



TE KUNENGA
KI PŪREHUROA
MASSEY
UNIVERSITY
UNIVERSITY OF NEW ZEALAND

TE PUTANGA
KI TE AO
MĀTAURANGA
LIBRARY

EndNote™ 2025 Guide



Use EndNote 2025 to:

- Create and sync your EndNote library
- Add references and attach PDFs
- Insert citations and quotes directly from PDFs into Word
- Automatically format your citations and bibliographies
- Organize, share, and access your library from anywhere, online

Note: *Endnote 2025* introduces powerful new **AI features**, including:

- **Summarizing** key information from PDF documents
- **Enabling** users to ask questions about the content
- **Recommending** the most suitable journals based on manuscript's content

For academic integrity, you must **declare** the **use of AI tools** within EndNote 2025

The EndNote Library Interface

The screenshot displays the EndNote 2025 interface with three main panels highlighted:

- Groups and Tags panel (left):** Shows the user's account (c.mu@massey.ac.nz), sync status, and a list of groups and tags. The 'Sustainability' group is selected, containing 10 references.
- Reference List panel (middle):** Displays a search for 'Sustainability' with 10 references. The selected reference is:

| Recor... | Year | Author | Title | DOI |
|------------|-------------|--------------------------|--|--------------|
| 233 | 2021 | Adaloudis, M.; ... | Sustainability tradeoffs in the a... | 10.101 |
| 373 | 2023 | Amnah Moham... | Green buildings model: Impa... | 10.101 |
| 309 | 2022 | ElAdl, Moham... | Managing microclimate challe... | 10.101 |
| 336 | 2020 | Felicia, Enache; ... | Use of wool in the compositi... | |
| 310 | 2020 | Hahladakis, J. N... | Assessing the role and use of r... | |
| 374 | 2019 | Hicret, Çimen;... | Fen bilgisi ve sınıf öğretme... | 10.29 |
| 325 | 2023 | Fonseca, Maria... | 3D Construction Printing Stan... | 10.339 |
| 377 | 2022 | Muhammad M... | Energy demand of the road tr... | 10.339 |
| 378 | 2023 | Baskaran, Govin... | Sustainable environment to p... | 10.339 |
| 432 | 2023 | Dhangar, Manis... | Emerging 3D printed thermal... | 10.100 |
- Summary and preview panel (right):** Shows the selected reference in a preview window. The title is 'Sustainable environment to prevent burnout and attrition in project management' by Baskaran, G., Tuan Sau, W., Sharangeet, K., Idris Akmal, H. & Ramasamy, R.K. The preview includes the journal name, issue, pages, and DOI: 10.3390/su15032364. It also features a 'Links' section with an 'Insert' and 'Copy' button.

Groups and tags panel. Shows default groups and any groups or tags you have set up.

Reference List panel. Shows all the references in the chosen group. Display fields can be personalised under **Edit/Preferences**.

Summary and preview panel. Use the **Edit** tab to make changes and corrections. The preview shows the reference in the chosen style. This panel can be set to display horizontally or vertically using the cog icon top right.

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Getting started with EndNote

Download EndNote 2025 from the Massey Library website

Go to <https://www.massey.ac.nz/study/library/referencing-software-and-tools/download-and-use-endnote/> and follow the instructions.

Create and save your Library

On a PC, the first time you open EndNote you will see a pop-up window prompting you to create a new library or open an existing library. Click **Create a New Library**. On a Mac, only the software menu bar will be visible.

If no pop-up appears choose **File > New** to create your first library. Use one library only for all your references. **Save** your EndNote library to a **local drive**, e.g. C:\Users\cmu1\Documents

Do not save your EndNote library to a **cloud-syncing folder** such as OneDrive, Google Drive, iCloud, SugarSync, etc. Cloud-syncing folders **corrupt EndNote** libraries over time. There is more information on saving to a local drive for Windows PC available here: <https://massey.libanswers.com/faq/277022>, MacOS is available here: <https://massey.libanswers.com/faq/276954>

Instead EndNote has its own cloud system <https://web.endnote.com> which allows you to synchronise your EndNote library across different computers, have a back-up in the cloud, and make your EndNote library accessible everywhere.

Set up sync

In EndNote desktop, click on to **Library > Sync**. In the EndNote log-in box click **Sign up** and follow the instructions.

The online version has less functionality, so we recommend working mostly with the desktop version when exporting references or working with Cite While You Write.

Backing Up Your Library

We do recommend you do manual backups of your Library as well.

EndNote allows you to save your entire Library as a single compressed file (.enlx) which includes both the Library file (.enl) and its associated data folder (.data). Saving this way minimises the danger of losing your PDF links and other problems.

To save a compressed Library file:

1. Go to File/Compressed Library (.enlx)...
2. Select what you want to save (the default saves the whole library) and click **Next**.

3. Choose where you want to save it to and click

Save

Clicking on the .enlx file will open EndNote and recreate the .enl library file and .Data folder.

Adding references to your library

Import references from a database

Online databases allow you to export references to your EndNote Library, one by one or in a batch.

Records will initially appear in an **Imported Reference** group. This is useful for correcting errors and adding full-text.

The quality of the imported results varies between databases. You will need to check the references in EndNote, and you may need to edit them. Look out for:

- data appearing in incorrect fields
- incorrect formatting of the title field (e.g. capitalisation)
- incorrect reference type selected
- unwanted information displayed

APA interactive referencing: View customised examples of how to format APA Style references and in-text citations for you to compare at

- <https://www.massey.ac.nz/study/study-and-assignment-support-and-guides/academic-writing/referencing/american-psychological-association-referencing-style/apa-interactive-referencing-tool/>

Internet browser compatibility

Mozilla Firefox performs best, followed by Google Chrome or Edge.

The file with the exported references may automatically open with EndNote. Or it may go into your Downloads folder and you will need to open it from there. The file will have the extension. ris.

Set EndNote to always open .ris files

In Windows

1. In your Downloads, right-click on the .ris file.
2. Select **Open with**.
3. Click on **Choose another app**.
4. Select **EndNote**.
5. Click on **More apps** if you cannot see EndNote in Step 4.
6. Check the box of **Always use this app to open .ris file**.
7. Click on **OK**.

