

# ENDNOTE® WEB

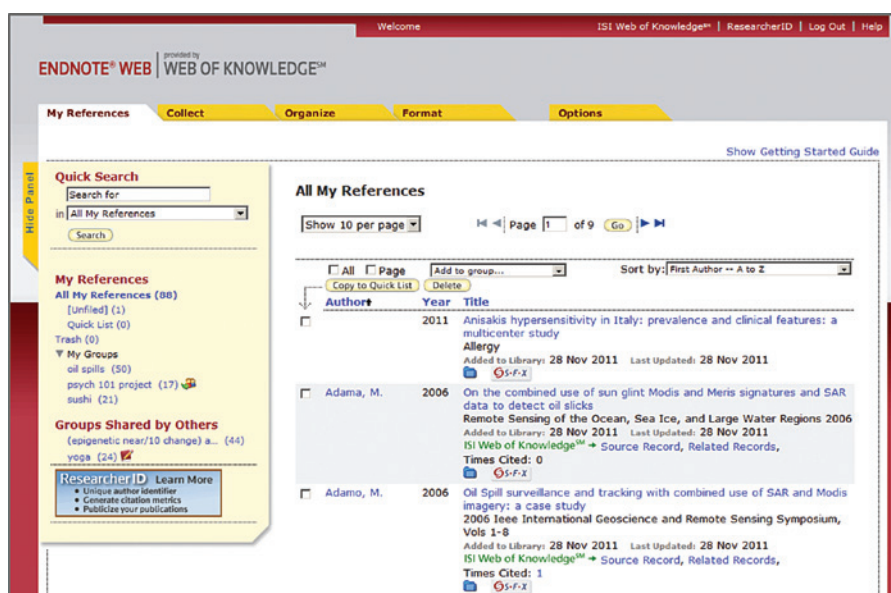
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## WHAT IS ENDNOTE WEB?

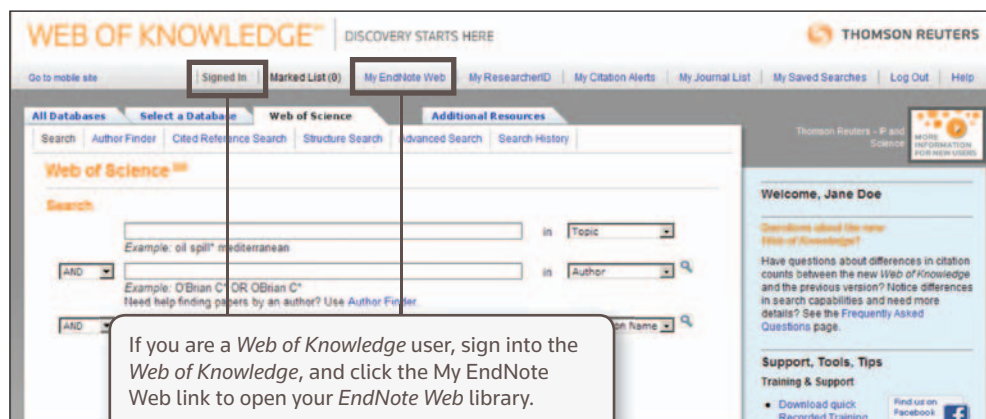
*EndNote Web* is a Web-based reference management program designed to streamline the process of writing a research paper. With *EndNote Web*, you can:

- Quickly and easily collect reference information from a wide variety of online data sources, such as PubMed, Google Scholar and *Web of Science*.
- Store references in your own password-protected library, accessible anywhere that you have internet access.
- Share references with other *EndNote Web* users to simplify collaboration.
- Cite While You Write in Microsoft Word to insert references and format papers instantly.

