



Importing References into EndNote Web from TTUHSC Library Resources

Tip: You may need to temporarily disable your web browser's pop-up blocker while working with EndNote Web.

Importing References from EBSCO (CINAHL, eBooks on EBSCO)

1. Perform a search in an **EBSCO** database. Click on the **Add to folder** link for any of the results you want to save.
2. Click the **Folder View** link. Select the references you want to export and click on the **Export** icon.
3. Select **Direct Export to EndNote Web** and uncheck the **Remove these items** box. Click the **Save** button.
4. The export will automatically open EndNote Web and import the references.
5. Your records will appear in the **Unfiled** folder. We recommend that you select Unfiled and move the references to an established group folder.

Importing References from embase

1. Perform a search in **embase**. Select the references you want to export and click on the **Export** link.
2. Select RIS format (EndNote) and click the **Export** button. At the next screen, click on the **Download** button.
3. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
4. Browse to find your **.ris** file. Click Choose.

5. Select **RefMan RIS** for the filter and select an established **group folder**. Click on the **Import** button.

Importing References from Ebrary

1. Log into **ebrary** with your ebrary account. Click on **My Settings**. Select the box for **Show EndNote** buttons.
2. Perform a search in ebrary. Select the reference you want to export and click on the **EndNote** button.
3. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
4. Browse to find your downloaded file. Click Choose.
5. Select **RefMan RIS** for the filter and select an established **group folder**. Click on the **Import** button.

Importing References from Koha

1. Perform a search in the **Library Catalog**. Select items that are to be placed in EndNote Web. Add items using the small pull down menu "Add to". Select **Cart**.
2. Click on the green **Cart** button. It will note how many items are in it. Select the items for EndNote Web. Click **Download**.
3. In the next window, select format **RIS**. Click **Go**.
4. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
5. Browse to find your **.ris** file. Click Choose.
6. Select **RefMan RIS** for the filter and select an established **group folder**. Click on the **Import** button.

Importing References from OVID

1. Perform a search in an **OVID** database. Select the references you want to export and click on the **Export** button.
2. Select RIS from the drop-down list and save the file.
3. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
4. Browse to find your downloaded file. Click Choose.
5. Select RefManRIS for the filter and select an established **group folder**. Click on the **Import** button.

Importing References from PubMed

1. Perform a search in **PubMed**. Click the references you want to export and send them to the **Clipboard**.
2. Select the **#items** in Clipboard. Using the **Display Settings** pull down menu, select the button and format to **MEDLINE**. Go to your browser's **File** and **Save Page As a text document**. Note where the file is located.
3. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
4. Browse to find the **.txt** file that you saved. Click **Choose**.
5. Select PubMed (NLM) for the **filter** and select an established **group folder**. Click on the **Import** button.

Importing References from STATRef!

1. Perform a search in **STATRef!** and click a book. Click on the **Download Citations** button.
2. Select **Download EndNote Citation File**. Click the **Get Citation** button.
3. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
4. Browse to find your downloaded file. Click **Choose**.
5. Select **EndNote Import** for the filter and select an established **group** folder. Click on the **Import** button

Importing References from Web of Knowledge

1. Perform a search in an **ISI Web of Knowledge** database. Select the references you want to export and click on the **Send to myendnote.com** button.
2. The export will automatically open EndNote Web and import the references.
3. Your records will appear in the **Unfiled** folder. We recommend that you select Unfiled and move the references to an established **group** folder.

Importing References from Google Scholar

1. Run a search in Google Scholar.
2. Choose a citation and select **Cite**.
3. Select **Import into RefMan**.
4. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
5. Browse to find the **.ris** file that you saved. Click **Choose**.

6. Select **RefManRIS** for the filter and select an established **group** folder. Click on the **Import** button.

Importing References from Scopus

1. Perform a search in **Scopus** database. Select the references you want to export and click on **+Add to My List**.
2. Click on **My List** at the top left of the screen.
3. **Select All** and click **Export**.
4. Select **Ris Format** from the **Export Format** drop-down list and click the **Export** button.
5. You will be prompted by your computer to save **scopus.ris** file. Click the **Save** button.
6. Log into EndNote Web. Click on the **Collect** tab and select **Import References**.
7. Browse to find your **.ris** file. It will be in the **Downloads** folder, unless you selected another location when saving the file.
8. Select **RefMan RIS** as the filter, and select the appropriate group folder (optional), and click **Import**.

Manually Entering References

1. Click on the **Collect** tab and select **New Reference**.
2. Designate the type of material you are entering (e.g. book) under **Reference Type**. Enter information in the boxes. Information is automatically saved as you type.
3. Your records will appear in the **Unfiled** folder. We recommend that you select Unfiled and move the references to an established **group** folder.

EndNote Web Mobile

EndNote Web Mobile allows you to add, view, and manage your references via a smart phone.

To log into **Endnote Web Mobile**, point your mobile device to the TTUHSC Libraries' website and log into EndNote Web. Enter your EndNote Web username and password.

Using Cite While You Write with Microsoft Word

Cite While You Write is a small utility program which works within Microsoft Word. When you are preparing a paper or a manuscript, Cite While You Write expedites the placement of in-text references and the creation of bibliographies or reference lists.

The link to the download is available within EndNote Web under the **Options** tab. Select **Download Installers** for the download links.

Cite While You Write for Windows is compatible with Microsoft Word 2010 on Windows. Cite While You Write for Macintosh is compatible with Word for Mac 2011 on OSX.

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