

Chapter 7: Searching an EndNote Library and Previewing a Bibliography

In this part of the guided tour you will learn how to:

- ◆ Search an EndNote library for a subset of references.
- ◆ Preview a bibliography in EndNote.

In this part of the tour, you will search for a set of related references and preview them formatted in a bibliographic style.

Open the Sample Library

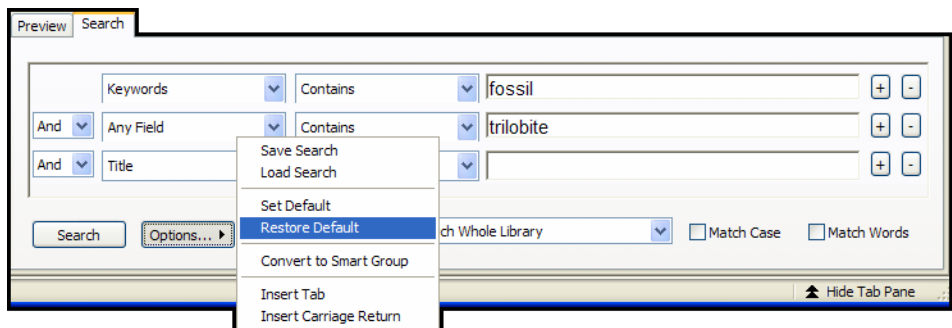
If EndNote is not already running, start it and open the sample library (Sample_Library.enl), as shown under “Start EndNote” on page 25.

Search for a Set of References

Let us assume that you want to generate a list of all references found in the sample library about extinction that were published from 1990 to 1999.

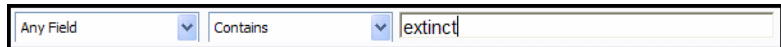
To search for references:

1. Make sure that the All References group is displayed.
2. In the Tab pane, display the Search tab.
3. The Search tab remembers the last search you entered. To clear it, use the *Options* button to select *Restore Default*.



4. On the first search line:
 - a. In the first drop-down list, the **field list**, select *Any Field*. This means that EndNote will search all fields.
 - b. In the next drop-down list, the **comparison list**, the *Contains* comparison operator means that EndNote will search for the string of text anywhere in the field.

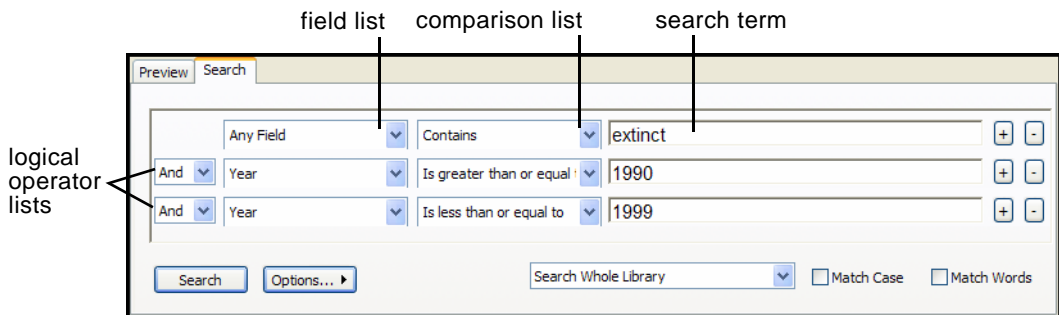
c. Type “extinct” as the first **search term**.



Next, set up the search to find references dated from 1990 to 1999.

- From the **field list** in the second search line, choose *Year*; from the **comparison list**, choose *Is greater than or equal to*; and type 1990 as the search term for the second search line.
- If you do not have a third search line available, click the plus sign button (+) next to the last search line to insert another line. You can also click and drag the top of the pane to view more of the Search tab.
- From the **field list** in the third search line, choose *Year*; from the **comparison list**, choose *Is less than or equal to*; and type 1999 as the search term.
- Notice the “And, Or, Not” logical operator list at the beginning of each search line. Select the “And” logical operator between the three search lines.

