EndNote Web

Introduction

EndNote Web is a bibliographic management program designed to help students and researchers store references, create bibliographies, and format papers instantly. You can directly export references from within Web of Science and other ISI Web of Knowledge products as well as export citations from numerous other databases. Up to 10,000 references can be stored in your searchable online database, where they can easily be exported into Microsoft Word documents for instant bibliographies.

EndNote Web is a fully-functioning tool on its own. However, it also serves as the online complement to the desktop-based EndNote. More information on EndNote can be found on the Library's handout (http://library.usask.ca/hsl/files/EndNote.pdf) or at http://www.EndNote.com/

Creating an EndNote Web account

To create an EndNote Web account, log in to the University of Saskatchewan Library web sitehttp://library.usask.ca using your NSID and password. Click on **Articles and Databases** on the Library homepage and type in "EndNote Web". On the EndNote Web entry page, select **Sign Up For An Account**, then enter in a valid email address (this will be your login) and fill out the User Registration form.

Accessing EndNote Web

Once you have created an account you can access EndNote Web from any computer or mobile device without needing to be logged into the University Library web site. Simply go to www.myEndNoteweb.com and login using the email and password you set up previously. You can also access EndNote Web if you are logged into any ISI Web of Knowledge databases (see image below). If you are logging into EndNote Web from a library computer, **do not** check the box *Keep me logged in on this computer unless I log out*.

Collecting references

You can add references to your EndNote Web library in various ways:

1.   Direct Export using Web of Knowledge databases
When searching in a Web of Knowledge database (e.g. BIOSIS Previews, Web of Science) you can add references directly to your library by conducting a search, selecting the resource and clicking on:

2. Direct Export using EndNote Web toolbar for Firefox

Firefox users can install a toolbar that will capture references from a number of sites, including PubMed, OVID, and Google Scholar. To install the toolbar click on **Download Installers** on the bottom of the EndNote Web page and follow the instructions to download the Firefox extension. Once the toolbar is installed, a toolbar will appear in the Firefox browser. Then, when you are on a webpage with a reference (e.g. PubMed), click **Capture**, and a box with the citation information will appear. Click **Save to** and the citation will be added automatically to your EndNote Web library.
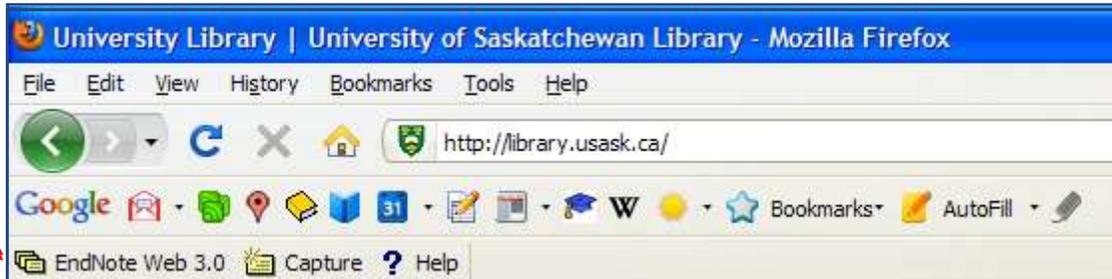
3. Online search

To search other databases or the Library Catalogue, go to the **Collect** tab on the EndNote Web page, and select **Online Search**.

Then choose a resource (e.g. U of Saskatchewan, PubMed) from the pull-down menu, **Select**, enter in your keywords (author, title, word) and **Search**.
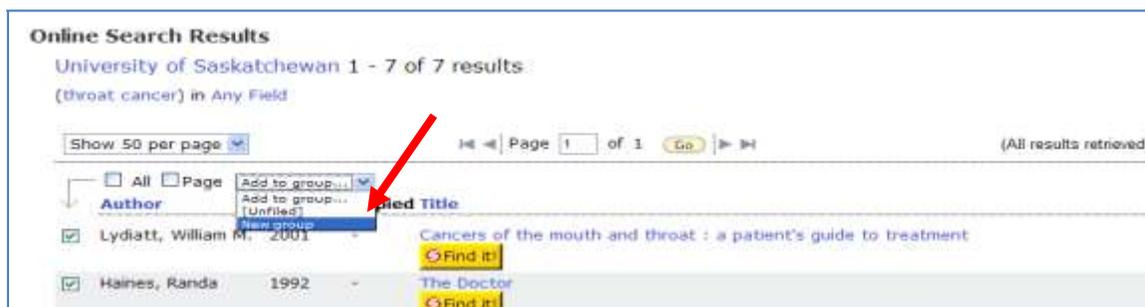
4. Manually add references