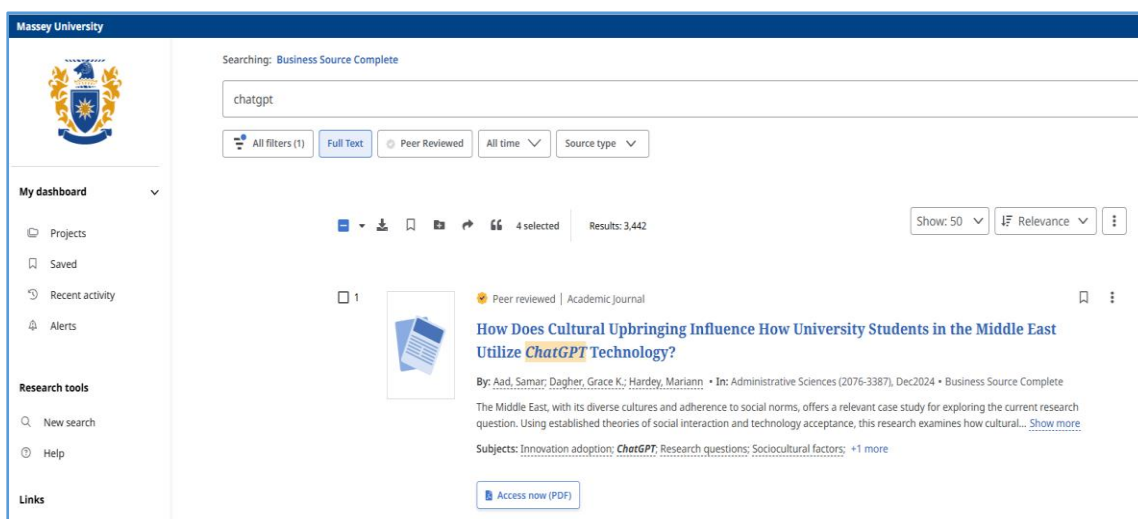
In Macs:

1. In your Downloads, right-click on the .ris file.
2. Select **Get Info**.
3. Select EndNote 2025. If you cannot see EndNote 2025, click on **Other...**, browse for EndNote 2025 in the Applications folder.
4. Click on **Change All...**

Mac users

When following the instructions below the EndNote Library may not open automatically. You may instead be prompted to select an application and/or the relevant Endnote Library.

Discover / EBSCOhost Databases



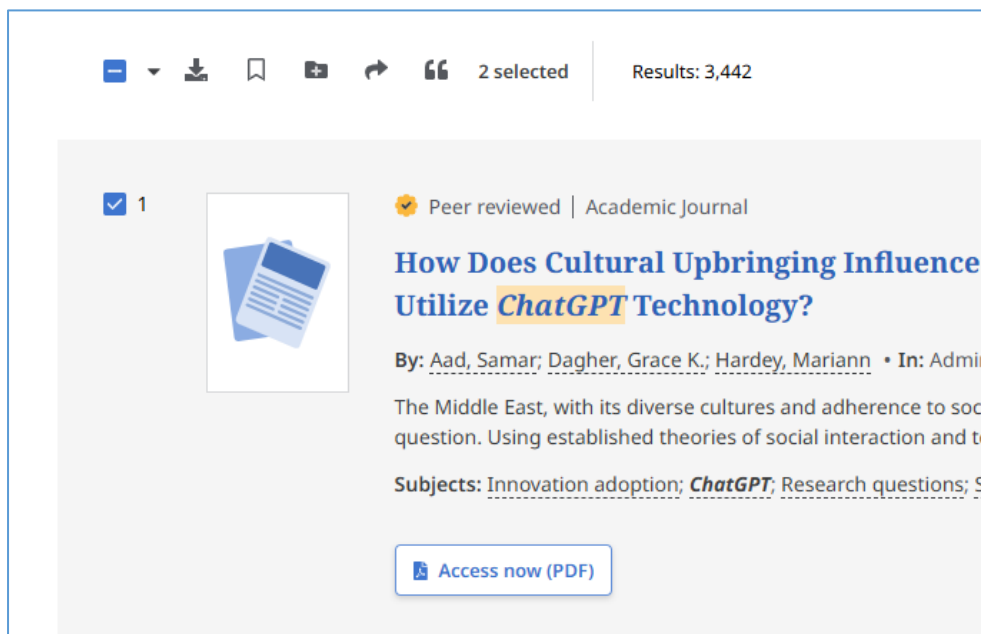
The screenshot shows the Massey University EBSCOhost search interface. The search term 'chatgpt' is entered in the search bar. The results list shows one item: 'How Does Cultural Upbringing Influence How University Students in the Middle East Utilize ChatGPT Technology?' by Aad, Samar; Dagher, Grace K.; Hardley, Mariann. The article is from Administrative Sciences (2076-3387), Dec2024. The interface includes a sidebar with 'My dashboard' and 'Research tools', and a main area with search filters and a 'Cite' button.

Individual items


1. From the Result list, click on **Cite** under the **Tools** icon at the far right.
2. Under the **Export citation** tab, click on **Export to RIS format**. EndNote will open with your references, or you may need to open the file from your Downloads.

Multiple items

1. Tick the check boxes of the items you want.
2. Choose the **Cite** icon from the options now available at the top of the results list and **Export citations** as above.



Batch exporting

1. Click the drop-down arrow  next to the total Results number for batch select options.
2. Choose the **Cite** icon from the options now available at the top of the results list and **Export citations** as above.

Searching using EndNote's Online Search

EndNote's Online search import records directly from library catalogues and other sources. Massey Library generally recommends exporting from databases instead, but it can be used to search Massey's book collection.

1. Under **Online Search**, select **Massey Book Search**.
2. Enter your search. Keep your search results small with distinctive keywords.
3. Tick the boxes next to the records you want to keep.
4. Use the plus icon to add the records to your Library.

Scopus

On the results list, there is a tick box next to each record.

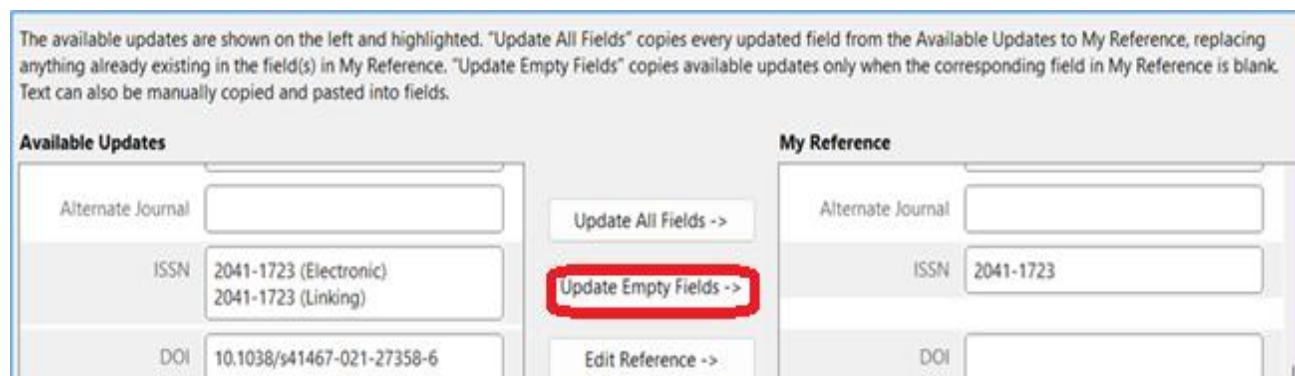
1. Tick the ones you want and then click on **Export** at the top of the result list.
2. **Click on RIS format (eg: EndNote, Reference Manager)**
3. From the boxes below select the information you want to export. **Abstract & References** is useful.
4. Click **Export**.

