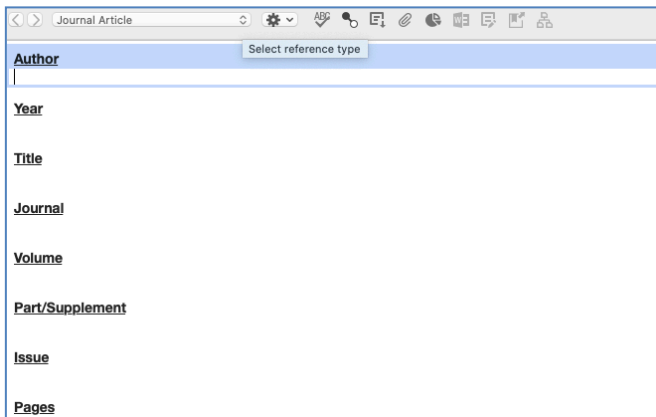


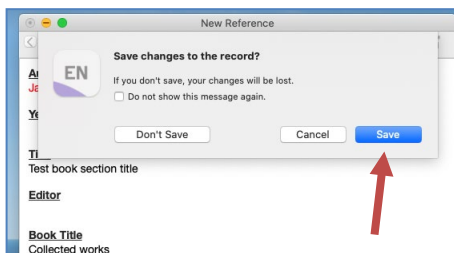
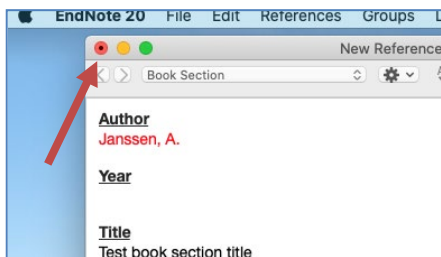
Basic user instructions for EndNote on a Mac

How to manually add and save a reference

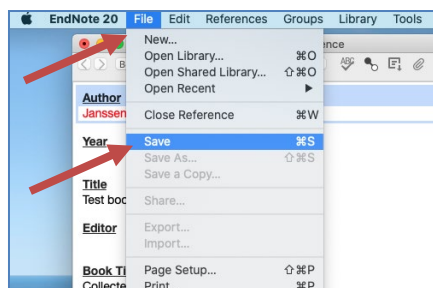
Click 'References' and 'New reference'. Fill in the necessary fields manually. Use the [cheat sheet](#) to see which fields are necessary.



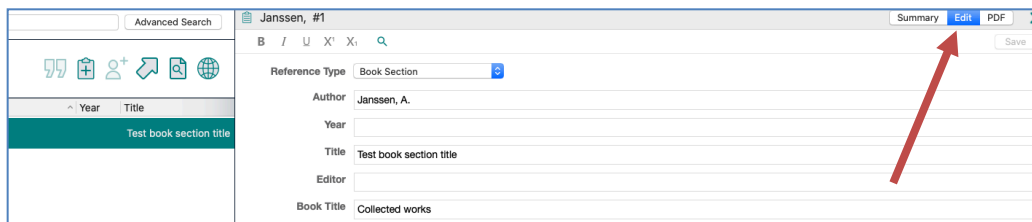
To save the reference, click either the red button (top left in window) and 'save' to confirm the changes.



Or click 'file' in the top menu-bar and 'save'.

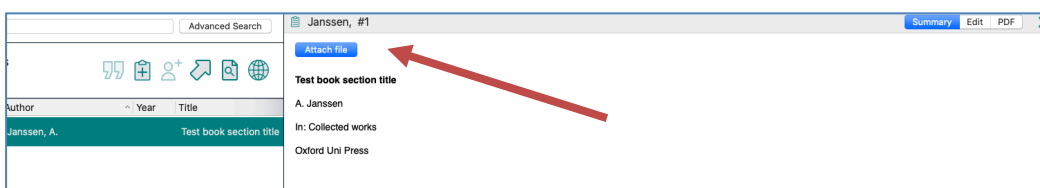


Check manually inserted and imported references and edit them via 'edit' button in the top left.



