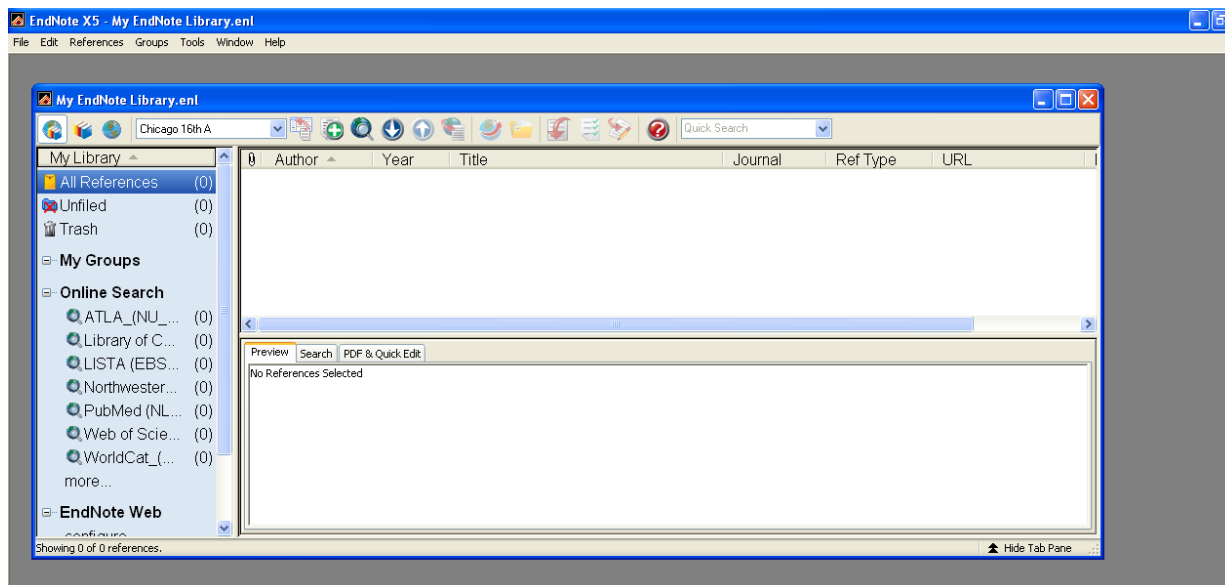


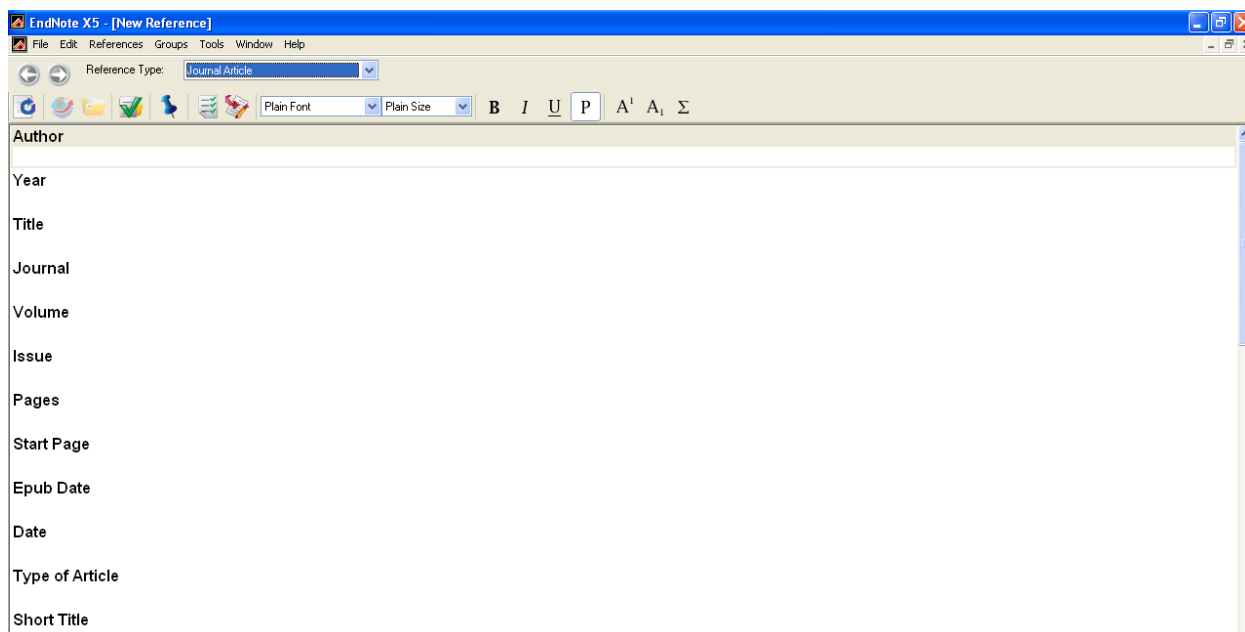
## Getting Started Using Endnote

Endnote can be a great way to keep track of references that you might want to