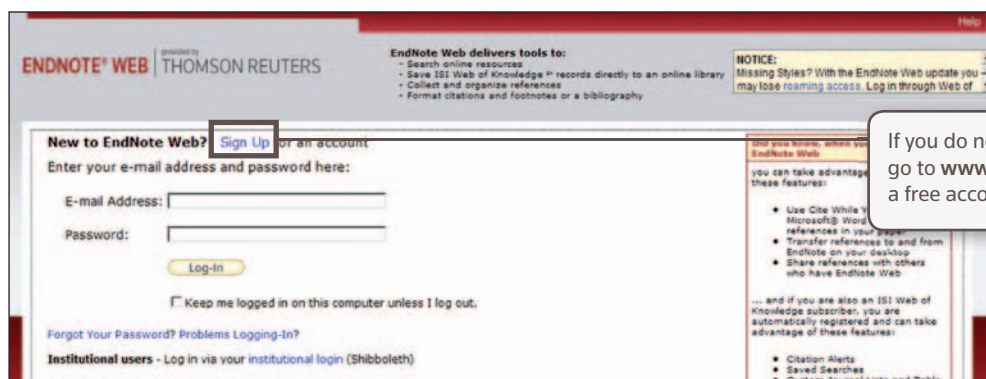


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## STEP 1: CREATE YOUR ENDNOTE WEB LIBRARY



If you are a Web of Knowledge user, sign into the Web of Knowledge, and click the My EndNote Web link to open your EndNote Web library.

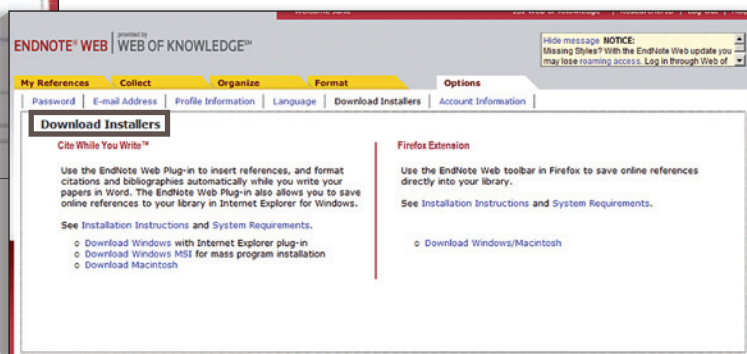


If you do not have access to Web of Knowledge, go to [www.myendnoteweb.com](http://www.myendnoteweb.com), and sign up for a free account.

## STEP 2: INSTALL PLUG-INS



The first time you sign in to your EndNote Web account, you will see the "Getting Started with EndNote Web" Guide, which offers links to help you collect, organize, and format your references.



In order to use all of EndNote Web's features, you will need to install two plug-ins: one for your Internet browser, and one that links your online library to Microsoft Word.

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 (Windows only) or Firefox (Windows or Macintosh).



## STEP 3: ADD REFERENCES TO YOUR LIBRARY

There are five ways to add references to your library: Direct Export, Capture, Online Search, Import Text file, and Manual Entry.

