



# Wichita State University Libraries



**EndNote Web** is a companion product to the desktop version of **EndNote**. It has many of the same features as *EndNote desktop* (such as the ability to save references, import references from databases, automatically insert footnotes and create bibliographies for research papers, etc.), but it also allows you to access your reference libraries over the Internet at any time, and from any computer anywhere. In addition, you can create groups of references that you can share with colleagues or collaborators anywhere in the world. References saved in either **EndNote desktop** or **EndNote Web** can be transferred from one product to the other.

## Getting Started

- Register for an **EndNote Web** account -- Go to: [www.myendnoteweb.com](http://www.myendnoteweb.com)  
You **must** use an on-campus computer to register  
Once you've registered, you can access **EndNote Web** from any computer, anywhere
- Click on **Sign Up** and follow the instructions

### **PASSWORD TIPS** -- Your password must

Be **8 or more characters** (no spaces) and contain:

- at least 1 numeral: 0 - 9
- at least 1 alpha character, case-sensitive
- at least 1 symbol: ! @ # \$ % ^ \* ( ) ~ ` [ ] | \ & \_

Example: 1sun%moon

Click here to register

**New to EndNote Web?** **Sign Up** for an account

Enter your e-mail address and password here:

E-mail Address:

Password:

Keep me logged in on this computer unless I log out.

[Forgot Your Password?](#) [Problems Logging-In?](#)

The next time you want to use EndNote Web, go to the web address above, and then Log-In with your e-mail address and the password you selected

# Working with *EndNote Web*

You will use four main tabs in *EndNote Web* – **My References**, **Collect**, **Organize**, and **Format**.

## My References

The screenshot shows the 'My References' tab in EndNote Web. The interface includes a navigation bar with tabs for 'My References', 'Collect', 'Organize', 'Format', and 'Options'. The main content area displays a list of references under the heading 'All My References'. Callouts provide the following information:

- The group of references currently being displayed:** Points to the 'All My References' heading.
- Create a quick bibliography using selected references:** Points to the 'Copy to Quick List' button.
- Move a reference to the trash:** Points to the 'Delete' button.
- Completely remove deleted references:** Points to the 'Empty' button next to the 'Trash' group.

The reference list shows two entries from 2009, both from the 'Journal of Applied Behavior Analysis'.

## Quick Search

The **Quick Search** box will enable you to search through your library of references for a particular reference. You can search through **all** of your references, or you can search through specific **groups** of your references by clicking on the drop-down arrow and then selecting the group. The lower part of this sidebar displays links to the **groups** of references that you have created. You can share your groups with others, and others can share their groups with you using the **Organize** tab (see below).

This detailed view of the sidebar includes the following callouts:

- Search your library of references:** Points to the 'Search for' input field.
- Select a group of references to search:** Points to the 'in All My References' dropdown menu.
- Number of references in this group:** Points to the '(69)' next to 'All My References'.
- Click a group name to display the references in that group:** Points to the 'Ed Leadership (31)' group name.
- References that have not yet been assigned to a group:** Points to the '[Unfiled] (20)' group.
- Indicates you are sharing this group with a colleague:** Points to the sharing icon next to the 'Social Justice (8)' group.
- Indicates a colleague is sharing this group with you:** Points to the sharing icon next to the 'Second Year Project' group.

## Collect

Use this tab when you want to **add references** to your *EndNote Web* library. There are three methods for adding references – **Online Search**, **New Reference**, and **Import References**.

### Online Search

Search remote databases and pull references into your library without leaving *EndNote Web*. Most of the databases that can be searched are freely accessible academic or public **library catalogs**, but you can also search the free **PubMed** database from here. You cannot search databases for which the library must pay a subscription (such as *PsycINFO*) through this feature (See *Import References*).

#### Step 1 – Choose the database

**My References** **Collect** **Organize**

Online Search | New Reference | Import References

### Online Search

Step 1

Select database or library catalog connection.

Wichita St U ▼ [Customize this list](#)

**Connect**

Select a database from the drop-down list, or click on the "Customize" link to create a list of your personal favorite databases

#### Step 2 – Enter keywords

**My References** **Collect** **Organize** **Format** **Options**

Online Search | New Reference | Import References

### Online Search

Step 2 of 3: Connecting to **Wichita State University** : Library Catalog

globalization in: Any Field And

education in: **Title** And

in: Any Field And

in: Any Field

retrieve all records

select a range of records to retrieve

**Search**

Type your keywords into the search boxes

Choose how many references you want to see.

You may choose to search in specific "fields" of the publication description, such as author, title, etc.

