

# Endnote Web

## What is Endnote Web?

- Endnote Web is a free product available to DIT students and staff because of DIT Library's subscription to ISI Web of Knowledge.
- EndNote Web provides users with a basic bibliographic research and formatting solution. Users can manage references, "Cite While You Write" and create bibliographies. References are stored online.
- EndNote Web has fewer features than the full desktop version of EndNote, but allows you to transfer references between the two versions and to share references with other Endnote Web users.

## Why Would I use Endnote Web?

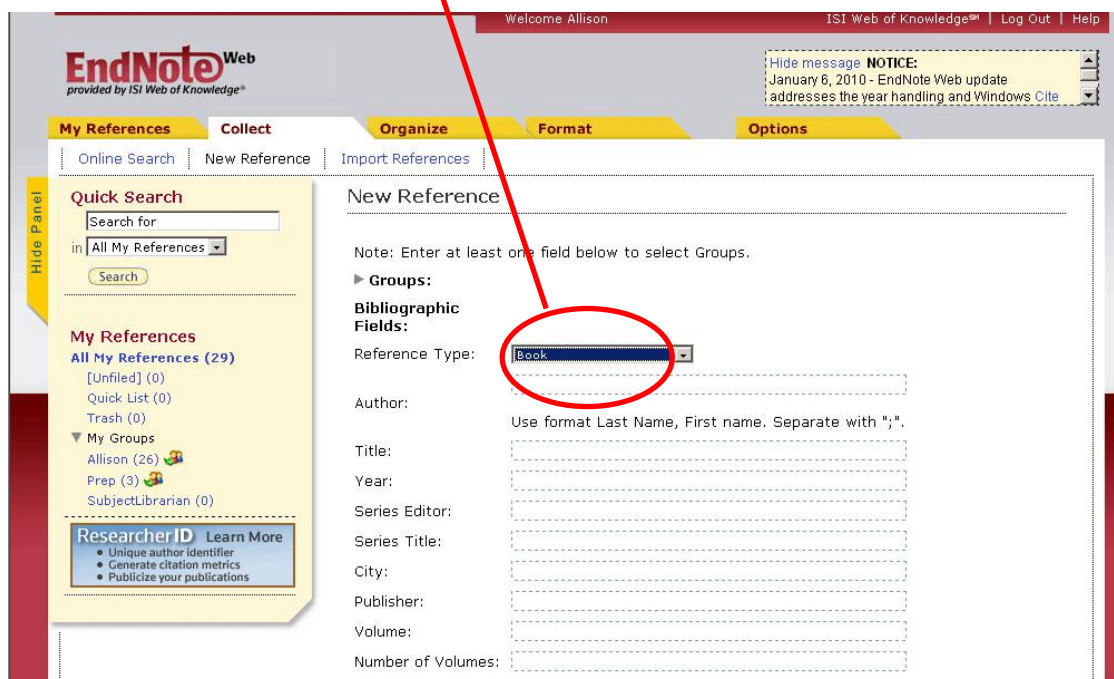
- Endnote Web is available online, so you can use EndNote Web at home, at work, or while travelling.
- If you also use Endnote desktop, you can back your Endnote desktop library up by saving it to Endnote Web. (We also recommended that you back your Endnote library up onto another source such as a memory key.)
- If you use Endnote Web, please note that your EndNote Web libraries will be stored on a server in the United States.

## Setting Up an Endnote Web Account

1. You must create your account while on campus at DIT. You cannot set up an Endnote Web account from outside DIT's network.
2. Go to <http://www.myendnoteweb.com> and fill in the online registration form.
3. You now have an active Endnote Web account.

## Manually Adding References to Your Endnote Library

1. Under the **Collect** tab, click on the **New Reference** link.
2. Choose the appropriate **Reference Type** (e.g., **Book**) from the dropdown menu at the top of the page.



The screenshot shows the EndNote Web interface for adding a new reference. The 'Collect' tab is active, and the 'New Reference' link is selected. The 'Reference Type' dropdown menu is set to 'Book' and is circled in red. The form includes the following fields: Author, Title, Year, Series Editor, Series Title, City, Publisher, Volume, and Number of Volumes. A 'Groups' section is also visible, with a note: 'Note: Enter at least one field below to select Groups.' The 'Groups' section includes 'Bibliographic Fields' and 'Reference Type: Book'.

3. Fill in the Author, Year, Title, etc. fields as appropriate.
4. The reference will automatically save to the **Unfiled** group. You can subsequently move the reference to a **Group**.