Your search tab should look like this:



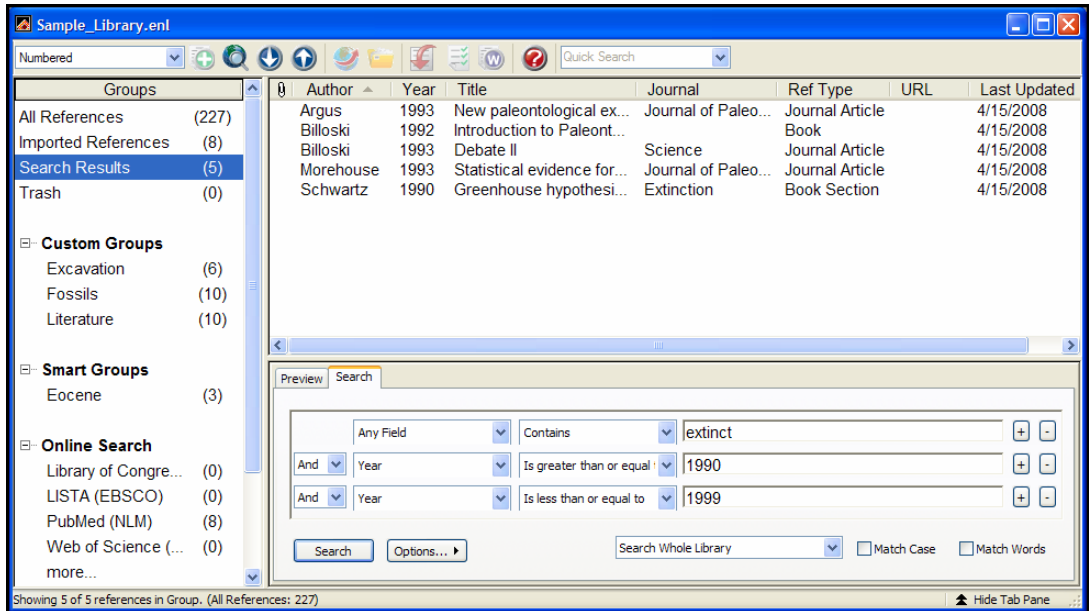
This search will find all references containing the text “extinct” that also were published between 1990 and 1999.

Notice that the following check boxes are not selected for this search:

Match Case: This option would limit our search to “extinct” in lowercase. If it were found capitalized at the beginning of a sentence, or all uppercase, it would not match the search.

Match Words: This option would limit matches to full words, with no truncation. The word “extinction” would not match our search.

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



The status area at the bottom of the Library window should read, “Showing 5 of 5 references in Group.”

Notice in the Groups pane that these search results are automatically retained in a Search Results group. This makes it easy to display other sets of references, but still go back and display your most recent search results. This temporary Search Results group will be replaced the next time you run a search on the library. When you close the library, this group is removed.

Now that you have located all of the desired references, you are ready to preview them.

Preview the Found References

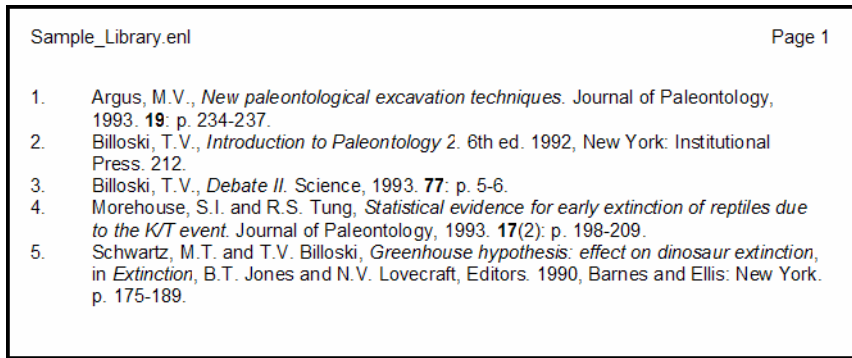
In order to format your references, you need to select an output style. Styles determine how your references look when you print, export, preview, or create bibliographies.

To preview the bibliography:

- On the Main toolbar, select an output style from the output style list. For this example, you can leave the *Numbered* style selected.
- If you want to further limit the references to preview, select (highlight) those references you want to include. To select all

references in the list, first click in the list, then go to the *Edit* menu and choose *Select All*.

3. From the *File* menu, choose *Print Preview* to display the bibliography on your computer screen.



4. You can use the buttons along the top of the window to walk through the pages of the bibliography.
5. When you are done previewing, click the *Close* button.

You may want to return to the full list of references in the sample library. To show all references again in the library window, click on the *All References* group.

This concludes this part of the guided tour. Chapter 8 demonstrates how to write a paper and cite references and figures in Microsoft Word.

If you are finished working with EndNote for now, go to the *File* menu and choose *Exit* to close the EndNote program.

Related Sections in the Full Manual

See these sections in the full EndNote.PDF manual for information related to this portion of the tour:

- ◆ More information about searching the EndNote library can be found in Chapter 8, "Searching and Sorting in EndNote."
- ◆ Read Chapter 13, "Creating an Independent Bibliography," about creating reference lists directly from your EndNote library, including printing your bibliography and saving your bibliography to an RTF file.
- ◆ See Chapter 16, "Bibliographic Styles," for information about modifying and selecting styles.