



University Libraries



What is EndNote Web?

EndNote Web is a web-based tool for managing citations. *EndNote Web* makes it possible for UNM students and faculty to create databases of up to 10,000 references which can be used to format bibliographies and papers. University Libraries provides this service free to UNM as part of its subscription to *Web of Science*.

How do I create an EndNote Web account?

In order to create an account, you must use a workstation on the UNM campus. After you sign up, you will be able to access your account from any computer with Internet access.

1. Go to <https://www.myendnoteweb.com/>
2. Click on [Sign Up](#) for an account

EndNote Web

EndNote Web delivers tools to:

- Search online resources
- Save ISI Web of Knowledge™ records directly to an online library
- Collect and organize references
- Format citations and footnotes or a bibliography

New to EndNote Web? [Sign Up](#) for an account

Enter your e-mail address and password here:

E-mail Address:

Password:

Did you know, when you register for EndNote Web

you can take advantage of any of these features:

- Use Cite While You Write™ in Microsoft® Word to easily cite references in your paper
- Transfer references to and from EndNote on your desktop
- Share references with others who have EndNote Web

How do I manage references?

Create groups

You will need to create personal groups to store references. To create a group:

1. Click the yellow **Organize** tab along the top of the screen.
2. Click the New Group button.
3. Type the name of the new group in the dialog box.
4. Click **OK**.

EndNote Web
provided by ISI Web of Knowledge®

My References Collect **Organize** Format Options

Manage My Groups Others' Groups Find Duplicates

Manage My Groups

My Groups +	Number of References			
fenn	2	Share Group	Rename	Delete
hendrix	0	Share Group	Rename	Delete
test	16	Modify Sharing	Rename	Delete

New Group = Shared

Share groups

You can share your groups with anyone who has an *EndNote Web* account.

1. Click the yellow **Organize** tab at the top of the screen.
2. Click the **Share Group** button to the right of the group created in Step 1.
3. Enter up to 300 e-mail addresses in the field provided, separating each address by pressing the Enter or Return key. You can also provide a text file containing e-mail addresses separated by commas using the **Browse** button.
4. Click the **Apply** button.

My References Collect **Organize** Format

Manage My Groups Others' Groups Find Duplicates

Manage My Groups

My Groups +	Number of References			
fenn	4	Share Group	Rename	Delete
hendrix	0	Share Group	Rename	Delete
test	16	Modify Sharing	Rename	Delete

New Group = Shared

How do I add references?

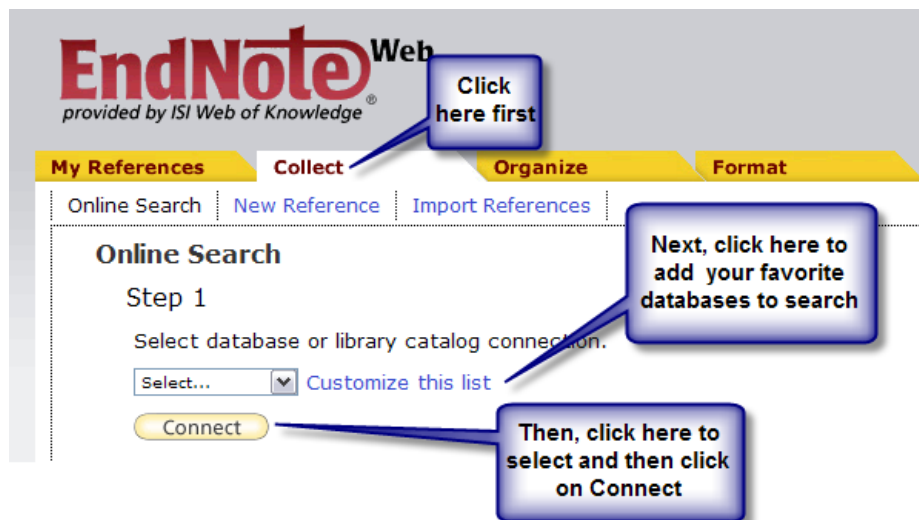
There are 5 different ways you can add references to your *EndNote Web* Library.

Online Search

EndNote Web allows you to directly search freely available databases such as *PubMed* and catalogs such as UNM's *LIBROS*.

First, you must select favorite databases:

1. Click the yellow **Collect** tab at the top of screen.
2. Click the **Customize this list** link to the right of the **Select...** pull down menu.
3. Select one or more connection files from the All list on the left.
4. Click the **Copy to Favorites** button.