Google Scholar

Google Scholar records will not contain any abstracts or keywords, as it exports only citation information. However, in EndNote, you can select the Reference, then go to

References > Find Reference Updates to retrieve additional details such as abstracts, keywords, DOIs (see below).

If you choose to **Update Empty Fields**, the DOI, abstract, and keywords will be copied and pasted into the corresponding fields in **My Reference**



1. In Google Scholar, click on the Menu icon on the top left of the Scholar homepage.
2. Choose settings.
3. From the Bibliography Manager section, select **Show links to import citations into**, and pick **EndNote** from the drop-down box. Click on **Save**.
4. **Import into EndNote** links will now appear for each result.

To export multiple records

1. Sign into Google.
2. Save references to **'My Library'** by clicking the star icon under the search result.
3. Access the saved references by clicking "My Library" located at the top right of the screen.
4. Select all or some of the references and export.

PubMed

1. On the results page, tick the records you want to export.
2. Click on **Send To** at the top of the results list.
3. Select **Citation Manager** from the menu.
4. Click on **Create File** to send to EndNote.

SciFinder-N

(i.e.: *Chemical Abstracts, MEDLINE*)

When you have a list of references in SciFinder-N:

1. Select the items you want by clicking the boxes. Selecting nothing will download up to the first 1000 results.
2. Click on the download icon on the top right and select **Citations (.ris)**

NOTE: These two databases may bring in abbreviated journal titles. A fix for journal title abbreviations is at:

https://support.clarivate.com/Endnote/s/article/EndNote-Generate-full-or-abbreviated-journal-names?language=en_US.

ProQuest Databases

(e.g. *ARTbibliographies Modern, Design & Applied Arts Index, GeoRef, Linguistics & Language Behavior Abstracts, Proquest Dissertations, Social Services Abstracts, Sociological Abstracts,* etc)

1. Tick the records you want to save.
2. Click **Save** and choose **RIS (works with EndNote, Civati, etc)**
3. Confirm the options in the box that appears and click **Continue**.

Exporting websites from Google or other search engines

It's not possible to export directly from Google, but many can be exported using zbib.org.

1. Go to zbib.org, paste in the webpage URL and click **Cite**.
2. Click on the drop-down menu next to **Copy to Clipboard** and choose **Download RIS**.
3. Double click the downloaded file.

Import existing full text PDFs from your computer.

EndNote can extract the information it needs from many PDFs if they come from publishers' websites. You can also import stored PDFs into your EndNote Library.

In EndNote, go to **File > Import**

> **File** to choose a single PDF, or

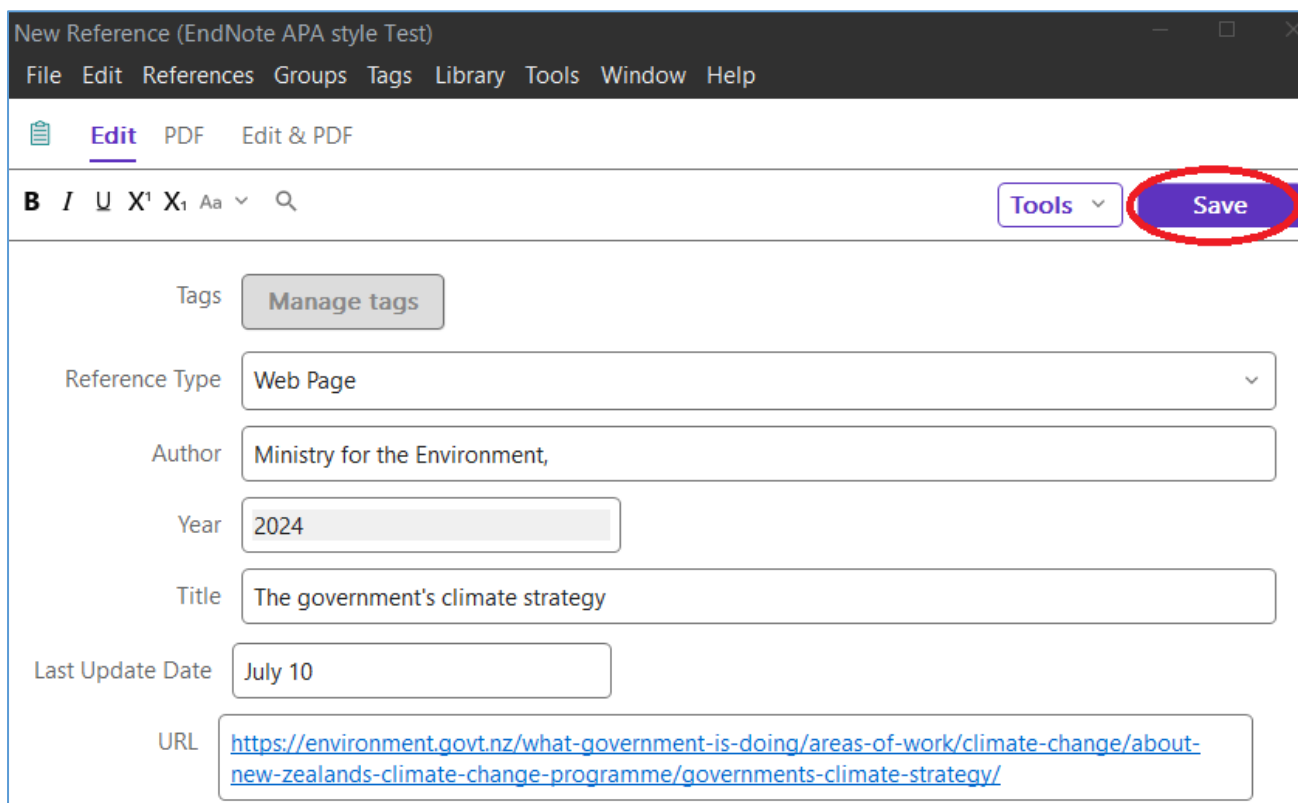
> **Folder** to choose a folder of PDFs. You can choose to put them in a new Group.

