

# **Endnote Web: Beginners Guide to Using Endnote Web and the Cite While You Write Function**

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<sup>1</sup> Endnote Web User Guide Version 1  
Created: Aug 2007  
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## **Endnote Web**

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

### **Setting up your EndNote Web Account**

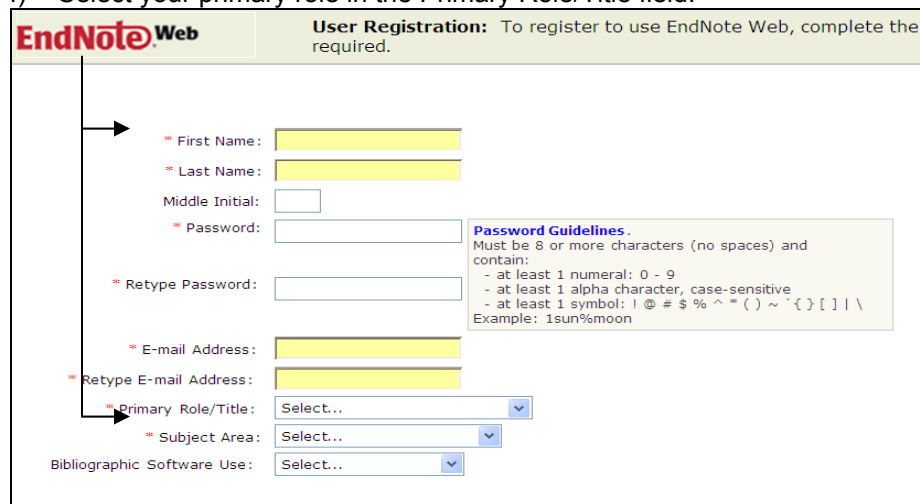
1. To access EndNote web, TCD members should go to [www.myendnoteweb.com](http://www.myendnoteweb.com) (using a PC on campus).



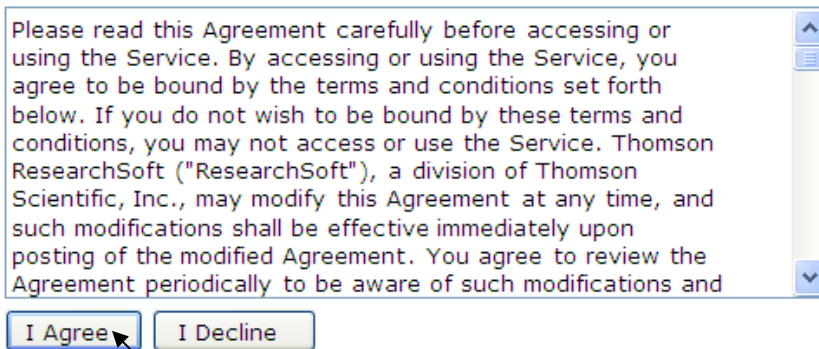
2. Once on the Endnote Homepage, click on the blue hyperlinked “Sign Up” to create an account.

3. Creating an account with EndNote Web is a quick process. Simply:

- Type your first name in the First Name field.
- Type your last name in the Last Name field.
- Type your middle initial in the Middle Initial field (optional).
- Type your password in the Password field. And also in the Retype Password field.
- Type your e-mail address in the E-mail Address field and in the Retype E-mail Address field.
- Select your primary role in the Primary Role/Title field.



- Select your subject area in the Subject Area field.
- Select the bibliographic software you are using in the Bibliographic Software Use field (optional).
- Select the appropriate radio button to Opt in or Opt out for e-mail communication.