To search:

4. Click the **Select...** pull down menu.
5. In the connection file drop-down list, select the database.
6. Click **Connect**.
7. If the site requires access authentication, try another means of collecting references such as direct *export* or *import*, as the Library is unable to provide passwords.
8. Enter search terms.
9. Click the **Search** button.
10. Select the results range to retrieve.
11. As the results download, you can view the initial set. Click the **Refresh Results** button to add to the displayed set until the download is complete.
12. Select the items you wish to keep and from the **Add to Group** pull down menu select the group to put them in.

Type

You can add references to your *EndNote Web* library by typing the bibliographic information in the fields provided on the *New Reference* page. To add a new reference:

1. Click the **New Reference** link under the **Collect** tab.
2. Choose a group to save the reference to by clicking on the **Add or Remove** link to the right of the *Groups* field.
3. Change the Reference Type by selecting the appropriate type from the **Reference Type** drop-down list box.
4. Enter the bibliographic data in each of the fields in the reference.
5. Click the **Save** button.

The screenshot shows the 'New Reference' form in EndNote Web. The form is titled 'New Reference' and has 'Save' and 'Clear' buttons. It includes a 'Groups:' section with an 'Add or remove' link. Below this is the 'Bibliographic Fields:' section, which contains a 'Reference Type:' dropdown menu (set to 'Web Page'), and input fields for '* Author:', 'Title:', '* Year:', 'Series Editor:', and 'Series Title:'. A note states '* At least one of these fields must be filled out.' and another note says 'Use format Last Name, First Name. Separ...'. Four callout boxes provide instructions: 'Click here first' points to the 'New Reference' link; 'Then select group to add the' points to the 'Add or remove' link; 'Select the Reference Type' points to the 'Reference Type' dropdown; and 'Fill in the fields and then click Save' points to the 'Save' button.

Direct Export

ONLY *ISI Web of Knowledge* offers the ability to export citations directly into *EndNote Web*.

1. Login to *ISI Web of Knowledge* and search it. Mark or save your results.
2. Click on **Submit Marks** on the right and then click on **Marked List** at the top of the page. Then click on View Marked Records and select the fields to export.
3. Under Step 2. Select an Option, click on **Save to My EndNote Web**.
4. Login to *EndNote Web*. Your results will be downloaded to the **Unfiled** group.
5. Go into the Unfiled group, select the items you have downloaded and add them to the group of your choice.

Import

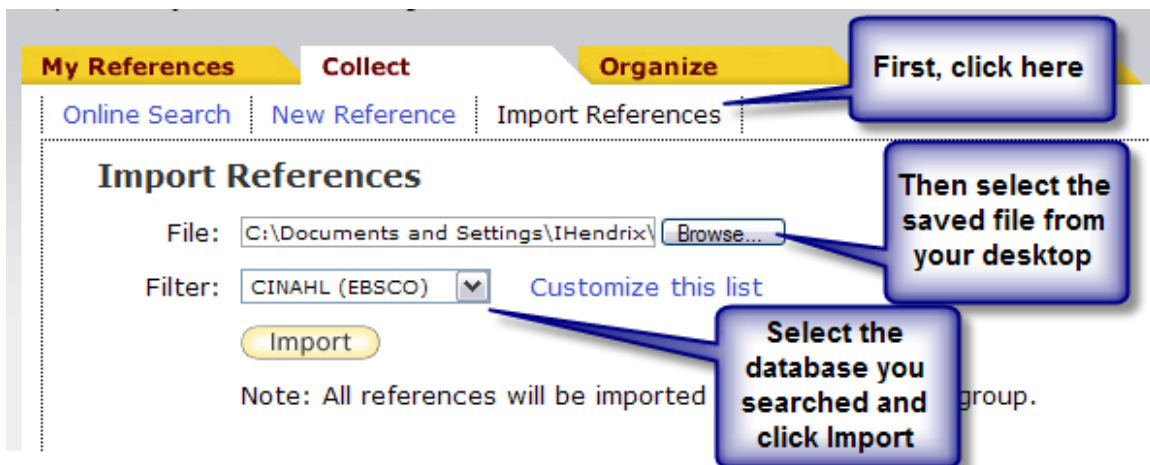
You can search a database, save your results, and then use a filter to import them into *EndNote Web*. To save the citations from a database search, look for a save function. The commands vary from database to database and might read *save*, *save as*, *export*, *download*, or even *print*. If a bibliographic manager or RIS format is available, use it. Otherwise save as *tagged*, *ascii*, or *text*.

