

EndNote® 8 Tips

Customizing the Library Display

This tip sheet will help you learn how to do the following:

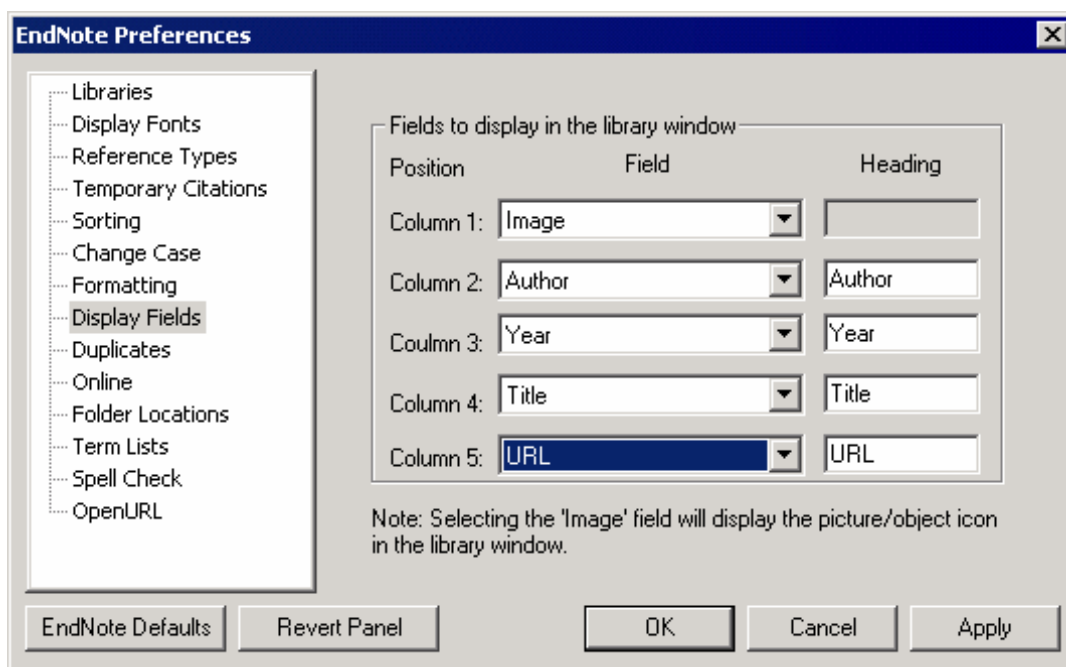
- Customize the displayed fields within your library.
- Sort your library display.

If EndNote is not already running, start it and open the sample Paleo library (Paleo.enl in the EndNote 8\Examples folder).

Customize the Fields Displayed within the EndNote Library

By default, EndNote displays first a column to indicate whether an Image file is attached to each reference, then the first author, year, title, and URL for each reference. However, you can customize your Library Display to include any of the EndNote fields, in any order, with a maximum of five displayed columns. For the purposes of this example, assume you want to customize the display to include reference types instead of the URLs. This will help you distinguish journal articles from books, conference proceedings from theses, etc.

From the *Edit* menu, choose *Preferences*. The Preferences panel contains a wealth of options for customizing EndNote to suit your needs. For this example, select *Display Fields* from the listed options.



Pull down the *Column 5* menu (currently listing *URL*) and select *Reference Type* from the list. The heading “Reference Type” will automatically be assigned (you can overwrite this if you prefer). Click on *OK* (Windows) or *Save* and the *Close* box (Macintosh) to leave the panel.

Use the horizontal scroll bar to view the new “Reference Type” column to the far right.



	Author	Year	Title	Reference Type
	Sullivan	1998	Fossil squamata from the San-Jose formation, earl...	Journal Article
	Tayeb	1998	On the theoretical study of diffraction gratings mad...	Journal Article
	The EndNote T...	2004	EndNote	Computer Program
	Thiry	2002	Ground-water silicification and leaching in sands - E...	Manuscript
	Thomas	1999	Late cainozoic drainage evolution in the Zambezi b...	Chart or Table
	Trad	2000	Sound radiation by a surface of revolution at arbitrar...	Journal Article
	Trift	1998	Aspects of the tethyan rifting - small scale grabens ...	Book
	Trivette	1994	3-D Dinosaur Adventure brings Jurassic age to life	Magazine Article
	Turnhouse	1987	Role of 14C dating in paleontology	Journal Article
	Verville	2000	Early atokan fusulinids from the lower Antler overla...	Journal Article
	Waters	2000	CLO and O3 stratospheric profiles - Balloon microw...	Journal Article
	Wells	2001	Science fiction classics	Audiovisual Materia
	Whiting	1987	Herding instincts of cretaceous duck-billed dinosaurs	Journal Article
	Whitney	1997	Evidence for Triceratops in Antarctica	Book Section
	Wolfe	1990	Palaeobotanical evidence for a marked temperature...	Journal Article
	Wrona	2004	Kambryjskie mikroskamieniałości z narzutniaków lo...	Journal Article
	Zartman	1988	Appalacian geo-chronology	Journal Article
	イアン・ タッタ...	1998	化石から知るヒトの進化	Book
	東京都教育委員...	1981	秋川市二宮庄司遺跡；五日市町都立五日市高等学校...	Book

Showing 210 out of 210 references. Show Preview

To resize the columns for optimal viewing, simply position the cursor along the vertical edge of the column heading to be resized, then drag it left or right. This will reappportion the viewable space within the Library window accordingly.

Sort the Library Display

Your EndNote Library can be sorted easily by any displayed field in ascending or descending order. Simply click on any column heading to sort by that field. For example, click on the *Year* column and it sorts your database by year in ascending order (i.e., from the record with the oldest date in the Year field to the one with the most recent). For Windows users, clicking on the Year column a second time reverses the sort, to descending order.

For additional information see the EndNote manual chapter *Introducing the EndNote Library*.