Change the drop-down from '**Import All**' to '**Discard Duplicates**'


If a resulting record has no information other than the filename as the title, the PDF didn't have extractable information. In this case we recommend deleting the record, exporting the reference from a database, and manually attaching the PDF.

Manually add references to your library

1. From the reference type menu, select the reference type. The default is **Web Page**
2. Type in the key information needed to create a reference and any other information you want to add at this point e.g. Research Notes, Notes, etc.
3. Click **Save**.



The screenshot shows the 'New Reference' dialog box in EndNote. The window title is 'New Reference (EndNote APA style Test)'. The menu bar includes 'File', 'Edit', 'References', 'Groups', 'Tags', 'Library', 'Tools', 'Window', and 'Help'. Below the menu bar, there are icons for 'Edit', 'PDF', and 'Edit & PDF'. The main area contains a toolbar with 'B', 'I', 'U', 'X', 'X1', 'Aa', and a search icon. To the right of the toolbar are 'Tools' and 'Save' buttons, with the 'Save' button circled in red. Below the toolbar, there are several input fields: 'Tags' with a 'Manage tags' button, 'Reference Type' set to 'Web Page', 'Author' set to 'Ministry for the Environment', 'Year' set to '2024', 'Title' set to 'The government's climate strategy', 'Last Update Date' set to 'July 10', and 'URL' set to 'https://environment.govt.nz/what-government-is-doing/areas-of-work/climate-change/about-new-zealands-climate-change-programme/governments-climate-strategy/'.

Note: If you can't import a reference directly from a database, you can add it manually. Use  or References>New Reference or Ctrl+N.

Tips for adding or editing references

Punctuation

Apart from the cases below, do not add extra punctuation or text styles to the reference information e.g. bold, italics. EndNote will add punctuation and formatting if it is required by your selected style.

Authors

Author names can be entered First Middle Last **or** Last, First Middle (e.g. Carol Margaret Jacobs or Jacobs, Carol Margaret).

Multiple Authors/Editors

Each individual author **must** be entered on a separate line (press **Enter** to get a new line).

Organisational Authors

Enter with a comma at the end e.g. World Health Organisation,

Autocomplete

As you enter author names, titles, and keywords EndNote will supply possible words based on previous entries. New entries in these fields will initially appear in red font. You can select the supplied word by pressing **Enter** or **Tab**.

Titles

Enter these in the correct case for your bibliographic style e.g.: Sentence case for article or book titles; or Title Case for journal titles. Check a style manual if you are unsure. To **Change Case** select the text in the Edit view and go to **Edit/Change Case**

Notes and/or Research Notes

These searchable fields can be used to add your own comments to the reference. They will not appear in your bibliography.

Record Numbers

As you enter references into your EndNote Library each record is allocated a **Record Number**. This number does not change even if previous record numbers are deleted.


Tags

You may want to add **Tags** to a reference. You have full control over what Tags you choose and which references they are added to.

Linking PDFs to references

Find Full text PDFs for references

EndNote will search online for Full text PDFs to attach to references. **Select the reference(s)**

and click the **Find Full Text** icon  or right-click > **Find Full Text**. A **Find Full Text** will appear in the Groups panel showing progress.

The Full text may be available even if it isn't retrieved automatically. Check by right-clicking on a reference and selecting **OpenURL Link** (or **OpenURL**) or click the **links in your reference record** to see if you can access the PDF. If the PDF is available, save it to your desktop and link it manually to the reference.

Manually linking a PDF file to a reference

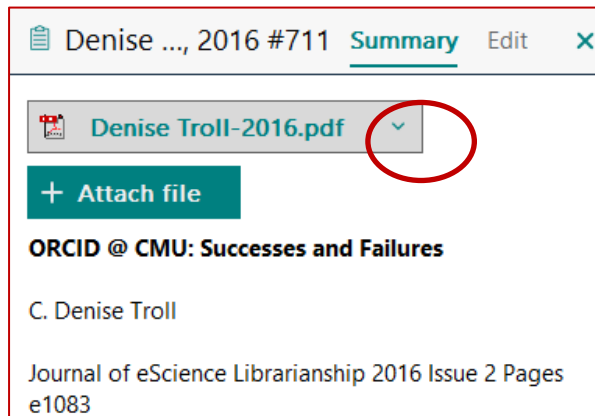
To add a PDF from your computer to an existing reference in your library, either

1. drag and drop the PDF file onto the reference in EndNote, OR
2. click on **Attach file** in the Summary view and navigate to the saved PDF.

Files can be deleted from your computer once in your EndNote Library.

Removing a PDF from an EndNote Reference

Highlight the reference in your EndNote Library. Use the drop-down menu on the PDF's label and choose **Delete**.



Cite While You Write (CWYW) with Microsoft Word


Word can import references from EndNote into documents to create in-text citations and build your reference list. The commands below are all in the EndNote tab that will appear in Word once EndNote is installed.



Inserting Citations

You can either insert an already selected citation or search for a citation within Word.

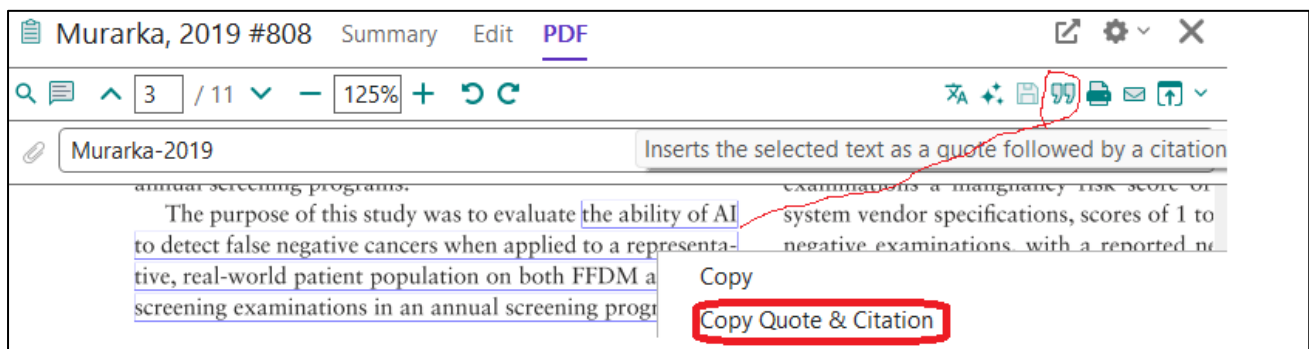
Inserting a selected citation

Place your cursor in the Word document where you want the citation to appear. In EndNote select the relevant reference (or select multiple by holding down **Ctrl**). Then, In Word's EndNote tab, click **Insert Citation/Insert Selected Citations**. You can also use the **Insert Citation** icon  icon in your EndNote library

Citing from a PDF document

Open the PDF document within EndNote, highlight the text you wish to quote & cite, then right-click the selected text > **Copy Quote & Citation** then paste it into your Word document to insert the quote, in-text citation and reference.