use for writing a paper or to create a standalone bibliography on a subject of interest.

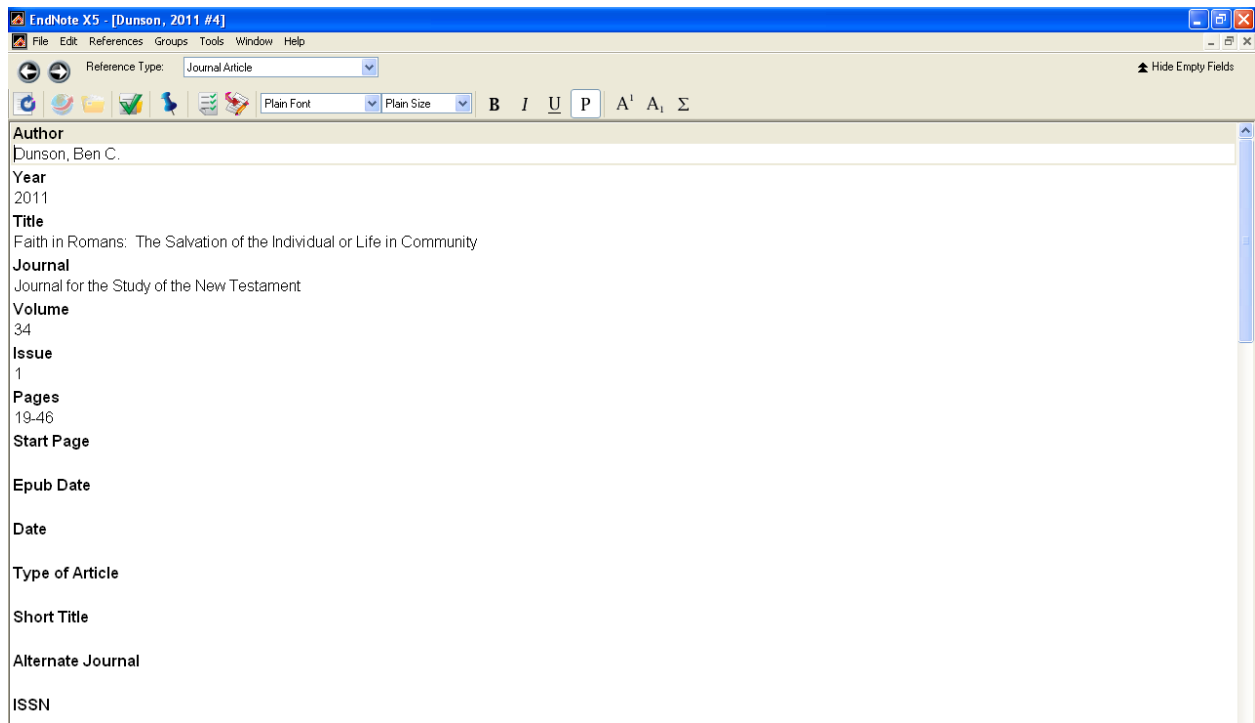


There are three ways to add references to your Endnote library.