#### Step 3 – If you selected a "range of records to retrieve," choose how many to view

**My References** **Collect** **Organize** **Format**

Online Search | New Reference | Import References

### Online Search

Step 3 of 3: Connecting to **Wichita State University** : Library Catalog

((globalization) in Any Field) and ((education) in Title)

Found 41 results:

Retrieve  through

**Retrieve**

You can change this number to view a smaller portion of the search results

## Step 4 – Select which references to save

The screenshot shows the 'Online Search Results' page in EndNote Web. The search criteria are 'Wichita State University 1 - 10 of 41 results' with the query '((globalization) in Any Field) and ((education) in Title)'. A dropdown menu is open over the search results, showing options like 'Add to group...', 'Citation Searching', 'Ed Leadership\*', 'Globalization', 'Homelessness', and 'Social Justice\*'. Two callout boxes provide instructions: one points to checkboxes on the left of the search results, and another points to the dropdown menu.

**First, mark the references you want to bring into your library**

**Then, select the group you want to place them in**  
**When you go back to the "My References" tab, you will see that the references have been added to both the group you selected, and to "All My References"**

## New Reference

Manually add information about references you want to include in your library. Click on the **Save** button when finished.

**NOTE:** Unfortunately, *it is not possible to attach the pdf version of an article* to its companion reference in **EndNote Web** at this time (it is possible to do this in *EndNote desktop*).

The screenshot shows the 'New Reference' form in EndNote Web. The 'New Reference' tab is selected. The form includes fields for 'Author', 'Title', 'Year', 'Journal', 'Volume', 'Issue', 'Pages', and 'Start Page'. A dropdown menu for 'Reference Type' is set to 'Journal Article'. A 'Save' button is highlighted, and a 'Reference is saved.' message is visible. Callout boxes provide instructions for each element.

**Click here when finished to save the reference and add it to your library**

**Choose the publication format**

**Type in the information**

**Scroll down the screen to add more information**

## Import References

- **Run your search** in one of the databases to which the library subscribes (such as *PsycINFO*)
- Follow the database's instructions for **saving the references** for import -- Instructions for some database providers listed here: [http://www.myendnoteweb.com/help/en\\_us/ENW/hsr\\_importformat.htm](http://www.myendnoteweb.com/help/en_us/ENW/hsr_importformat.htm)
- Complete the import process in *EndNote Web*
  - Select the **file** you saved for importing
  - Choose the **database** that you used from the drop-down list of databases (Filter)
  - Select the **group** to which you want to send the references

**My References** | **Collect** | **Organize**

Online Search | New Reference | **Import References**

### Import References

Importing from EndNote?

File: C:\Documents and Settings\jbrown\De...

Filter: Social Services Abs (CSA)

To: - Homelessness

*Locate the file you saved for importing*

*Select the database you used for your search*

*Click to see the full list of database options, and to create a list of your favorite databases in the drop down box*

*Choose the group into which you want to place the citations, and then click on the "Import" button*

- The resulting screen will show that you successfully imported the references. Click on the name of the group to see the references in that group, including the ones you just added. They were also added to your **All My References** group.

**My References** | **Collect** | **Organize**

Online Search | New Reference | Import References

### Import References

4 references were imported into "Homelessness" group.

Importing from EndNote?

File:

Filter: Select...

To: Select...

*Click here to see this group of references*

## Organize

From this tab, you can **work with your groups**, see which **groups colleagues have shared** with you, and **find and delete duplicate references** in your libraries.

### Manage My Groups -- Create, rename, delete and share groups

**My References** | **Collect** | **Organize** | **Format** | **Op**

Manage My Groups | Others' Groups | Find Duplicates

### Manage My Groups

My Groups	Number of References	Share	Manage Sharing	Rename	Delete
Citation Searching	6	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Ed Leadership	31	<input checked="" type="checkbox"/>	Manage Sharing	Rename	Delete
Globalization	2	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Homelessness	10	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Social Justice	8	<input checked="" type="checkbox"/>	Manage Sharing	Rename	Delete
New Group					

Click here change the name of a group

Icon indicates you are sharing this group with one or more colleagues

Click here to create a new group - you can have up to 500 groups

Click here to start sharing a group

Click here to remove a group from your library

Does not delete the references from your "All My References" group

### Sharing one of your groups with colleagues

- Click in the **check box** to select the group you want to share with colleagues who also have *EndNote Web* accounts. Then, click on the **Manage Sharing** button

Social Justice | 8 |  | Manage Sharing | Rename | Delete

- At the next screen, click on the **Start sharing this group** link

**My References** | **Collect** | **Organize**

Manage My Groups | Others' Groups | Find Duplicates

### Manage Sharing for 'Social Justice'

0 E-mail Addresses

Start sharing this group.