To add references manually go to the **Collect** tab and select **New Reference**.


If possible, choose the most appropriate **Reference Type** from the pull-down list. As an example, choosing **Journal Article** will then ensure that the required fields (e.g. author, title) for a journal article citation are displayed. Fill in these fields with the required information and **Save**.

5. Import References

If you have collected references from a database that cannot be directly imported into EndNote Web, you can export the referenced into a plain text file (filename.txt) that can be saved on to your computer and then imported into EndNote Web. As an example, if you are searching in an OVID database (e.g. Medline), conduct a search, select the references you want to save using the check box, and click on **Export**.
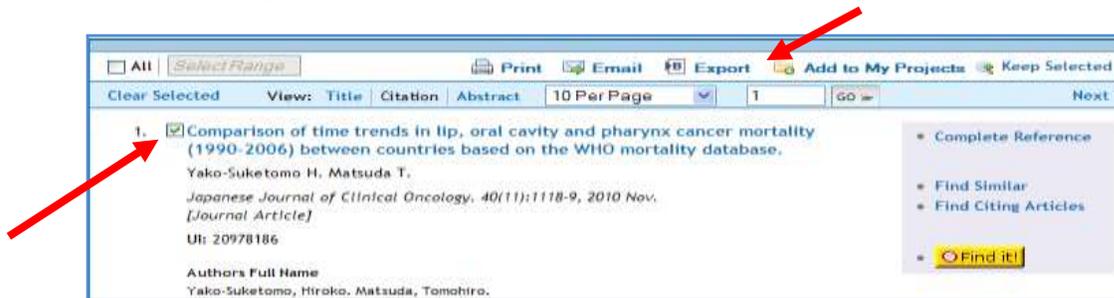
In the pop-up box that appears select **.txt** for **Export To** (do not select EndNote as this only works for EndNote desktop); **Complete Reference**; and **Export Citation**. If another pop-up box appears asking you to **Open with** or **Save**, choose **Save**.
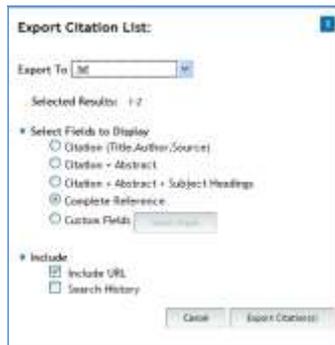

In EndNote Web, go to the **Collect** tab and choose **Import References**. Navigate to the **.txt** file and select the appropriate **Import Option** (select the same database/resource from which you exported the original file – in this case Medline OvidSP); choose a Group to import to (if desired); select **Import**.
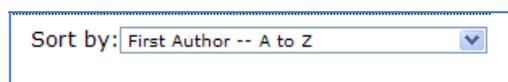

Organizing references

Groups to store references in can be created, deleted and renamed under the **Organize** tab. This is also where you can search for and delete duplicate references. Up to 500 Groups can be created and references can be placed into more than one Group.

Under the **My Reference** tab you can search for references by keyword, author, title, etc. using the **Quick Search** on the left-hand side of the screen.
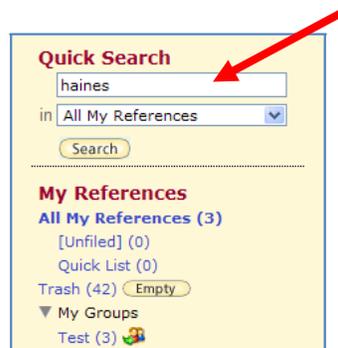
On the main display page, you can also **Sort By** references by Author, Year, Title, Publication, and more.