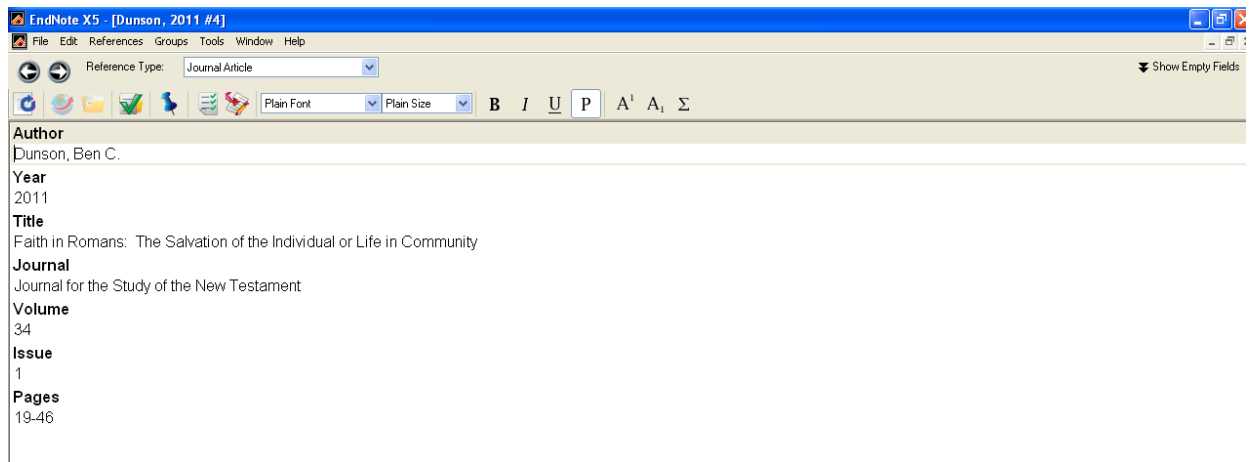
1. Type the information in manually. Click on the green and white "plus" on the toolbar and a blank template will open. The default Reference Type is Journal Article. You can select from many reference types (book, unpublished manuscript...) if you click on the pull down menu.



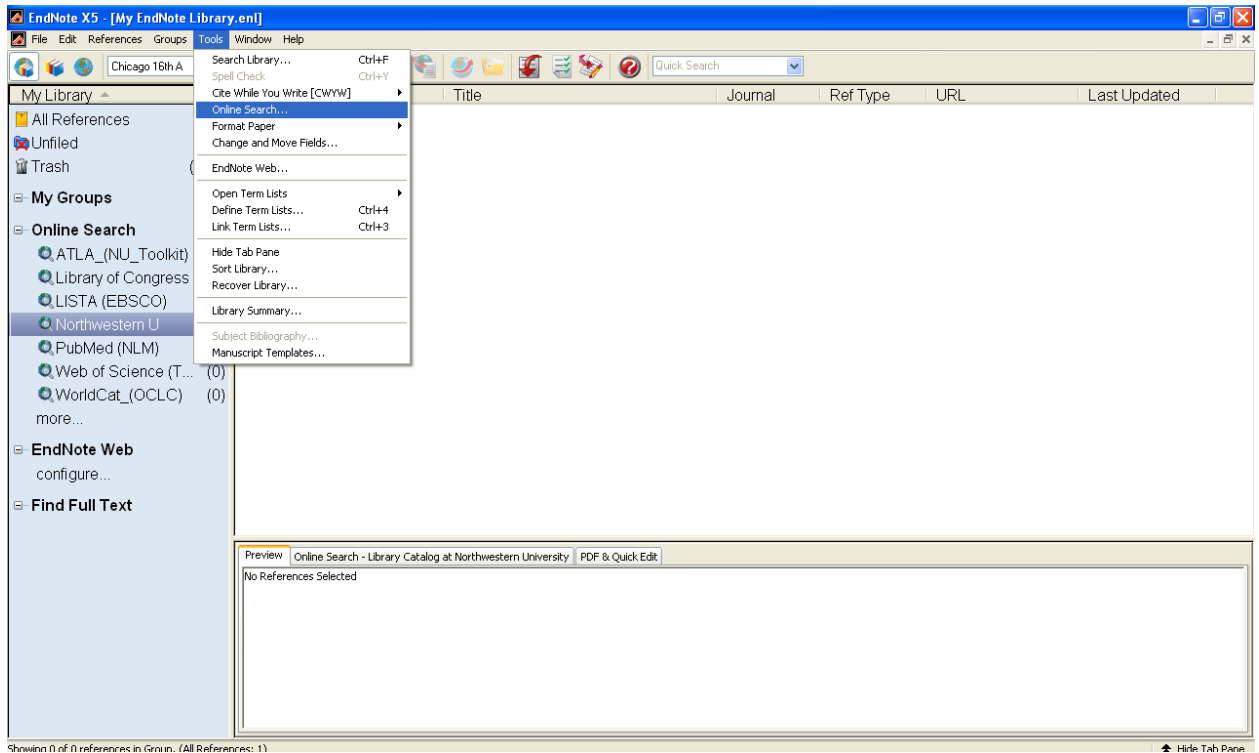
The information below comes from an article in the latest issue of the *Journal for the Study of the New Testament*, which we received recently in the library.



