QUESTION: Is it possible to mark references that are already read and the ones you still want to read?

ANSWER: By default EndNote work like MS Outlook. Unread references are in bold and read are not in bold. You also have a special Read/Unread field, where you can manually mark which references you have read or not.

QUESTION: What if I write an article together with a colleague? Is it possible to share the EndNote library so that both of us can add in references?

ANSWER: Yes, with EndNote X7 you can share your library with up till 14 people, including PDF and read/write rights. You can also share a group of references via your EndNote online account (with either read-write access, or give only read access).

QUESTION: If you have the PDF attached to the EndNote you do not need to have the article in another folder in your PC? Or is it saved to have it also in a folder?

ANSWER: By default the PDF is copied into your library and will follow the library if you move the library. You have options to instead link to the original PDF, but this is not something we recommend.

QUESTION: Can I change the library name of an already existing library?

ANSWER: The best is to use the "save as" function under the File menu in order to rename your library. But the answer is yes, you can also do this in Windows/Mac. Just remember to rename both the .enl (library) file, and the corresponding .DATA folder. An EndNote library contains a library file and a .DATA folder with the same name.

QUESTION: Will you explain how to share a library with a colleague?

ANSWER: You can either share the whole library to up to 14 other colleagues/friends with the Share feature in EndNote X7, or you can share a group with references with as many colleagues/friends as you like with the EndNote online feature (www.myEndNoteweb.com). For both features to work you must sign up for an EndNote online account via EndNote: Edit > Preferences > Sync > Enable > Sign up. This will give you the full EndNote online edition (free to all with an EndNote X7 desktop license). Colleagues and friends can do the same, but if they do not have an EndNote license, they can sign up for a free account at www.myEndNoteweb.com. These users will not be able to download/share attachments/PDFS and also have limitations regarding number of references and storage.

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QUESTION: How do I make a list of books from within my library?

ANSWER: You can use the EndNote: Tools > Subject Library to export a list of your chosen criteria.

QUESTION: Can you store the library in a SharePoint folder?

ANSWER: It works but there are no official support for SharePoint.

QUESTION: When do you publish the update for CWYW for Word2016?

ANSWER: We know the producer is working hard on this and we will let you all know as soon as the update patch is released.

QUESTION: Can I rename the already attached PDF files?

ANSWER: Yes. To do this you need to
1) Mark the reference/s
2) In the menu enter References>File Attachements>Rename PDFs…

QUESTION: How can I handle umlauts?

ANSWER: EndNote is UTF8 compliant and should have no problems handling "umlauts", e.g. ü. Please check what font you are using in EndNote under Edit>Preferences>Display fonts, try using a Unicode font here.

QUESTION: Is it possible to have Google Scholar on online search, as many references are not listed in PubMed or others?

ANSWER: Google Scholar does not support the Z39.50 standard which is necessary for online search.
You can however import directly from Google Scholar in your web browser, into EndNote. Just remember to change settings for your Google Scholar account to export to EndNote/Bibliographic software.

QUESTION: If a doc has citations and references from another reference application (e.g. Mendeley), is there any way to switch to EndNote without manually entering every citation using EndNote?

ANSWER: Most reference tool use a propiatory system for citations. EndNote only supports this for the bibliographic software Reference Manager. There are however ways to import the Mendeley library to an EndNote library. And with some smart changes to your unformatted Mendeley citations in Word, you could possibly do this.

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QUESTION: How can I import different folders from RefWorks in different file names?

ANSWER: Please see this article for procedure for exporting references from RefWorks to EndNote: http://EndNote.com/kb/83043

QUESTION: How to change p for page to s. for "side" when writing in Norwegian?

ANSWER: Please change your EndNote bibliographic/output style in Word, to a Norwegian one. Here is an article about this:
http://www.alfasoft.com/no/produkter/dokumentverktoy/EndNote/EndNote-support/487-EndNote-norske-litteraturlistestiler.html

QUESTION: How do you add a PDF?

ANSWER: You can use the EndNote: References > File Attachments > Attach file function, or click the Attach button (the paperclip button on the right), or you could just click-hold the PDF file, and drag it to your chosen reference in your EndNote library, and release.

QUESTION: What's the difference between Group and Group Set?

ANSWER: Group sets is a feature for organizing your groups. When you get many groups it is nice to have a way of organizing them in related group sets, instead of just listing them in a linear list. Better overview and faster to find them.

QUESTION: Is that any possibility of getting in EndNote all the PDF files we have already in a folder in the computer, or do I have to add it one by one?

ANSWER: Yes, you can import whole folders including subfolders. EndNote can then if you want to find the reference information and create the references for you. You can also get the PDFs renamed into something useful. EndNote: File > Import > Folder.

QUESTION: The groups in the example library have different icons – what is the difference?

ANSWER: Yes, that is because some of the groups are regular groups, others are Smart Groups or Groups created from other Groups. These other groups are more advanced groups that we did not have the time to cover during this session.

QUESTION: Can you import references from the word file?

ANSWER: Yes. All reference data for the references inserted into a Word document by EndNote are embedded in the document. This is the Travelling Library feature from EndNote. You can import the references to an existing library or create a new EndNote library with the Word [EndNote]: Export to EndNote > Export Travelling Library feature.

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QUESTION: Can you also reverse the "plain text" action? Convert a plain text with references connected to EndNote?

 ANSWER: No. You must manually connect each and every citation to your EndNote library if you have used the Convert to Plain Text feature. That is why it is so important to keep the original document.

QUESTION: is it possible to CWYW using the library record numbers? I.e. without having to search for author etc.

ANSWER: It is possible but not recommended. You can insert them as {#67} into your document. Then at your choosing click the Update citations and bibliography button to format and generate bibliography in your chosen output style. But since the citation codes do not contain any author or year information, the text citations will be invisible if you are using a (author, year) style (it will work for any numbered style). If you are using a (author, year) style you would have to click the Word [EndNote]: Edit and manage citations button, select each and every reference in the list, and change formatting from "Exclude author and year" to "Default".

QUESTION: It used to be that you had the number and the name of the file in this folder - doesn't happen anymore?

ANSWER: Sorry, I do not understand the question. Please send an email to support@alfasoft.se with a more detailed question.

QUESTION: Can I share more than one library with my colleague? Or more than one library with several colleagues?

ANSWER: Sorry, you can only share one library with others. But many others can share a library with you, so this way if everyone in your team shared a library, you would have access to #team-members libraries from within your EndNote.

QUESTION: Is it possible to share different groups with different colleagues?

ANSWER: Yes, this is possible via your EndNote online account. You can also define which members have read-write access, or only read-access to the references in a group.

QUESTION: If I import data from internet database to an existing reference in my library, is there a risk that data which I manually have entered is deleted/superseded by data from internet?

ANSWER: When you do a Reference Update, if EndNote finds updated info a separate windows will pop up showing you the difference between existing reference and updated reference. You can copy-paste or transfer whatever data or field to you existing reference at your choosing in this window (differences will be marked in blue).