

# ENDNOTE WEB®

POWERED BY THOMSON REUTERS WEB OF KNOWLEDGE<sup>SM</sup>



## WHAT IS ENDNOTE WEB?

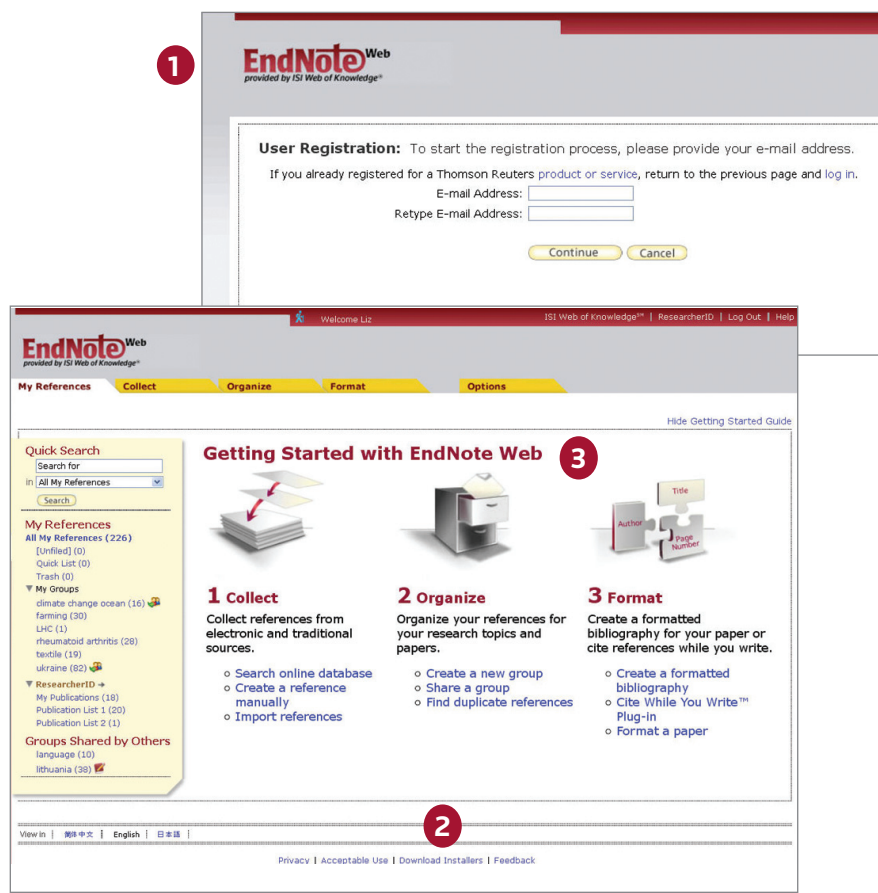
*EndNote Web* is a Web-based service designed to help students and researchers through the process of writing a research paper. *Web of Knowledge*, *Thomson Reuters EndNote*, and *EndNote Web* are designed to work seamlessly together and streamline your research.

Undergraduate students can organize their references for citing in papers. Professional researchers and graduate students can use *EndNote Web* as the perfect complement to *EndNote* and other desktop writing tools, as well as for storing references between *Web of Knowledge* search sessions.

## ENDNOTE WEB ENABLES YOU TO...

- Quickly and easily collect reference information from a wide variety of online data sources such as PubMed and *Web of Knowledge* 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.





