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UCD Library

EndNote Web
Getting Started

www.ucd.ie/library

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What is EndNote Web?

EndNote Web is a software application that allows researchers to store and manage references in a web environment - on or off campus.

Following are some of EndNote Web's capabilities:

- Users can record, store and manage references
- Users can add references manually or search and download directly from online databases and library catalogues
- Users can attach files, such as PDFs, up to a limit of 5 GB
- EndNote Web's Cite While You Write feature allows users to insert citations easily and to create bibliographies automatically in MS Word
- Users can create and share groups
- Automatic synchronising with EndNote X7. Have your library follow you around the web

Registering for Access to EndNote Web

There are three ways of accessing Endnote Web, each one gives you different rights.

Registering through Endnote X7
This can be done in **Edit-Preferences-Sync-Enable Sync** and will give you
- A two year account
- Unlimited references in library
- 5 GB file attachment storage space
- 3,300+ Bibliographic styles

Registering through Web of Knowledge
- 50,000 references in library
- 2 GB file attachment storage space
- 3,300+ Bibliographic styles
- Link to articles using Find*it*@UCD

Registering through Endnote Basic
- 50,000 references in library
- 2 GB file attachment storage space
- Top 21 Bibliographic styles
- It is free and available after you leave UCD

Using EndNote Web

After your registration is completed you will see the screen below. You can use the various sections, **My References**, **Collect**, **Organize** and **Format** to manage your references.
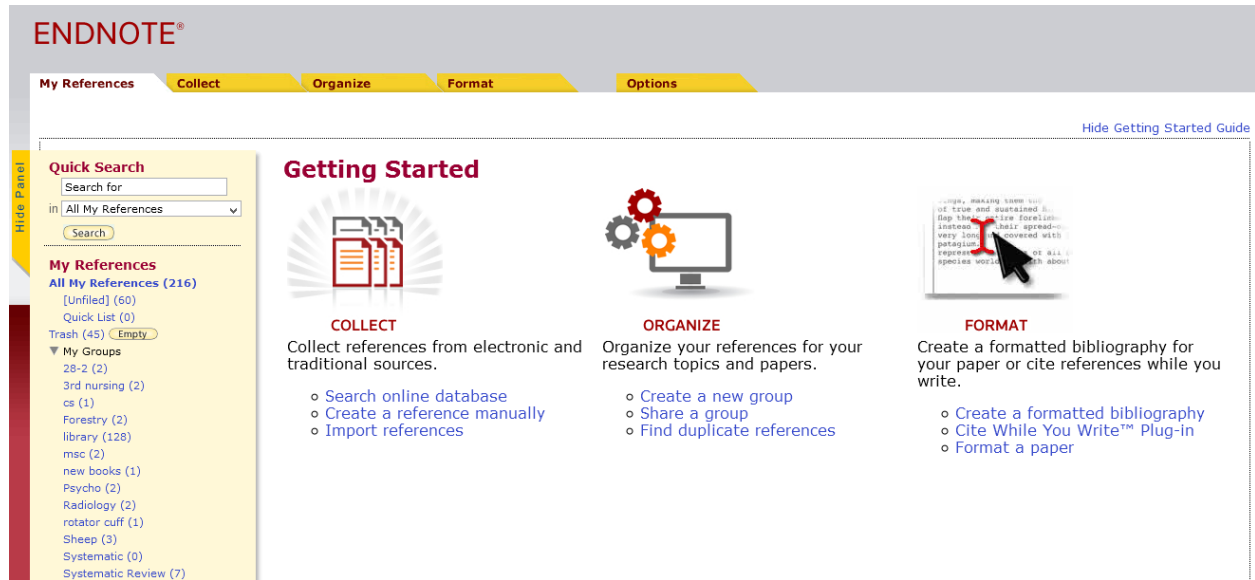
My References

Here you will find all the references you have collected in your library. There is also a quick search box and all the groups that you have created to subdivide your references into separate categories.