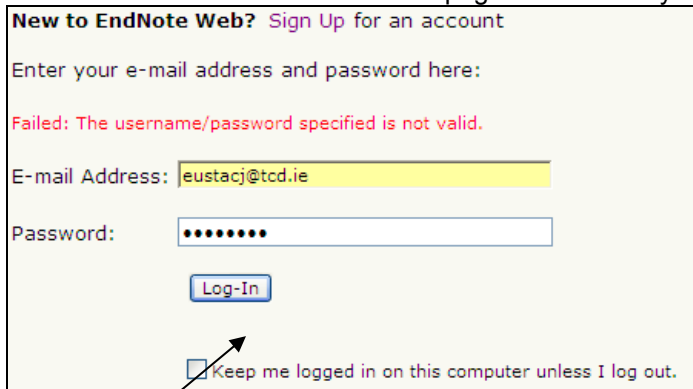
4. Finally click the “I Agree” button indicating that you agree to the Terms and Conditions.

After submitting your registration information, you can use EndNote Web immediately, or download and install the [EndNote Web Cite While You Write plug-in](#) and [Firefox Extension](#).

Users should note that if you are already registered in the Web of Knowledge, you do not have to register for EndNote Web. Go to [www.myendnoteweb.com](http://www.myendnoteweb.com) to login using the same login credentials.

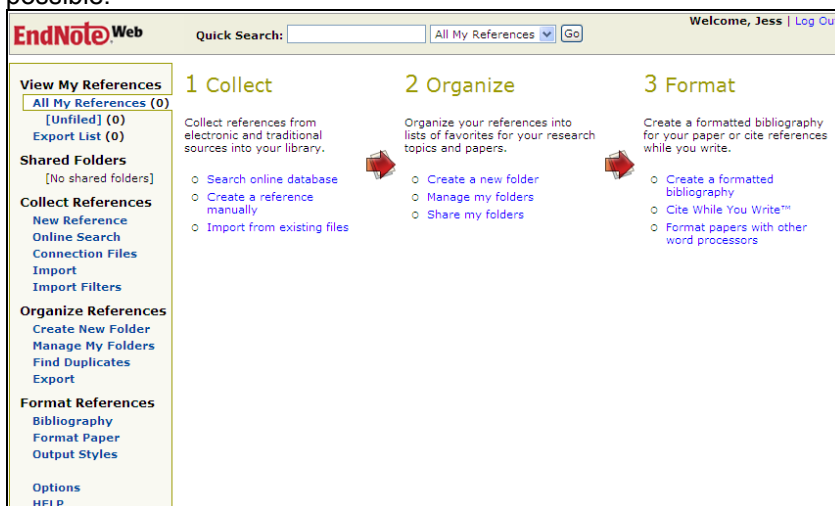
### **Logging In to EndNote Web**

1. Return to the EndNote Web home page and enter in your username and password:



2. Click Log-In to proceed.

3. This is the homepage in Endnote Web. Its layout has been designed to be as intuitive as possible.



### Manual Entry of References:

You can add references to your EndNote Web library by typing the bibliographic information in the fields provided on the New Reference page.

1. To add a new reference:
2. Click the New Reference link in the left navigation pane.

3. Change the Reference Type by selecting the appropriate type from the Reference Type drop-down list box. The screen will redraw when the reference type changes, displaying appropriate fields for that reference type.

4. Enter the bibliographic data in each of the fields in the reference. Reference fields most commonly required for a properly formatted citation and bibliography are in the Bibliographic fields section.

