EndNote Web/Basic

EndNote Web/Basic, a bibliographic management software, accepts “Direct Export” from Web of Science/Web of Knowledge and EBSCO databases, imports citations from the OhioLINK Catalog, allows you to manually create citations from other sources, and facilitates sharing of bibliographic citations within work groups.

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Click “EndNote” to register or to access your EndNote Web account.

You can also type in the URL http://www.myendnoteweb.com/

This EndNote handout is accessible online in many library research guides.
Creating an Account

To create your account, click “create an account” and complete the user registration. If you already have an EndNote Web account, login with your email and password.

The “Getting Started Guide” will walk you through adding citations, organizing and sharing groups, and creating a bibliography.

If the guide does not appear by default, click “Show Getting Started Guide.” To “disappear” it, click “Hide Getting Started Guide.”
Exporting Citations from the Discovery Service/ EBSCO Databases to EndNote Web/Basic

EBSCO databases include our Discovery Service as well as 100+ individual databases such as Business Source Complete, CINAHL (Cumulative Index to Nursing and Allied Health Literature), Education Source, and MEDLINE Plus with Full Text.

This icon identifies EBSCO databases:

Exporting a Single Citation to EndNote Web from the Discovery Service or Another EBSCO Database

To export a single citation, click the title of the article. This will open a new window, the "Detailed Record."

In the “Detailed Record,” click “Export.”
Exporting a Group of Citations from the Discovery Service or Another EBSCO Database to EndNote Web

In the “Export Manager” screen, bullet “Direct Export to EndNote Web” and click “SAVE.”

If you are logged in, a verification window will open. If you are not logged into your account, you will be prompted to log in, and after authenticating, you will get the verification message.

To export several citations at once, put each citation into the EBSCO folder by clicking the “Add to Folder” icon. The folder changes color from blue to yellow when an item is added.
When you are ready to export, scroll up to the top of the screen, and either click on Folder in the banner or in the right column, click on “Folder View.”

Click “Export.”

Bullet “Direct Export to EndNote Web” and click “Save.”
EndNote will show a verification of the number of records imported.
Exporting Citations from Web of Knowledge Databases to EndNote Web

In Web of Knowledge/Web of Science (ISI), the default search includes **MEDLINE** (PubMed) and **BIOSIS Previews** (Biological Abstracts) as well as Arts & Humanities Citation Index, Social Science Citation Index, Science Citation Index, Conference Proceedings, etc.

First, log into EndNote.

To save citations to EndNote Web, **checkmark** selected citations and click “Save to EndNote online.”

A dialog box will prompt you to save either “Author, Title, Source” OR “Author, Title, Source, Abstract”

Click “Send.”

Your confirmation is a red EN that will appear under the boxes you checkmarked.

(If you did not log into EndNote Web before exporting, you may need to repeat the export process.)
Exporting Citations from PubMed or LexisNexis into EndNote Web/Basic

You can export PubMed citations from the results list by checkmarking desired records OR you can export a single citation at the detailed record screen. (It is a good idea to log into your EndNote Web account before sending citations.)

Pop up the “Send to” menu. Bullet “Citation Manager.” Click “Create File.”

A dialog box will open with a default name for your download. You can rename this as you want.

In EndNote Web, click the “Collect” tab. Click “Import Reference.” Click “Choose File.”

Mary Cummings, Clark Memorial Library, x3461
Browse your computer downloads for the file. Highlight it and click “Open.”

Beside “Import Option,” pop up the menu and select “PubMed (NLM).” Beside “To,” select one of your folders or “unfiled.” Click “Import.”

Your verification will appear in red.

You can also “Collect” PubMed citations in an “Online Search” directly within EndNote.
Type in your search terms. Click “Search.”

Click “Retrieve.”

Review the information in the record by clicking on the title. Checkmark an item to add it to your library.

CAVEAT: The link does not go to SSU/OhioLINK Online Full Text options if you are off-campus.
Adding Citations from ACM to EndNote Web

Citations for items from ACM can be exported into EndNote Web via a two-part process. (Thanks to SSU student Nigel Limpach for figuring this out!)

In EndNote, click the “Collect” tab, and click “Import References.” Click the “Choose File” button, find and click the downloaded EndNote Import File, at “Import Option” select ACM Digital Library, at “To” select “Unfiled” (or the group you prefer), and click the “Import” button.
Adding Citations from the OhioLINK Catalog to EndNote Web

Citations for books or other cataloged resources in the SSU Library can be exported into EndNote Web from a Discovery Service search. Citations for books or other cataloged resources that you found in the SSU Library Catalog or in the OhioLINK Catalog can also be added by using the “Collect” → “Online Search” function.

All of Shawnee State’s catalog records are in the OhioLINK Catalog.

To add citations from the catalog to EndNote Web, click the “Collect” tab. Click the “Online Search” option.

Then pop-up the menu and select “OhioLINK.”

Enter your search query. In this case, a title was entered – and we popped up the menu and highlighted “Title.”

Click “Search.”