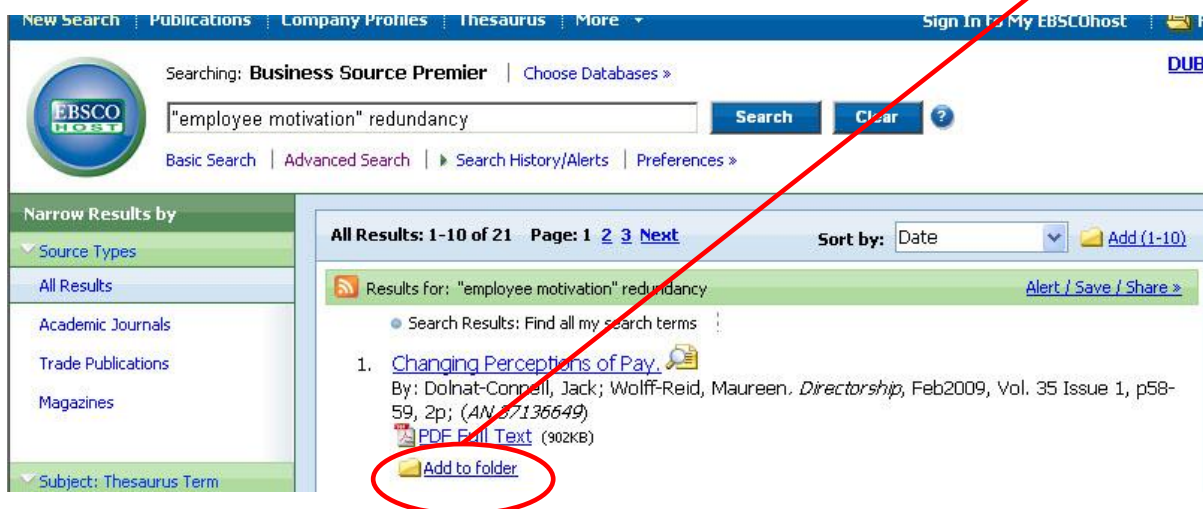
## Importing References from a Database into Endnote Web: Direct Export Databases

Several of the databases to which the library subscribes offer a direct export feature, allowing users to export search results directly into an Endnote Web library. Databases that offer this function include Business Source Premier, Emerald, Arts & Humanities Citation Index, Social Sciences Citation Index, and ScienceDirect.

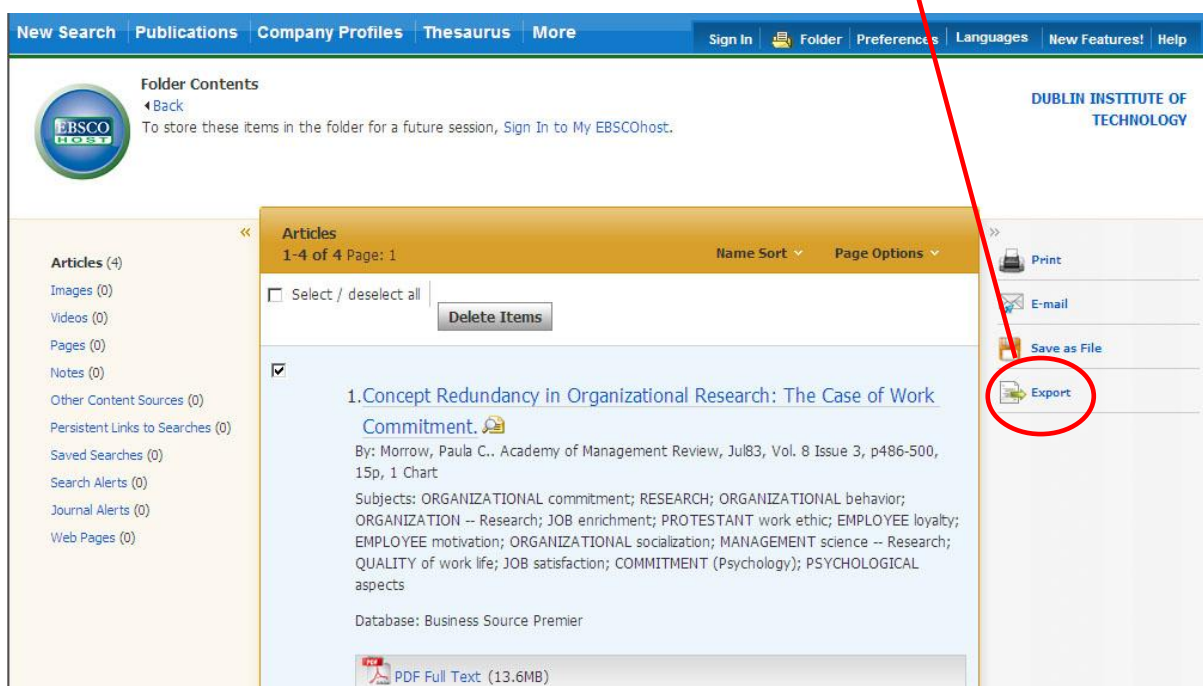
The following instructions relate to exporting references from Business Source Premier into Endnote Web.

1. Conduct a search as normal in the database (e.g., Business Source Premier).

2. Mark the results you want to send to Endnote. In Business Source Premier, use the **Add to folder** links on the results page.



3. Open the folder and select the desired references. Click on the **Export** button to export the references to Endnote Web.



4. On the next screen, choose the **Direct Export to Endnote Web** option and click on the **Save** button.
5. Endnote Web will launch (if it is not already open) and the references will be imported into the **Unfiled** folder of Endnote Web.
6. It is also possible to export an individual reference directly to Endnote Web.