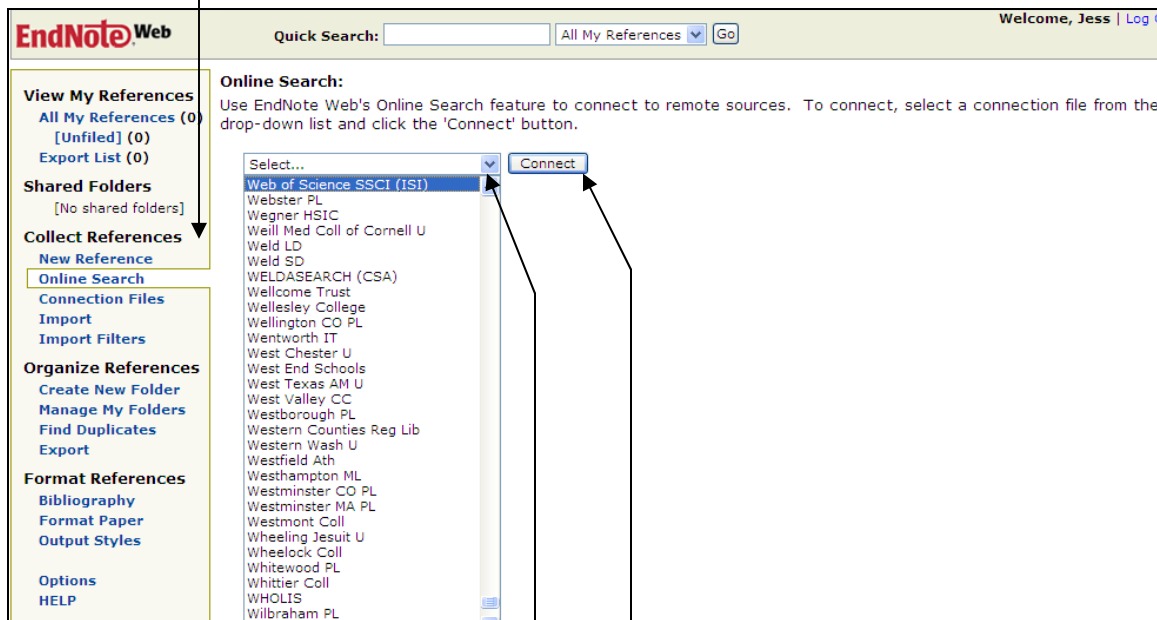
5. Choose a folder from the Save to... drop-down list box. Or, create a new folder and save into this folder.

6. Click the Save button.

## Direct Import of References:

You can perform searches many library catalogues and reference database sites directly through EndNote Web.

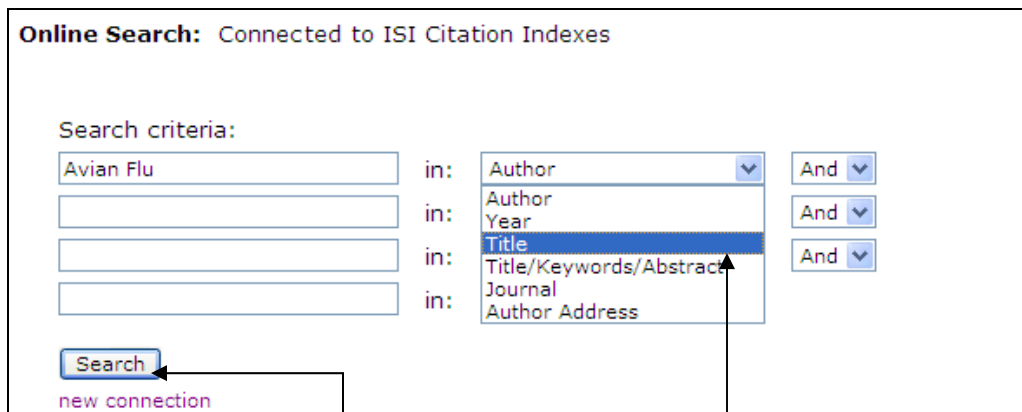
1. Click the Online Search link under Collect References in the left navigation pane.



2. In the connection file drop-down list, select the database you wish to search, e.g. Web of Science.
3. Click Connect.
4. If the site requires access authentication, enter a User ID, Password, and Group ID on the authentication screen and click Connect.

Note: Connections to online databases through EndNote Web originate from the EndNote Web server rather than your connection, so IP authentication or proxy authentication will not take place, and a username and password may be required by the online database. Contact your institution's help desk to see if they have a username and password for this resource.