Alternatively, click the **Insert Citation**  icon to add both the quote and the citation.



Searching for a citation

In Word's EndNote tab click **Insert Citation/Insert Citation....**

You can search by any keyword or author name.

Highlight the citations you want and click **Insert**.

Editing and deleting in-text citations

Sometimes you need to insert page numbers for direct quotations, exclude the author or year from the display, or add prefix or suffix comments.

To edit or delete an in-text citation, use the EndNote '**Edit & Manage Citation(s)**' tool in Word.

In Word, place your cursor on the citation you want to edit.

Click **Edit & Manage Citation(s)**

To edit

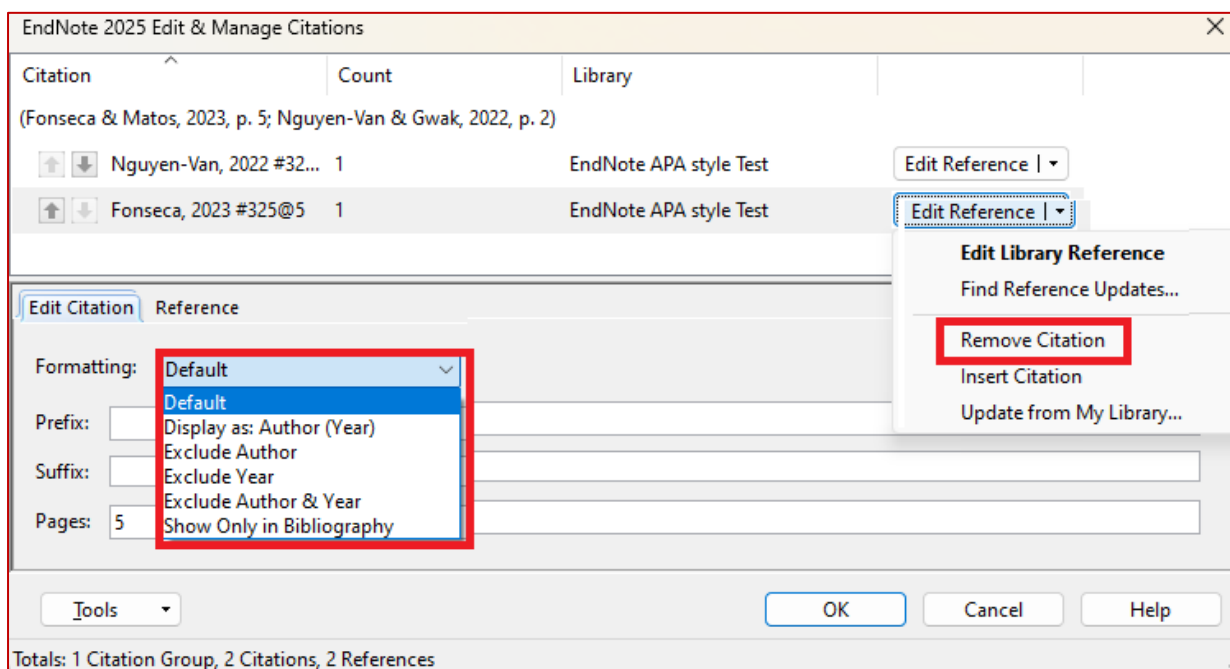
Check the correct citation is highlighted, add page number(s) or select other options as desired. Click **OK**

Tip:

Use **Exclude Author** or **Display As: Author (Year)** when you want the author's name outside brackets e.g. Hill (2012) found that people had difficulty...

To delete

Check the correct citation is highlighted, Click **Edit Reference** drop-down menu, then **Remove Citation** (see below)

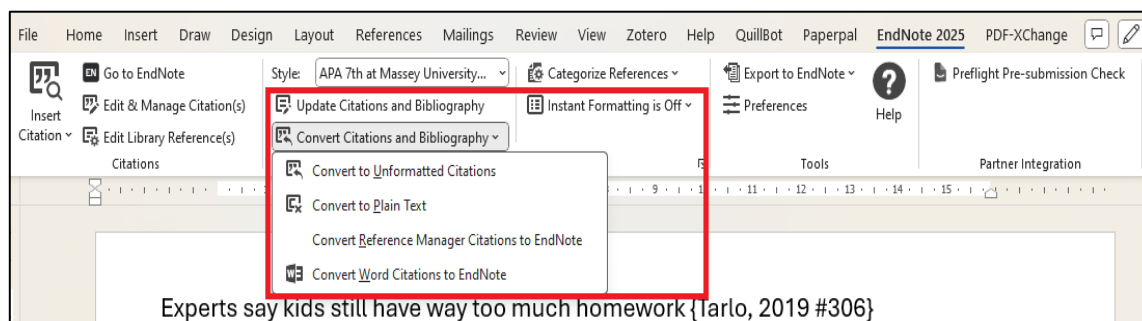


Deleting or Moving Multiple References

In Word, highlight the text you wish to delete or move (or select nothing to do the whole document) and then:

Unformat the citations by selecting **Convert Citations and Bibliography/Convert to Unformatted Citations**. This reveals the EndNote code to ensure you move or delete everything. Delete or move the entire block of text (including the citations).

Click on **Update Citations and Bibliography** to reformat your bibliography.

