EndNote Web

Aim: To show you how to use Endnote Web with Endnote (desktop)

Objectives: By the end of this session you will be able to:
- Create an account
- Transfer references from desktop Endnote to Endnote Web
- Create and share a Group with another Endnote Web user
- Export references directly from Web of Science to Endnote Web
- Transfer references from Endnote Web to desktop Endnote
- Use Endnote Web to Cite While You Write (CWYW)

Creating an Endnote Web account

Endnote Web accounts are free to any authorised users of desktop Endnote. There are many ways to create an Endnote web account. For today’s session we will do the following:

1. Go to www.myendnoteweb.com and click on Sign Up
2. Enter requested details to create the account
3. Write down the password or copy and paste it into a safe place

Setting up desktop Endnote with Web account details

The next step is to link your Endnote Web account to desktop Endnote. This is done in the Endnote preferences:

1. Open desktop Endnote
2. Click on Edit
3. Click on Preferences
4. Click on Endnote Web
5. Enter account details into email address and password into boxes
6. Click Apply
7. Click OK

Important! remember to remove these details when you have finished if you are working on a shared computer.

Transfer references from desktop Endnote to Web

1. Click on transfer... under the Endnote web heading in the left hand menu
2. A dialog box appears asking what is to be transferred
3. Choose Transfer references from desktop to web
4. Choose All references in library
5. Select Unfiled under the Web drop-down menu

References can be transferred to different Groups in a Web account. If you have Groups in your Web account remember to check which Group is displayed in the Web drop-down menu before clicking on Transfer

6. Click on Transfer
7. Message will appear confirming the transfer
8. Choose OK
9. Go to your Endnote Web account
10. Click on the refresh button on your browser to view transferred references (should be around 17 references on ‘cloud computing’ in the Unfiled category)
Create a Group and share a Group with another Endnote Web user

Endnote web groups are similar to desktop Endnote Groups as they are used to organise your references.

a. Create a group
1. Go to your Endnote Web account (if not already there)
2. Click on the Organise tab
3. Click on New group
4. Depending on your browser a popup window may appear. If not, in Internet Explorer, click on the message appearing at the top of the browser window and choose Temporarily allow scripted windows
5. Click on New group again – your popup should now appear
6. Type in your first and second name as one word.
7. Click OK
8. Your new group should appear in the Manage my Groups table

In the Manage my Groups table it is possible to share groups of references with other Endnote Web users.

b. Share a Group
1. Tick the share box next to the Group you want to share
2. Click on Manage sharing
3. Click on Start sharing group
4. Enter email address of another Endnote Web user that you wish to share Groups with
5. Choose read only or read and write
6. Click Apply
7. Click Close window
8. Click on My References
9. The newly created Group should appear in left hand menu and a share icon next to it

c. Add unfiled references to a Group
10. Click on Unfiled (to display unfiled references in the main window)
11. Select the all box (or selected references if preferred)
12. From drop-down menu choose your newly created Group
13. The references should now appear in your newly created group

If another Endnote Web user has shared a Group with you, you will have Groups listed under Groups shared by others
Export references directly from Web of Science to Endnote Web

References can be collected in a number of ways:

- Using Online search in the same way as desktop Endnote e.g. PubMed; Library Catalogue (via Collect tab)
- Manually using new reference (via Collect tab)
- Imported using the Import References link (via Collect tab)
- Exporting references directly into your Endnote Web account with some database platforms such as Web of Knowledge and Ebsco (via the database)

Demonstration of Direct Export from Web of Science

1. Leave the Internet Explorer tab with Endnote Web open
2. Right click on the tab with Endnote Web open
3. Click new tab
4. Click on Home icon and then navigate to University homepage and then Library homepage
5. Click on Databases and electronic resources and the click on W
6. Scroll to Web of Science and click on the title
7. Type in “cloud computing” (in quotation marks) and click on Search
8. The results will then appear
9. Select all records on page (from the bottom of page)
10. Select authors, title, source plus Abstract
11. Click on Save to Endnote Web
12. You will be prompted for your Endnote Web account details again
13. Type in Endnote Web account details
14. The results will be processed and sent to Endnote Web
15. Click on Endnote Web tab again
16. Click on My References (you may need to log in again)
17. Click on Unfiled and your new references will be displayed

Exercise: use the Create Groups steps above to create and add these new references to a Group called: Web of Science

Transfer references from Endnote Web to Endnote desktop

1. Go back to desktop Endnote
2. Click on transfer... under Endnote Web heading in left window
3. A dialogue box will open
4. In Web drop down menu choose your Web of Science Group
5. Select Transfer references from Web to desktop
6. Click on Transfer
7. Your references will be transferred from Endnote Web to your desktop Endnote Library
8. A confirmation message should appear
9. Click Ok
10. An Endnote Web Group should appear under the Endnote Web heading
11. Your desktop Endnote Library should have roughly 27 references in total
Use Endnote Web to Cite While You Write in Endnote Web

As with desktop Endnote you can create independent bibliographies and use Cite While You Write in Word. In this session we will demonstrate how this is done.

Create Bibliography:
Use this method if you just want to create a list of references formatted in your chosen style.
1. Go to your Endnote Web account
2. Click on the Format tab
3. Choose a Group, Bibliographic style and file format
4. Click on Preview & print – allow pop ups and repeat this step if pop ups are blocked

Cite While You Write in Word 2007
1. Open Word and go to the Endnote tab
2. Click on Preferences
3. Click on Application
4. Change the application drop-down menu display Endnote Web
5. Put in account details if prompted
6. Click Ok
7. The Endnote toolbar will change to an Endnote web toolbar
8. To insert references click on Find Citations and look up references as you would with desktop Endnote

Frequently Asked Questions
• Full text copies of documents cannot be stored or shared on Endnote Web
• Back up your citations if they are important to you: Remember the references are stored on a remote server so it is important to have a backup in case the server is unavailable. The easiest way to do this is to regularly transfer all citations from Endnote Web to a desktop Endnote library.
• Maximum number of references in an account: 10,000
• Maximum number of personal Groups: 500
• You cannot easily customise referencing styles in Endnote Web
• It’s not possible to transfer references directly from a Group that has been shared with you to your Endnote desktop account. You will need to copy the share group contents to one of your own groups then transfer the references from there

For further information
University of Sydney EndNote guide: http://libguides.library.usyd.edu.au/endnote
EndNote support: http://www.endnote.com/support/
EndNote Web online tutorial: http://www.endnote.com/training/tutorials/EndNoteX4/Menu-EndNoteWeb/Menu-EndNote_Web.html
Faculty Liaison Contacts: http://www.library.usyd.edu.au/contacts/subjectcontacts.html