- Enter up to 1,000 e-mail addresses** of people with whom you want to share the group. Then, decide if you want to allow them to just **look** at your group (*Read only*), or if you want them to be able to **look and add** (*Read & Write*) references to your group. Finally, click on **Apply**

**Add E-mail Addresses to 'Social Justice'**

Enter e-mail addresses. Use the Enter or Return key to separate addresses.

alice.apples@wichita.edu

- OR -

Select a text file with e-mail addresses separated by commas.

Browse...

Read only  Read & Write

Apply

- The resulting screen gives you the option to add more names. If you are done, click on the **Close Window** link

**Add E-mail Addresses to 'Social Justice'**

1 e-mail address added.

Enter e-mail addresses. Use the Enter or Return key to separate addresses.

- OR -

Select a text file with e-mail addresses separated by commas.

Read only  Read & Write

[Close window.](#)

- Your new, shared group will be displayed

Click here to return so that you can work with other groups

[Manage My Groups](#) | [Others' Groups](#) | [Find Duplicates](#)

**Manage Sharing for 'Social Justice'**

1 E-mail Address

E-mail Address ↓	Read only	Read & Write		
alice.apples@wichita.edu	<input type="radio"/>	<input checked="" type="radio"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

- To stop sharing a group at any time, simply **uncheck** the box in the **Share** column

My Groups ↓	Number of References	Share		
Citation Searching	6	<input type="checkbox"/>	<input type="button" value="Manage Sharing"/>	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
Ed Leadership	31	<input checked="" type="checkbox"/>	<input type="button" value="Manage Sharing"/>	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
Globalization	2	<input type="checkbox"/>	<input type="button" value="Manage Sharing"/>	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
Homelessness	10	<input type="checkbox"/>	<input type="button" value="Manage Sharing"/>	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
Social Justice	8	<input type="checkbox"/>	<input type="button" value="Manage Sharing"/>	<input type="button" value="Rename"/> <input type="button" value="Delete"/>

## Others' Groups – View the names of groups that are being shared with you by colleagues

Uncheck to keep this information from displaying on the "My References" tab

Others' Groups

Access	Show	Groups Others Share with Me	Owner
	<input checked="" type="checkbox"/>	Second Year Project	chrisbcritter13@gmail.com

- To access the group, click on your **My References** tab, and then click on the name of the group

My References

Quick Search

Search for

in All My References

Search

My References

- All My References (75)
- Citation Searching (6)
- Ed Leadership (31)
- Globalization (2)
- Homelessness (10)
- Social Justice (8)
- [Unfiled] (20)
- Quick List (0)
- Trash (6) [Empty](#)

Groups Shared by Others

[Second Year Project](#)

## Find Duplicates – View duplicate references in your library, and delete them

- When you click on this link, all references in your library that have duplicates will be gathered together. You can leave the duplicates, or you can delete them. Only the checked items will be deleted.

Find Duplicates

All  Duplicates [Add to group...](#) [Copy to Quick List](#) [Delete](#)

Author	Year	Title	Edit
<input type="checkbox"/> Rice, Eric	2008	Countervailing social network influences on problem behaviors among homeless youth Journal of adolescence	Edit
<input checked="" type="checkbox"/> Rice, Eric	2008	Countervailing social network influences on problem behaviors among homeless youth Journal of Adolescence	Edit
<input checked="" type="checkbox"/> Rice, Eric	2008	Countervailing social network influences on problem behaviors among homeless youth Journal of Adolescence, vol	Edit

