EndNote can cross check references of the same type and identify pairs with multiple matching fields, using Find Duplicates. There are defaults set for this function, but you can set your own preferences for dealing with duplicates.

**Setting duplicate handling preferences**
There are several fields available for comparison: Author, Year, Title, Secondary Title (=Journal Title), Volume, Issue, Pages, Section, Publisher, Place Published, Tertiary Title, Short Title, Subsidiary Author, Reference Type, Label. Choose the ones that best suit your own needs.

1. Open the Edit menu and select Preferences

![EndNote Preferences window]

2. Click Duplicates in the menu of the EndNote Preferences window.
3. In the Compare references based on the following fields box, tick the fields you want EndNote to compare. Untick the fields you don’t want to compare. The defaults are Author, Year, Title, and Reference Type.

4. Under Criteria, choose between Exact Match and Ignore spacing and punctuation.

5. Under Online Search Results, choose to automatically discard duplicates, or not. If you allow duplicates to be imported, you can compare the records later using the Find Duplicates option.

6. Click Apply to apply your choices.

7. Click OK to close the window.

**Find Duplicates**
Use this function to identify duplicate references in your library and deal with them. It will only compare pairs of references.

1. Open EndNote.

2. Select the All References group so that EndNote will search you whole library for duplicates.

3. Open the References menu from the toolbar and select Find Duplicates. EndNote will scan your records.
4. If you have duplicate references, a Find Duplicates window will open. One set of duplicates will be displayed side by side for you to compare. The fields that are different will be highlighted. Choose what you want EndNote to do with these records.

You have 3 options:

- **Keep this record**: This keeps the chosen record and deletes the other one. If there is unique, useful information in the record you are not keeping, copy it and paste it into the record you are keeping first.

- **Skip**: This keeps both records and puts them in a temporary Duplicates group so that you can go back and look at them later. This is useful if you have 3 or more duplicate records for the same source.

- **Cancel**: This tells EndNote to delete the most recently added version of the record.

5. When you have decided on one set of duplicates, the next set will appear for you to review. Continue working through the duplicates one set at a time.

When you delete the unwanted duplicate records, they go into the Trash group. To remove them completely, right click on Trash in the Groups pane and select Empty Trash. Please note: The Empty Trash function cannot be undone.
Working in the temporary Duplicates group.
If you have 3 or more duplicate records for a single reference, but each has unique information in the additional fields, you can copy that information from one to the other before deleting.

1. Open each record for the reference and evaluate the data entered into the fields.

2. Use the record number to identify the most complete and accurate version. This is the one to keep.

3. Open each of the other duplicates in turn. Copy the unique information you wish to keep into a blank document.

4. Close each record as you finish with it.

5. Open the version you are keeping. Paste the unique information into the relevant fields.

6. Save the changes to the record.

7. Double check each record to make sure that you have all of the information you need.

8. Delete the unwanted duplicates.

9. Repeat this for the remaining sets of duplicate records in the Duplicates group.