Collect

In this section you will be able to manually create a reference, search databases and library catalogues, and import references.

Organize

Here you can manage your groups, eliminate duplicate references and manage your file attachments

Format

This section helps you to quickly create a bibliography and download the Cite-While-You-Write add-on

Collect

New Reference

While EndNote Web gives you the ability to import references from a range of databases, you may need at times to enter a reference manually. To do this click on the **Collect** tab and then on the **New Reference** link.

You will see the screen to the right. Creating the reference is a simple matter of filling in the fields with the information that you have, e.g. author, title or publisher.

Before you start entering your information you need to select the appropriate Reference Type. EndNote Web will use a Generic type by default, but you need to change it according to your specific reference (e.g. Book, Journal Article, Conference Proceeding). Select the Reference Type from the drop down menu and you will see that the screen will change to present appropriate fields to fill in.

Click in the field you want to edit and it will expand to allow you to enter your information. Clicking outside the box automatically saves the information you have entered.

At the bottom of the screen you will see a link that allows you to create a new group. Click on the right facing triangle and you will have the option to select a group you've already created or to create a new group. If you select New Group you can create a new group and name it (see page 6 for more information about Groups).

Attaching a file to a reference

You can easily attach a PDF, Word document, etc. to a reference in your library. To do this click on the paperclip icon beneath the appropriate reference. You will then be able to locate the file on your computer and link it to the reference.

NB: Remember you have between 2 GB and 5 GB of storage, so it's not limitless.

Online Search

In EndNote Web you can search many library catalogues, including UCD's, and databases directly. In the *Collect* tab click on **Online Search,** This will bring up a drop down menu of the library catalogues and databases that you can search. Click on the database that you want to search, e.g. PubMed, and click on Connect.

You will then be presented with a search screen.

Enter the search phrase in the search field, e.g. Avian Flu

Select a field in the **Any Field** drop-down list to limit the search to a specific field, e.g. Title

Select a connector (And, Or, or Not) from the Connector drop-down list if searching for more than one term and click the Search button.

Select the results range to retrieve and click on Retrieve.

Tick the box beside the references that you want to add to your library and from the **Add to group** drop down menu select a group. If you haven't created a group, select unfiled and these references will be stored in your EndNote Web library's Unfiled group.

Import References

If the database you want to consult is not searchable via EndNote Web, check to see if it is available in **find***it* @UCD Library and search as you normally would. Some databases, such as Web of Knowledge give you the option of exporting your references directly to your EndNote Web account, but most don't. In these cases select the references you want to export and the database's options for saving. Most databases will have options for saving to EndNote or RIS format. Select that option and save the references to your computer. If you don't see this format, try saving your references as a plain text file to your computer.

In EndNote Web go to the **Collect** tab and click on **Import References.**

Click on the **Browse** button to locate the references you saved. From the Filter dropdown menu select the database you searched. Be careful to ensure that you also select the correct database provider. If you look at the picture to the left you will see that ABI-Inform appears a number of times. This is because it has a number of different providers. The database you searched will clearly state who the provider is. So if there are any doubts as to the correct filter, have a look again at the database.

The last option is to select which group to add these new references to. We recommend that these references should be added to the unfiled folder. This will allow you to check that all the information is correct. Once you are satisfied then you can add them to a group.

Organize

This tab allows you to create and manage your groups, to check for duplicate records, and to manage attachments.

Groups

The group feature allows you to divide your records by topic or other criteria. If you don't do this all references will be saved in the unfiled folder.

To create a group click on the **New Group** button and give the new group a suitable name. To add references go to the **My References** tab. Clicking on the **All My References** link will list all references in your library. Tick the box beside the references you want to add to a group. At the top of the list of references will be a dropdown menu listing all your groups. Select your group and the references will be added directly to your chosen group.