Duplicate references to be deleted

Click here to delete the checked items

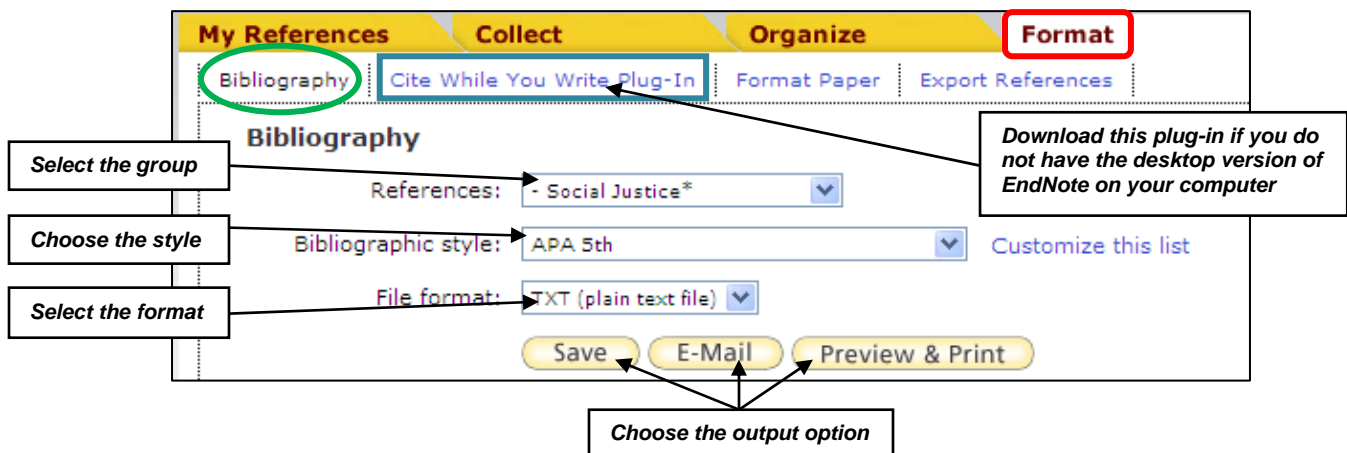
## Format

Use this tab primarily to **create an independent bibliography** of all of your references or groups of your references. You can also *download the plug-in* for using *EndNote Web* to insert references as you write your papers in *Word* here. If you have downloaded *EndNote desktop* version X or higher, this *Cite While You Write* plug-in has been downloaded automatically for you. If you haven't downloaded *EndNote desktop*, you will need to install the **EndNoteWeb Cite While You Write Plug-In** noted below.

From the **Bibliography** tab, you can also *format a paper* using RTF format and *Export References* from one bibliographic manager to another, such as from *EndNote Web* to *BibTeX* or *RefMan*. For more information on the *Cite While You Write Plug-in*, *Format Paper* and *Export References* functions, please refer to the online **Help** available from within *EndNote Web*. The **Bibliography** function will be described here.

### Create a bibliography

- Select the **group** of references you want to use
- Choose the **style** in which you wish to format the references—by clicking on the *Customize this list* link, you can create a “favorites” list of the styles you use the most often
- Choose the **file format**—you can choose between *HTML*, *TXT*, or *RTF*
- Choose to either **Save**, **E-Mail** or **Preview & Print** your bibliography

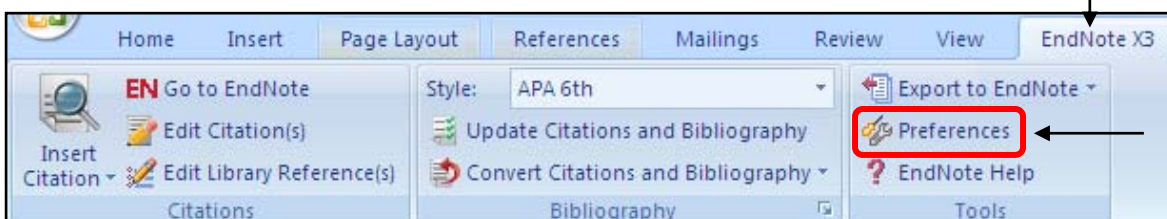


## Using Cite While You Write (CWYW) with Microsoft Word

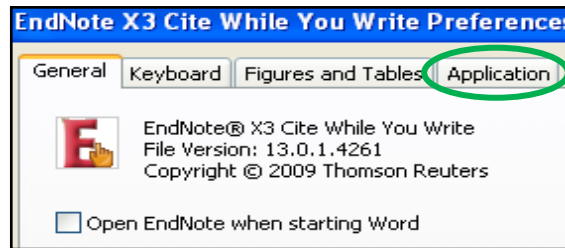
If you have downloaded *EndNote desktop* to your computer, an *EndNote* toolbar was automatically downloaded into your *Word* program. If you have *EndNote X* or higher, you will be able to switch back and forth between *EndNote desktop* and *EndNote Web* to insert references into your papers. (**NOTE:** If you have only downloaded the *EndNoteWeb plug-in*, your only option will be to use *EndNoteWeb*.) To switch between *EndNote* and *EndNoteWeb*:

### In Word 2007

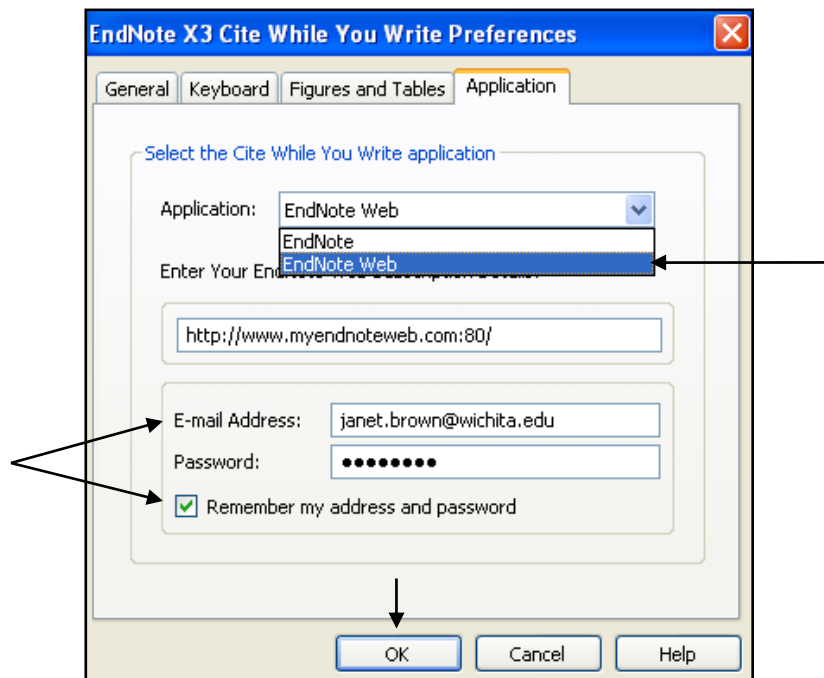
- Click on the **EndNote X3 tab**
- Click on **Preferences**



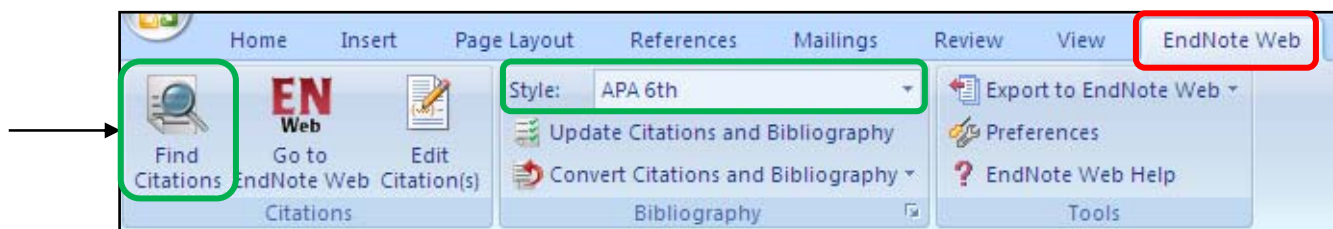
- Click on the **Application** tab



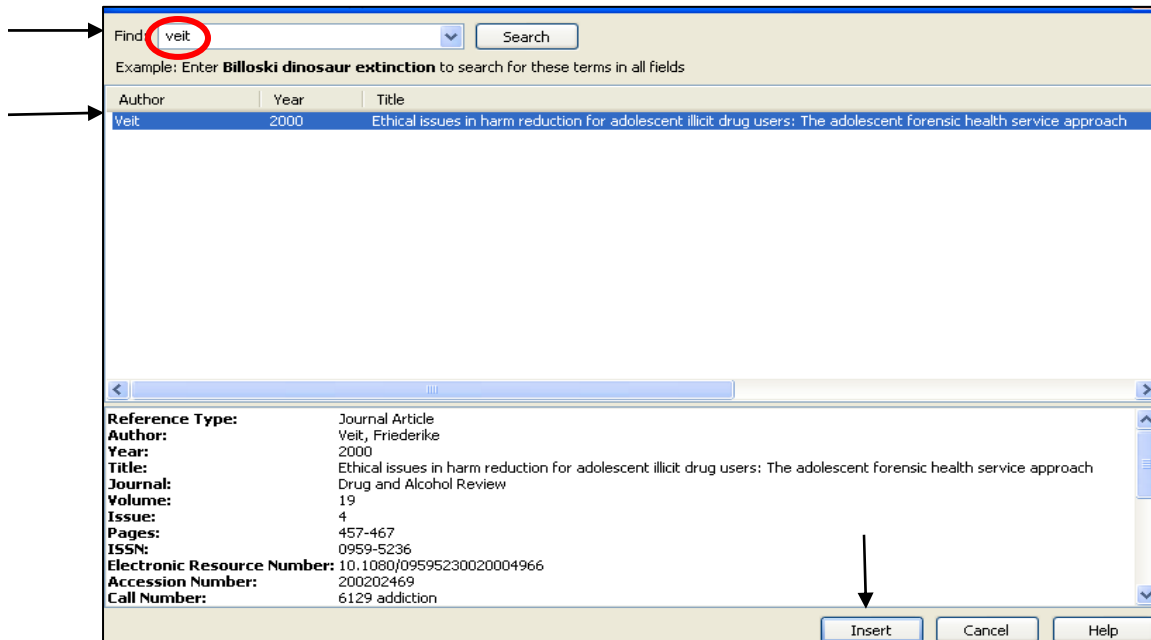
- Click on the drop-down arrow, and **change the Application to EndNote Web**. Type in your **EndNote Web e-mail address** and **password**, and check **Remember my address and password**. Click on **OK**.