## Importing References from Text Files

Not all databases support Direct Export. You can however still transfer references from other databases to an Endnote Web library by saving your search results as a text file.

1. Perform a search in the database (e.g., Wilson Web's **Art Fulltext**) as normal, and mark the records you wish to send to Endnote Web.
2. Tick the results you wish to export and click on the **Exporting/Citing** tab at the top of the page:

Wilson Web | Important Message | Text Size: A A A | Interface Language: Library Default

Search | Browse | Thesaurus | Search History | Print Email Save | **Exporting / Citing** | Journal Directory | My WilsonWeb

Search Results  
240 Records found for ("war photography") <in> Smart Search  
In **Art Full Text**

Modify Search | Create Alert | RSS Feed | Link To Search

ALL RESULTS | FULL TEXT | FULL TEXT PDF | PEER REVIEWED | NON-PEER REVIEWED

Content Discovery Keys | Get Marked (4) | Clear Marks | Save To My WilsonWeb | Sort By: Relevance | Records: 10 per Page

Narrow These Results | Brief Display | Full Display | Page: 1 2 3 4 5 > Page#:

By Author	100% <input checked="" type="checkbox"/>	1	Rosenmeyer, A. <a href="#">Points of Conflict: An Artist Goes to War</a> . <i>Modern Painters</i> v. 22 no. 8 (November 2010) p. 38-9
By Subject			<input type="checkbox"/> Full Text HTML <input type="checkbox"/> Full Text PDF <input type="checkbox"/> Other Resources <input type="checkbox"/> WilsonLink <input type="checkbox"/> Save to My WilsonWeb
By Date of Creation	100% <input checked="" type="checkbox"/>	2	Howarth, S., et. al., <a href="#">What are you Looking at?</a> . <i>Tate Etc.</i> no. 19 (Summer 2010) p. 70-81
By Document Type			<input type="checkbox"/> Full Text HTML <input type="checkbox"/> Other Resources <input type="checkbox"/> WilsonLink <input type="checkbox"/> Save to My WilsonWeb
New Search By Subject	100% <input checked="" type="checkbox"/>	3	Tillier, B. <a href="#">L'artiste, la censure &amp; la guerre</a> [Part of a special section: Art & Censure]. <i>Beaux Arts Magazine</i> no. 302 (August 2009) p. 78-83
War photography			<input type="checkbox"/> Full Text HTML <input type="checkbox"/> Full Text PDF <input type="checkbox"/> Other Resources <input type="checkbox"/> WilsonLink <input type="checkbox"/> Save to My WilsonWeb
Nachtwey, James, 1948-			
Iraq War, 2003- / Photographs			
Servicemen / Photographs	100% <input checked="" type="checkbox"/>	4	Ritchin, F. <a href="#">Don McCullin: Dark Landscapes—Interview with Fred Ritchin</a> . <i>Aperture</i> no. 195 (Summer 2009) p. 70-81

3. Select the **Endnote Filter** from the download options and click on the **Export** button:

Wilson Web | Important Message | Text Size: A A A | Interface Language: Library Default

Search | Browse | Thesaurus | Search History | Print Email Save | **Exporting / Citing** | Journal Directory | My WilsonWeb

Back To Results

PRINT | EMAIL | SAVE | **EXPORTING**

Export to RefWorks, EndNote, Bibliographic software

Records to Export:

- The 4 records in your marked set
- Use the currently viewed records.
- From records  to

(up to 100 records at a time)

Option:

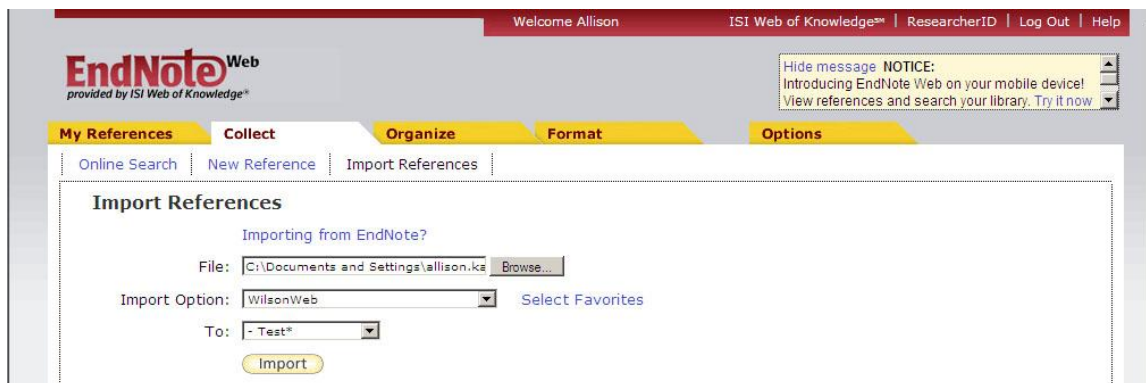
- Clear the marked set after the export

**Export**

Download Record(s) into:

- RefWorks' Direct Export Tool
- The EndNote Filter**
- For exporting to Bibliographic Software

4. Save the file onto your computer (it will have a .ris extension).
5. In Endnote Web, select **Import References** from the **Collect** tab.
6. Browse to the .ris file in which you saved the desired references from Wilson Web's Art Fulltext.
7. Select WilsonWeb from the **Import Option** dropdown box.
8. Choose the folder to which you would like to import the WilsonWeb references (the Unfiled folder is the default).