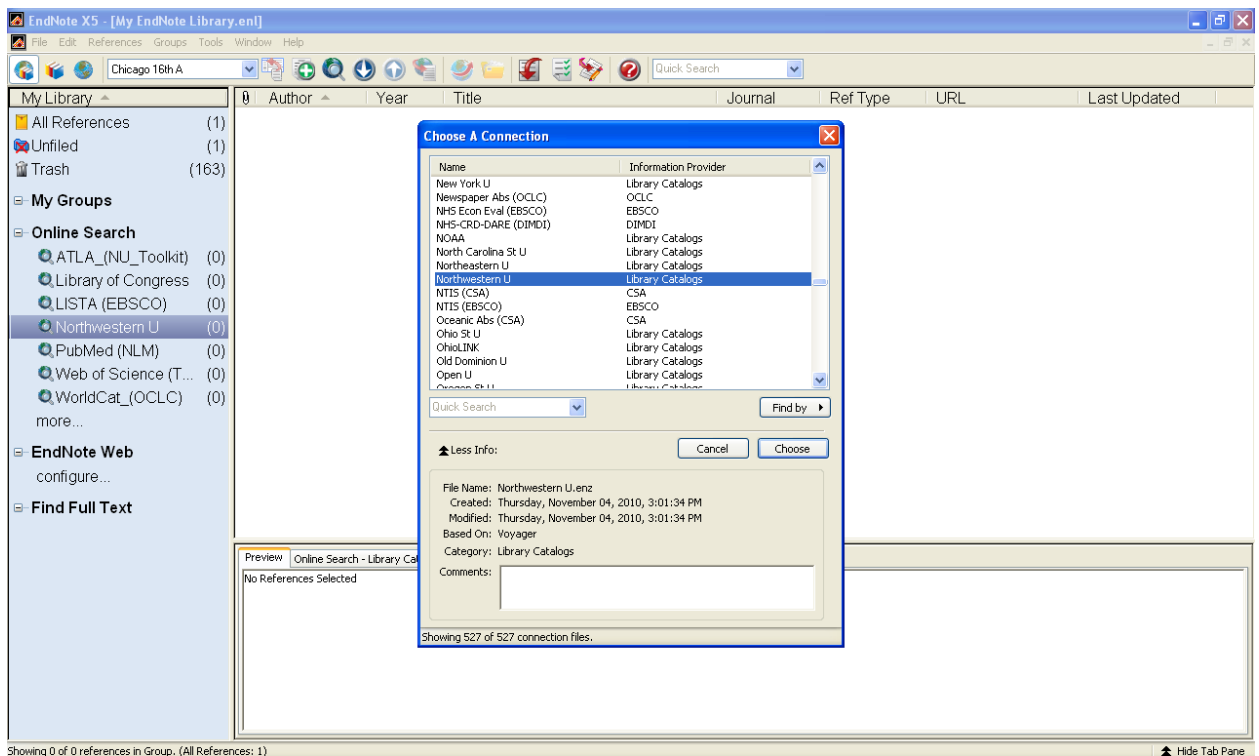
The reference type templates are very long. You can display only the fields you fill in by clicking on “Hide Empty Fields.” Later, if you need to enter information in another field, click on “Show Empty Fields” and all of the fields will display again.