Sharing references

Your EndNote Web Groups and references can be shared with other EndNote Web users. Under the **Organize** tab select **Manage My Groups**. Select the **Share** box and then click on **Manage Sharing**. Add the appropriate email address of the person with whom you want to and select editing privileges (e.g. read only or read & write).

Access any Groups shared with you under **Organize** and **Others' Groups** or through the left-hand column under **My References**.

Using Cite While You Write (CWYW)

Using EndNote Web you can insert references into the text of your paper and automatically create bibliographies in Microsoft Word using the Cite While You Write plug-in.

1. Download or load the plug-in

a. If you are on a Library Learning Commons computer, open up MS Word and select EndNote Web from the top toolbar.
   b. All other users will need to download the CWYW plug-in. From the any page in EndNote Web select **Download Installers** from the bottom of the page, and download the CWYW for your computer (Windows or Mac). Once installed, open up MS Word and select EndNote Web from the top toolbar.
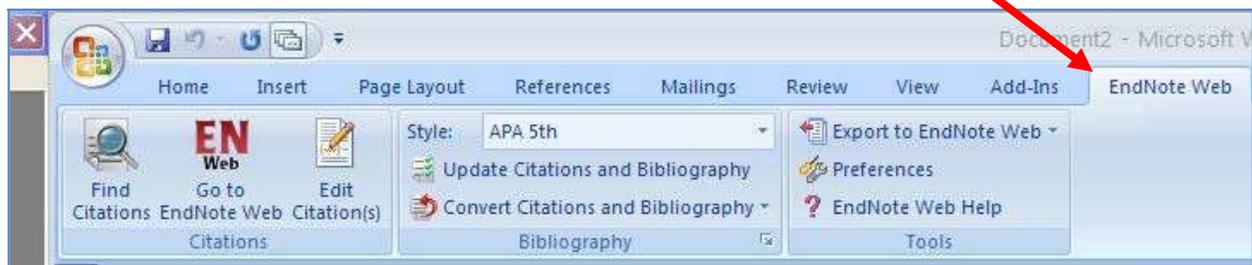

2. Select and insert your reference

When you are writing your paper and want to insert a reference, select **Find References**. In the pop-up box enter in a search word for your citation (author, title, keyword) and select **Find**. Once you have located your reference, select **Insert** and the in-text citation (e.g. Haines, 1992) will automatically be inserted where your cursor was, and the full citation will be inserted into your bibliography at the end of your paper.
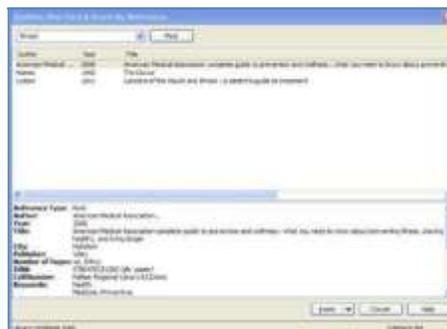
3. Format your bibliography

You can format your bibliography within your Word document in the EndNote Web toolbar. Under **Style** select your output style (e.g. Vancouver, APA 6th) from the pull-down list. You can then select **Update Citations and Bibliography** and your references will be reformatted in this style. You can update your citations and bibliography at any time while you are writing your paper. It will be particularly important if you are using a numbered citation style (e.g. Vancouver) and have inserted new references.
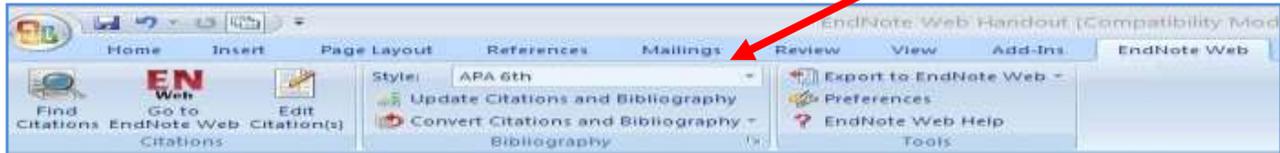