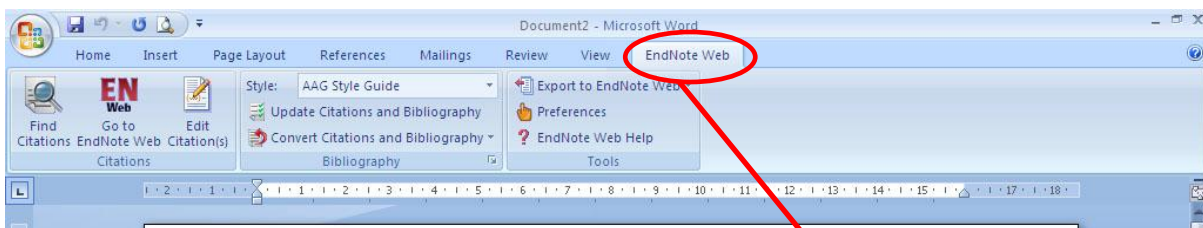
9. The references will be imported into the selected folder.

### Inserting References into a Word Document

Endnote Web offers a **Cite While You Write** plug-in which allows you to insert references and format citations and bibliographies automatically while you write your papers in Word.

Download the Endnote Web Cite While You Write Plug-In for Windows or for Macintosh at <http://www.myendnoteweb.com/Download/EndNoteWeb.dmg>

Installing the plug-in will insert an Endnote Web toolbar into your Word processing program:

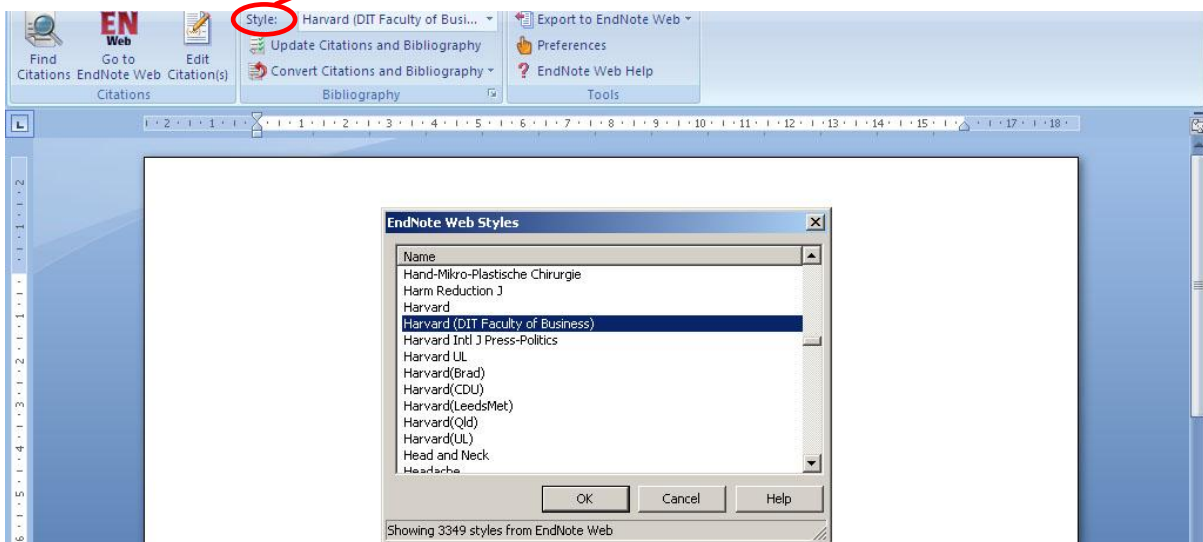


**Tip:** Word 2007 has its own bibliographic tools which are accessed via the **References** menu in Word.

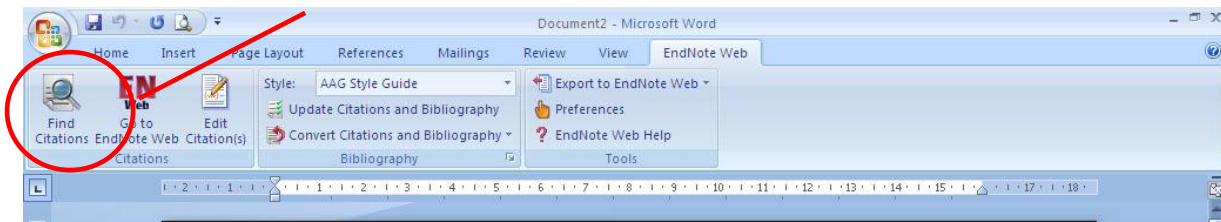
If you have installed the Endnote Web Cite While You Write plug-in on your computer, and if you wish to use Endnote Web instead of Word to manage your references, click on the **Endnote Web** menu in Word.