- Notice that your *EndNote* toolbar is now an **EndNote Web** toolbar. **Choose the style** that you want to use in your paper. Then, to insert a reference into your Word document, click on the **Find Citations** icon in the toolbar.



- Now you will see a screen that will let you search your *EndNote Web* library for the reference you want to insert. Type some element of the reference, such as the author's name, into the search box. When the reference is displayed, either **double-click** on it, or **click on it once** and then click on the **Insert** button.



- And this is how your paper will look!

***Drug Use Among Adolescents***

The use of a number of different drugs is a growing problem among adolescents. According to a 2000 study by Friederike Veit, 38% of students in a 1998 survey reported that they had used cannabis in the last 12 months, with smaller percentages reporting that they had used amphetamines, hallucinogens, ecstasy, cocaine, heroin and inhalants. (Veit, 2000)

Veit, F. (2000). Ethical issues in harm reduction for adolescent illicit drug users: The adolescent forensic health service approach. *Drug and Alcohol Review*, 19(4), 457-467.

An in-text reference has been inserted where you placed the cursor in your document

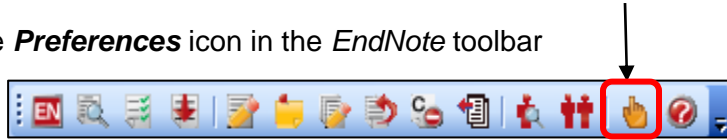
Your bibliography is now started for you at the end of your paper

- You can use references from both *EndNote Web* and *EndNote desktop* in the same paper. To change back so that you can use references from your **EndNote desktop** library in this paper, follow the same steps described above, but on the **Applications** tab, change the option back to **EndNote**.

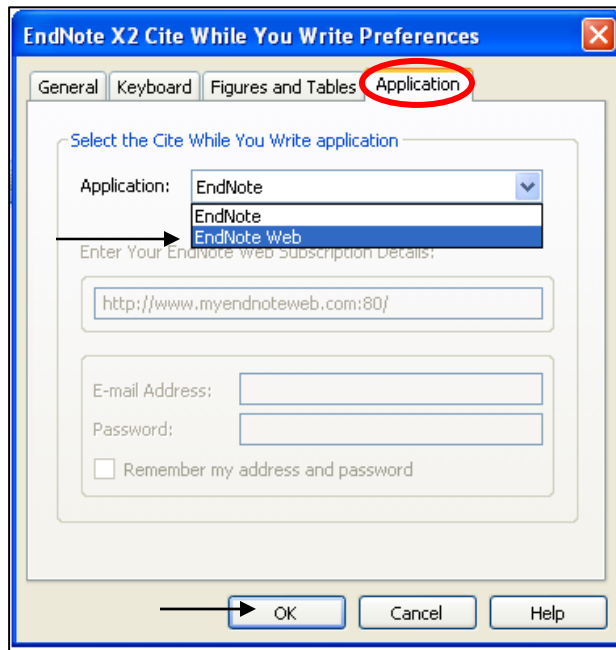
## In Word 2003

The process is essentially the same as using *Word 2007*, but the *EndNote* and *EndNote Web* toolbars look somewhat different.

- Click on the **Preferences** icon in the *EndNote* toolbar



- Click on the **Application** tab, and then click on the drop-down arrow to **change the Application to EndNote Web**; click on **OK**



- Notice that your *EndNote* toolbar is now an **EndNote Web** toolbar. Click on the **Find Citations** icon on the toolbar (magnifying glass), and then follow the instructions for inserting references into your paper as described for *Word 2007* above.



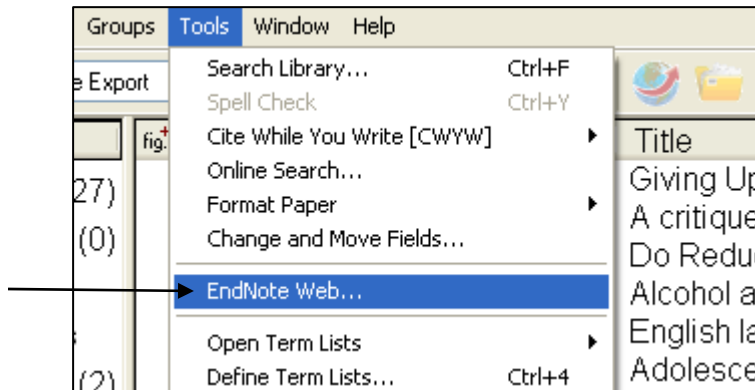
- You can use references from both *EndNote Web* and *EndNote desktop* in the same paper. To change back so that you can use references from your **EndNote desktop** library in this paper, follow the same steps described above, but on the **Applications** tab, change the option back to **EndNote**.

