There are some easily forgotten, but very important things to remember while using EndNote and Word. Here is a listing of some of the key points.

1. When installing the EndNote software, select **Custom Installation** to install the complete set of Endnote style, filter, and connection files.

2. Always use EndNote to insert and manage your citations. It is not possible to automatically convert a reference list in a Word document to records in an EndNote library.

3. When possible, create one library and use **Groups** (in the EndNote toolbar) to organise the references within the library.

4. Don’t insert citations into your Word document from more than one EndNote library, to avoid possible confusion and corruption of your document.

5. Before you start writing, check your EndNote library for duplicate references, to avoid possible confusion and corruption of your document. From the EndNote toolbar, click **References ➤ Find Duplicates**.

6. When possible, have only one Word document open when working with EndNote and inserting citations, to avoid possible confusion and corruption of your document.

7. Never use a combination of citations inserted from EndNote and manually typed ones in the same Word document.

8. Always use **Edit and Manage Citations** to add or remove information from in-text citations, or to delete an in-text citation from the document.

9. Regularly back up your EndNote library, Word documents, and other important files. For detailed advice, click **Help ➤ Search for Help on** and search for “back up”.

10. Be familiar with the bibliographic style you are using. Always check the references you import into your EndNote library for accuracy and consistency with the style by checking the **Preview** window. You may sometimes need to manually edit the contents of some fields.

11. Export a **Complete Record** from databases whenever possible, in order to import all available information about the reference into EndNote.

12. Use the **Research Notes** field in a record to add your comments to that record.

13. Regularly check for updates to EndNote by clicking **Help ➤ EndNote Program Updates** and make sure you always use the latest version.