First, you must select favorite filters:

1. Click the **Import References** link under the yellow **Collect** tab at the top of the screen.
2. Click on the **Customize this List** link.
3. Select one or more import filters from the list of All Import Filters field on the left.
4. Click the **Copy to Favorites** button.

To import:

1. Click **Import References** under the yellow **Collect** tab at the top of the screen.
2. Click the **Import References**.
3. Click the **Browse** button to the right of the File box. This will open a window for you to find and select the import file.
4. Select the import file type from Step 2's **Select...** drop-down list box. If the file is formatted for a specific data source, select the import filter for that provider. Common bibliographic software export formats are:
 - **RIS format, also known as RefMan (RIS)**
 - **Tab-delimited**
5. Click the **Import** button in Step 3.



Capture

You can save bibliographic information from web pages (one at a time) using the **Capture** button from the *EndNote Web* browser toolbar. Requires a toolbar – see last page for installation instructions.

To save a reference to your library:

1. In your internet browser, click the **Capture** button in the *EndNote Web* toolbar which will open a new reference window.
2. Complete or modify any of the fields.
3. Click the **Save** button in the New Reference window to save the reference to your Unfiled folder.

NOTE: The *Capture* feature is limited and it is often necessary to edit each record as you input it.

How do I format references?

Cite While You Write = CWYW

CWYW allows you to insert a citation as you type your paper in Microsoft Word. Requires a toolbar – see last page for installation instructions.

You must first select favorite output styles:

1. Click the **Customize this List** link under the yellow **Format** tab at the top of the screen to the right of the Bibliographic styles box.
2. Select one or more output styles from the list of **All Bibliography Output Styles** on the left.
3. Click the **Copy to Favorites** button.

To find and cite your source:

1. With your Word document open, place the cursor in the location where the citation should appear.
2. Click the **Find Citations** button in the EndNote Web toolbar. Or from the **Tools** menu, select **EndNote Web** then **Find Citation(s)**. The Find Citation(s) dialog will appear. [In Word 2007, click on the EndNote tab at the top of the screen to get to EndNote Web toolbar]
3. Enter a search term in the **Find** box to find the reference or references to insert.
4. Highlight the reference you want to use and click on **Insert**.

The screenshot shows the Microsoft Word interface with the EndNote Web toolbar and ribbon. The ribbon includes tabs for Home, Insert, Page Layout, References, Mailings, Review, View, Add-Ins, and EndNote Web. The EndNote Web ribbon contains buttons for Find Citations, Go to EndNote Web, and Edit Citation(s). A dropdown menu for 'Style' is set to 'APA 5th'. Below the ribbon, a paragraph of text is visible, starting with 'We begin with Pooh. This unfortunate bear embodies the concept of comorbidity. Most strikingly, Pooh might also demonstrate significant impulsivity, as witnessed, for example, by his attempt to get honey by disguising himself as a rain cloud. We concluded, however, that thi

Callout 1: **First, select the EndNote Web tab**

Callout 2: **Then, click here to search your groups for the citation to insert**

Callout 3: **Finally, as you add citations, your paper will format based on the style in this window**

CWYW: Editing Citations

Edit Citations allows you to add or remove information in the citation, add or delete a citation, or change the order of citations in a group.

1. In your Microsoft Word document, highlight the citation to edit.
2. Click on the **Edit Citation(s)** button in the *EndNote Web* toolbar. Or from the **Tools** menu, select **EndNote Web** then **Edit Citation(s)**. An **Edit Citation(s)** window will appear.
3. Select the appropriate edit option(s). The options available are:
 - **Exclude the author** – Removes the author’s name in the selected citation
 - **Exclude the year** - Removes the Year in the citation in the selected citation
 - **Prefix** – Adds the prefix entered in the Prefix field to the citation
 - **Suffix** – Adds the suffix entered in the Prefix field to the citation
 - **Page(s)** – Adds the page numbers in the citation
 - **Insert** – Launches a **Find Citations** window to select an additional reference to add to the citation
 - **Remove** – Removes the reference highlighted in the citations field of the Edit Option(s) window from the citation

Format References

If you do not use Microsoft Word or prefer not to use the CWYW feature or want to include a citation that is not yet in your folder, then you may save your document in Rich Text Format and follow the directions below. In order for this to work, you must place temporary citations into your paper using the following formats:

Library Reference Containing:	Temporary Citation Layout
Single reference from author	{ Author's Last Name, Year }
Multiple references from author with same year	{ Author's Last Name, Title }*
Multiple references within the same citation	{ First Author's Last Name, Year; Second Author's Last Name, Year }
Anonymous reference with unique year	{ , Year }
Anonymous reference with nonunique year	{ ,Year, Title }*

* Title field can be replaced with any other field unique to the reference cited.