### DIRECT EXPORT

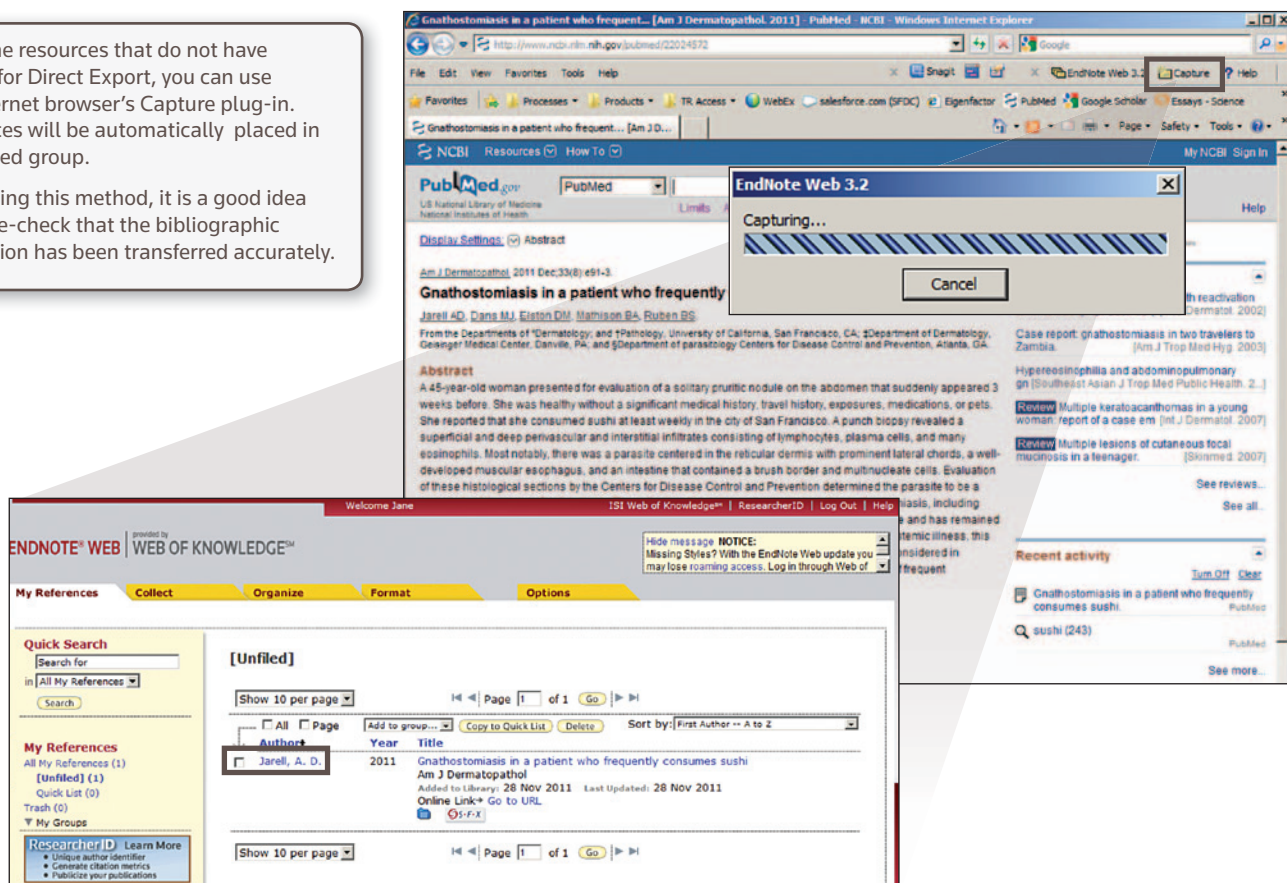


In some online resources, such as the *Web of Knowledge*, you can save search results directly to your *EndNote Web* library by clicking the *EndNote Web* button. References will be automatically placed in the Unfiled group.

### CAPTURE

For online resources that do not have buttons for Direct Export, you can use your Internet browser's Capture plug-in. References will be automatically placed in the Unfiled group.

When using this method, it is a good idea to double-check that the bibliographic information has been transferred accurately.



**EndNote Web 3.2**  
Capturing...  
Cancel

**ENDNOTE® WEB** provided by WEB OF KNOWLEDGE™

My References Collect Organize Format Options

Quick Search  
Search for  
in All My References  
Search

My References  
All My References (1)  
[Unfiled] (1)  
Quick List (0)  
Trash (0)  
My Groups

[Unfiled]  
Show 10 per page  
Page 1 of 1  
Add to group... Copy to Quick List Delete Sort by: First Author -- A to Z

Author	Year	Title
Jarell, A. D.	2011	Gnathostomiasis in a patient who frequently consumes sushi Am J Dermatopathol Added to Library: 28 Nov 2011 Last Updated: 28 Nov 2011 Online Link Go to URL

Recent activity  
Gnathostomiasis in a patient who frequently consumes sushi  
sushi (243)

## ONLINE SEARCH

Welcome Jane ISI Web of Knowledge

ENDNOTE® WEB provided by WEB OF KNOWLEDGE™

My References Collect Organize Format Options

Online Search New Reference Import References

**Online Search**

Step 2 of 3: Connecting to Library of Congress : Library Catalog

sushi in: Title And

in: Any Field And

in: Any Field And

Online Search Results

Library of Congress 1 - 10 of 20 results  
(sushi) in Subject

retrieve all records  
select a range of

Search

Show 10 per page Page 1 of 2 Go (Retrieved 20 out of 62)

All (20) Add to group... Add to group... Add to group... Add to group... Add to group...

