EndNote Web is a program that allows you to collect bibliographic references in a library, organize and manage those references, and ultimately put them in the body of a paper and in a reference list in a desired citation format. While it lacks some of the advanced features of the desktop utility version, it is easy to learn and fee to CSU students, faculty, and staff.

The Basics of EndNote Web

I. Setting up an account from the the Endnote Web website https://www.myendnoteweb.com/
II. Setting up an Endnote Web account from your existing Endnote desktop version
III. Organization and creating a group
IV. Importing references from an external database. (Academic Search Premiere)
V. Importing references to EndNote Web from an existing Endnote library (.enl file)
VI. Moving items to a group and viewing a group
VII. Finding the Full-Text of an citation in your Endnote Web library
VIII. Features of a Reference (viewing, editing, moving, deleting, attaching PDFs)
IX. Adding New Records Manually
X. Placing references in a paper and formatting a bibliography

A preliminary note: This handout attempts to provide the new EndNote Web user with the basic skills necessary to import citations and place them in a paper in a given citation format. As with most software, there is usually more than one way to accomplish a given task and as you use EndNote Web you will discover menu bar and icon shortcuts for many of the commonly used tasks explained in this document. In addition, Endnote Web has many advanced capabilities not covered in this handout. A good working assumption with a product like EndNote is that if you find a capability you wish it had, there is a fair likelihood that it can be done, so explore the menu and toolbars.
I. Setting up and accessing an account from the Endnote Web website

https://www.myendnoteweb.com/

To create an EndNote web account from the EndNote Web website, you must be at a CSU computer or working within eCAHS (available only to students, faculty, and staff affiliated with the College of Applied Human Sciences). It uses the campus IP address to verify that you are a CSU affiliate eligible to use the product.

1. Click “Sign up for an Account”

2. Provide the requested information and accept the license agreement. Make sure to follow the password guidelines.

3. You will be logged into your new account.
II. Setting up and accessing an Endnote Web account from your existing Endnote desktop version

1. In your Endnote utility, go to the “Tools” menu and select “EndNote Web”

2. You will be prompted to login if you already have an account or you can click the “Sign Up” link to create an account. This will open a browser to the EndNote webpage.

*Note: you can import a library created from your EndNote desktop and store on your computer to your EndNote Web account.

III. Organization and creating a group

You will note that your EndNote Web account will display a contents list in the left side bar that allow you to quickly click to view all your references or some subset of your references, including topical groups that you create and populate. The number next to the heading/group will tell you how many items are categorized under that heading/group. You can also keyword search your references. There are also tabs at the top that allow you to access certain commands and features.
Most users prefer to create groups that are named according to topic, author, project, etc. to facilitate organization. Then citations are imported and assigned to a specific folder. I am going to create a group called Loren Cordain to house citations I am going to locate and import authored by CSU HES professor Loren Cordain. **To create a group:**

1. Click the “Organize” tab, and then select “Manage my Groups.”
2. Click the “New Group” button.
3. Enter the Group name and click “Ok”. This group is named for the author whose articles I am researching.
4. Note the group management options. Sharing allows other EndNote Web users to view (but not manipulate) your group.
5. Upon return to the main “My References” screen, you will now see your group “Loren Cordain” listed in the left side bar.
IV. Importing references from an external database. (Academic Search Premiere)

You can import references to EndNote Web that you find in external databases such as the CSU Morgan Library catalog, Academic Search Premier, Web of Science, PubMed, etc. by saving your results list from the database in an EndNote-readable format to your computer and then importing them to your EndNote Web account. The mechanics will differ somewhat from database to database, but the principle is the same.

I am going to do a search in Academic Search Premier for articles by Loren Cordain and I am going to export them to EndNote Web. This is the basic process in each database, but a few specifics may differ.

1. Execute the search in Academic Search Premier

2. Add the results you wish to keep to your folder (this capability exists in most databases, but the terminology may differ).

