Using EndNote Basic

Use EndNote Basic to:

- Organize resources.
- Create bibliographies in MLA, APA, Chicago, and several other formats.

Exporting Citations from EBSCO Databases

1. Log into EndNote from the Snowden Library homepage. You will need to set up a username and password the first time you log in.

2. Conduct your search in one of the EBSCO Databases. Click on the light blue folders of the items that you want to move to EndNote (you can export individual article records, but it is more efficient to export several at a time).

   ![Image of EBSCO search results]

   This temporarily puts these records into your MyEBSCO folder.

3. Click on the “Folder” icon at the top of the page:

   ![Image of folder icon]

4. Click on the “Select /deselect all” option within the folder:

   ![Image of select/deselect all option]

5. Click on “Export” on the right side of the page.

6. Make sure “Direct Export to EndNote Web” is selected. Click the “Save” button.
7. You will now be taken back into EndNote. Select “My References” and then “Unfiled References” and you will see the records you just imported.

8. Under the “Organize” tab, you can manage your groups (like folders or projects), and you can move citations into groups to keep your research projects separate and organized.

**Other ways to add references:**

You can manually add new references under the “Collect” tab, then select “New Reference.” Be sure to select the “Reference Type” from the drop-down menu at the top of the form before filling in your source’s information.

If you are trying to add a book or a scientific article, go to the “Collect” tab, then “Online Search,” then select the database you want to search. For books, use the Library of Congress or the British Library. For scientific articles, search the National Library of Medicine or PubMed. Conduct your search. If you find your resource, use the checkbox to add it to your bibliography.

**Questions?**

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