## Transferring references between *EndNote desktop* & *EndNote Web*

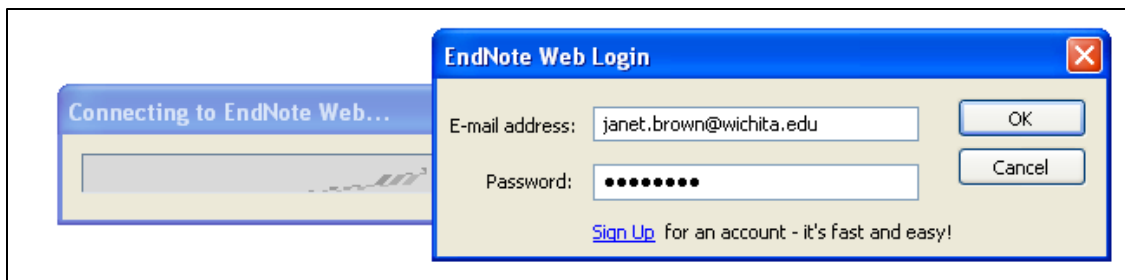
**NOTE:** All transferring between *EndNote desktop* and *EndNote Web* is accomplished from within *EndNote desktop*

### In *EndNote desktop*

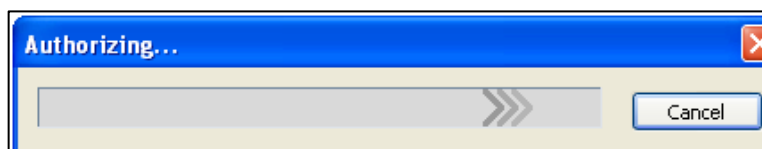
- Click on **Tools/EndNote Web**



- **Login to your EndNote Web account** using your E-mail address and password; click on **OK**



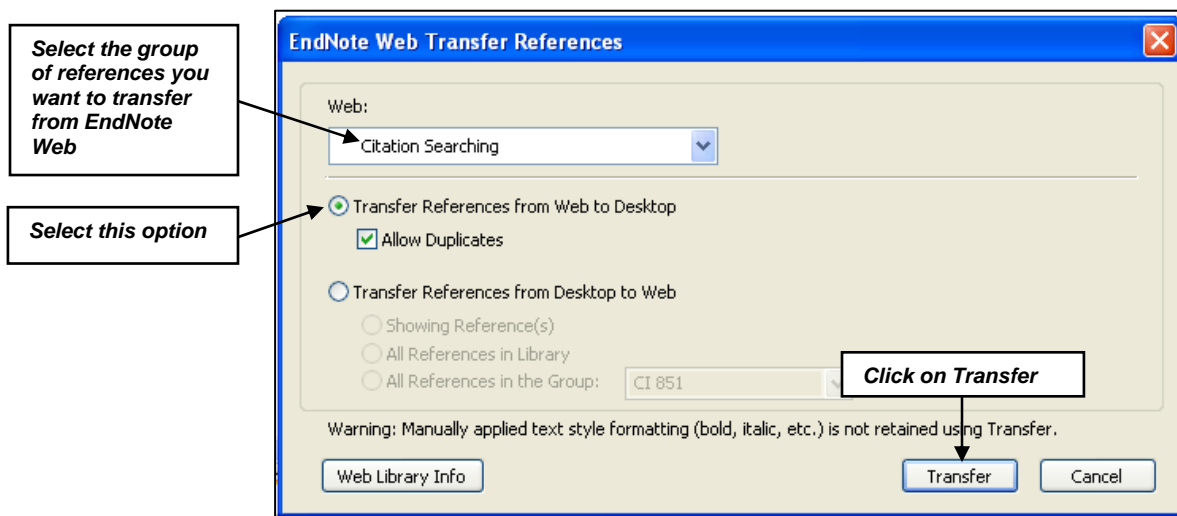
- This box will display while you are being logged into your **EndNote Web** account