3. Go to the folder to view the results you are going to export.
4. Select items to export, then click Export

5. **If the database has a “Direct Export to EndNote Web”, use it and it will automatically push the references to your EndNote Web account.** If not, save them in a format that EndNote can read and convert to citations. This is called the “Import option” and you will select the Import Filer file type from a list when you import. You can use RIS format, a Generic Format, or if the database has its own format, EndNote will probably have it in the master list. I select RIS when it is available.

6. Click Save.

7a. **If you selected “Direct Export to EndNote Web”** a browser will open showing the import status. If you aren’t logged in to EndNote Web, you will be prompted to do so.

7b. Click the “My References” tab and you will now see the references in your library. Keep in mind they have not yet been placed in a group.
V. Importing references to EndNote Web from an existing Endnote library (.enl file)

Importing an existing EndNote library that you created in the EndNote desktop utility is easy.

1. In EndNote Web click the “Collect” tab and select “Import References”.

2. Select “Importing from EndNote?”

3. Follow the instructions on the page.

8a. If you elected to save the file to your computer, a dialog box may appear prompting you to save or it may just download to the location you have preset in your browser (often the “Downloads” folder). Just make sure you remember where it is saved, and the file name, as you are about to retrieve it and pull it into EndNote – once in EndNote, the original file can be deleted from your computer.

8b. In EndNote Web click the “Collect” tab and select “Import References”.

8c. Click the “Choose File” button to browse for the file you just saved/

8d. Use the dropdown menu to select the Import Option that corresponds to the file-type you chose when you saved the file or, if no choice was available, the database from which the file came.

8e. Use the “To:” Dropdown menu to select a destination group”.

8f. You should now be able to see the references in your group.
VI. Moving items from group to group and deleting items.

You can move citations from one group to another or delete them by checking the box next to the reference(s) you wish to move, and then using the “Add to Group” dropdown menu.

VII. Finding the Full-Text of a citation in your Endnote Web library

1. If you are at an on-campus computer, your references will all have a functional “Find it @ CSU” button that will automatically search the library’s databases and subscriptions for electronic full text for the item.

2. If you are at an off-campus computer, it still may be possible to obtain the full-text without looking the citation up again through the library website. Some databases will import records with a “Go to Record” link that will recognize you are a CSU affiliate and take you to the record in the original database where it will ask you to login with your eID and ePassword for off-campus access to hunt for the full-text.
VIII. Features of a Reference

1. When you are viewing a list of references, they will be shown in alphabetical order by the authors’ first name. The sort order can be changed using the “Sort by” dropdown menu.

2. A list of references will display a short view that shows the author name, the article title, the article date (year) and when it was imported.

3. You can click the article title to get a full view of the citation that includes the abstract, if available and to edit the reference. You will need to scroll to see the whole thing. Click on a field if you need to edit the content of a record. Note that you can “show empty fields.” Don’t forget to click “Save”.

IX. Adding New Records Manually

You can add a new reference manually, for example a webpage or something else you can’t import, by clicking the “Collect” tab and selecting “New Reference”. It will give you a blank form to fill out with the reference information. Use the “reference type” dropdown menu to specify the reference type to get the fields appropriate to that reference.
X. Placing references in a paper and formatting a bibliography

To place citations in a paper and format a bibliography, you must first download the Cite While You Write (CWYW) plug-in for your browser.

1. Click the “Format” tab and select “Cite While You Write Plug-In”. Note that currently it is only available for Internet Explorer.

2. Download the utility.

3. You will now have a plug-in to your Internet Explorer browser and an EndNote Web button on your Word toolbar (note: if you have previously used the EndNote desktop version and installed Cite While You Write for it in Word, the EndNote Web version will be installed instead.)

4. Clicking the Endnote Web button will reveal the EndNote citation tools.

ORLANDO, Fla. — A organization backed by $25 million advertising largest effort to date (E
5. Select the output style you wish to use from the dropdown menu. **Note: you can come back later and change the output style or add more citations.** Place your cursor in the area where you wish the citation to appear and click “Find Citation” and you can keyword search your citations. When you select your citation, click “insert”.

6. A citation will be placed where your cursor was located and the citation will be added to your reference list. Subsequent citations will be properly numbered (if applicable) and ordered both in the text and in the citation list.