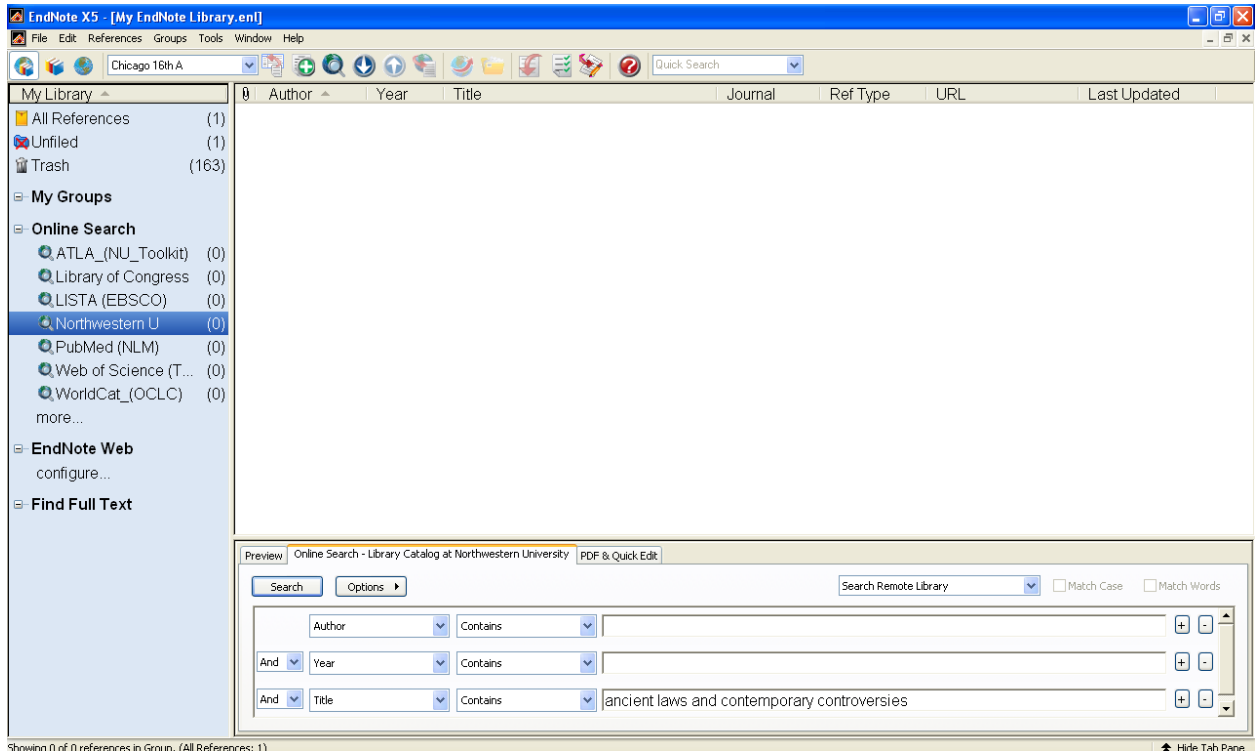
- Connect to a library catalog or database from Endnote and add records from your search.  
Click on Tools on the uppermost part of the toolbar. Click on Online Search on the pull down menu.



