

Library

Guide to EndNote Web

EndNote Web allows you to build a database of references that you collect from searches of library catalogues, online databases and the web and enables you to add them into your documents and your bibliography in the correct format

Registering from a College PC

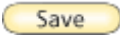
1. Go to EndNote Web at <http://www.myendnoteweb.com/> or via the page on the Library web site
2. Click on **Sign Up for an Account**
3. Enter the required information including an email address and password of your choice
4. Click on **I Agree**

Registering from outside College

You must first register via the **Web of Knowledge platform** at <http://www.bbk.ac.uk/lib/elib/databases/science/sci> (click on the Outside College link). You will be asked for your IT Services username and password. This confirms that you are a valid user and enables off-campus access for twelve months. After twelve months, you will need to re-register in the same way. Once in Web of Knowledge, click on **My EndNote Web** at the top of the screen and click on **Register**.

Building your EndNote Web Library

Manually creating new references

1. Click on **Collect** and select **New Reference**
2. Select the appropriate reference type from the **Reference Type** drop-down menu
3. Enter the information from your reference in the appropriate fields
4. Click on 
5. References are automatically added to the **Unfiled** group – to create groups of references, see “Organising your references” on page 2 of this guide

Transferring references from databases and ejournal packages

See the list at the end of this guide for instructions on how to transfer references from some of our major databases and ejournal packages

Online Searching via EndNote Web

You can perform searches of the Citation Indexes, PubMed and some other databases directly through EndNote Web. However, the search screen provided by Endnote Web does not give you the functionality of many of the database search screens. It can be a useful way of getting references from library catalogues or databases where exporting references directly to EndNote Web is not possible


- Click on **Collect** and then **Online Search**
- In the connection file drop-down list, select the database/library catalogue and click **Connect** (for Birkbeck Library catalogue, choose U London Birkbeck)
- Enter your search terms
- Select a field from the **In:** box. to search in, e.g. author, title, subject.
- Use the **And, Or and Not** drop down menu to join search terms together
- Click on **Search**
- Click in the box to the left of the citations you want or check the box for **All** or **Page**
- Select the folder you want to copy them to from the **Add to group:** drop down menu



Create a list of the connections you use the most by clicking on **Select Favorites**

Links to

Full text

EndNote Web adds our  button to the records. You can click on this and get through to the full text if we subscribe

Or:

You can type or copy and paste the full URL of a full text article in the **URL** field. You can then click on this URL whenever you access the record to see the full text of the article

Organizing your references

Creating groups in EndNote Web

- Click on the **Organize** tab
- Select **Manage My Groups**
- Select **New Group**
- Give your group a name and click **OK**

Putting references into groups

- When records are imported into EndNote Web they are placed in the **Unfiled** group unless you specify otherwise
- Click in the box to the left of the records you want to move or select **All** or **Page**
- Select the folder from the **Add to Group** drop-down menu or select **New Group**. All selected records will be moved to the group of your choice

To view records

- Click on title to view the full record
- Click on **Go to URL** or **Go to record** link, if available, to see more information
- Click the right or left arrows to move between records
- You may be able to click through to the full text of the article if the URL is present or if the **Find Full text** button is available.

To edit records

- Click on the **Edit** button to make changes

Searching records and folders

You can easily search your EndNote Web library using the Quick Search feature. This tool searches your entire library - all fields for all references in all folders.

- Enter a search term in the **Quick search:** box. To search for a specific phrase enclose the phrase in double quotes
Example: "dna fingerprinting"
- Use* replace one or more characters at the end of a search term.
Example: drug* (retrieves drug, drugs, druggist)
- Select a folder or use the default All My References to search your library.
- Click **Search**

Creating a stand-alone bibliography in EndNote Web

- Click on the **Format** tab
- Select a folder or **All references in my library** from the **References** drop-down menu
- Select an output style from the **Bibliographic style:** drop-down menu
- Select a file format from the **File format:** drop-down menu - RTF (Rich Text Format) is the best file format for Word documents or choose HTML for a web page
- Click on the appropriate button to print, save or email your formatted bibliography



Create a list of the styles you use the most by clicking on **Select Favorites**

Create a bibliography as you write - “Cite While You Write”

Use the **EndNote Web Cite While You Write Plug-in** to insert references and format citations and bibliographies automatically while you write your papers in Word. You can install the plug-in on your own computer by clicking on **Download Installers** at the bottom of the Endnote Web pages.