Author Year (unfiled) sushi : Light and healthy sushi, miso soups, noodle bowls and more

Ryland Peters & 2012 New group

Shimizu, Kay 1984 - Sushi at home

Kitao, Harumichi 1959 - Sushiya = Sushi shop

You can search many library catalogs and databases through the *EndNote Web* interface.

- Click the "Collect" tab, then click "Online Search".
- Select a resource you are entitled to access (some are proprietary).
- Perform your search.
- Mark desired references, and use the drop-down menu to add them to your library.

## IMPORT TEXT FILE

To import references in a plain text file, data in the file must be tagged in machine-readable format.

- Click "Import References" under the "Collect" tab.
- Browse to select the text file.
- Select the import filter that matches the database where you created the file.
- Click the "Import" button.

My References Collect Organize Format

Online Search New Reference Import References

**Import References**

Importing from EndNote?

File: Browse...

Import Option: Select... Select Favorites

To: Select...

Import

## MANUAL ENTRY

My References Collect Organize Format Options

Online Search New Reference Import References

**New Reference**

Quick Search

Search for

in All My References

Search

My References

All My References (1)

(unfiled) (1)

Quick List (0)

Trash (0)

My Groups

ResearcherID Learn More

- Unique author identifier
- Generate citation metrics
- Publicize your publications

Bibliographic Fields:

Reference Type: Film or Broadcast

Director: Lucas, George

Use format Last Name, First name. Enter each name on a new line.

Title: Star Wars

Year Released: 1977

Series Director:

Series Title:

Place Published:

Distributor:

Running Time:

Producer:

Edition:

Note: The above fields are needed for most bibliographic styles.

To enter a reference manually:

- Click "New Reference" under the "Collect" tab.
- Select the appropriate reference type.
- Enter bibliographic data into each field.

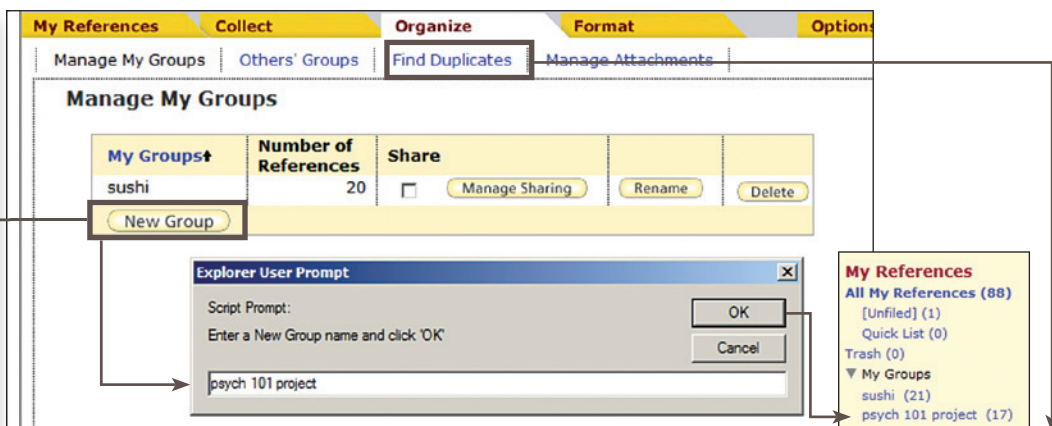
## STEP 4: ORGANIZE & SHARE YOUR REFERENCES

### CREATE GROUPS

By default, *EndNote Web* places references into the Unfiled folder. You can create up to 500 groups to organize your references in whatever way best supports your work habits.

- Click "Manage My Groups" under the "Organize" tab.
- Click the "New Group" button.
- Name the new group.

Note: You can place a reference in multiple groups. To see which group(s) a given reference is currently in, click the folder icon.



