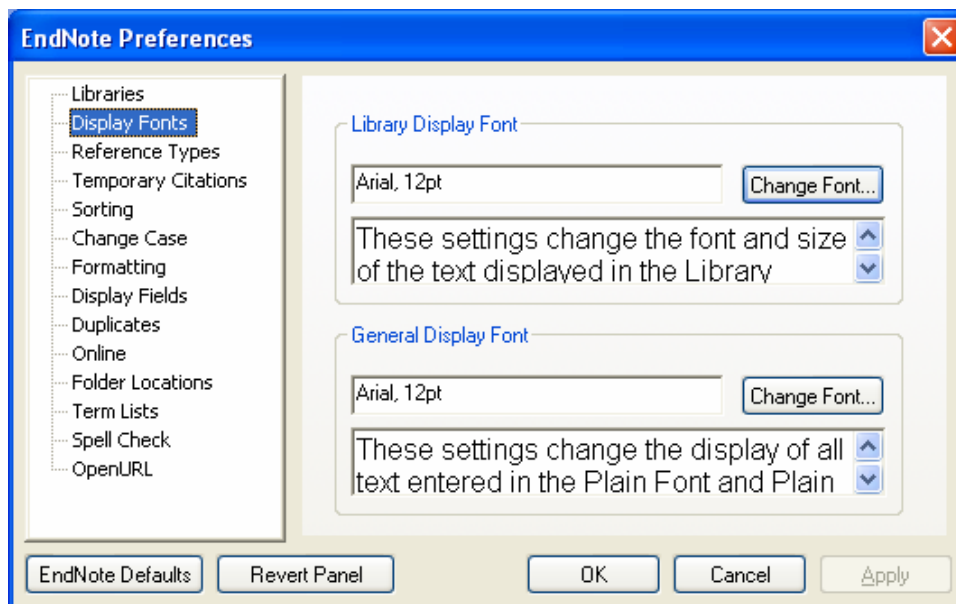
- Customize the display font.
- Customize the displayed fields within your library.
- Sort your library display.

If EndNote is not already running, start it and open the sample Paleo library (Paleo.enl in the EndNote 9\Examples folder).

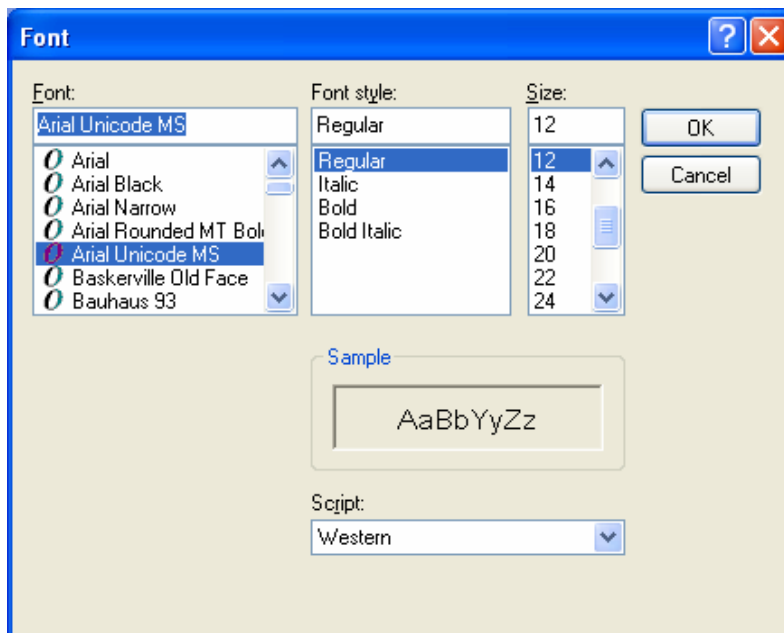
Customize the Display Font

The display font settings affect the size and type of font displayed for your EndNote library and other screen displays within the EndNote program. They also affect the display of references in non-Latin languages. For this example we will change the display to a Unicode font.

For Windows, from the *Edit* menu, select *Preferences*; for a Macintosh, from the *EndNote* menu, select *Preferences*. The Preferences panel contains a wealth of options for customizing EndNote to suit your needs. For this example, select *Display Fonts* from the listed options.



Select the *Change Font* button for the Library Display Font option to display a list of fonts available on your system, similar to that shown below. In the example below the Arial Unicode MS font is selected. The fonts you have available will depend on the operating system you are using and which versions of Word you have installed. Select a font for both the Library Display Font and the General Display Font options that supports the languages you wish to work with. If it is available on your computer, the Arial Unicode MS font is a good choice because it supports a large number of languages.