You can also share your references with others in EndNote Web. Tick the box beside the group you want to share and click on the **Manage Sharing** button. Add the email addresses of other people who are registered with EndNote Web and they will be notified that they have been given access to your group.

Other's Groups

Here you can see groups that other people have shared with you.

Find Duplicates

If you have been searching a number of databases you may have collected the same record more than once. In the *Organize* tab click on **Find Duplicates** and EndNote Web will list all duplicate references with the box beside the duplicate record already selected. Click on the Delete button to remove the duplicates.

Find Duplicates

	Author▲	Year	Title	Edit
☐	Anderson, WB	2007	Estimation of endotoxin inhalation from shower and humidifier exposure reveals potential risk to human health. J Water Health	Edit
☑	Anderson, WB	2007	Estimation of endotoxin inhalation from shower and humidifier exposure reveals potential risk to human health. J Water Health	Edit
☐	Camarasa Escrig, A	2007	[Humidifier fever: and unusual variant of hypersensitivity pneumonitis] An Med Interna	Edit
☑	Camarasa Escrig, A	2007	[Humidifier fever: and unusual variant of hypersensitivity pneumonitis] An Med Interna	Edit
☐	Müller-Wening, D	2006	[Humidifier-associated disease in the general population] Dtsch Med Wochenschr	Edit
☑	Müller-Wening, D	2006	[Humidifier-associated disease in the general population] Dtsch Med Wochenschr	Edit
☐	Robertson, W	2007	Clinical investigation of an outbreak of alveolitis and asthma in a car engine manufacturing plant. Thorax	Edit
☑	Robertson, W	2007	Clinical investigation of an outbreak of alveolitis and asthma in a car engine manufacturing plant. Thorax	Edit

Manage Attachments

You can see all attachments in your library at once by clicking on the link Manage Attachments. You can open attachments or select and delete if necessary (keep in mind that you have between 2 and 5 GB of space available).

Manage Attachments

You are currently using **4.31 MB (0.42%)** of your **1 GB** of space.

Show 50 per page | Page 1 of 1 Go

Sort by: File Size -- smallest to largest

	File Size▲	Attachment Name	Author	Year	Title
☐	658.75 KB	Adams 2009.pdf	Adams, Suellen	2009	Personality and Research Styles: Why We Do the Things We Do Journal of Education for Library and Information Science Added to Library: 02 Aug 2011 Last Updated: 02 Aug 2011
☐	1.22 MB	Annies 2009.pdf	Annies, Maik	2009	Full-text prior art and chemical structure searching in e-journals and on the internet – A patent information professional's perspective World Patent Information Added to Library: 02 Aug 2011 Last Updated: 02 Aug 2011
☐	157.93 KB	Aronson 2008.pdf	Aronson, Marc	2008	Google without pix New York Review of Books Added to Library: 02 Aug 2011 Last Updated: 02 Aug 2011

Format

The format tab allows you to create a bibliography of your references, download and install the Cite While You Write plugin and export your references.

Bibliography

You can use this feature to easily and quickly create a bibliography of the references in your library.

You can select which references you want to create a bibliography from, the output style that you want to use, e.g. Harvard, and the file format that you want the bibliography to be in.

Cite While You Write

This is the feature of EndNote Web that you will use when writing. You can download the plugin from here. Follow the instructions on how to install it.

If prompted, select whether or not you would like EndNote Web to import direct export files from data provider web sites. Select EndNote Web.

Options

This tab allows you to change your password and email address. It also allows you to update your profile and download the Cite While You Write plugin (click on Download Installer).

Using Cite While You Write and MS Word 2007 or 2010

After you've installed The Cite While You Write plugin you will see more options in MS Word to help you work with your EndNote Web library online. This is what the EndNote Web menu looks like in Word 2007 and 2010.

