

EndNote Web

EndNote Web is a Web-based service designed to help students and researchers through the process of writing a research paper. You can use EndNote Web to save references, insert citations into word-processed documents and automatically compile lists of references in a range of formats.

Getting Started

Open a web browser and go to <http://www.myendnoteweb.com>

Enter your log-in details then click on **Log-In**.

Please note that you will need to sign up for an account in order to use EndNote Web.

How to sign up to EndNote Web

Sign up on campus

Go to EndNote Web - <http://www.myendnoteweb.com> - and click on **Sign Up**.

Please note: After 12 months of **off-campus only** use, an EndNote Web account will be de-activated. The account will remain de-activated until it is re-activated on-campus (however, any libraries, references, personal settings, etc. will be saved). If an EndNote Web account is not re-activated on-campus six months after being de-activated all personal data will be lost.

Sign up off campus

EndNote Web enables the use of Web of Knowledge registration details to log into EndNote Web. To sign up to Web of Knowledge, from its homepage - <http://wok.mimas.ac.uk/> - click on the **Click here to access ISI Web of Knowledge** button, then click on **Sign in**, then **Register**.

If you have already registered with Web of Knowledge you will be able to use your present registration details to log into EndNote Web.

Please note: If you use Web of Knowledge registration details to log into EndNote Web you will need to login directly to Web of Knowledge once every 12 months to keep your registration alive.

Creating an EndNote Web group

Each collection of references that you create in EndNote Web is called a **group**. References can belong to more than one group.

To create a group:

- Click the **Organize** tab which will display the 'Manage My Groups' page.
- In the 'Manage My Groups' table, click the **New Group** button.
- Enter a name, of up to 255 characters, in the dialog box that appears.
- Click the **OK** button.

When you click back on the **My References** tab you will now see your group on the list.

Entering references manually into an EndNote Web group

To manually add a new reference to a group:

- From the **Collect** tab, click the **New Reference** link.
- Change the 'Reference Type' by selecting the appropriate type from the **Reference Type** drop-down menu (for example, book, journal). The page will redisplay with the appropriate fields for that reference type.
- Enter the bibliographic data in the fields as required.
- At the top of the screen, click on the arrow next to 'Groups' to expand the Group display

and check the checkbox(es) next to the group(s) which you would like to add the reference.

- Click the **Save** button.

Using the keyword field

It may be useful to use the 'Keywords' field to give your record some keywords, in order to help organise and group records when retrieving them for output.

For example, for an article from a UK publication on marketing using the internet you may choose to use keywords such as: **UK; Internet; Marketing.**

Editing a Reference

To edit a reference, locate the reference in your group then click on the title of the reference. Edit the reference as required then click on the **Return to List** button.

Sorting an EndNote Web group

You can sort an EndNote Web group by clicking on the Author, Year, or Title on the top of the open group.

Searching EndNote Web

To search for a reference or references in an EndNote Web group or all your groups.

- Click on the **My References** tab.
- Type a search term in the **Quick Search** field. This will find any references that contain the term in any field.
To search for a specific phrase, such as a title, enclose the phrase in double quotes.
- Select a group or use the default **All My References** (Please note that an 'All My References' search will not search groups shared with you from other EndNote Web accounts.)
- Click the **Search** button.

Exporting references from a database into an EndNote Web group

There are various ways in which references can be exported from databases into an EndNote Web group. These are outlined below. If you are not sure what method should be used to export

references from a database into an Endnote Web group please consult your library.

Please note that some databases are not compatible with EndNote Web. Therefore, references from these databases will have to be entered manually into EndNote Web (see above).

Exporting text files of references

Some databases, for example, British Humanities Index and PubMed require you to save references to a text file and then import the references from the text file into EndNote Web using an import filter.

Once you have saved the text file of references go to EndNote Web:

- Click on the **Collect** tab then click on **Import References**.
- From the 'File' field, click the **Browse** button to find and select the relevant text file.
- Select the relevant import filter from the 'Filter' drop-down menu (see below for information on what import filter to use).
- From the 'To' drop-down menu select the group that you would like the references to join.
- Click the **Import** button.

If you are unsure what import filter should be used when exporting references from a database in EndNote Web contact your library and/or click on **Help** followed by **Import Format** (under 'Collect References') to access information on how to save references for importing into EndNote Web and what import filter should be used to import references from various databases (for example PubMed) and database providers (for example, SilverPlatter).

Exporting directly from an online database

Some online databases, for example, EBSCO Business Source Premier and Web of Science, will allow you to export directly to EndNote Web. After searching the database and selecting the references you would like to export you will generally need to look for and click on an export option and/or an option to export directly to

EndNote Web. You may then be asked to log into EndNote Web. Once you have signed into EndNote Web the references will be downloaded into the 'Unfiled' group.

You can move them from the 'Unfiled' group to a specific group by clicking on the box(es) next to the reference(s) to mark them and then clicking on the drop-down menu and choosing the relevant group.

