EndNote
How to add and search for keywords

You can tag your EndNote references with keywords that can make it easier to locate specific resources during your work.

Adding Keywords

Click on a reference in your EndNote library. In the right-hand pane on the screen, click on the Reference tab and scroll down the record fields to ‘Keywords’. Under this field you can type in any useful words or phrases for the resource. Make sure you type each keyword on a new line or separate them with a semi-colon or backslash. (See the screenshot below).

Note: As you type, previously used keywords will be suggested, this helps you to use consistent keywords throughout your library. To accept these press enter, to reject, continue typing your new keyword. New keywords will display in red until saved.

Press ‘Ctrl+S’ to save the reference.
Searching by Keyword in EndNote

To search by keyword, first click the 'Show Search Panel' button at the top of the page:

This will open the search box at the top of your EndNote Library.

Next, select 'Keywords' from the drop-down menu then type a keyword into the search box and press enter/return on the keyboard to search. Your search results will be placed in a temporary folder in the left-side pane (see screenshot below).

Searching by Keyword in Word

You can also search by keyword when inserting a citation using Cite While You Write in Word. In the EndNote tab in Word, select the Insert Citation button. In the search box of the pop-up window that appears, type in your keyword and press find. All of the references that have been tagged with this keyword will appear in the list of results.