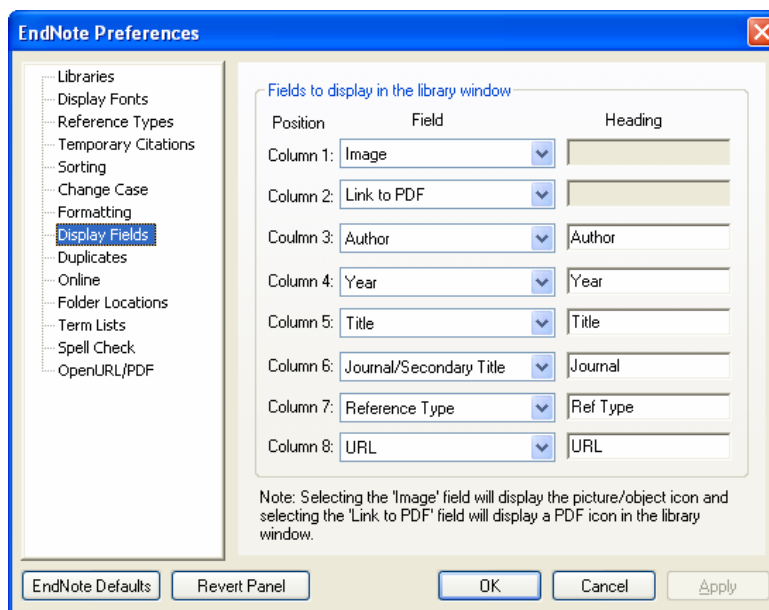


Changing the display font settings in your EndNote preferences will allow you to display references in Unicode correctly, but it will not enable you to type in those languages. To manually enter references in non-Latin languages you will need to change the regional and language settings in your operating system. To learn more about setting language options for Windows, please see the EndNote tip sheet titled *Changing Regional Settings in Windows*.

Customize the Fields Displayed within the EndNote Library

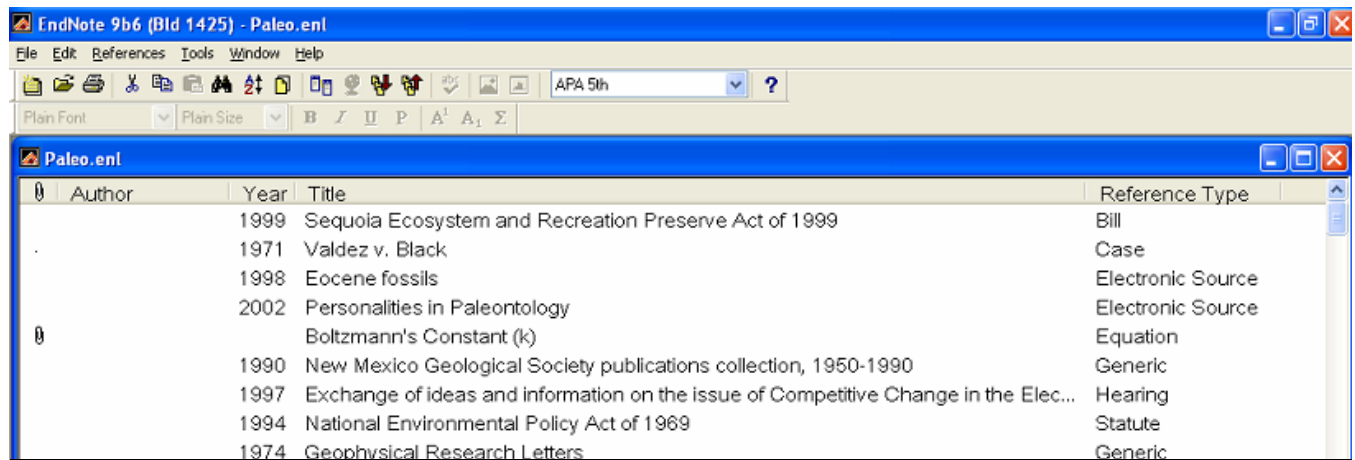
By default, EndNote displays first a column to indicate whether an Image file is attached to each reference, then a column to indicate whether a PDF files is attached to each reference, then the first author, year, title, journal title, reference type and URL for each reference. However, you can customize your Library Display to include any of the EndNote fields, in any order, with a maximum of five displayed columns. For the purposes of this example, assume you want to customize the display to include reference types instead of URLs. This will help you distinguish journal articles from books, conference proceedings from theses, etc.

For this example, select *Display Fields* from the listed options.



Pull down the *Column 8* menu (currently listing *URL*) and select *Language* from the list. The heading “Language” will automatically be assigned (you can overwrite this if you prefer). Click on *OK* (Windows) or *Save* and the *Close* box (Macintosh) to leave the panel.

The Language column now appears on the far right.



To resize the columns for optimal viewing, simply position the cursor along the vertical edge of the column heading to be resized, then drag it left or right. This will reappportion the viewable space within the Library window accordingly.

Sort the Library Display

Your EndNote Library can be sorted easily by any displayed field in ascending or descending order. Simply click on any column heading to sort by that field. For example, click on the *Year* column and it sorts your database by year in ascending order (i.e., from the record with the oldest date in the Year field to the one with the most recent). Click on the Year column a second time to reverse the sort order.

**For additional information see the EndNote manual chapter *Introducing the EndNote Library*.
(Note that the manual is available in your EndNote folder as a PDF file.)**