To insert a reference from an Endnote Web library into Word:

1. Ensure the desired bibliographic style is displayed in the **Style** dropdown box in the Endnote Web toolbar. To change the style, click on the **Style** dropdown box, scroll **up** to **Select another style** and choose the desired style (e.g., Harvard (DIT Faculty of Business)) from the pop-up box.

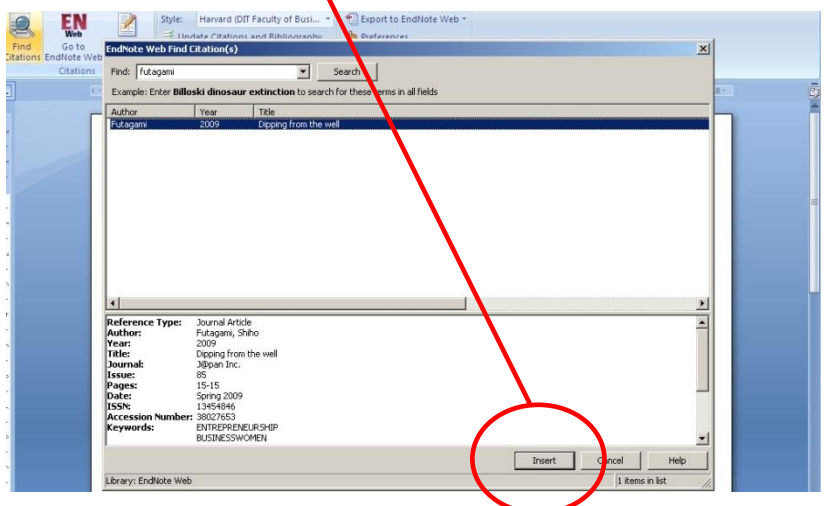


2. Place the cursor where the reference should be inserted in the Word document.
3. Click on the **Find Citation** button in Word.

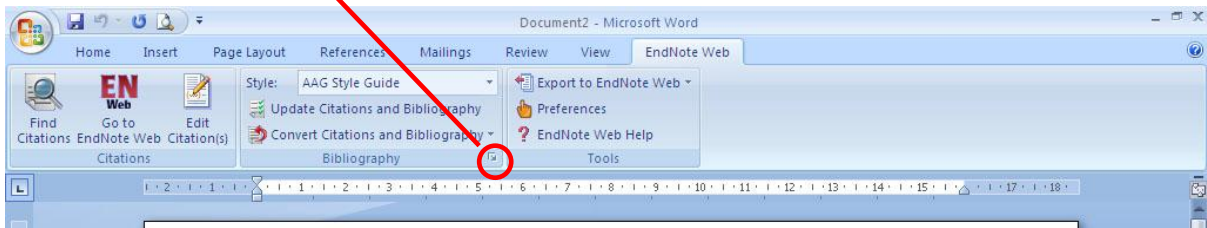


4. Enter a search term in the search box and click on the **Insert** button to insert the retrieved reference(s) into the Word document. The selected citation will be inserted as an in-text citation in the Word document, and in a bibliography at the end of the Word document, both formatted in the chosen style.

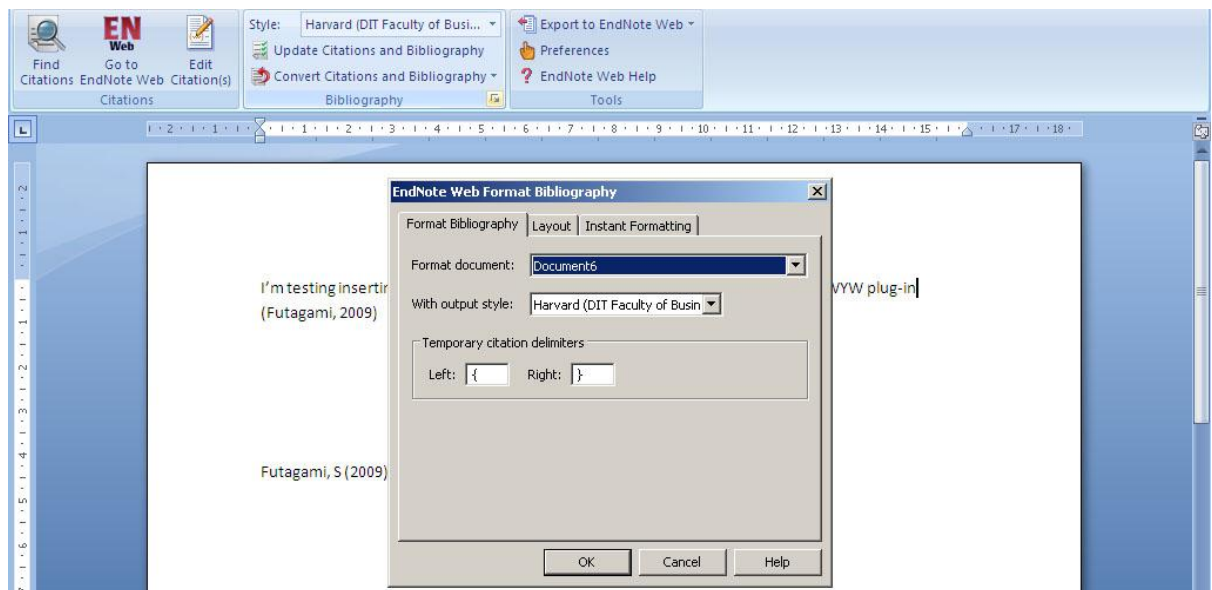
5. Use Word's **Insert Page Break** option to move the bibliography to the end to the Word document.