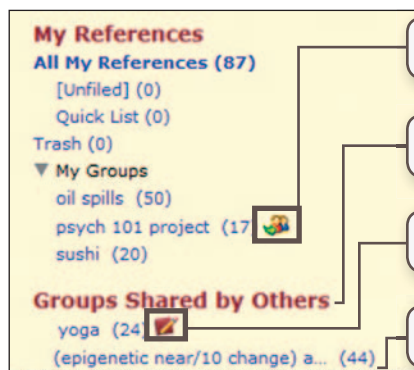
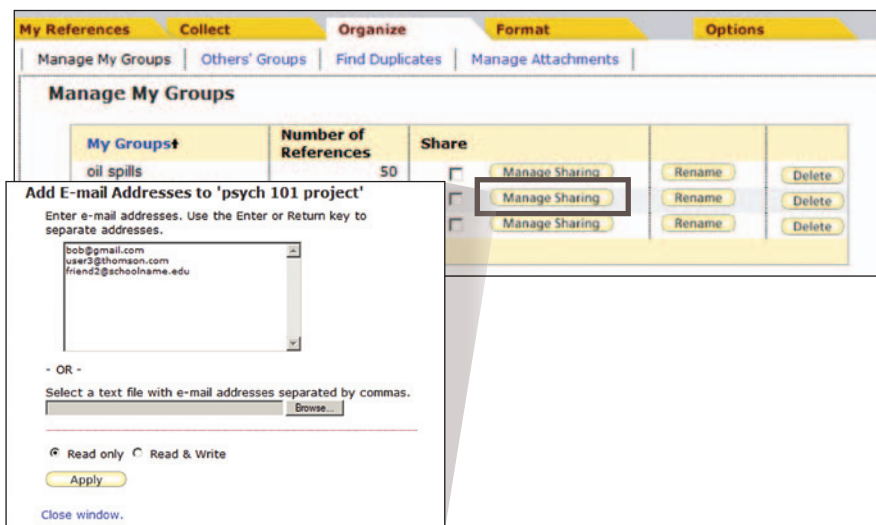
### ELIMINATE DUPLICATE REFERENCES

It is possible to have duplicate records in your library. To identify and delete them, use the "Find Duplicates" link under the "Organize" tab. *EndNote Web* compares the Author, Year, Title, and Reference Type fields when identifying duplicates.



### SHARE REFERENCES WITH OTHER ENDNOTE WEB USERS

- Click the "Manage Sharing" button next to the group you'd like to share.
- Enter the email addresses of the people you'd like to share with.  
Note: Any individual you share your group with MUST have an *EndNote Web* account in order to view references. Enter the email address they use to access *EndNote Web*.
- Choose whether to give your colleagues read-only access, or read & write access.
  - Read & Write access allows designated users to add and delete references in this group
  - Read-only access allows designated users to view references only.
- Click "Apply".



Groups that you are sharing with others display the share icon.

When another user shares a group with you, it appears under the "Groups Shared by Others" heading.

The book and pencil icon indicates that you have permission to add & delete references in a group.

If no icon is present, you have read-only access.



## STEP 5: USE CITE WHILE YOU WRITE

Insert references and format citations and bibliographies instantly while you write your papers in Word.