If you have EndNote installed as a desktop application you can switch between EndNote and EndNote Web by selecting [Preferences] and clicking on the application tab. If you want to use EndNote Web you will need to login. Here you can also customise your EndNote toolbar.

allows you to search your library, to find the references you want and to insert it into your document. Clicking on the link will bring up a search screen looking like this.

You should remember that EndNote Web will insert references at the position of your cursor in MS Word.

Just enter the search term and click on search. You will be presented with a list of references that meet your search criteria. Select the reference that you want to insert. You can select more than one reference at a time by holding down the control button on your keyboard while you click on the references you want. When you've highlighted the references click on the insert button at the bottom of the search screen and the references will be inserted into your document. You will also note that these references will be added to the bibliography at the end of your document.

will do exactly what it says. It will bring you to your EndNote Web account.
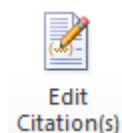
Use this command to make any changes inside a citation, such as adding page numbers or removing author names from author-date citations.

This drop down

Style: Harvard

menu allows you to select the output style that you are required to use, e.g. Harvard.

Update Citations and Bibliography

This will ensure that your citations and bibliography are formatted in the style that you have chosen from the drop down menu above.

Convert to Underlined Citations

This command will remove the formatted bibliography and citations, and replace all citations with plain-text placeholders that EndNote Web can match to library records to create formatted citations. This command is commonly used when moving documents between word-processing programs.
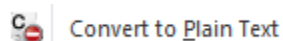
Convert to Plain Text   This command will create a second copy of the document with all EndNote Web field coding removed (you can generally recognize field codes such as formatted EndNote Web citations by their grey background when you select them in Word). It is used when sending documents to a publisher because the field coding used for EndNote Web citations can sometimes cause problems for publishers' page layout programs.
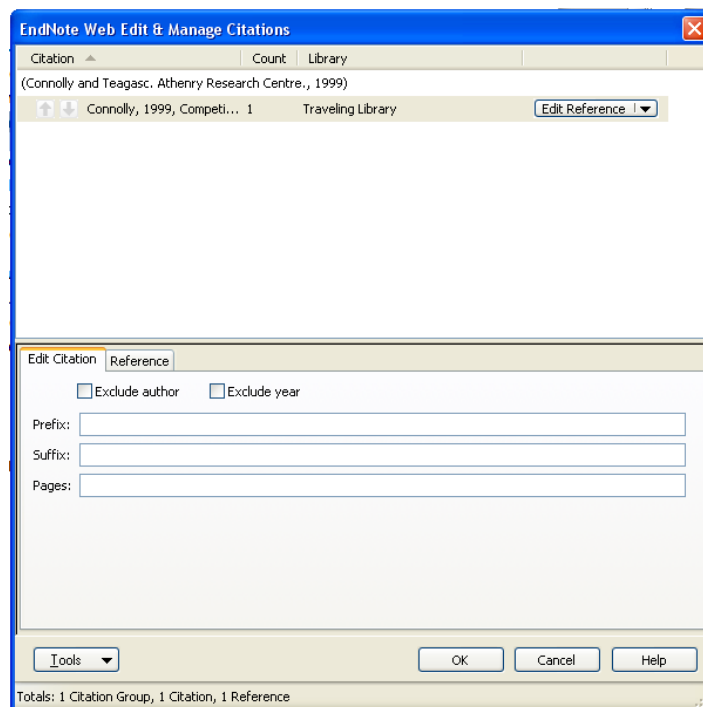
Getting More Help

- [UCD Library online support for EndNote and EndNote Web](#)[i]
- [Your Liaison Librarian](#)[ii]
- UCD Library contact: Diarmuid Stokes
  Email: Diarmuid.Stokes@ucd.ie
  Phone: +353 (0)1 716 7690
- [Official EndNote Web help pages](#)[iii]

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[i] http://www.ucd.ie/library/endnote
[ii] http://www.ucd.ie/library/supporting_you/liaison_service/
[iii] http://www.myendnoteweb.com/help/en_us/ENW/help.htm