

# EndNote<sup>®</sup> X1 Tips

## Customizing the Library Display

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

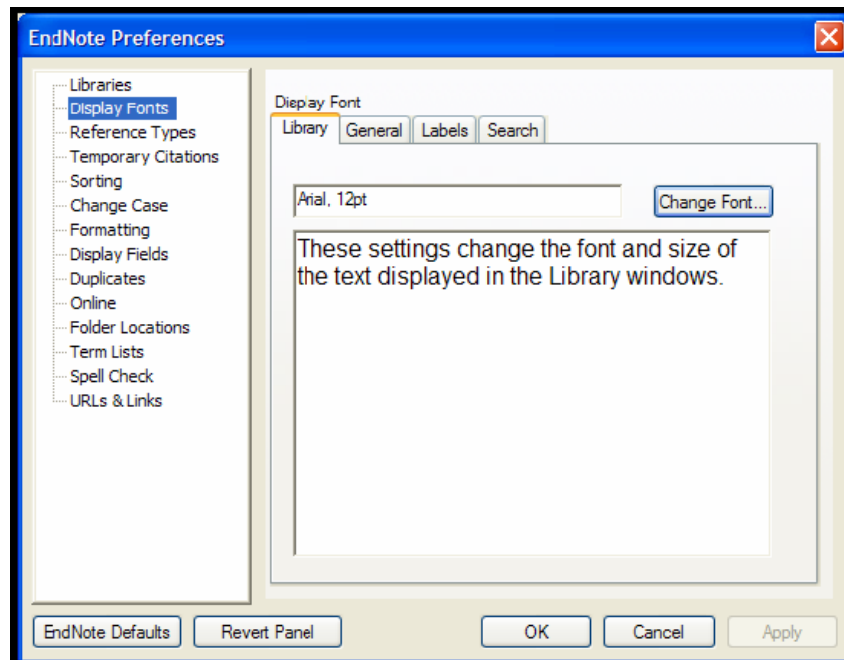
- Customize the display font.
- Customize the displayed fields within your library.
- Sort your library display.

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

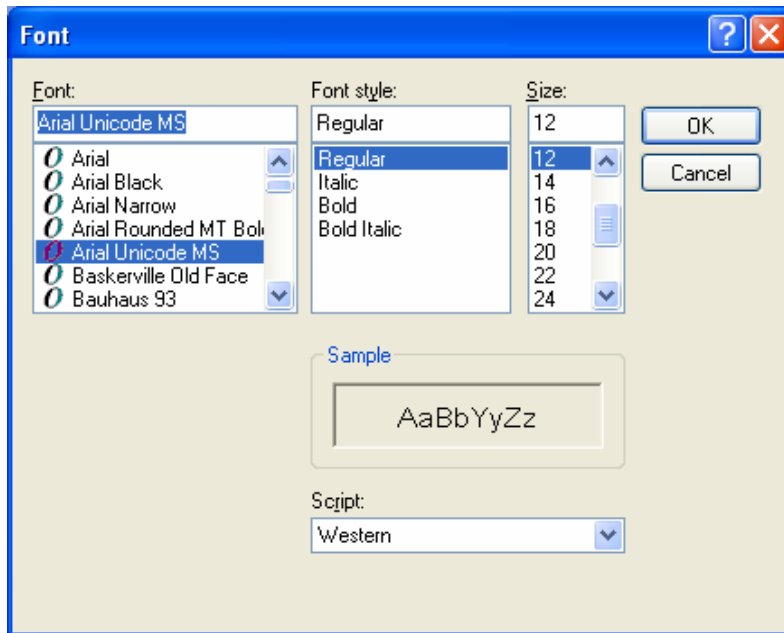
### Customize the Display Font

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*.

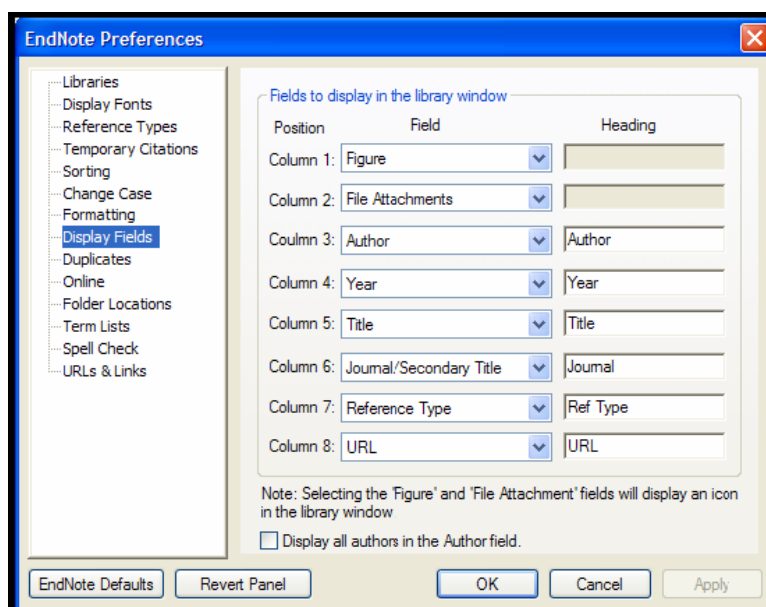
### Customize the Fields Displayed within the EndNote Library

In the Library window, EndNote defaults to showing first a *Fig.* heading if a graphic or file is attached to the Figure field in a reference, then a paper clip icon if a file is attached to the File Attachments field, and then the Author, Year, Title, Journal Name or Secondary Title, reference type, and URL fields. However, you can customize your Library Display to include any of the EndNote fields, in any order, with a maximum of eight displayed columns. You may display other fields, change the order of the fields displayed, or change the names used for the column headings in the Library window.

These settings apply to all libraries.

To customize the Library window display:

1. From the Edit menu, choose Preferences.
2. Click the Display Fields option in the list.



3. Choose the desired field from the Field list. You may select up to eight fields to be displayed in the Library window. Select [Do not display] instead of a field name if you want to show fewer than eight fields. You must select at least one field for display in order to save your changes.
4. By default, the column heading in the Library window will be the same as the Generic name of the field (the Figure field is indicated by Fig., and the File Attachments field is indicated by a paper clip icon). If you would like to change the name for the Library window display, you may do so by entering a new name in the Heading section next to the chosen field.
5. If you would like to display all author names under the Author heading in the library reference list, rather than just the first author, select the check box next to Display all authors in the Author field.
6. Click OK to save the changes and close the dialog.

### **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 *The EndNote Library*.**  
*(Note that the manual is available in your EndNote folder as a PDF file.)*