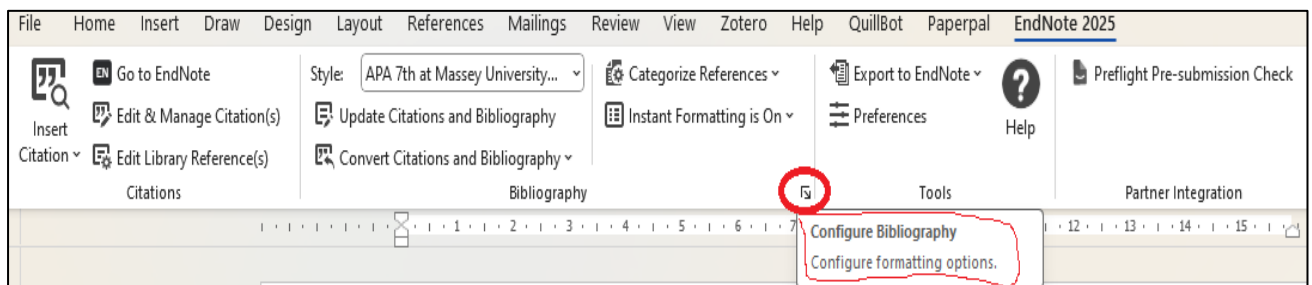


Working in Unformatted Mode

Working in unformatted mode is also useful when working in a very long document such as a thesis. By default, EndNote is set to allow instant formatting which updates the entire document when a new citation is added. If this is becoming a slow process, turn **Instant Formatting** to **Off**.

Changing the Formatting of Your Bibliography

1. Click the **Configure Bibliography** box (bottom right of the 'Bibliography' section)



2. Select the relevant tab and make changes as appropriate:

Format bibliography – this allows you to change the document being formatted and bibliographic style selected.

Layout –let’s you give your bibliography a title; change the font, line spacing etc.

Click **OK** when finished.

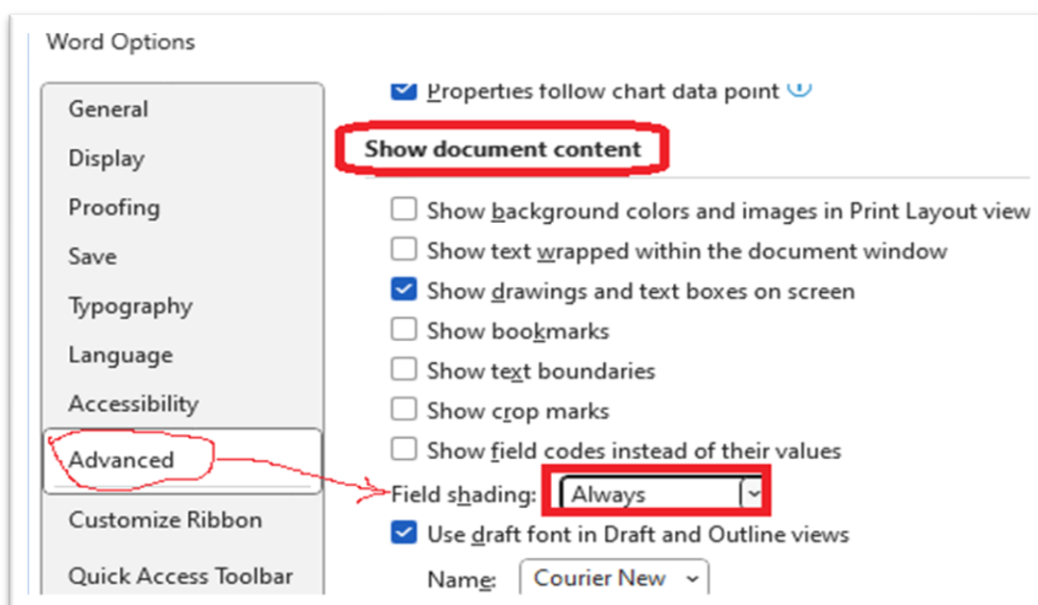
Set field shading in Word

This function shades your EndNote citations to prevent accidental deletion. The shading will not print.

purity each). Each method was derived by evaluating combinations of three sporulation conditions, including freeze drying of inocula, heat shock treatment of cultures, and subsequent incubation at suboptimal temperatures that yielded the highest percentage of sporulation (Bricker & Tollison, 2011). Pure spore suspensions were characterized in terms of dipicolinic acid content, culturability, decimal reduction time (D) value for heat inactivation (100 degrees C) and hydrophobicity.

Bricker, J., & Tollison, S. (2011). Comparison of motivational interviewing with acceptance and commitment therapy: a conceptual and clinical review. *Behavioural and Cognitive Psychotherapy*, 39(5), 541-559. doi: 10.1017/S1352465810000901

In Word go to **File/Options/Advanced**. Scroll to **Show document content**, and set **Field shading** to **Always**.



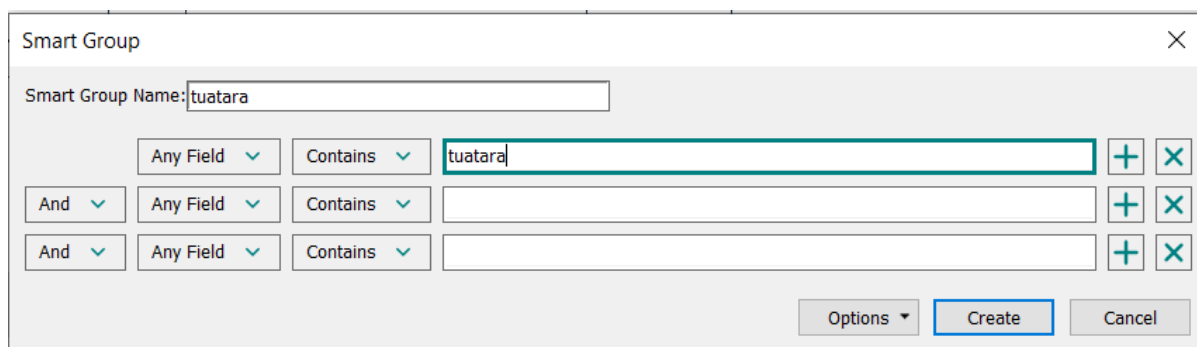
Groups and Tags

To help organise your Library, you can create Groups, up to 5000 of them. EndNote also has some default groups, both temporary and permanent. All groups appear in the Groups pane on the left. **Tags** work in a similar way to user created groups and you will also see the associated colour tag

User Created Groups

Use the Groups menu to create and manage your groups.

1. Having created a **Group** from the menu, add references by clicking and dragging them into the group from the main window. References in a group remain in the **All References** Group.
2. **Smart Groups** use keyword(s) to match references in your library. As more references are added to your library the Smart Groups automatically update. When you click **Create Smart Group** the following form pops up. When created it will pull any reference that match the word(s) in the Any Field – Contains boxes. In this case it is *tuatara*.



