

## Welcome to this ECU library video on Starting a new EndNote Library

Firstly, open a Word document & look along the ribbon at the top.

Click on the EndNote tab along the ribbon at the top.

This will open up the three EndNote groups: these are Citations, Bibliography & Tools.

Make sure that APA5th, the ECU Referencing Style is the selected style.

If you need to select another style, click on "Select another style" & scroll through the list until you find the appropriate referencing style.

Next, look to the left to the citations group and click on "EN: go to EndNote". This will launch the EndNote software.

To start a new EndNote library, click on Create a New EndNote Library, then click on the OK button.

A new window will open asking you where you would like your EndNote library saved.

If you use many computers in the course of researching or writing up your assignments save your EndNote library in your main computer library & have a 2<sup>nd</sup> copy in your thumb-drive to be used when you are using other computers.

Select a file name that is more meaningful to you and notice that the file extension is .enl

Click on Save.

Thank you for watching this ECU library video. If you are interested, check out our other podcast and video tutorials at [www.ecu.edu.au](http://www.ecu.edu.au) forward slash library.

### **Adding a book reference**

The EndNote interface is made up of 2 components – the EndNote tabs & your EndNote library. This will look more obvious if you minimise the the inner grey box.

Thank you for listening to this ECU library Podcast. If you are interested you can check out our other podcasts at [www.ecu.edu.au](http://www.ecu.edu.au) forward slash library.

Outro – aprox. 3 seconds music.