Click “Retrieve.”
Adding Citations from Other Sources

To manually add a citation from a database or other resource that does not offer EndNote Web export or import options, click the “Collect” tab.

Click the “New Reference” link under the “Collect” tab.

Pop up the “Reference Type” menu and highlight the option that best describes the type of resource being cited. Click that option.

Fill in the appropriate fields in the work form.

Put any personal annotations in the “Research Notes” field.
My References, All My References, and Unfiled References

Usually when you open EndNote Web/Basic, “All My References,” (all the citations that you have added) will display. Newly collected citations are added to your UNFILED group (folder) and stay there (and also display in “All My References”) until you move them.

You can create a new group (folder) for records that you select. Checkmark the items that you want to move to an existing group (folder) or to a new group. Pop up the “Add to Group” menu. Highlight the desired group/action. On campus, be alert to pop-up blockers. If you encounter a pop-up blocker, choose the “allow” popups option and repeat the process.

After you create a new group, it will appear under the “My References” tab.

ISI, EBSCO, and OhioLINK FIND IT links to online articles will remain live in your EndNote Web citations even after they are filed in groups, but the links may not work properly off-campus.
Annotating and Editing Citations

To edit a citation, click the “My References” tab.

Open the appropriate group by clicking on it in the “My References” column.

Click the title of the item that you want to edit.

In the work form, edit any information in the entry by clicking on the text or textbox you want to amend.

Annotations can be added in the “Research Notes” field.

You can upload PDFs and other documents into EndNote Web/Basic.
Generating the Works Cited (MLA) or References (APA) List

To create your bibliography, click on the “Format” tab.

Select the folder, the bibliographic style, and the file format. Choose “RTF (rich text file)” and “Save” to open the bibliography in Microsoft Word.

For both APA and MLA, when your document is open in Word, change the line spacing from single to double. Copy and paste the bibliography into your paper and add either “References” (APA) or “Works Cited” (MLA), centered, at the top of the list.

Voila! Your bibliography is ready for you to edit.

Review the list for computer-generated errors such as incorrect capitalization or punctuation and make corrections as needed.

For MLA, if you used online resources, change “Print” to “Web.”
Cite While You Write

You may download onto your personal computer a “Cite While You Write” plug-in. This plug-in is also available for your use on the computers in the Library.

The “Cite While You Write” plug-in adds an EndNote Web tab to your Word program. This allows you to insert in-text citations into your paper while automatically generating the appropriate bibliographic entry in the Works Cited or References list.

On a computer on which you have EndNote loaded, you can toggle between EndNote and EndNote Web:
- click the EndNote X5 or EndNote Web tab
- click “Preferences”
- click “Applications”
- highlight either EndNote or EndNoteWeb
- Click OK

The EndNote Web Plug-in additionally includes “Capture.” Clicking “Capture” opens a workform (with additional pop-up menu options) which automatically pulls in citation elements from compatible research databases such as PubMed.

To create citations from non-compatible webpages, select an appropriate workform and manually enter as much information as you can glean from the web resource.
Sharing Citations with Others

Multiple users can collaborate by sharing the information in a group. A shared group can be quickly identified by the two-person icon.

To set up a shared group, put a checkmark in the “Share” column, and click the “Manage Sharing” button.

Click “Start sharing this group.”

A new window will open.

Enter the email addresses of the individuals you want to share the group with and bullet “Read only” or “Read & Write.”

Click the “Apply” button.

EndNote Web will verify the addresses that have been added and provide the default “Read Only” privileges. Allow these individuals to “Read & Write” – to put new citations into the group and to alter the citations, for instance, by adding annotations – by bulleting “Read & Write.”
Important! Famous Last Words!!!

EndNote and RefWorks are competing products in online research management. (The SSU English & Humanities Department subscribes to a third product, NoodleTools/NoodleBib, which requires manual entry of citations.)

EndNote Web/Basic was developed as a complimentary product to support EndNote, a stand-alone bibliographic management program for professionals. If you anticipate doing extensive research, you may consider purchasing EndNote for use on your personal computer. While some research databases do not direct export to EndNote Web, virtually all export to EndNote. Citations in EndNote and/or EndNote Web can easily be moved from one to the other. Additionally, EndNote offers many more options for managing research, such as the ability to store larger numbers of PDF and image files in your EndNote program.

Many research databases export citations into RefWorks. SSU does not provide campus access to RefWorks; however, individuals can purchase a subscription to RefWorks.

Thomson Reuters has recently made EndNote Web/Basic available for free to everyone. Previously, SSU got it as an “added value” enhancement of an OhioLINK resource, the Web of Knowledge/Web of Science databases. It is possible that Thomson Reuters may decide to charge for EndNote Web/Basic. If that happens, you could choose to

1. Purchase EndNote, the stand-alone package which includes access to EndNote Web.
2. Move your citations into another software resource.

It is ALWAYS a good idea to make a COPY of electronic resources. Saving “ALL MY REFERENCES” in a bibliography onto a flash drive, a cloud drive, or the hard drive of your personal computer each time that you use EndNote Web will assure you of having a backup copy of your citations.