Sorting an EndNote library

When you open a library, it automatically sorts itself alphabetically by author. However you can sort your references on any of the fields in the record eg. author, title, year, label.

We will sort the Sample Library by year of publication, with the most recent references appearing first. In the Groups pane, click on All References to see the complete contents of the library.

Click on Tools on the top menu bar, and select Sort Library. The following screen will appear:

![Sort Options Dialogue Box]

The "Sort Options" Dialogue Box

In the first box, click on the arrow to select **Year**.

At the end of the box is a button which indicates whether you wish to sort items from smallest to largest or from largest to smallest. Click on this button to change it to sort from largest to smallest, i.e. from most recent year to earliest year.

In the second box, click on the arrow to select **Author** and leave the default setting to sort from smallest to largest, i.e. from A to Z. This means that after EndNote has sorted the references by year, it will sort them within each year alphabetically by author.
The box should now look like:

![Sort Options dialog box]

**Specifying the Sort Options**

Click on the **OK** button and the references in the library will now be sorted chronologically, with the most recent references first.