

EndNote® Tips — Customizing the Library Display

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

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

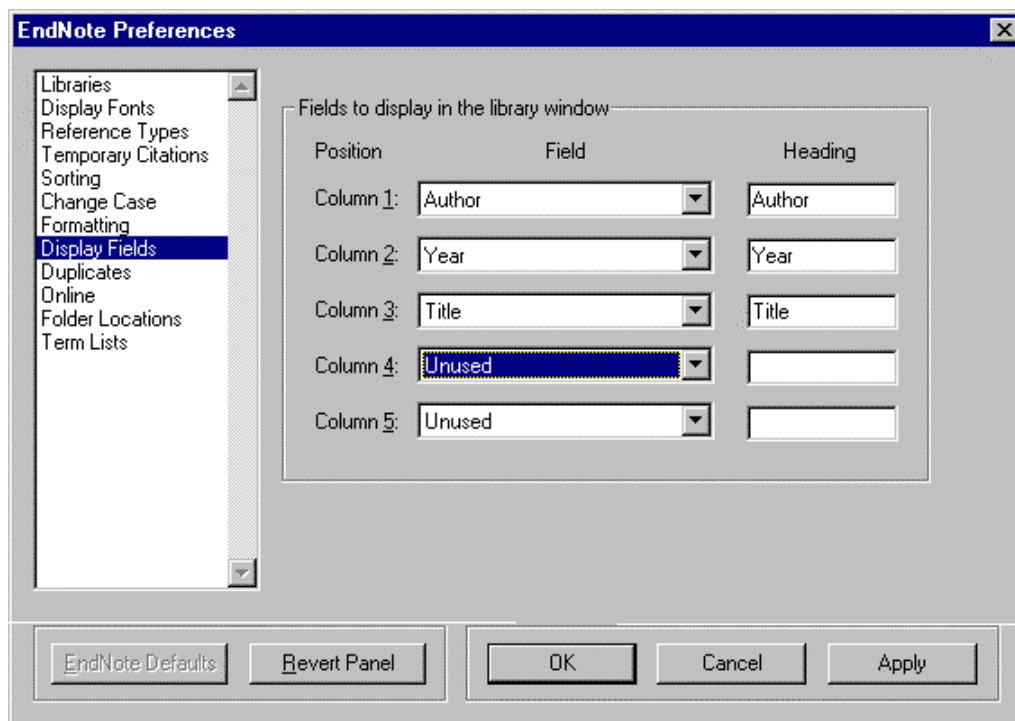
Before you begin:

If EndNote is not already running, start it and open the sample Paleo Library (PALEO.ENL).

Customize the Displayed Fields Within the EndNote Library

By default, EndNote libraries display the Author, Year, and Title fields in a list view. However, you can customize your Library to include any of the EndNote fields in any order, with a maximum of 5 displayed columns. For the purposes of this example, assume you want to customize the display to include reference types. 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. Note that the first three fields and headings are listed as Author, Year, and Title, while columns four and five are unused.*



Pull down the Column 4 menu until “Reference Type” is selected. The heading “Ref Type” will be automatically 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 “Ref Type” column to the far right.



The screenshot shows a window titled "PALEO.enl" containing a table of references. The table has four columns: Author, Year, Title, and Ref Type. The Ref Type column is currently hidden and is being scrolled into view from the right. The status bar at the bottom indicates "Showing 201 out of 201 references." and a "Show Preview" button.

Author	Year	Title	Ref Type
Akiyoshi	1988	Radiative aspects of the Antarctic ozone hole in 19...	Journal Article
Allen	1988	Modern-period muddy sediments in the severn est...	Journal Article
Alvarez	1984	Evidence from crater ages for periodic impacts on ...	Journal Article
Angell	1988	Relation of Antarctic 100 mb temperature and total ...	Journal Article
Apollonov	1988	Batyrbay section, South Kazakhstan, USSR - Pote...	Journal Article
Argus	1991	Stratigraphic excavation techniques for paleontolo...	Journal Article
Argus	1993	New paleontological excavation techniques	Journal Article
Babcock	1988	New Permian conulariids from Devon Island, Cana...	Journal Article
Badejoko	1988	Unusual titanium-rich oxide mineral from peralkalin...	Journal Article
Baginski	1988	Lightning-related fields in the ionosphere	Journal Article
Baker	1988	Geological fluvial geomorphology	Journal Article
Barnes	1988	The proposed Cambrian-Ordovician global bound...	Journal Article
Bartschwinkler	1988	Cycle of earthquake-induced aggradation and relat...	Journal Article
Bearce	1988	New paleontologic evidence constraining the age ...	Journal Article
Beckmann	1988	Comparison of biological properties and transform...	Journal Article
Belknap	1988	Sea-level changes	Journal Article
Bensalah	1988	Relation between emersion phase and compressiv...	Conference Pr...
Bessiere	1988	The lower Palaeozoic in the Mouthoumet Massif (A...	Journal Article

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

Sort the Library Display

Your EndNote Library can be easily sorted by any displayed field in ascending or descending order. On both the Windows and Macintosh versions of EndNote 4, simply click on any column heading to sort by that field. For example, clicking on the “Year” column will sort your database 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 will reverse the sort, to descending order. On the Macintosh version of EndNote 4, a sort triangle button above the vertical scroll bar accomplishes this reversal of the sort order.

For additional information, see the EndNote manual chapter entitled, “Introducing the EndNote Library.”