



## EndNote Web

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For EndNote help: <[EndNote-L@listserv.cc.emory.edu](mailto:EndNote-L@listserv.cc.emory.edu)>

EndNote Web is an online service that allows you to store, share and organize your citations so that you can access them from any computer. By installing the Microsoft Word plugin, you can cite references from your library and automatically create your bibliography as you write.

### Setup

Go to <http://www.myendnoteweb.com/> and follow the instructions to create your EndNote Web account. (You may need to be on campus to initially set up your account.)

If EndNote Web won't allow you to create an account, try going in via Web of Science. Go to <http://web.library.emory.edu/databases/>, click "W" and then Web of Science. Choose "My EndNote Web Library" from the drop-down menu at the top of the screen.

After logging in, click "Download Installers" at the bottom of the page. Download and install the Cite While You Write installer.

### Collecting References

To type a reference by hand, just click "New Reference" in the left-hand menu. Select the type of reference from the drop-down menu. Fill in all relevant fields. From the "Save to..." menu choose a folder (or "Unfiled") and click the Save button.

### Saving Citations from EUCLID

First, add Emory to your online search list. Click the yellow "Collect" tab at the top of the screen. Click "Customize This List," choose Emory U from the "All" list and click "Copy to Favorites." (You only need to do this once.)

Under Step 1, choose "Emory U" and click Connect. Type your search terms and click the Search button. Click Retrieve to display your results.

Check off each item you want to copy to your EndNote Web library. From the "Add to group" menu at the top, choose a folder (or Unfiled) to contain these references.

This method also works for PubMed, Web of Science and a few other article databases. If you are prompted for an ID and password, your Emory ID will not work. Contact [endnote-L@listserv.cc.emory.edu](mailto:endnote-L@listserv.cc.emory.edu) for assistance.

## Importing Articles from Databases

Search the article database via the web interface as you normally would. Select the references you want, then save or export them to a text file.

Click "Import References" under the Collect tab. Click "Customize this list." Choose the database name from the All list and click Copy to Favorites.

Click Browse to find the text file you saved. Select the database name from the Filter menu. Click the Import button.

Every database works a little differently. EndNote has detailed instructions for many databases: Click Help, then Import Formats (in the right column under Managing References).

Note: There is a browser plugin available on the EndNote Web site for capturing references in Firefox and Internet Explorer. At this writing, neither one works.

## Creating Bibliographies

Type your paper normally until you want to insert a citation. Place your cursor where you want the citation to appear (either in the text or create a footnote).

In Word 2007, click the EndNote Web menu tab. Click the Find Citations button. Enter a keyword to locate your citation, then click Insert.

In Word 2003, click the magnifying glass (Find Citations) button on the EndNote Web toolbar. Enter a keyword to locate your citation, then click Insert.

Use the drop-down style menu to change bibliographic styles. If the style you need isn't in the drop-down list, go to EndNote Web in your browser and choose Output Styles in the left menu, then choose the style you want and click Copy to Favorites. You may have to close Word and re-open it to get the new style to appear.

## Getting Help

EndNote Web has an excellent help page at <http://www.myendnoteweb.com/EndNoteWeb/1.4/release/help/ENW/help.htm>. (Just click "Help" in EndNote Web to get there.)

There are step-by-step video tutorials demonstrating everything on this handout (and more) at <http://endnoteweb.com/training/tutorials/endnoteweb/>.

Emory users can e-mail the support listserv at [endnote-L@listserv.cc.emory.edu](mailto:endnote-L@listserv.cc.emory.edu). You will usually get a reply within one business day.