

## CHAPTER 1: WELCOME TO ENDNOTE X7

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# CHAPTER 1: WELCOME TO ENDNOTE X7

## EndNote – Your Complete Reference Solution!

### EndNote as an online search tool

Search online bibliographic resources and retrieve references directly into your EndNote library. You can also export references directly to EndNote from your favorite online resource.

### EndNote as a reference and full text organizer with a collaborative Web tool

- Synchronize references and file attachments to your EndNote online account.
- Group references according to your research projects and attach up to 45 files per record for managing related materials.
- Locate full text PDF documents or create a reference when importing a PDF file.
- Import and rename PDF documents.
- Share groups with other EndNote users easily and manage your ResearcherID publication list.

### EndNote as a bibliography maker

Cite While You Write takes the pain out of citing and formatting references in Microsoft Word and Apache OpenOffice 3.x for Windows. You can also create bibliographies for other word processors using Format Paper (RTF files).

## What's New in EndNote X7

- Update and synchronize the references in EndNote desktop and web by the click of a button. Maintain and synchronize the references in your desktop library with the references in your web library even across multiple computers.
- Set your preferences to create clear, organized, and easily searchable names for your PDF documents as you import them by defining your settings in PDF Handling preferences.
- Add citations and reference lists to your Microsoft PowerPoint slides.

- Add subheadings to your bibliography in Microsoft Word using your own categories or predefined by reference type in an output style great for distinguishing primary and secondary sources.
- Better organize your research materials by using new reference types such as Interview, Podcast, Conference Paper, and Press Release.
- Reorder column headings in the Library reference list by using drag-and-drop and customize which columns display with just a right-click.
- Use improved Sync that occurs in the background so that your work is continuously backed up and always available online and on your iPad.
- Quickly identify groups online from within your desktop library
- Use new options to control the ratings and read/unread field display.
- Copy the record number to another field in a reference using the Copy feature from the Change\Move\COPY Fields command.
- Review program updates automatically.

### Activation Changes

Macintosh and Windows serial numbers and product keys are now cross-platform compatible. You can use the same key on three computers regardless of platform. Just download the additional installers at <http://endnote.com>.

Reference Manager (versions 8 - 12) can purchase EndNote at the upgrade price and use their original upgrade serial numbers to unlock EndNote.

### Education & Training—View Our What's New Video

Thomson Reuters recommends that you view our What's New video at [www.endnote.com/training](http://www.endnote.com/training) or on our YouTube channel at [www.youtube.com/endnotetraining](http://www.youtube.com/endnotetraining).

## About the Demonstration Version of EndNote and the EndNote Viewer

If you are working with the EndNote demonstration version, you have 30 days after you first use the program to evaluate EndNote and all of its features. After 30 days, the demonstration version reverts to a feature-restricted EndNote Viewer.

After the program reverts to an EndNote Viewer, you can still open EndNote libraries, search, sort, and print references.

With the EndNote Viewer, you will not be able to:

- Add or edit references in a library that has 10 or more references already in it.
- Format more than 10 citations in a paper.
- Retrieve more than 10 references from a remote database.
- Import more than 10 references.
- Export more than 10 references.
- Sync across your desktop and web libraries.

To purchase an unrestricted version of the EndNote program, open your trial version, and then click the Yes button when the EndNote dialog box appears with the message:

**“Would you like to activate the full version of EndNote?”**

You will need to purchase a product key in order to activate the unrestricted version of EndNote.

If you are upgrading from a previous version of EndNote, then you need to supply the product key and provide your name in the Name field.

## Customer Services

### Register Your Copy of EndNote

Register your software by either 1) creating or upgrading your online account the first time that you start EndNote or 2) by going to <http://www.endnote.com/register>. Registered users receive:

- Free technical support
- Special upgrade offers
- Notification of new EndNote versions that are compatible with the latest version of your word processor

## EndNote Help

### Online Help

From EndNote’s Help menu, select Contents to view the various topics. For context-sensitive help available on dialog windows, press the F1 key on your keyboard.

### Compiled Help PDF File

The online Help system is available as a compiled, printable PDF document. You can find the file in the online help system in the help topic called Overview of Thomson Reuters EndNote.

It is also available at **C:\Program Files\EndNote X7** and it is called **EndNoteX7WinHelp.pdf**.

### Release Notes

For documentation updates and correction notes, refer to the **Readme.txt** file installed in the EndNote X7 folder.

## Customer Service

Contact Sales for general product information, pricing, quantity discounts, and referrals to dealers.

Contact Customer Service to order new copies or upgrades of EndNote, to check billing/shipping status, and to register your software.

### Sales Information

**Phone:** 1 800 722 1227 (Toll Free)

**Web/Email:** <http://www.endnote.com/contact>

### Customer Support (Orders, Billing, and Shipping)

**Phone:** 800 336 4474 (country code is 01) (Press 3 at the prompt)

**Fax:** 215 386 2911 (country code is 01)

**Web/Email:** <http://www.endnote.com/contact>

### Technical Support

Contact Technical Support if you encounter problems while using EndNote. When you contact us, please have a clear description of the problem, and know the version of your Windows operating system, EndNote, and word processor. To find the EndNote version and serial number, start EndNote and select About EndNote from the Help menu.

For web / e-mail or phone contact:

- <http://www.endnote.com/contact>

For technical support tips:

Global Customer Support Center

- EndNote Discussion Forum

### International Customer and Technical Support

For customer support or technical support outside of North America, visit our Web site to check for a local distributor.

Go to <http://www.endnote.com/distributors> to find contact information for your local EndNote support.

### Additional Information and Support

EndNote Marketing Web Site

Visit [endnote.com](http://www.endnote.com) for:

- Free training options including online videos and Web classes
- Access to technical support knowledge base
- Information on the latest versions of EndNote
- Downloads for styles, filters, and connections
- And more ...

### EndNote Discussion Forums

If you wish to join an ongoing forum of EndNote users like yourself, go to:

<http://community.thomsonreuters.com/t5/EndNote/ct-p/endnote>

Join the EndNote social network at the following Web sites:

- [www.facebook.com/EndNote](http://www.facebook.com/EndNote)
- [www.twitter.com/EndNoteNews](http://www.twitter.com/EndNoteNews)
- [www.youtube.com/endnotetraining](http://www.youtube.com/endnotetraining)

### International Customer and Technical Support

For customer support or technical support outside of North America, visit our Web site to check for a local distributor.

Go to <http://endnote.com/distributors> to find contact information for your local EndNote support.

### ADA VPAT

Thomson Reuters is dedicated to developing software products that are usable for everyone, including those with physical challenges and disabilities. EndNote is designed to adhere to the ADA (Americans with Disabilities Act) Section 508 accessibility standards.

Visit our Web site at <http://www.endnote.com/vpat> to access the **VPAT (Voluntary Product Accessibility Template) document that describes the accessibility features that address the Section 508 Standards.**

The VPAT is an informational tool developed by industry and government to help facilitate the understanding of compatibility issues under Section 508.