

Using EndNote Web

U.S. Conn Library

EndNote Web is a web-based service designed to help students and researchers through the process of writing a research paper.

EndNote Web enables you to...

- Quickly and easily collect reference information from a wide variety of online data sources via direct export, online search, or importing text files.
- Store up to 10,000 references in your own password-protected library, accessible anywhere that you have internet access.
- Share references with other *EndNote Web* users to simplify collaboration.
- Easily transfer references to or from *EndNote* on the desktop.
- Cite While You Write in Microsoft Word to insert references and format papers instantly.

HOW TO GET STARTED

1. Register for Access

- Access EndNote Web at <http://www.myendnoteweb.com>. A link is also available from the database page.
- Click the “**Sign Up**” link to register. Passwords must be 8 or more characters with at least one numeral, one alpha character and one symbol. Example: 1sun%moon

2. Install Toolbars

- Click the “**Download Installers**” link at the bottom of the page.
- From here you can download installers for the *Cite While You Write* plug-in for Microsoft Word as well as *EndNote Web* toolbars for Internet Explorer or Firefox.

COLLECT

1. Direct Exporting

a. EBSCOHOST

- 1) Exporting Several Citations:
 - a) Select **Add to Folder**
 - b) Go to Folder (link on blue tool bar or in yellow box to right).
 - c) Check the box next to **Select all/deselect all**.
 - d) Click on the Export icon.
 - e) Choose the 2nd choice: **Direct Export to EndNote Web**.
 - f) Select **Save**.
- 2) Exporting a Single Citation:
 - a) Go to the full record.
 - b) Click on the Export icon.
 - c) Follow steps **e & f** above.



b. BIOSIS

- 1) Select check-box next to the sources wanted.
- 2) Click the **Save to Endnote Web** button.

2. Importing References

a. **WILSON WEB** (Omnifile Fulltext Select & Biography Reference Bank)

- 1) Select check-box next to the sources wanted.
- 2) Click on the **Exporting/Citing** link on the blue toolbar.
- 3) Choose the 2nd choice: **The Endnote Filter**.
- 4) Select **Export**.
- 5) Save the file to your computer.
- 6) Login to Endnote Web. Select **Collect > Import References**.
- 7) Browse and select the file you saved.
- 8) For *Filter*, select **WilsonWeb**.
- 9) For *To*, either select a group for your citations, create a new group for your citations, or place in Unfiled.

A blue rectangular button with the text "Exporting/Citing" in white, sans-serif font.

3. Manual Entry

- a. Select **Collect > New Reference**.
- b. Choose the Reference type.
- c. Enter the information you have for your source.
- d. Select **Save**.

ORGANIZE

1. **MY REFERENCES**

Under the **My References** tab you see a multi-column display that shows a summary of your references. In the left navigation pane you can see your own Groups of references as well as any Groups that other *EndNote Web* users have shared with you.

- Click on the column headers to sort your references alphabetically by that field.
- Click on any author's name to search for and display a list of references by that author.
- Click on any title to view the detailed reference view.
- Click the **Edit** link to modify a reference.
- When you select a group under **All My References** in the left navigation pane, the group appears displaying each reference's author, year, and title fields.
- Click in the checkboxes and use the **"Add to group"** dropdown to add references to a group. A single reference can be in more than one group.

2. **ORGANIZE**

Under the **Organize** tab you can create, delete or rename your own Groups (up to 500) to help categorize your references.

- After creating a group, click **Manage Sharing** button in **Manage My Groups** to enter email addresses of persons with whom you want to share your group's resources. A list of groups to which you belong but are managed by others are listed under **Others' Groups**.
- It is possible to have duplicate records in your library. Click the **Find Duplicates** link to easily identify and delete duplicates. *EndNote Web* compares the Author, Year, Title, and Reference

FORMAT

To create a bibliography:

1. Select **Format > Bibliography**.
2. Select the references to format from the **References** drop-down list box.
3. Select the output style from the **Bibliographic style** drop-down list box. Use "Customize this list" to display the styles you use most often.
4. Choose the type of file you want. (HTML – Webpage, TXT – Notepad, RTF – Word)
5. Click the **Save To, E-mail, or Preview & Print** buttons.

WARNING: ALWAYS DOUBLE-CHECK THE CITATIONS FOR ERRORS IN FORMATTING.