Exporting references from Cardiff University Voyager Library catalogue

In EndNote Web click on the **Collect** tab followed by **Online Search**. In the drop-down menu, select **Cardiff U** and click on **Connect**, a search screen will appear (if you would like to manage the number of results you retrieve, click in the round radio button next to **select a range of records to retrieve**) then enter your search terms then click on **Search**.

When the references appear in EndNote Web, select the references you want to transfer to a group, then from the **Add to group...** drop-down menu select the group that you would like the references to join.

Generating a Bibliography

EndNote Web provides a bibliography feature allowing you to create a list of references in a specified bibliography output style and in a specified file format to e-mail, save or print.

1. From the Format tab click on **Bibliography**.
2. Select the group to format, from the **References** drop-down list box.
3. Select the output style from the **Bibliographic style** drop-down menu, for example, Cardiff University Harvard.
4. Select the File Format from the drop-down menu.
5. Click the **Save, E-mail, or Preview & Print** button. To create:
 - A saved file using the **Save** option – a 'File Download' window will appear allowing you to open or save the file.
 - An e-mail using the **Email** option – an 'e-mail' window will appear allowing you to

enter the e-mail address(es) of the recipient(s), a subject, and a message.

- A printable list using the **Preview & Print** option.

EndNote Web and Word 2007

The EndNote Web Cite While You Write (CWYW) plug-in is required to insert and format citations and references in a Word document.

How to download the Cite While You Write plug-in

If you are off campus you need to click on **Download Installers** at the bottom of any EndNote Web page and then you can install the plug-in onto your home computer.

To use EndNote Web on campus, load EndNote X3 from Start – Networked Applications – General Software – Principle Applications. This will load the EndNote tab to appear in Word 2007. Also alter your Internet Explorer settings (Cite while you write toolbar in Word is only compatible with IE).

- Start Internet Explorer and go to **Tools, Internet Options** – an 'Internet Options' dialog box will appear.
- Click on the **Connections** tab and then click on the **LAN Settings** button.
- De-select **Use automatic configuration script** then click **OK** then click on **OK** at the bottom of the 'Internet Options' dialog box.
- Open Microsoft Word and try running EndNote Web from within Word.

You should now find that you can use the cite while you write EndNote Web tools in Word 2007. To insert your references into a bibliography in Word, open Microsoft Word 2007 on the Network. The EndNote Web tab will appear.

How to access or restore the EndNote Web tab in Word 2007

If after following the instructions above the EndNote X3 tab appears instead of the EndNote Web tab in Word 2007, then in order to access the EndNote Web tab click on the **EndNote X3** tab

followed by **Preferences** to open the 'EndNote X3 Cite While You Write' dialog box. Then click on the **Application** tab and select **EndNote Web** from the drop-down menu. Enter your EndNote Web username and password then click on **OK**.

Inserting citations and references into a Microsoft Word document

Open the Word document into which you would like to insert citations. Place your cursor at the point where you wish to insert a citation from your EndNote Web group. Search for a reference from a group while in Word. To do this, click on the Find Citations button. The first time you do this you will be prompted to login. Enter a keyword and click on **Search**. Select the reference you require and click on **Insert**.

You will notice that as well as inserting a citation EndNote Web automatically generates the bibliography at the end of the document.

Changing the output style in Word

To change the output style of an EndNote Web edited Word document, click on the drop down arrow to the right of the 'Style:' box and select an output style. If the required output style is not displayed in the list click on **Select Another Style...** to view additional output styles, scroll down to the list, select the output style and click on **OK**.

Please note that there are many different output styles available on EndNote Web and many Schools in Cardiff University specify the use of a particular output style, for example, Cardiff University Harvard, Cardiff Vancouver or OSCOLA. If you are unsure of what output style to use please contact your library.

Guides and tutorials on using the most commonly used output styles at Cardiff University can be found at:

<http://www.cardiff.ac.uk/insrv/educationandtraining/guides/citingreferences/index.html>

Transferring references

To transfer references between EndNote and EndNote Web. In EndNote with required your

library open, go to the left pane of the screen and click on **transfer** found under 'EndNote Web' (if you see 'configure' instead of 'transfer' click on **configure** and enter your EndNote Web email address and password into the 'EndNote Preferences' box) Endnote will now connect to your EndNote Web account.

Transferring references from EndNote to EndNote web

When you select 'transfer' EndNote will connect you to your EndNote Web account. Select **Transfer References from Desktop to Web** then select the group/library from the Web drop-down menu to which you would like to transfer references then click on **Transfer**.

Transferring references from EndNote Web to EndNote

When you select 'transfer' EndNote will connect you to your EndNote Web account. Select **Transfer References from Web to Desktop**. From the Web drop-down menu select the group/library from which you would like to transfer references. Click on **Transfer**. After the transfer has completed the relevant references will now appear. Click on **All References** to view all the references in the library including those you have just imported.

Exiting the database

Click on **Log Out**.

Further information

The EndNote Web software has its own useful website with online tutorial and FAQs:
www.myendnoteweb.com/help/ENW/help.htm

For further information or assistance, contact your library or INSRVConnect.

Tel: 029 2087 4487

Email: insrvConnect@cardiff.ac.uk

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Also available in alternative formats on request.