



[www.myendnoteweb.com/](http://www.myendnoteweb.com/)

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### EndNote Web users can:

- Search Web of Knowledge, PubMed and hundreds of library catalogs directly.
- Import references from hundreds of online bibliographic databases.
- Store up to 10,000 records per user account.
- Cite While You Write in MS Word - requires plug-in.
- Simplify collaboration with colleagues by sharing EndNote Web folders.
- Transfer references between EndNote Web and EndNote X2 seamlessly.

### Create an Account:

1. Connect to **www.myendnoteweb.com** from a computer on the ODU campus.
2. Click **Sign-up for an account** link.

Your account is active for 12 months. To keep your account active you must login within a 12 month period from a campus computer.

## 1. Collect

### Add References Individually

1. Click on the **Collect** tab, and then click on **New Reference**.
2. Select the reference type from the drop down menu ex. blog, book, journal articles.
3. Enter in the reference information and click **Save**.

### Add References using EndNote Web Online Search

*Note: Only free databases are available for searching via this feature. Databases included are PubMed and library catalogs.*

1. Click on "**Collect**", select "**Online Search**".
2. Select the database you wish to search from the menu. You can click on "**Customize this list**" to create a list of your favorite databases.

### Add References using Direct Export

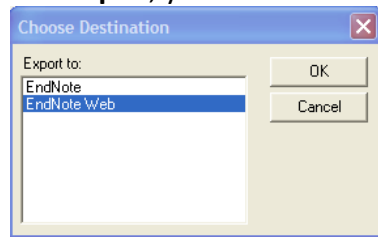
Use EndNote Web's "direct export browser extension for Internet Explorer and Firefox to export references from ODU Library databases. Downloads are available at **Format - >Cite While You Write Plug-In**.

### Thomson ISI: Web of Science


1. In Web of Science mark the references you want to save.
2. Click on **Save to My EndNote Web** button.

### JSTOR

1. If you don't already have one, you will need to create a **My JSTOR** account.
2. Perform your search of the database then click on "**Save Citations**" at the top of the citation list.
3. Go to **MyJSTOR -- Saved Citations**.
4. Select All items (or choose again); then, **Export Citations**.
5. Click on **EndNote, ProCite, Reference Manager (download RIS file)**
6. Click **Open**, you will then be asked to save to EndNote Web and click **OK**.




**EBSCO**(*Academic Search Complete; America History & Life; Business Source Complete; CINAHL; Communication & Mass Media Complete; Education Research Complete; ERIC; Historical Abstracts; PsycINFO; SportDiscus; etc*)

1. Perform your search and click on **Add to Folder** under the articles you wish to Export.
2. Under **Folder Has Items** section, click on "**Folder View**".
3. Select items you wish to export and click on the **Export**  icon.
4. Select **Direct Export to EndNote, ProCite, or Reference Manager**.
5. Click on Save. Select **EndNote Web**.

### Engineering Village

1. Perform search and select the articles you wish to Export.
2. Click on the **Download** button.
3. Select **RIS, EndNote, ProCite, Reference Manager** and then click **Download**
4. Click **Open**, and then select **EndNote Web**.

### Science Direct

1. Perform search and select articles to export.
2. Click on  **Export Citations**.
3. Select **RIS format (for Reference Manager, ProCite, EndNote)**.
4. Click on Export.
5. Select **EndNote Web** and click **OK**.

**Proquest** (*ABI-Inform, Dissertations/Theses FullText*)

1. Perform search and mark articles to export.
2. Click on Export.
3. Click on **Export directly to ProCite, EndNote or Reference Manager**.
4. Select EndNote Web and click OK.

### **Add References using Import**

*Using this process you download references from the database and save as a text (txt) file, in EndNote Web click on the Collect tab, and then click on Import References from EndNote Web. Next select the filter to import you resources into EndNote web.*

### **CSA(Cambridge Scientific Abstracts)**

#### **In CSA databases**

1. Search and mark selected articles.
2. Click **Save/Print/Email**.
3. Next to **Choose a document format** then select **Text**.
4. Click **Save**.

#### **In EndNote Web:**

1. Select the **Collect** tab, click on **Import References**.
2. Use the **Browse** button to select the saved txt. file. Click **Open**.
3. Select the CSA import filter and Database name.
4. Click the **Import** button.

## **II. Organize**

### **Grouping**

*Organize your references into custom groups which contain copies of the record in the All My References group.*

1. Click on **Organize** tab, and then click **New Group**.
2. Type in the name of your group.
3. Click **OK**.

### **Move Citations to a Group**

1. Click the **My References** tab.
2. Choose the folder where the citations are stored ex. Unfiled folder.
3. Select the citations you wish to move or click **Check All** button.
4. Click on the **Add to group...** drop down box and choose the appropriate group.

### **Share a Group**

*Share your folders with anyone who has an EndNote Web account.*

1. Click the **Organize** tab.
2. Click on **Manage My Groups**.
3. Click on **Manage Sharing**.
4. Click on **Start sharing this group**.
5. Enter in the email address(es) for sharing.
6. Click on **Apply**.

### **III. Format**

#### **Create a Stand-Alone Bibliography**

1. Click on the **Format** tab.
2. Click on Bibliography, references, bibliographic style and file format. Select RTF file format if you want to export the bibliography into Word.
3. Select an option to **save, email or print** the bibliography.

#### **Cite While You Write**

Use to insert references, format citations and format bibliographies automatically in Word.

Go to **Format -> Cite While You Write Plug-In**

1. In Word 2007, click on the **EndNote X2** tab.
2. Click **Preferences** and select the **Application** tab.
3. Using the pull down window change application to **EndNoteWeb**.
4. Fill in your EndNote login information and click **OK**.
5. Click on **Find Citations** to search your entire EndNote Library.
6. Select your reference(s) and click **Insert**.

#### **Transferring references/libraries**

*Using EndNote X2 you can transfer reference between EndNote X2 and EndNote Web.*

#### **EndNote X2 to EndNote Web**

1. Select **Transfer** in the **Groups** panel under **EndNote Web**
2. Select the EndNote Web group you want references transferred to.
3. Select **Transfer References from Desktop to Web**.
4. If you want the entire library transferred select **All References in Library**.
5. Click on **Transfer**.

#### **EndNote Web to EndNote X2**

1. Select **Transfer References from Web to Desktop**
2. Click on **Transfer**

### **MORE HELP**

- [MyEndNote Web page](#): Click the **Help** link in the upper-right corner
- [EndNote Web](http://www.endnoteweb.com/) -- <http://www.endnoteweb.com/>
- [EndNote Web Online Tutorials](http://www.endnoteweb.com/training/) -- <http://www.endnoteweb.com/training/>
- [EndNote Web FAQ](http://www.endnoteweb.com/support/faqs/index.asp) -- <http://www.endnoteweb.com/support/faqs/index.asp>