**REGISTERING ENDNOTE WEB**

**1. REGISTER FOR ACCESS**

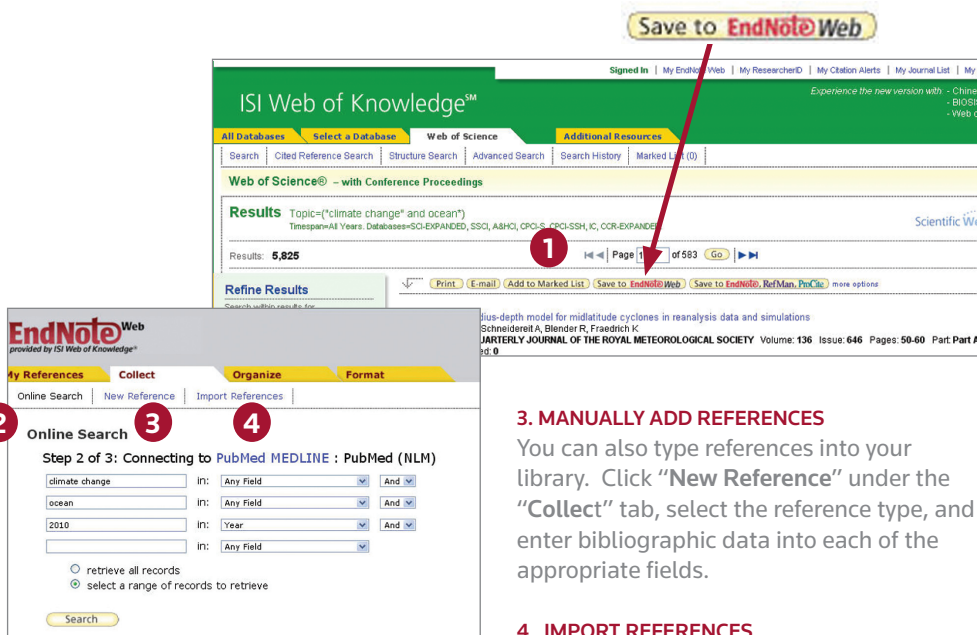
- Use the Register Online button in the EndNote preferences to create your EndNote Web library if you own EndNote X2 or EndNote X3.
- If your institution has a site license for EndNote or the Web of Knowledge, go to www.myendnoteweb.com and click on the "Sign Up" link to register.
- If you are already registered in Web of Knowledge, use that logon to access your EndNote Web library.

**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 for Windows or Macintosh as well as EndNote Web toolbars for Internet Explorer (Windows only) or Firefox (Windows or Macintosh).

**3. GETTING STARTED GUIDE**

The first time you sign in to your EndNote Web account after registering, you will see the "Getting Started with EndNote Web" Guide which offers links to help you collect, organize, and format your references. You can view this Guide at any time by clicking the "Show/Hide Getting Started Guide" link in the upper-right of the page.



**COLLECT REFERENCES**

**1. DIRECT EXPORT**

When searching resources in Web of Knowledge you can save search results directly to your EndNote Web library by clicking the "Save to EndNote Web" button. References saved to your EndNote Web library from these resources will display with an EndNote Web icon, letting you know that these references have already been saved to your library.

After downloading and installing the browser add-in you will also be able to use Direct Export with databases from many other data providers, such as Google Scholar, Highwire Press, Ovid, and others. Along with this, the Capture button will let you download data from web sites such as Amazon.com or YouTube.

**2. ONLINE SEARCH**

To search, click the "Collect" tab, then click "Online Search". You can perform searches of Web of KnowledgeSM products, PubMed, and many other library catalog and reference database sites directly through EndNote Web.

**3. MANUALLY ADD REFERENCES**

You can also type references into your library. Click "New Reference" under the "Collect" tab, select the reference type, and enter bibliographic data into each of the appropriate fields.

**4. IMPORT REFERENCES**

You can also add references to your library by importing references in a plain text file. Click "Import References" under the "Collect" tab, browse to select the text file, select the correct import filter, and then click the "Import" button.

ORGANIZE AND SHARE REFERENCES

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.

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. Each page displays 10 references by default though you can set this to show up to 50 per page. Use the pagination menu to browse through the group.

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, mark the “Share Group” box to share the references in that Group with other *EndNote Web* users.

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

CITE WHILE YOU WRITE™ IN MICROSOFT WORD

Use the *EndNote Web* Cite While You Write Plug-in to insert references and format citations and bibliographies instantly while you write your papers in Word.

1. FIND CITATIONS

and insert them into your manuscript.

2. FORMAT BIBLIOGRAPHY

Each time you find and insert a citation in your document, the bibliography instantly formats according to the style selected. Choose from thousands of available output styles.