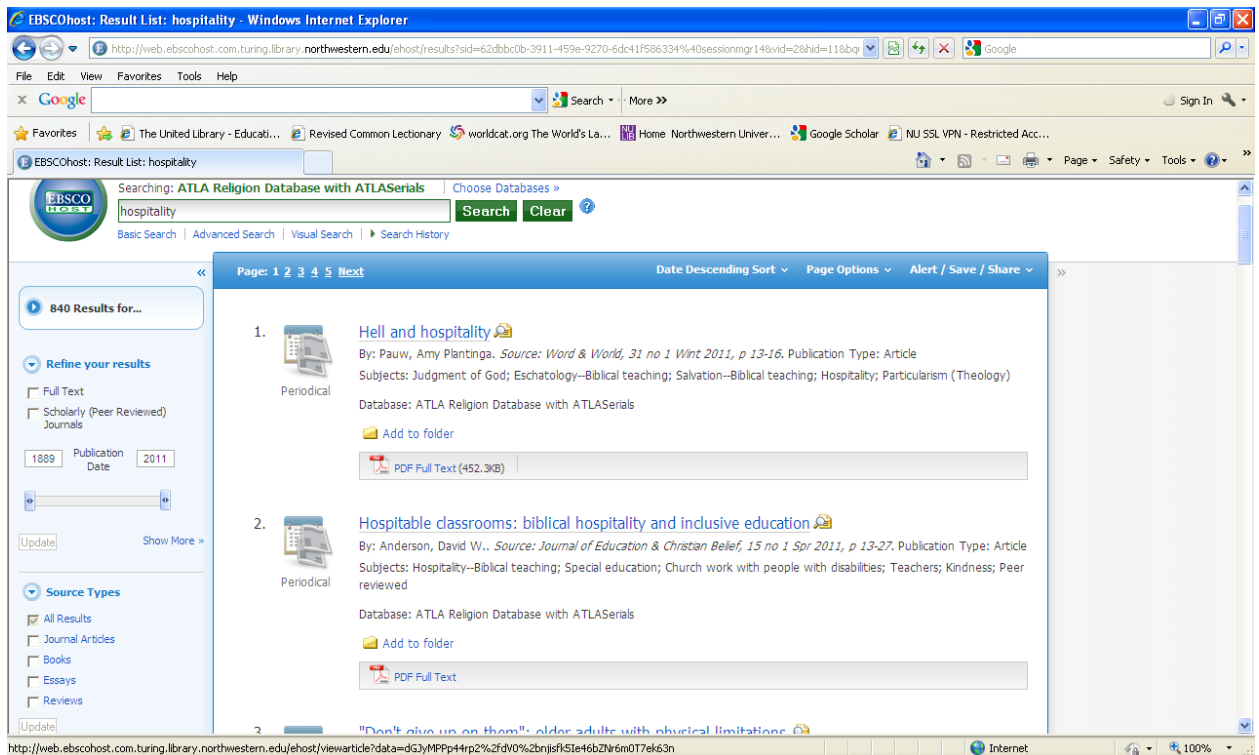
Select a database from the list. For example, to search in NUcat, the library catalog, select Northwestern U from the list and click on the Choose button. NUcat (Northwestern U) will now appear in the left-hand panel as an online search option.



Click on Northwestern U and a connection will be established for searching the online catalog. You only have to add a connection to your online search list once. It will be there the next time you open Endnote.



3. Start your search session in a database such as the ATLA Religion Database and export references from your search to your Endnote library. To see how this works, see the first few references that came up in a keyword search for “hospitality” in the ATLA Religion Database. To add a reference from the result list to your Endnote library, first add the reference to your folder by clicking on “Add to folder”.



Next click on Go to Folder View on the right hand side.

The screenshot shows the EBSCOhost search results page for the query 'hospitality'. The search was performed in the ATLA Religion Database with ATLASerials. The results list shows two items:

- Hell and hospitality**  
By: Pauw, Amy Plantinga. Source: *Word & World*, 31 no 1 Wint 2011, p 13-16. Publication Type: Article  
Subjects: Judgment of God; Eschatology--Biblical teaching; Salvation--Biblical teaching; Hospitality; Particularism (Theology)  
Database: ATLA Religion Database with ATLASerials  
Remove from folder  
PDF Full Text (452.3KB)
- Hospitable classrooms: biblical hospitality and inclusive education**  
By: Anderson, David W.. Source: *Journal of Education & Christian Belief*, 15 no 1 Spr 2011, p 13-27. Publication Type: Article  
Subjects: Hospitality--Biblical teaching; Special education; Church work with people with disabilities; Teachers; Kindness; Peer reviewed  
Database: ATLA Religion Database with ATLASerials  
Remove from folder  
PDF Full Text

On the right side of the page, there is a 'Folder has Items' box containing the following items:

- Hospitable classrooms: bi...
- Hell and hospitality

Below the items, there is a link that says 'Go to: Folder View'.

Select the two references and click on Export.

