

# EndNote<sup>®</sup> Tips - Searching for References and Creating an Annotated Bibliography

---

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 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.

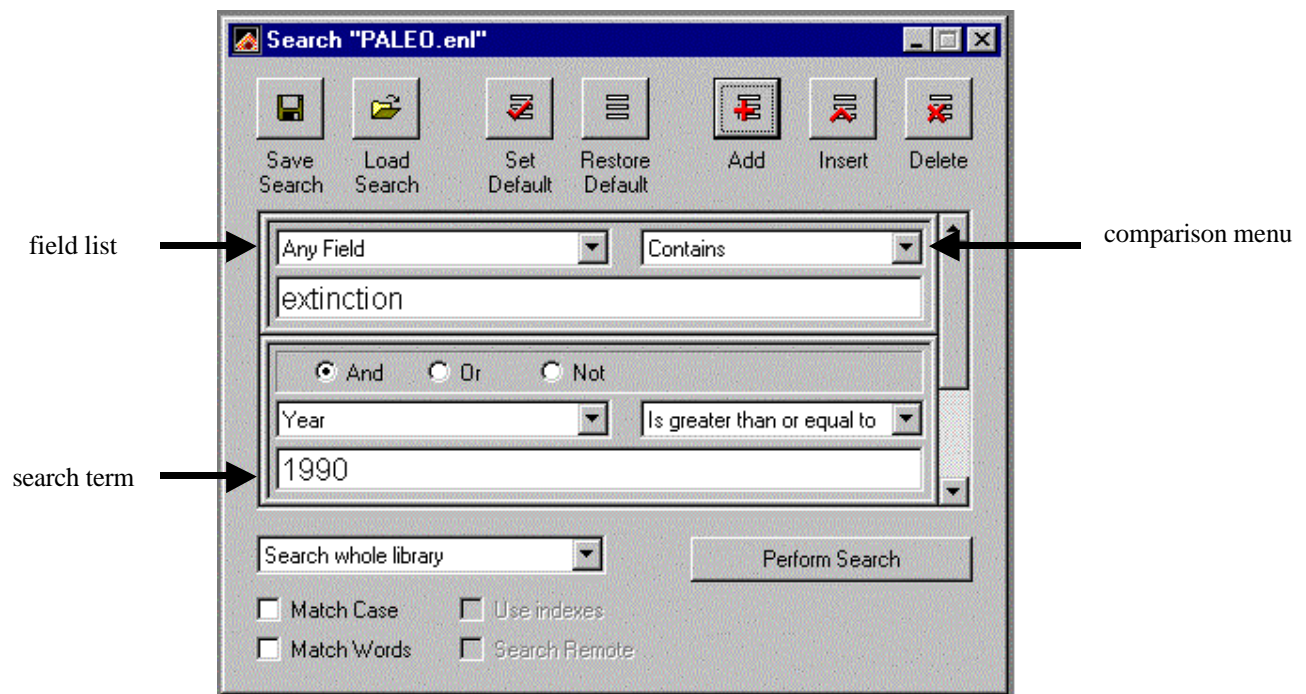
*Choose **Search...** (Ctrl+F) from the **References** menu.*

*Type "extinction" in the first search item.*

The words "In Any Field" above "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** in the second search item, choose "is greater than or equal to" from the **comparison list**, and type "1990" as the search term.*

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



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

Author	Year	Title
Schwartz	1990	Greenhouse hypothesis: effect on dinosaur extinction
Morehouse	1993	Statistical evidence for early extinction of reptiles due to the
Argus	1993	New paleontological excavation techniques
Billoski	1993	Debate II
Billoski	1992	Introduction to Paleontology
Matthews	1993	A look at 'cold' as a possible cause of major Cretaceous ex
Jacobsen	1994	Impacts of meteorites on Earth

Showing 7 out of 201 references. Show Preview

The Library window should now read, "Showing X references out of XXX." (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 as a formatted list. In order to print the references with their abstracts, you must first select a style that includes abstracts. A style called *Annotated* includes the contents of the Abstract field with the formatted reference.

*From the **File** menu, choose **Output Styles**, and then select “Annotated” to print the references with abstracts.*

*If “Annotated” is not visible, choose **Open Style Manager** from the **Output Styles** submenu, click on the **Find** menu, and select “by Name...”. Type in “Annotated” and mark the style when it is retrieved. Close out the window, then check the **File** menu to confirm that the “Annotated” style is selected.*

*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 by choosing **Open Style Manager** from the **Output Styles** submenu. Browse the directory, locate your style, and click “Edit”. From the ensuing panel, choose **Layout** under the **Bibliography** section. Under the section titled, “End each reference with:” select “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 chapters entitled, “Managing References” and “Bibliographic Styles.”**