3. EDIT CITATION(S)

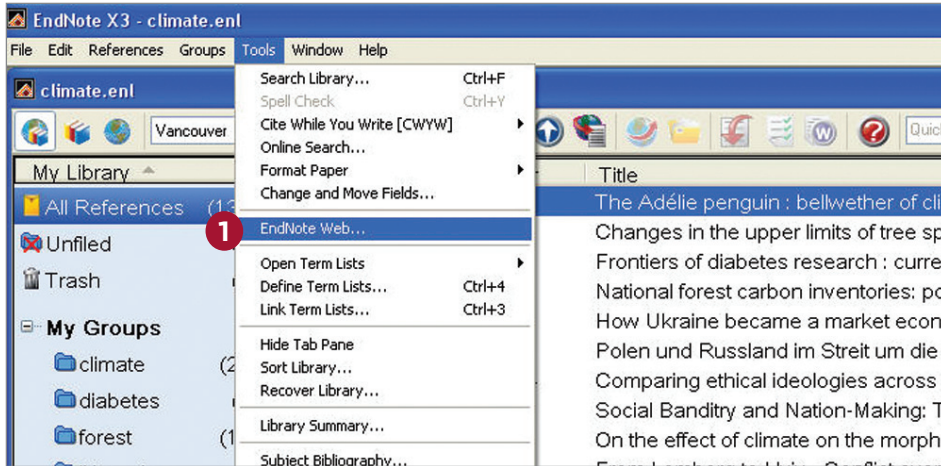
to add or exclude information in the citation, add or delete a citation, or change the order of citations in a group.

4. CITE WHILE YOU WRITE WITH ENDNOTE WEB, ENDNOTE DESKTOP, OR BOTH

Documents created using Cite While You Write in *EndNote Web* are also compatible with *EndNote* desktop. You can start a document using *EndNote* desktop, add citations to it from your *EndNote Web* library, and the citations and bibliography will be instantly formatted and updated. Under Preferences you can choose the Cite While You Write toolbar for *EndNote* desktop or *EndNote Web*.

The collage consists of four numbered screenshots:

- 1:** A screenshot of the EndNote Web 'All My References' page. It shows a list of references with columns for Author, Year, and Title. Two references are visible: one by Abrams, L. (2006) and one by Ahlgren, S. (2008). Navigation controls like 'Page 1 of 5' and 'Show 50 per page' are also present.
- 2:** A screenshot of the 'Manage My Groups' page. It features a table with columns for 'My Groups', 'Number of References', and 'Share'. Groups listed include 'climate change ocean', 'farming', 'LHC', 'rheumatoid arthritis', 'textile', and 'ukraine'.
- 3:** A screenshot of the Microsoft Word ribbon, specifically the 'EndNote Web' tab. It shows options like 'Find Citations', 'Update Citations and Bibliography', and 'Convert Citations and Bibliography'.
- 4:** A screenshot of the 'EndNote Web Cite While You Write Preferences' dialog box. It includes fields for 'Application', 'Email Address', and 'Password', along with a 'Remember my address and password' checkbox.



**TRANSFER REFERENCES TO/FROM  
ENDNOTE DESKTOP**

You can seamlessly transfer references to or from *EndNote* desktop libraries.

**1. IN ENDNOTE**

Select the Transfer button in the Groups panel.

**2. SELECT DIRECTION**

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. TRANSFER**

Transfer up to 5000 Kilobytes of data at once.

**GETTING HELP**

Click the Help link in the upper-right of any page to get detailed help on features.

Contact the Technical Help Desk for your region at:

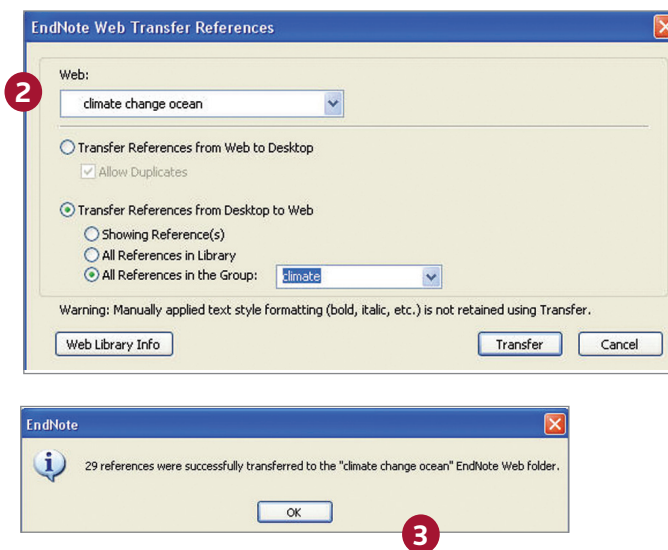
<http://science.thomsonreuters.com/techsupport>

Contact the education team at:

<http://science.thomsonreuters.com/info/contacttraining/>

To view a recorded training module visit:

<http://science.thomsonreuters.com/training/endnoteweb/>



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