2. REFORMAT YOUR ENTIRE PAPER and bibliography with one click. Choose from thousands of available styles.

1. FIND & SELECT CITATIONS and insert them into your manuscript.

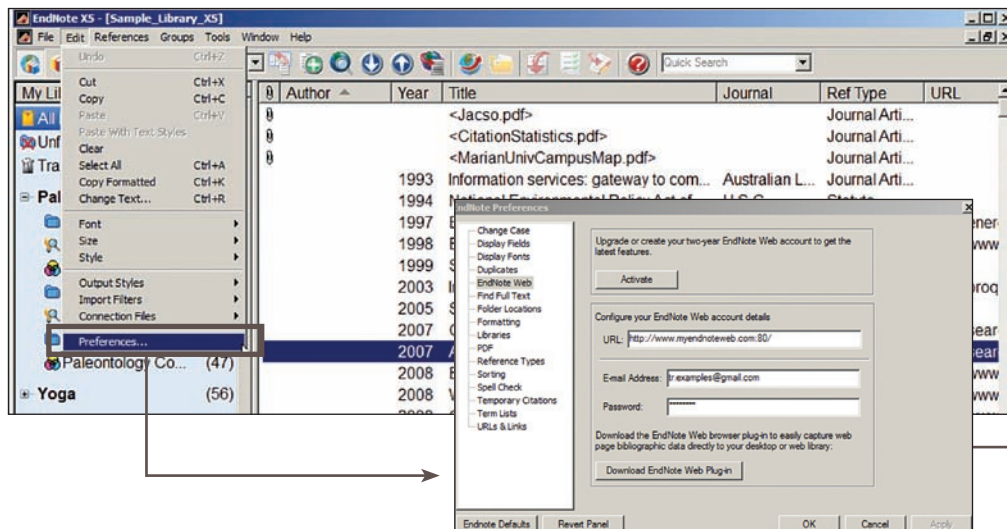
The screenshot shows the Microsoft Word interface with the EndNote Web tab selected. The 'References' ribbon is active, and the 'Find Citations' button is highlighted. A callout box points to this button. Another callout box points to the 'Style' dropdown menu, which is open, showing a list of citation styles including APA 6th, Chicago 15th A, Chicago 15th B, MLA, Numbered, and Vancouver. A third callout box points to the 'Edit Citations' button. The main window shows a list of search results for 'sushi' and a list of references in the 'EndNote Web Edit & Manage Citations' pane. The 'Edit Citation' pane is also visible, showing options to exclude author or year, and fields for prefix, suffix, and pages.

1. FIND & SELECT CITATIONS and insert them into your manuscript.

2. REFORMAT YOUR ENTIRE PAPER and bibliography with one click. Choose from thousands of available styles.

3. EDIT CITATIONS to add information such as page number, or group multiple references in one citation.

# INFORMATION FOR *ENDNOTE* DESKTOP USERS



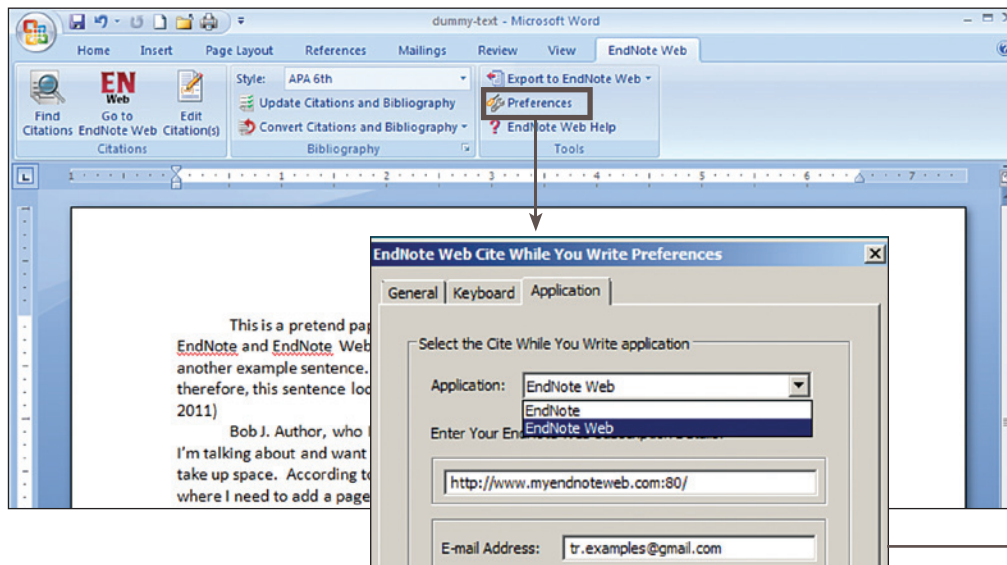
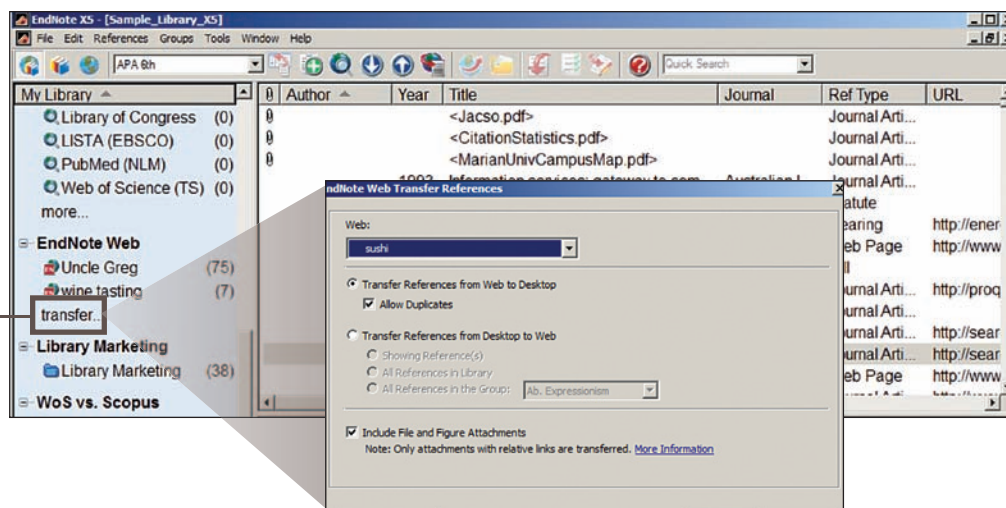
## CREATE YOUR *ENDNOTE* WEB LIBRARY FROM WITHIN *ENDNOTE* DESKTOP