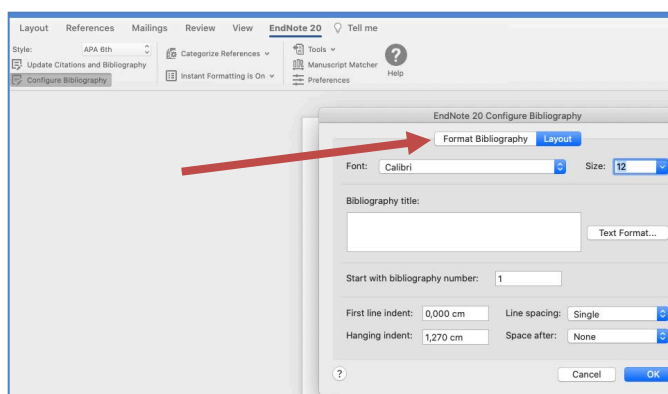
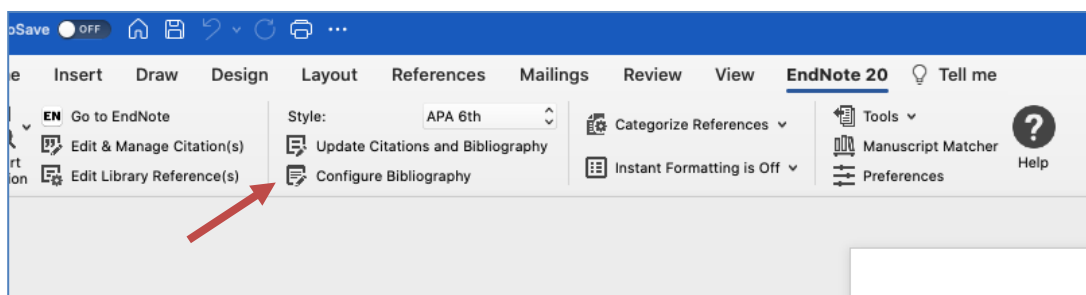
How to attach a pdf to a reference

Via the summary view you can click 'attach file'.



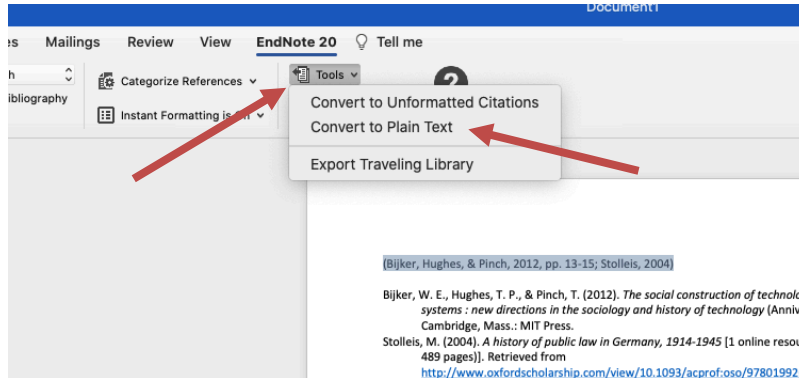
How to adjust your EndNote bibliography in Word

Use the EndNote ribbon and click 'Configure bibliography'.



How to save your EndNote document as plain text

Via the EndNote ribbon in Word, you go to Tools and select 'convert to plain text'.



How to combine EndNote with Apple Pages

To combine EndNote with Apple pages, you need to install this [plug](#).

Check this [video](#) to learn more.

More instructions

This 7-minute [video](#) provides a quick overview of the most basic workflows in EndNote 20. For expert features on the Mac, watch this [video](#).

In case you experience further difficulties OR have any questions, contact the library via [Ask Your Librarian](#).