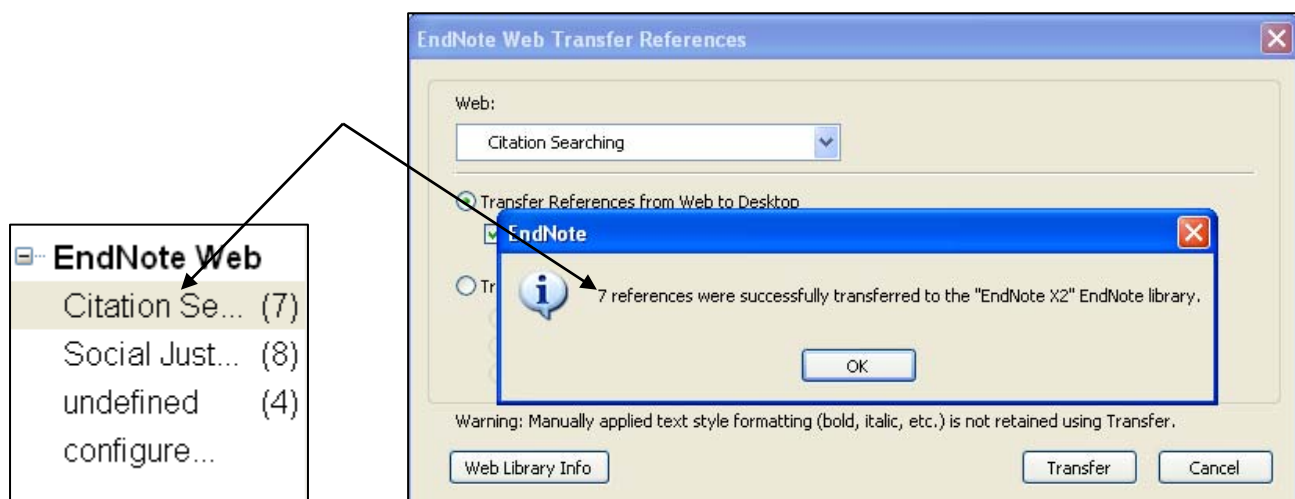
- Select the direction for your transfer — you can either transfer from **Web to Desktop**, or from **Desktop to Web**.

### Transferring from Web to Desktop:

- **Select the group** of references you want to transfer. Click on the drop-down arrow to see the list of groups that you have created in *EndNote Web*
- **Choose Transfer References from Web to Desktop**, and decide if you want to allow duplicates to be transferred
- Click on **Transfer**

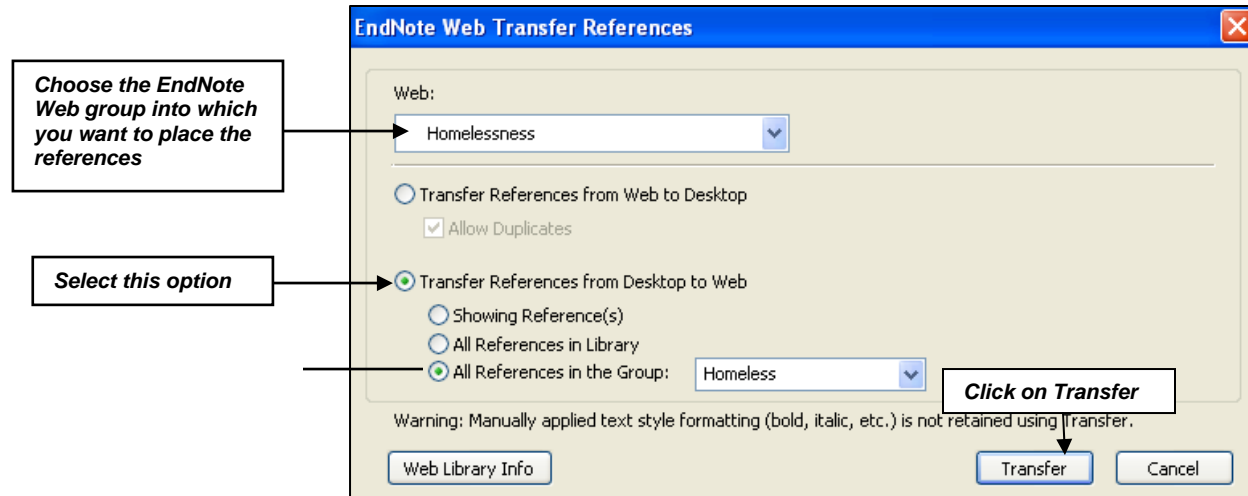


- The references will be added to **All References** in *EndNote desktop*, and the group will be displayed under *EndNote Web* (under the **Groups** heading) on the lower left-hand side of your *EndNote desktop* library window.



## Transferring from Desktop to Web

- Choose the **EndNote Web group** into which you want to place the references
- Choose **Transfer References from Desktop to Web**, and then select which references you want to transfer
- Click on **Transfer**



- The references will be added both to the **group** you specified, and to **All My References** in EndNote Web