6. Click on the arrow next to **Bibliography** to open the **Format Bibliography** menu.



7. Use the options under the **Layout** to assign a title (e.g., References) to the bibliography and to specify spacing, hanging indents, etc.



## Editing a Citation in Word

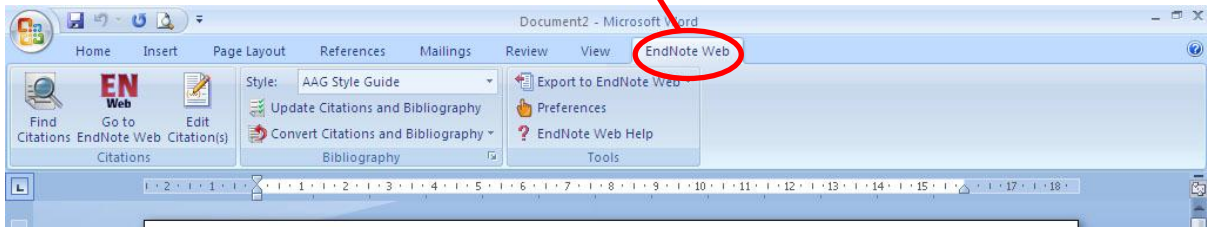
Endnote Web's Cite While You Write tool allows you to insert references from an Endnote Web library into a Word document, and automatically formats the references in whatever style you have chosen. If you wish to

- Add a page number to a citation
- Remove an author's name or a date from a citation
- Delete a reference from a Word document

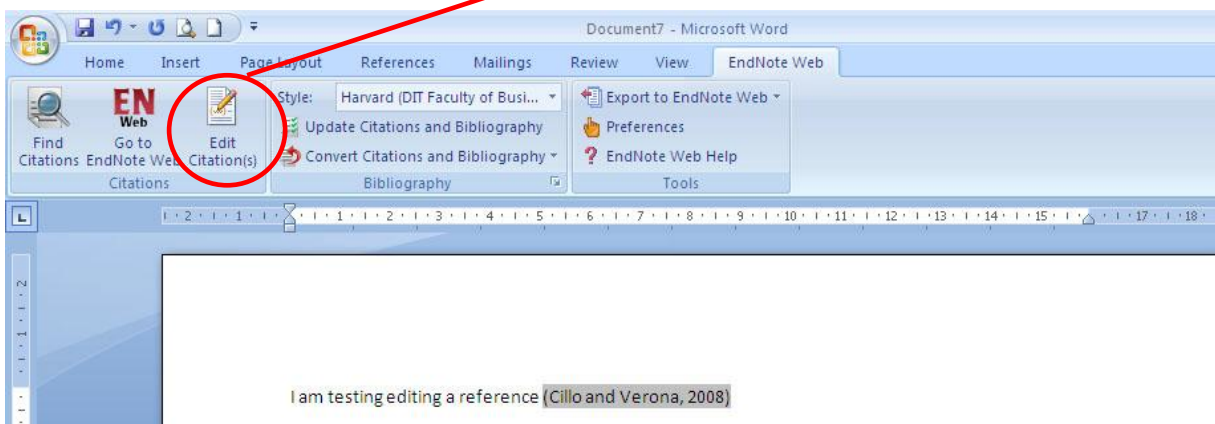
You will need to edit the reference manually.