Creating a bibliography

To create a bibliography, go to **Format** in EndNote Web and select **Bibliography**. Choose the references you want, a citation style (e.g. Vancouver, APA 6th) and a format (html, txt, rtf). You can then save, email, or print the bibliography.
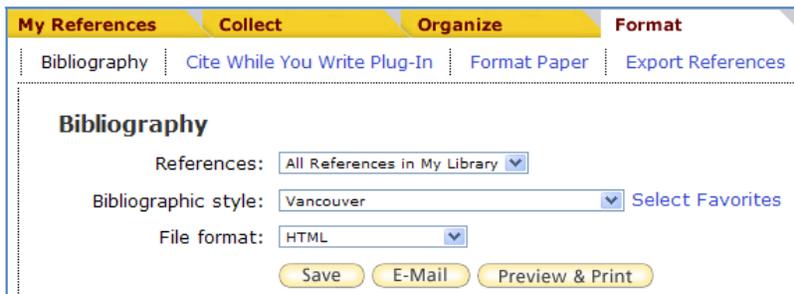
Transferring references between EndNote (desktop) and EndNote Web

References can be easily transferred between EndNote Web and EndNote (desktop) in both directions. In EndNote (desktop) go to **Tools**, then **EndNote Web**. Select which references you want to transfer, whether you want to move references *into* or *out of* Endote Web, and then **Transfer**.
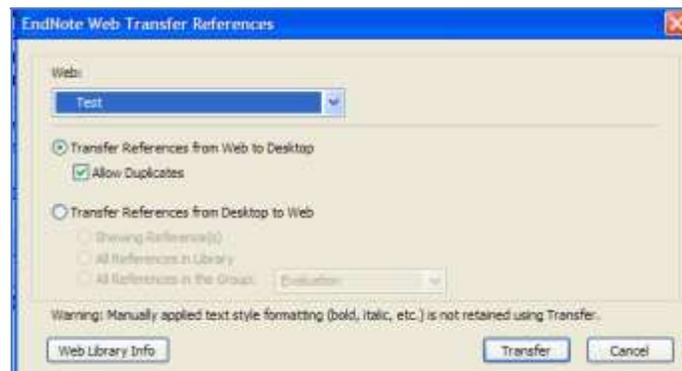
Exporting references into EndNote (desktop)

If you would like to share your EndNote Web references with an EndNote (desktop) library but not do want to do the automatic transfer above (e.g. if you were sharing your library with another EndNote Web user), go to **Format** and **Export Reference** in EndNote Web. Choose the references you want to export, select **EndNote Export** as an export style and **Save**. In EndNote (desktop) go to **File** and then **Import**. Navigate to the saved .txt file, select **EndNote Import** as the import option, and **Import**.

Exporting references into RefWorks

To share your EndNote Web references with a RefWorks library, go to **Format** and **Export Reference** in EndNote Web. Choose the references you want to export, select **RefMan (RIS)** as an export style and **Save**. In RefWorks go to **References** and then **Import**. Choose **RIS Format** as your import Filter, **Endnote Windows/Macintosh** as your database, and navigate to the saved .txt file under **Import Data from the following Text File**, and **Import**.

Creating a custom citation style

If you need to create a customized citation style for your bibliography, contact Catherine Boden (Catherine.boden@usask.ca / 306-966-2931).

Where to go for more information

This handout provides a brief overview of EndNote Web. More detailed instructions may be found through EndNote Web online tutorials (http://www.EndNote.com/training/tutorials/EndNoteX4/ Menu-EndNoteWeb/Menu-EndNote_Web.html) or EndNote Web's handout (www.EndNote.com/ support/helpdocs/enw_qrc_en.pdf)

**For further assistance with EndNote Web, please phone 306-966-6024
or drop into the Leslie and Irene Dubé Health Sciences Library.**

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