To format:

1. Click the **Format Paper** link under **Format** tab at the top of the page.
2. Click the **Browse** button to select the RTF document.
3. Select a bibliography style from the **Bibliography Output Style...** drop-down list.
4. If desired, check 'Ignore Errors' to override notification of unmatched and ambiguous citations. When this is checked, unmatched and ambiguous citations

- are ignored in the formatted file. When this is not checked, unmatched and ambiguous citations must be corrected in order to format the document.
5. Click the **Format** button.
 6. After the formatting is complete, confirm the location and file name to save the newly formatted document.

Create a Bibliography

EndNote Web allows you to output your references in a specified bibliography output style and in a specified file format to e-mail, save or print.

To create a bibliography:

1. Click the **Bibliography** link under the **Format** tab at the top of the screen.
2. Select the group of references to format from the **References** drop-down list box.
3. Select the output style from the **Bibliographic Style** drop-down list box.
4. Select the format from the **File Format** drop-down list box.
5. Click the **Save To..., E-mail**, or **Preview & Print** buttons.

The screenshot shows the 'Bibliography' section of the EndNote Web interface. It features three dropdown menus: 'References' (set to '- test*'), 'Bibliographic style' (set to 'APA 5th'), and 'File format' (set to 'TXT (plain text file)'). Below these are three buttons: 'Save', 'E-Mail', and 'Preview & Print'. To the right, there is a table with a header 'Examples' and rows for 'Area of Study', 'Biosciences', 'Science', 'Chemistry', and 'Engineering'. A link 'Customize this list' is positioned between the style and format dropdowns. Five blue callout boxes with white text provide instructions: 'Click here' points to the 'Bibliography' link; 'Then select the group of references' points to the 'References' dropdown; 'Select the style' points to the 'Bibliographic style' dropdown; 'Then select the format' points to the 'File format' dropdown; and 'Finally, click the delivery method' points to the 'E-Mail' button.

Installing Toolbars

To install the EndNote Web extension for FireFox:

1. From the *EndNote Web* website, click the **Download Installers** link at the bottom of any page.
2. Under 'Firefox Extension,' click the **Download Windows/Macintosh** link.
3. Click the **Install Now** button when prompted to confirm software installation. If prompted to confirm the publisher, select **Run**. This will launch the installation program. You may need to give Firefox permission to download.
4. Click the **Restart Firefox** button.

To install the EndNote Web Plug-ins for Windows (Word and Explorer):

1. Uninstall previous or competing plug-ins, if applicable. Close all open windows of Microsoft Word and Outlook.
2. From the *EndNote Web* website, click the **Download Installers** link at the bottom of any page.
3. Click the **EndNoteWeb.exe** installer and save it to your computer.
4. Click the **Run** button, or **Open** depending on your browser, when prompted in the 'Download Complete' window. This will launch the installation program. If prompted to confirm the publisher, select **Run**.
5. Continue with the installation, leaving Internet Explorer open.
6. To verify the installation of the Internet Explorer toolbar, open Internet Explorer and look for the EndNote Web toolbar. If it is not visible, select the View menu, Toolbars and check EndNote Web.

To import references from earlier versions (v.9 or earlier) of EndNote to EndNote Web:

1. In EndNote go to "Edit > Output Styles > Open Style Manager"
2. Place a check next to "RefMan (RIS) Export" and close the window
3. Go to "Edit > Output Styles > RefMan (RIS) Export"
4. Highlight all of the references in your library, CTRL+A
5. Go to "File > Export" and save the references as type "Text File (*.txt)"
6. In EndNote Web under "Collect References" click "Import"
7. Click the "Browse" button and select the text file you saved in step 5
8. Set the "Select the type of file you want to import" to "RIS format"
9. Click on the "Import" button