Create your *EndNote Web* library and download plug-ins from the Preferences menu.

If you are an X5 user, this ensures that your account will be configured to store file attachments online.

## TRANSFER REFERENCES TO/ FROM *ENDNOTE* DESKTOP

1. In *EndNote* desktop, click the "transfer" link under *EndNote Web* in the Groups panel.
2. Select the group and direction of transfer. You can either transfer from Web to Desktop (and specify allow duplicates or not) or from Desktop to Web (Showing References, All References in Library, or All References in a Group).
3. Click "Transfer".










## CITE REFERENCES FROM BOTH WEB AND DESKTOP

Cite While You Write is compatible with both *EndNote Web* and *EndNote* desktop. Start a document using your library in one product, then switch to the other under Preferences.

# FREQUENTLY ASKED QUESTIONS

## 1. WHAT IS THE DIFFERENCE BETWEEN THE VERSIONS OF ENDNOTE WEB LIBRARIES?

*EndNote Web* is one product, but offers users slightly different features based upon their level of access. The following table summarizes the available account types.

IF YOU ARE A...	LOGO	REFERENCES	FILE ATTACHMENTS	CITE WHILE YOU WRITE
<i>EndNote X5 user</i>		Store up to 25,000 (1 GB storage space)	Enabled	All bibliographic styles & filters
<i>Web of Knowledge user</i> OR <i>EndNote X2-4 user</i>	   	Store up to 10,000	No file attachments	All bibliographic styles & filters
<i>ResearcherID user</i> OR Lost your institutional <i>Web of Knowledge</i> access (due to graduation, job change)	 	Store up to 10,000	No file attachments	Limited bibliographic styles & filters

## 2. WHAT IS ROAMING ACCESS?

### WEB OF KNOWLEDGE USERS

When you create your *EndNote Web* library from a computer within the recognized IP range for your institution, you get 1 year of roaming access to your library. This means you can access your account anywhere you have Internet access. To renew roaming, simply log back into your account from a computer within your institution's recognized IP range

### ENDNOTE DESKTOP USERS

When you create your *EndNote Web* library from an *EndNote* desktop account, you get 2 years of roaming access to your library. To renew roaming, use the *EndNote* Desktop Preferences menu.

## 3. WHAT IS UNIQUE TO THE DESKTOP VERSION OF ENDNOTE?

- Library Capacity: Unlimited
- Attachments: Up to 25 attachments per reference; view & annotate PDFs from within the *EndNote* interface
- Formatting: Modify style output options to control how fields display with Term Lists
- Updates: Find reference updates with one click — match an “ahead of print” article to the final, published version

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