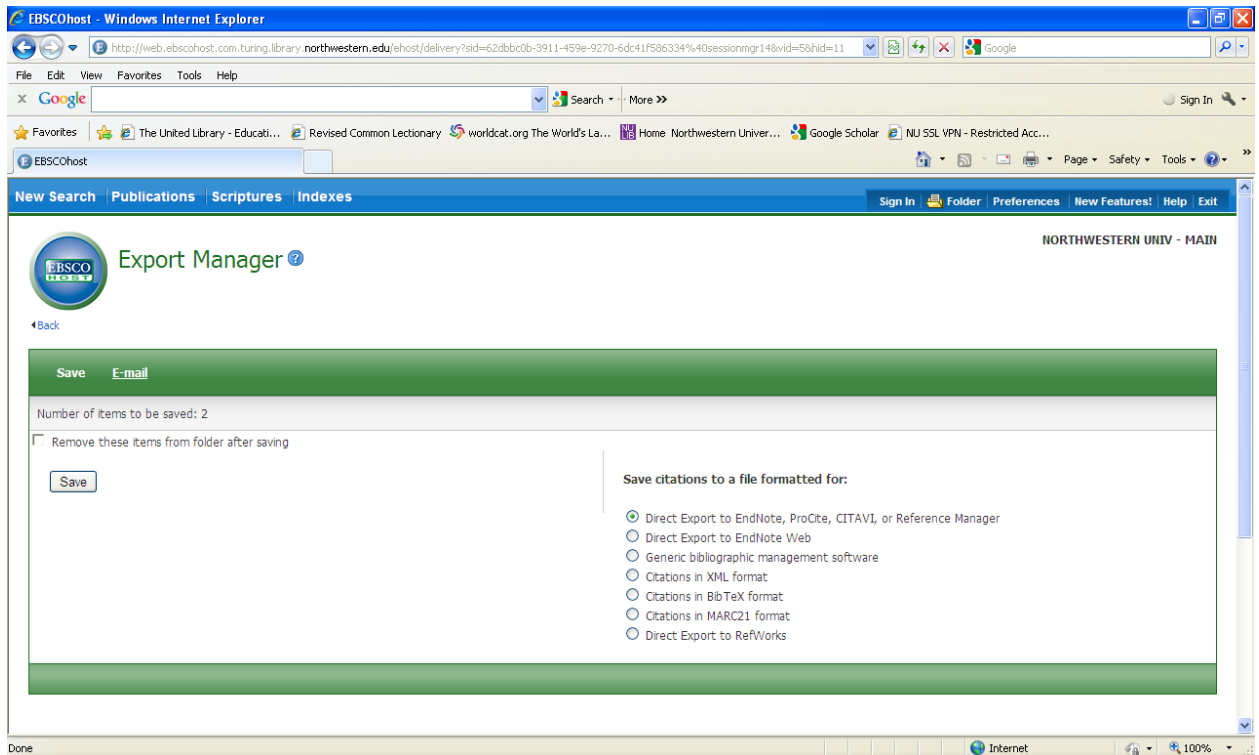
The screenshot shows the EBSCOhost folder view for the search results. The folder contains two articles:

- Hell and hospitality**  
By: Pauw, Amy Plantinga. Source: *Word & World*, 31 no 1 Wint 2011, p 13-16. Publication Type: Article  
Subjects: Judgment of God; Eschatology--Biblical teaching; Salvation--Biblical teaching; Hospitality; Particularism (Theology)  
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Subjects: Hospitality--Biblical teaching; Special education; Church work with people with disabilities; Teachers; Kindness; Peer reviewed  
Database: ATLA Religion Database with ATLASerials

On the right side of the page, there is a 'Folder Contents' box with the following items:

- Print
- E-mail
- Save as File
- Export

Click on the Save button and the items will be added to your Endnote library.



If you have questions, please ask. The library staff is always willing to help.

For additional help, see the Northwestern University Library's guide to using Endnote. Go to the NU Library's homepage [www.library.northwestern.edu](http://www.library.northwestern.edu). Click on Library Guides on the left hand side under Popular Links. Search for "endnote" and the first result will take you to their Endnote Support page.