Inserting cited references in your Word document

- With your Word document open, place the cursor in the location where the citation should appear
- Select the **EndNote Web** tab and choose a referencing style from the **Style** menu.
- Then click on **Find Citation(s)** This tool searches your entire library (i.e., all reference fields for all references in all folders)
- Enter a search term in the **Find Citations** box to find the reference(s) to insert.
- Click on **Search**
- Select the reference. To insert multiple references in one citation, click each reference while holding the Ctrl key.
- Click **Insert**


The citation appears at the cursor location, formatted according to the referencing style you chose. The reference is automatically added to the bibliography at the end of your manuscript.

Transferring references from databases to EndNote Web


Below are instructions for getting references from some of our most popular databases into EndNote Web

 **Tip** Create a list of the import filters you use the most by clicking on **Select Favorites** on the **Import References** page

Web Of Knowledge/Web Of Science


From the Web of Knowledge interface you can directly import references, by checking the boxes next to them or by creating a marked list, into EndNote Web using the Save to  button.

PubMed


- Save to file by selecting **File** from the **Send To** drop down menu
- Choose **MEDLINE** from **the list of formats**
- Click on **Create File**
- Save as a plain text file (.txt)
- In Endnote Web click on **Collect** and on **Import References** and then on **Browse** and navigate to the file
- Set the Import filter to **PubMed (NLM)**
- Click on 

ScienceDirect

- In ScienceDirect, select the references you want to save and click on **Export Citations**
- Choose **Citations** or **Citations and Abstracts**
- For the **Export Format** choose **RIS format**
- Click on **Export**
- **From the Choose Destinations** menu that pops up, choose **Endnote Web**
- You may have to log in to Endnote Web or choose it from a list


On some computers, the Direct Export function doesn't seem to work. In this case save the file as RIS format. In Endnote Web, click on **Collect** and **Import References** and then on **Browse** and navigate to the file. From the **Import Option** drop down menu select **ScienceDirect** and choose the group you want to add them to. Click on 

EBSCO databases (e.g. PsycInfo, Business Source Premier, etc)

- Add the references you want to export to the folder by clicking on **Add to folder** underneath each one
- Click on  **Folder** to display them and then on **Select all**
- Click on **Export** on the right hand side and choose **Direct Export to EndNote Web**

JSTOR


- Check the boxes next to the references you want to transfer
- Click on **Export Citations**
- Click on **RIS file (EndNote, ProCite, Reference Manager)**
- You will be asked if you want to open or save this file. Choose to **Save** this file

- In EndNote Web, click on the **Collect** tab, and click on **Import References**
- Click on **Browse...** to find the save file
- Select **JSTOR** from the list of filters
- Choose the group you want the references to be saved in to
- Click on 

Google Scholar


In Google Scholar you can only save one reference at a time.

- Click on the **Scholar Preferences** link.
- Under **Bibliography Manager** select the option **Show links to import citations into** and choose **EndNote** from the drop down menu
- Click on the **Save Preferences** button.
- After performing a search on Google Scholar click on the **Import into EndNote** link for the reference you want to import.
- When you are presented with a window asking if you want to "Open" or "Save" the file, choose to save the file. Each reference is saved as a separate file.

- In EndNote Web select the **Collect tab** and then **Import References**.
- Use the **Browse** button to select the file you saved above. Click **Open**.
- Under **Filter** click on the drop-down list and select **EndNote Import**.
- Select a group/folder to put the records in. Click 

Importing references from other databases

If the database doesn't have an EndNote web export facility, search the database and save the citations. Note that all files must be saved as **plain text (.txt)** files before importing into EndNote Web

- In EndNote Web click the **Import** link to the left of the screen. Click on **Browse** to select the file
- Select the file format or database/vendor from which you obtained the citations from the **Format** drop down menu, or if not present try **ProCite RIS**
- Click on 

Further help

There are online tutorials at <http://endnoteweb.com/training/>. And training videos on YouTube at <http://www.youtube.com/user/EndNoteTraining>

You can also contact the Library Help Desk on 020 7631 6063 or library-help@bbk.ac.uk, or contact your subject librarian.