5. Enter the search phrase in the Search Criteria field. E.g. Avian Flu



6. Select a field in the Search Field drop-down list to limit the search to a specific field. e.g. Title
7. Select a connector (And, Or, or Not) from the Connector drop-down list if searching for more than one expression.
8. Repeat steps 4-6 if appropriate.
9. Click the Search button.
10. Select the results range to retrieve and click on Retrieve.

**Online Search:** Connected to ISI Citation Indexes

Found 219 results:

Retrieve  through

11. As the results download, you can view the initial set. Click the Refresh Results button to add to the displayed set until the download is complete.

**EndNote® Web** Quick Search:  All My References  Welcome, Jess | [Log Out](#)

**Online Search Results:** ISI Citation Indexes 1 - 10 of 10 results [< return to search](#)

(All results retrieved)

<input checked="" type="checkbox"/>	Author:	Year:	Copied:	Title:
<input type="checkbox"/>	Nandy, A	2007	-	Graphical representation and numerical characterization of H5N1 avian flu neuraminidase gene sequence
<input type="checkbox"/>	Poremba, SM	2007	-	Grid (un) lock: Using a data grid to fight avian flu
<input type="checkbox"/>	[Anon]	2007	-	Avian flu update
<input type="checkbox"/>	Dorey, E	2007	-	UK procedures may have missed Avian flu
<input type="checkbox"/>	[Anon]	2007	-	Avian flu update
<input type="checkbox"/>	Enserink, M	2007	-	Avian influenza - Indonesia earns flu accord at World Health Assembly
<input type="checkbox"/>	Ramanujan, K	2007	-	Avian-flu virus unlikely to spread through wastewater and drinking-water treatment systems
<input type="checkbox"/>	Normile, D	2007	-	Avian influenza - Indonesia to share flu samples under new terms
<input type="checkbox"/>	Fox, S	2007	-	Avian flu update
<input type="checkbox"/>	Hampton, T	2007	-	Drug, vaccine research target avian flu

|<<< 1 >>>|

Note: There are cases when the number of references downloaded does not match the original result count. This will occur if there are references without author and year information.

## Managing your References:

### Deleting References:

You can delete a reference from the Folder View or View Reference pages.

To delete a reference from the Folder View page:

1. Click the check box to the left of a record.

EndNote Web Quick Search: [ ] All My References [v] Go Welcome, Jess | Log Out

**View My References**  
All My References (40)  
[Unfiled] (40)  
Export List (0)

**Shared Folders**  
[No shared folders]

**Collect References**  
New Reference  
Online Search  
Connection Files  
Import  
Import Filters

**Organize References**  
Create New Folder  
Manage My Folders  
Find Duplicates  
Export

**Format References**  
Bibliography  
Format Paper  
Output Styles

Options  
HELP

**All My References**  
Copy To Export List **Delete** Move to ... [v] Check:  ALL  Page

Author	Year	Folder	Title	Edit
<input type="checkbox"/> Ahn, I	2006	[Unfiled]	Genomic analysis of influenza A viruses, including avian flu (H5N1) strains EUROPEAN JOURNAL OF EPIDEMIOLOGY Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input checked="" type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input checked="" type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input type="checkbox"/> Bourinbaier, AS	2006	[Unfiled]	Recent advances in development of avian flu and influenza diagnostics EXPERT REVIEW OF MOLECULAR DIAGNOSTICS Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit

**Note:** You can check multiple references to delete from the folder view. To delete all the references on that page, click the **Check Page** checkbox. To delete all the references in a folder, click the **Check All** checkbox.