## Adding a Page Number to a Citation

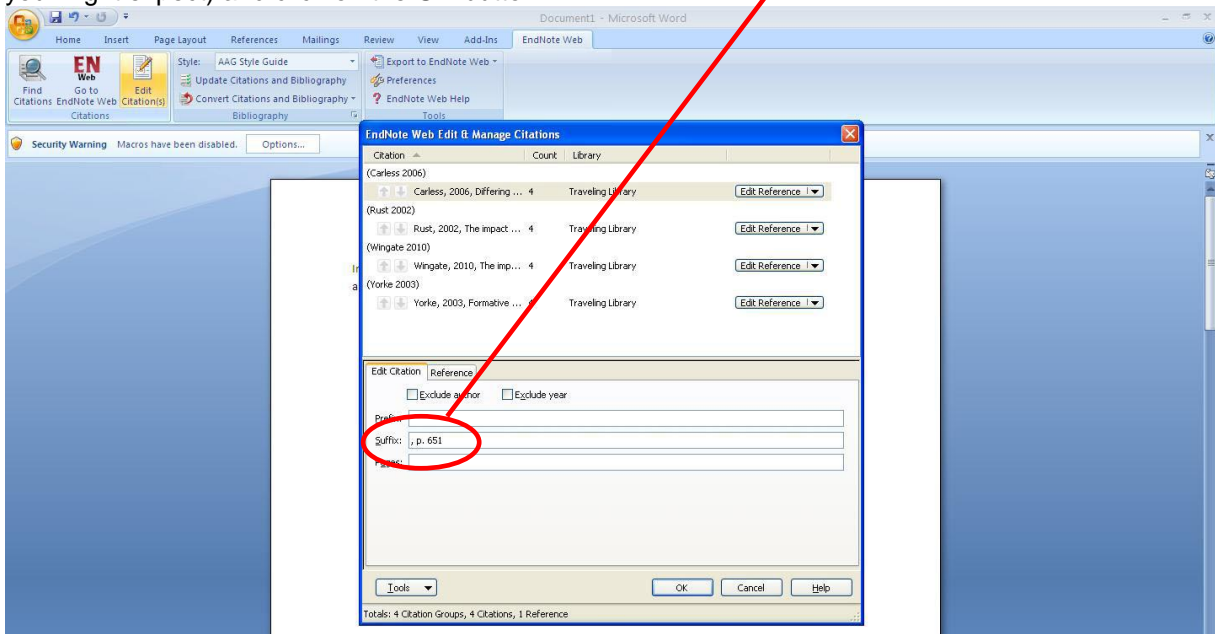
1. Make sure you have clicked on the **Endnote Web** tab in Word.



2. Click into the reference to which you wish to add a page number (it should become highlighted in grey) and choose **Edit Citation** from the Endnote Web toolbar.

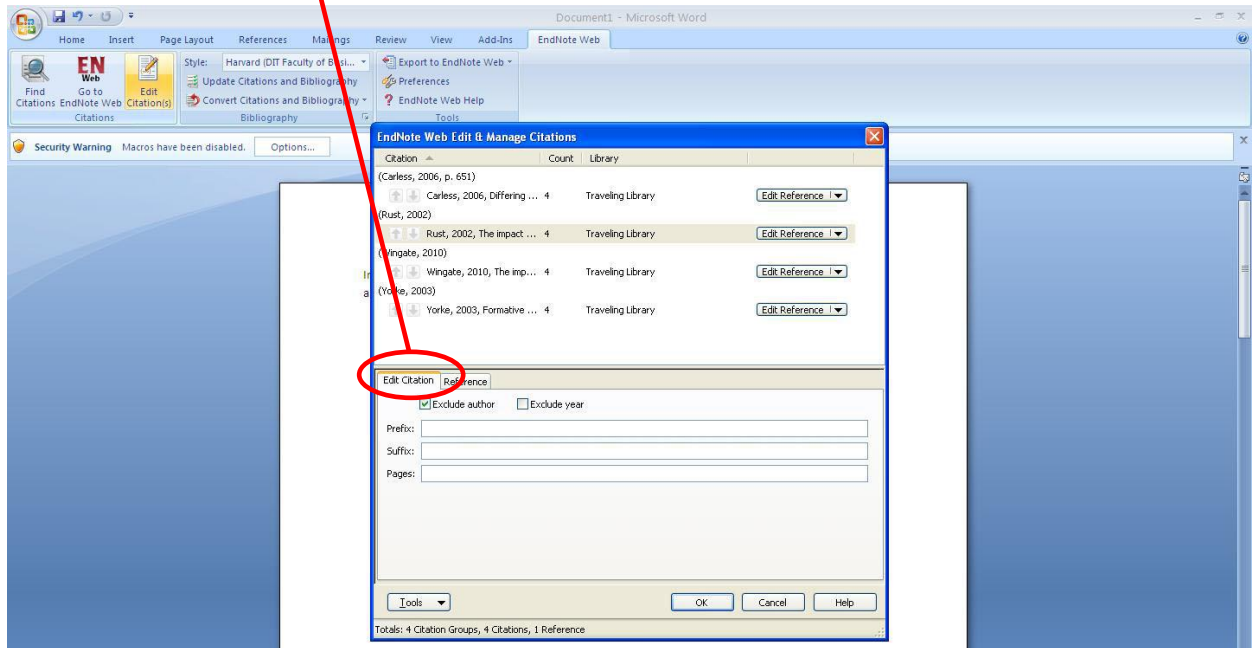


3. Type the page number (including punctuation and spaces) in the **Suffix** box (not the Pages box, as you might expect) and click on the **OK** button.