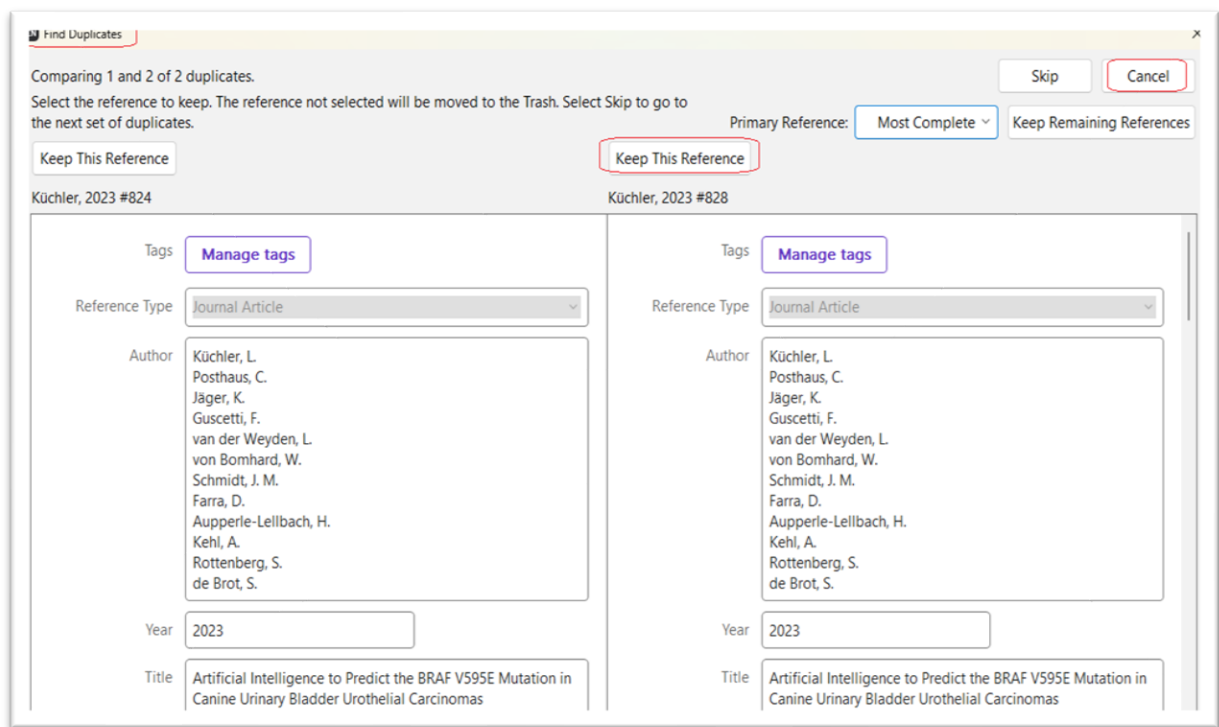
3. Individual groups can be placed into **Group Sets** for easier management. Click **Create Group Set**, name it, and drag the groups you want into it.

Default Permanent Groups

1. **All References**
Click to view every reference in the current Library, including references in other groups.
2. **Trash**
To move references to the Trash select them and press Delete.

Default Temporary Groups

1. **Duplicate References**
Displays the results of duplicate detection in an EndNote library. These can be searched for using **Library/Find duplicates** for any group. EndNote will prompt you to select which record to **Keep**. If you do not have time to go through all the duplicates, click **Cancel** if you want the default selections kept (the latest record added). Drag the highlighted references to **Trash**.



2. Find Full Text

Displays the last group of references for which EndNote inserted either the full text file or a URL - or has not found. When you close the library, this group is deleted.

3. Imported References

Displays the last group of references imported into the library. When you close the library, the group is deleted.

4. Search Results

Displays the most recent search results. When you close the library, the group is deleted.

Referencing Styles

EndNote comes with around 500 of the most popular referencing styles preinstalled. A drop-down box on the Summary view shows the referencing style being used.

The drop-down menu has several common styles. If the one you need isn't showing:

1. Click on **Select another style...** from the drop-down box.
2. Browse through the EndNote Styles window or use **Find by** to search by subject.
3. Click on the **Style Info/Preview** button to toggle between an explanation and a preview of a style.
4. Highlight the style you want and select **Choose**.

Note: Pre-installed with EndNote is the APA 7th at Massey University -2025 style. It is the default and it is designed to work with Aotearoa/New Zealand references (e.g. Acts, Cases) and Massey University Library's Discover.

A further 6,000+ styles are available from the Endnote website at <http://endnote.com/downloads/styles>.

Using EndNote Web

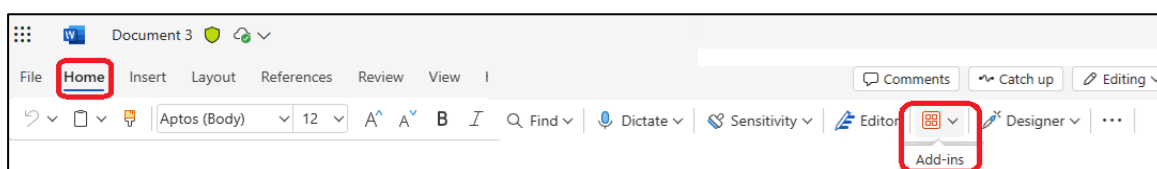
Working in Word Online and Google Docs

With the new EndNote Web introduced with EndNote 2025 or EndNote 21, a CWYW add-on is available for both Word Online and Google Docs.

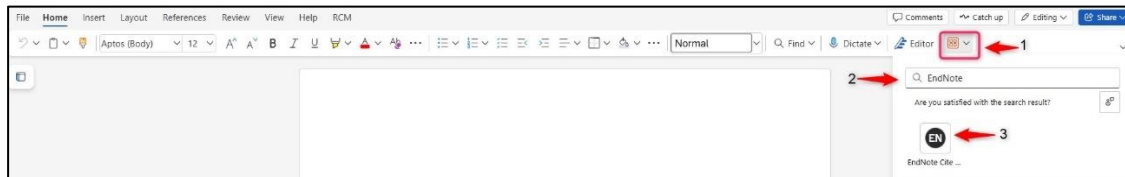
If you are collaborating with others, we recommend working with the same shared library or group.