2. Click the **Delete** button at the top of the page.

To delete a reference from the View Reference page:

1. Click the **Delete** button.
2. Click the **OK** button in the Confirmation window to delete the reference.

### Editing References

1. Find the reference in a folder or Quick Search results list.

EndNote Web Quick Search: [ ] All My References [v] Go Welcome, Jess | Log Out

**View My References**  
All My References (40)  
[Unfiled] (40)  
Export List (0)

**Shared Folders**  
[No shared folders]

**Collect References**  
New Reference  
Online Search  
Connection Files  
Import  
Import Filters

**Organize References**  
Create New Folder  
Manage My Folders  
Find Duplicates  
Export

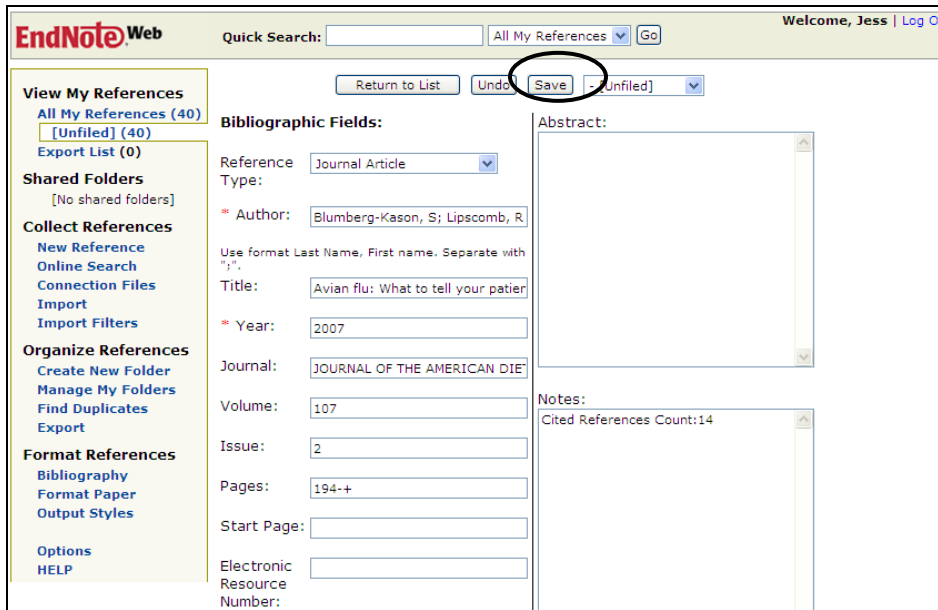
**Format References**  
Bibliography  
Format Paper  
Output Styles

Options  
HELP

**All My References**  
Copy To Export List **Delete** Move to ... [v] Check:  ALL  Page

Author	Year	Folder	Title	Edit
<input type="checkbox"/> Ahn, I	2006	[Unfiled]	Genomic analysis of influenza A viruses, including avian flu (H5N1) strains EUROPEAN JOURNAL OF EPIDEMIOLOGY Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input checked="" type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input checked="" type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit
<input type="checkbox"/> Bourinbaier, AS	2006	[Unfiled]	Recent advances in development of avian flu and influenza diagnostics EXPERT REVIEW OF MOLECULAR DIAGNOSTICS Web of Knowledge⇒ Source Record, Related Records, Times Cited: 0	Edit

2. Click the Edit link for that reference in the far right column.
3. Edit all necessary fields.



**Note:** If you change the Reference Type, you may be required to input additional information for fields required for that type, or lose data input for the previous reference type which is not used for the new reference type.

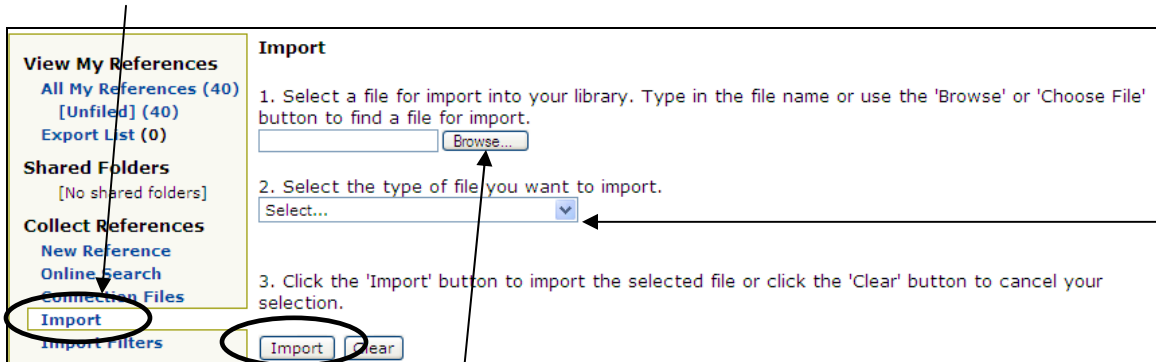
4. Click the Save button at the top of the page to save changes.