### Removing an Author's Name from a Citation

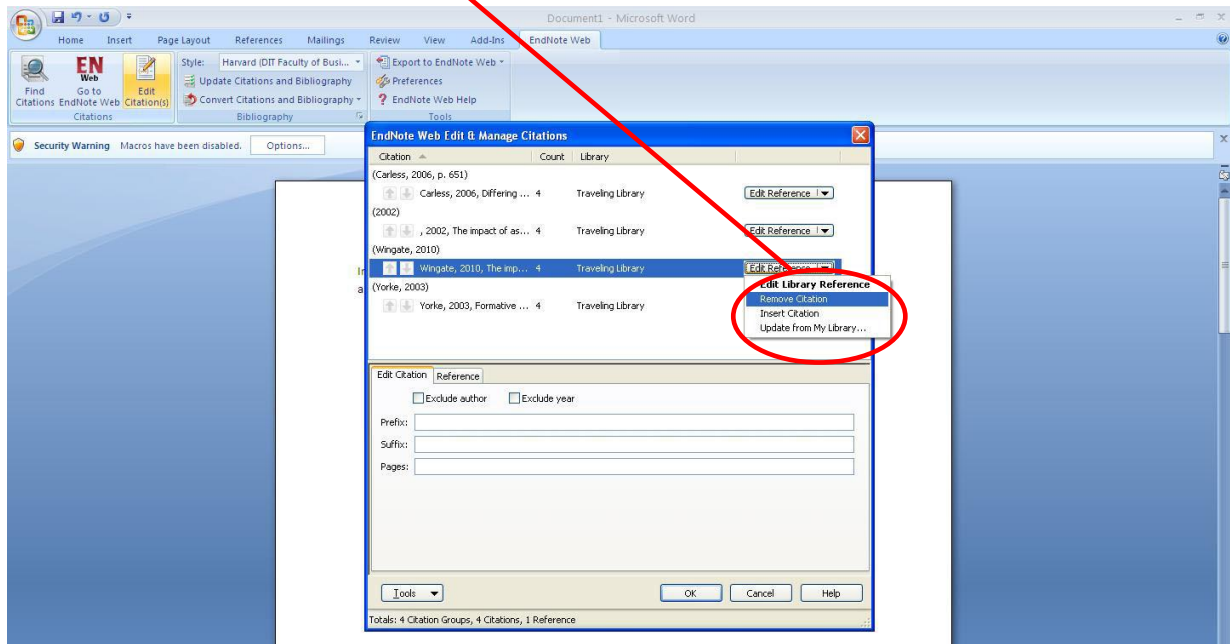
1. Make sure you have clicked on the **Endnote Web tab** in Word.
2. Click into the reference from which you wish to remove the author's name (it should become highlighted in grey) and choose **Edit Citation** from the Endnote Web toolbar.
3. Click the **Exclude author** box and click on the **OK** button to eliminate the author from the reference.



### Deleting a Reference from a Word Document

1. Do **not** use the delete function in Word if you wish to delete a reference from a Word document. This will remove the reference from the body of your text, but will not delete it from the bibliography at the end of the document. You must use Endnote to delete the reference correctly.
2. Make sure you have clicked on the **Endnote Web tab** in Word.
3. Click into the reference which you wish to delete (it should become highlighted in grey) and choose **Edit Citation** from the Endnote Web toolbar.

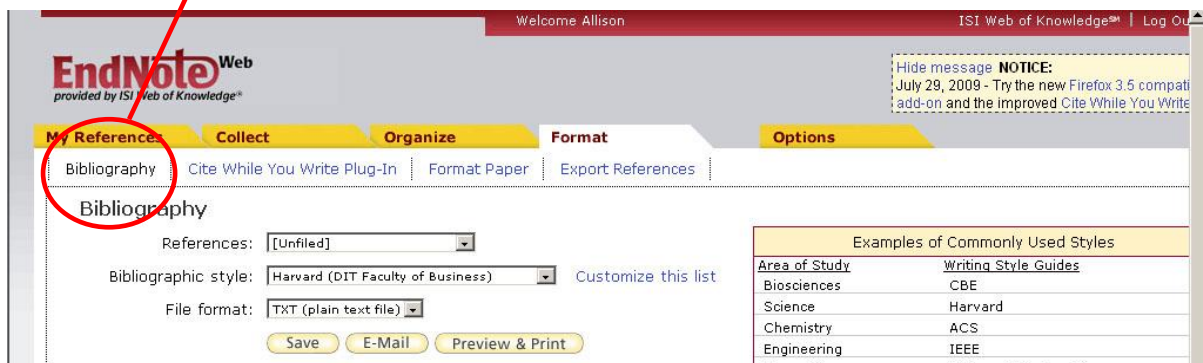
4. Select the **Remove Citation** option and then click on **OK**. The reference will now have been removed from the body of the document and from the bibliography, unless that reference has been cited elsewhere in the document.



## Printing a Standalone Bibliography

You can use Endnote Web to print a bibliography formatted in your chosen style, without having to download or use the Endnote Web Cite While You Write plug-in. This is ideal if you simply need a standalone bibliography, rather than a document with correctly formatted in-text references, etc.

1. Choose **Bibliography** from the **Format** tab in Endnote Web.
2. Select the Endnote Web library from which you wish to print references, the style in which you'd like the references to be formatted, and the file format in which you'd like the output to be. You can then print, save, or email the bibliography, formatted in the selected style.



## Help

For help with Endnote Web, contact the [Ask a Librarian](#) service or ring your local [site library](#).