Word Online

- **Install Add-ins**
 - a. Open Word Online
 - b. Click on Add-ins from the **Home** button



- c. Search and locate for EndNote Cite While You Write plugin

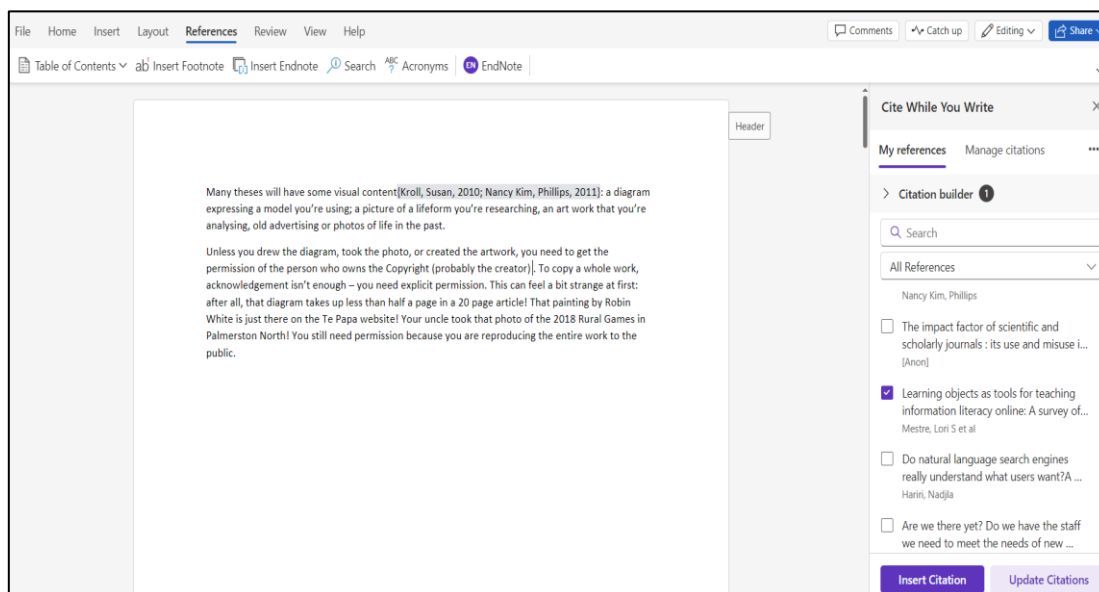


- d. Add the add-in. Once the installation is completed, the **EndNote 2025** or EndNote 21 Cite While You Write will automatically open next to your document, or you can open the panel by clicking on the EndNote button in **Reference tab**
- e. Click **Get started** and sign into your EndNote Web account using the email and password you registered with

- **Using the EndNote Panel**
 - a. **Insert Citation:** Position your cursor where you want to insert the citation, search or browse and select the reference(s), then click on **Insert Citation**.
 - b. **Update Citations:** The references will be inserted as unformatted citations, e.g., {Hackett, 2022}. To format the citations and create a reference list, click on **Update Citations**

c. **Edit Citations:** To add page numbers, or exclude author/year or remove a citation, select the reference >click Citation editor>use the three dots on the right to access Edit or Remove citations.

d. **Change the Citation Style:** Click on ☰ next to **My references** >Select the Style



Note: Editing citations in online environment can be challenging. For smoother editing – like adding page numbers or modify citations or changing citation styles, it is recommended to open the document in the desktop app.

Google Docs

1. Install the Add-on


- Open a Google Docs file
- Navigate to **Extensions > Add-ons>Get add-ons**
- Search for EndNote in Google Workspace Marketplace
- Click on “**EndNote Cite While You Write**” option>select **Install**
- Review the T&Cs and privacy policy and click Continue
- Sign into your Google account and allow Cite While You Write to access your account


2. Access the EndNote Panel

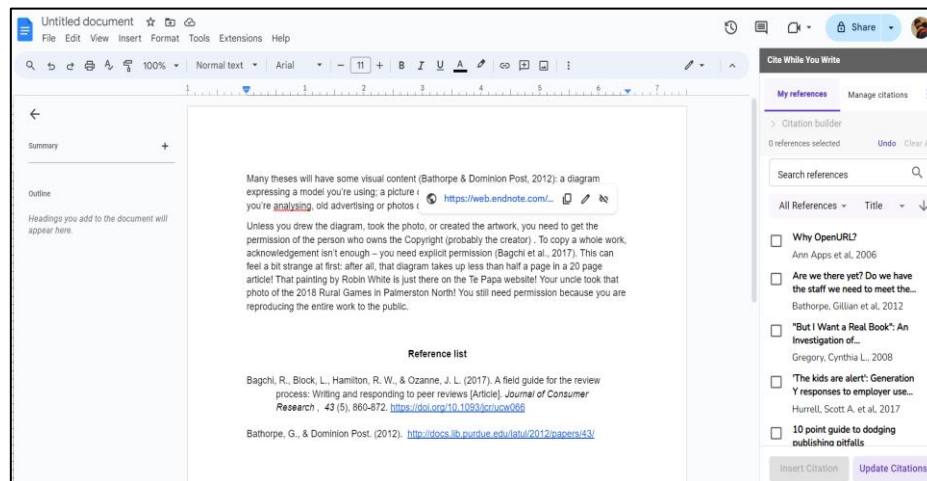
- Go to **Extensions>** Open “**EndNote Cite While You Write**”
- Sign into your EndNote 2025 or EndNote 21 Web account using the email and password you registered with
- The EndNote panel will appear on the right side of your document, enabling you to access your library and insert citation.

3. Using the EndNote Panel

- Insert Citation:** Select references from your library and click “**Insert Citation**”
- Update Citations:** Use the “**Update Citations**” feature to automatically create your bibliography.

- c. **Edit Citations:** To add page numbers, or exclude author/year or remove a citation, select the reference >click on **Manage citations** >click  icon on the right of the citation > **Citation editor** > use the three dots on the right to access **Edit or Remove** citations.

- d. **Change the Citation Style:** Click on  next to **My references** >Select Citation Style



Note:

- Moving text around with EndNote citations will break the links to EndNote. This is best done in the Word app. See [Working in Unformatted Mode](#).
- Multiple users can insert citations at the same time. Be aware that if a user updates the document at the same time as someone else is adding or editing a citation, the citation changes will be removed.
- Currently, footnote citation styles are not available.

Sharing an EndNote library and groups

- To share your **entire EndNote library** using EndNote Desktop, go to **File>Share...** and enter in the email addresses of the people you want to share your library with.
- Please note: the email addresses must be the ones they used to create EndNote Web accounts. You can assign them **Read Only** or **Read & Write**
- To **share a Group**, right click on the Group's name and choose **Share Group...** ...

Further help

- Watch our [QuickStart Video tutorial](#)
- [Register for an Endnote class \(face-to-face or online\)](#)
- Check our [Massey EndNote FAQs](#)

Contact a librarian or book an appointment <https://massey.libcal.com/appointments/>

Phone 0800 468 542

Email: library@massey.ac.nz