### **Importing References:**

The process to import references into your library requires only a few steps. First, it's important that the import file is in the proper format. To determine the appropriate format, refer to the Import Formats in EndNote Web for details. EndNote Web provides hundreds of import filters for a variety of data sources, as well as the standard RIS and Tab Delimited Formats.

#### **To import a file:**

1. Click the Import link in the left navigation pane.



2. Click the Browse button in Step 1. This will open a window for you to find and select the import file.
3. Select the import file type from Step 2's Select... drop-down list box. If the file is formatted for a specific data source, select the import filter for that provider. Common bibliographic software export formats are:
  4. RIS format, also known as RefMan (RIS)
  5. Tab-delimited
6. Click the Import button in Step 3.

The references imported from the selected file are now saved to your Unfiled folder.

### **Deduplicating Records:**

You can check your library for duplicates at any time by clicking **Find Duplicates** in the left navigation pane. Any reference identified as a duplicate will have a blue background. You can

quickly check the 'Duplicates' checkbox to check all references with the blue background to delete those references, move them or copy them to your export list.

The screenshot shows the EndNote Web interface. On the left, the navigation pane has 'Organize References' circled. The main area displays a table of references under 'All My References'.

Author	Year	Folder	Title
<input type="checkbox"/> Ahn, I	2006	[Unfiled]	Genomic analysis of influenza A viruses, including (H5N1) strains EUROPEAN JOURNAL OF EPIDEMIOLOGY Web of Knowledge → Source Record, Related Records Cited: 0
<input type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge → Source Record, Related Records Cited: 0
<input type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge → Source Record, Related Records Cited: 0
<input type="checkbox"/> Blumberg-Kason, S	2007	[Unfiled]	Avian flu: What to tell your patients JOURNAL OF THE AMERICAN DIETETIC ASSOCIATION Web of Knowledge → Source Record, Related Records Cited: 0
<input type="checkbox"/> Bourinbaier, AS	2006	[Unfiled]	Recent advances in development of avian flu diagnostics EXPERT REVIEW OF MOLECULAR DIAGNOSTICS Web of Knowledge → Source Record, Related Records Cited: 0
<input type="checkbox"/> Burkhead, SK	2006	[Unfiled]	Avian flu: What the otolaryngologist needs to know OTOLARYNGOLOGY-HEAD AND NECK SURGERY Web of Knowledge → Source Record, Related Records Cited: 0

When using Find Duplicates, *EndNote Web* compares references based on the following fields:

- Author
- Year
- Title
- Reference Type

### Creating a Bibliography

To create a bibliography:

1. Click the Bibliography link in the left navigation pane.

The screenshot shows the EndNote Web interface with 'Online Search Results' displayed. The left navigation pane has 'Bibliography' circled. The main area shows a list of search results.

Author	Year	Copied	Title
<input checked="" type="checkbox"/> Nandy, A	2007	-	Graphical representation and numerical characterization of H5N1 avian flu neuraminidase gene sequence
<input type="checkbox"/> Poremba, SM	2007	-	Grid (un) lock: Using a data grid to fight avian flu
<input type="checkbox"/> [Anon]	2007	-	Avian flu update
<input type="checkbox"/> Dorey, E	2007	-	UK procedures may have missed Avian flu
<input type="checkbox"/> [Anon]	2007	-	Avian flu update
<input type="checkbox"/> Enserink, M	2007	-	Avian influenza - Indonesia earns flu accord at World Health Assembly
<input type="checkbox"/> Ramanujan, K	2007	-	Avian-flu virus unlikely to spread through wastewater and drinking-water treatment systems
<input type="checkbox"/> Normile, D	2007	-	Avian influenza - Indonesia to share flu samples under new terms
<input type="checkbox"/> Fox, S	2007	-	Avian flu update
<input type="checkbox"/> Hampton, T	2007	-	Drug, vaccine research target avian flu

2. Select the references to format, such as the export list or a specific folder, from the References drop-down list box.

**Bibliography**  
To create a formatted bibliography of references from your library, follow these steps:

References:

Bibliography output style:

File format:

3. Select the output style from the Bibliography output style drop-down list box.

**Bibliography**  
To create a formatted bibliography of references from your library, follow these steps:

References:

Bibliography output style:

File format:

AAG Style Guide  
AAPG Bulletin  
ABNT  
Abs Social Gerontology  
Acad Emergency Med  
Academic Medicine  
Academic Psychiatry  
Academy Management J  
Academy Management Review  
Account Org Soc  
Accounting and Bus Res  
Accounting Review  
Accounts Chemical Res  
ACS no title  
ACS  
Acta Anaesthesiol Scand  
Acta Biochim Biophys Sin  
Acta Crystallographica  
Acta Dermato-Venereologica  
Acta Haematologica  
Acta Materialia  
Acta Neurochirurgica  
Acta Neurol Scand  
Acta Neuropsychiatrica  
Acta Odontologica Scand  
Acta Ophthalmol Scand  
Acta Pharmacol Sin  
Acta Physiol Scandinavica

4. Click the Save To..., E-mail, or Preview & Print buttons.

**Bibliography**  
To create a formatted bibliography of references from your library, follow these steps:

References:

Bibliography output style:

File format:

5. A file using the Save To... option – a standard 'File Download' window will appear allowing you to open the file or save to disk. If saving to disk, a standard 'Save to' window will open so that you can browse to the folder location and name the file.
6. An e-mail using the Email option – an 'e-mail' window will appear allowing you to enter the e-mail addresses of those to receive the e-mail, a subject, and a message.
7. A printed list using the Preview & Print option – a 'Preview & Print' window will appear allowing you to print to a local or network printer.

### **Cite While You Write**

#### **Inserting a Citation Within Word:**

While you are writing your paper, you can easily find and insert a citation using EndNote Web's Find Citation(s) tool.

This tool searches your entire library (i.e., all reference fields for all references in all folders).

To find and cite your source:

1. With your Word document open, place the cursor in the location where the citation should appear.
2. Click the **Find Citation(s)** button in the EndNote Web toolbar. Or from the **Tools** menu, select **EndNote Web** then **Find Citation(s)**. The Find Citation(s) dialog will appear.
3. Enter a search term in the **Search** field to find the reference or references to insert.
4. Enter a search term to find the reference or references to insert. The search term must be three characters or more in length. To search for a specific phrase, such as a title, enclose the phrase in double quotes. Using a space between terms acts as an OR operator and returns references containing any of the words. You can further refine your search using search operators.

**Note:** The search term must be a minimum of three characters.

5. Click the **Search** button.
6. Select the reference. To insert multiple references in one citation, click each reference while holding the Ctrl key.
7. Click the **Insert** button.

Note: If using footnotes or endnotes, you need to first use Word to insert the note before using Find Citation(s) in Step 2. From Word's main menu, select Insert->Footnotes or Insert->References->Footnotes with Word XP. In the Footnote window, select the appropriate note style and options. Then click Okay. Before proceeding to Step 2 below, make sure that your cursor is positioned in the notes section where the reference should appear. The bibliographic styles provided for footnotes and endnotes are Chicago 14th A and Turabian Bibliography.

### **Editing Citations Within Word:**

You can use EndNote Web's Edit Citation(s) tool to add or exclude information in the citation, add or delete a citation, or change the order of citations in a group

To delete a citation, follow the steps below and use the Remove option in the Edit Citation(s) window.

To edit a citation:

1. In your Microsoft® Word document, highlight the citation to edit.
2. Click on the **Edit Citation(s)** button in the EndNote Web toolbar. Or from the **Tools** menu, select **EndNote Web** then **Edit Citation(s)**. An **Edit Citation(s)** window will appear.
3. Select the appropriate edit option(s). The options available are:
  - **Exclude the author** – Removes the author's name in the selected citation
  - **Exclude the year** - Removes the Year in the citation in the selected citation
  - **Prefix** – Adds the prefix entered in the Prefix field to the citation
  - **Suffix** – Adds the suffix entered in the Prefix field to the citation
  - **Page(s)** – Adds the page numbers in the citation
  - **Insert** – Launches a Find Citation(s) window to select an additional reference to add to the citation
  - **Remove** – Removes the reference highlighted in the citations field of the Edit Option(s) window from the citation

**Note:** Use this option to delete citations. This will ensure that all field codes are also removed.

The citation is reformatted according to the edits specified.

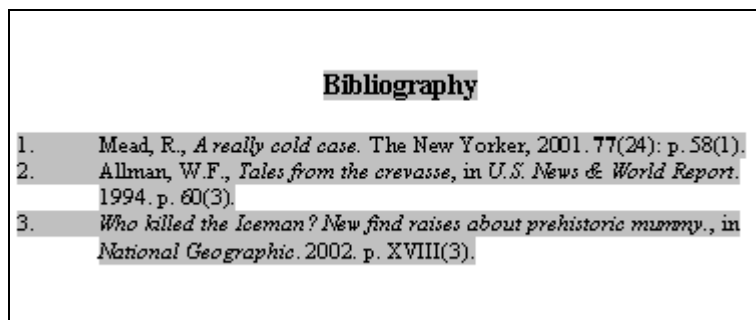
## **Formatting your Bibliography in Word:**

Each time you find and insert a citation in your document, the bibliography automatically formats according to the style selected. You can change the bibliographic style or other layout options in the Format Bibliography window.

To format your bibliography:

1. Click the **Format Bibliography** button in the EndNote Web toolbar. Or from the **Tools** menu, select **EndNote Web** then **Format Bibliography**.
2. In the Format Bibliography dialog, select the style from the **With output style** drop-down list box.
3. If desired, modify the font and size for the references in the Bibliography.
4. Add a title in the **Bibliography Title** field, such as "Works Cited."
5. Click the **OK** button.

This will format your citations and bibliography according to the style and appearance specified.



## **Removing Field Codes for Publishing:**

Some publishers require documents without field codes. EndNote Web provides a tool to create a formatted document stripped of Cite While You Write field codes.

To remove field codes in a formatted document:

1. Click the **Remove Field Codes** button in the EndNote Web toolbar. Or from the **Tools** menu, select **EndNote Web** then **Remove Field Codes**.
2. Next, you will be prompted to create a new document. Click **OK** to continue.
3. Save the new document making sure not to overwrite the original.

## **System Requirements:**

### Browser Requirements

Microsoft® Internet Explorer 6.0-7.0\*

Firefox™ 1.5 - 2.0\*

Safari™ 1.3 - 2.0\*

### Windows Plug-in Requirements

Microsoft® Windows® XP SP2 or later / Vista

Microsoft® Word® 2000 / XP / 2003 / 2007

Microsoft® Internet Explorer® 6.0-7.0\* with the latest service pack set as the default Web browser

Firefox™ Browser 1.5-2.0\* for Windows set as the default Web browser

### Macintosh Plug-in Requirements

Macintosh® OS X 10.3.9 and 10.4.x

Microsoft® Word® X/2004

Firefox™ Browser 1.0-2.0\* for Macintosh set as the default Web browser

\* Cookies and JavaScript must be enabled in the Web browser settings.