

Using EndNote Web

First Time Users

- Direct your web browser to:
<https://login.ezproxy.uwgb.edu:2443/login?url=http://isiknowledge.com/> If you are off-campus, you will need to log into the campus network when prompted.
- Click on the Register link under “Customize Your Experience” in the right hand column. Follow the instructions for signing up for an account. This will establish and authenticate your account for 12 months of roaming access to EndNoteweb.
- Because access is provided through the library’s subscription to the Web of Science databases by Thomsen Scientific, at least once a year users must log in from a campus IP authenticated PC to verify that you are affiliated with UW Green Bay and entitled to free EndNote web access.
- Once you have registered, you can download and install the EndNote Web “Cite While You Write” plugin for Word and IE plugin or the toolbar extension for FireFox.

Once you have registered and set up your account:

- You can go directly to <http://endnoteweb.com> or to <http://myendnoteweb.com> and log in to access your saved citations, save new citations etc.

Getting Started

To Collect References

In order to move citations you are gathering from various databases as you research, you need to set up filters in Endnoteweb first.

For all databases:

- First click on the **Collect** tab and choose “Import References”
- Then click on “Customize this list”
- Next, highlight the databases you might be accessing and copy them to my favorites.
- There is a limit of 25
- Be careful in selecting from the list—a database may be offered by multiple vendors, and you need to choose the one specific to our library subscriptions. Please refer to the following list:

This is the list of filters known to work with databases available through the Cofrin Library as of 10/09

Academic Search Premiere
 Agricola (NAL)
 Alt-Healthwatch (EBSCO)
 Cinahl (EBSCO)
 Citation Indexes (ISI—Thompson Scientific) Includes Biological Abstracts
 Dissertations Abs (OCLC)
 EconLit (OCLC)
 Emerald
 Endnote Import
 Environmental Science (CSA)
 ERIC (CSA)
 Ethnic Newswatch (EBSCO)
 Geobase (OCLC)
 Georef (Ovid/Silver Platter)
 JSTOR
 Medline (EBSCO)
 MLA International Bibliography (EBSCO)
 NCJRS
 PsycInfo (EBSCO)
 **RefMan (RIS)
 Social Services Abstracts (CSA)
 Social Work Abstracts (Ovid)
 Toxline (CSA)
 UnCover (Ingenta)
 ISI (WEB of Science)
 WilsonWeb
 Worldcat (OCLC)

- Select and add to “Your favorite import filters” the filters for all databases you will be collecting citations from.

The screenshot shows the EndNote Web interface. At the top, there's a navigation bar with tabs for 'My References', 'Collect', 'Organize', 'Format', and 'Options'. Below this, there are links for 'Online Search', 'New Reference', and 'Import References'. The main content area is titled 'Import References' and contains a section 'Importing from EndNote?'. This section includes a 'File:' input field with a 'Browse...' button, a 'Filter:' dropdown menu, and a 'To:' dropdown menu. Below these is an 'Import' button. To the right of the 'Importing from EndNote?' section, there are two columns of filters: 'All:' and 'My Favorites:'. The 'All:' column lists various database filters such as 'Education Index (SP)', 'Education Library (SP)', 'Ei Compindex (DL)', 'Ei Compindex (DLS)', 'Ei Compindex (DS)', 'Ei Compindex (EBSCO)', 'Ei Compindex (Ei)', 'Ei Compindex (OvidSP)', 'Ei Compindex (SP)', and 'EIS (CSA)'. The 'My Favorites:' column lists 'JSTOR', 'MEDLINE (EBSCO)', 'MLA Intl Bib (EBSCO)', 'ProQuest', 'PsycINFO (EBSCO)', 'PubMed (NLM)', 'RefMan RIS', 'Social Services Abs (CSA)', 'WilsonWeb', and 'WorldCat (OCLC)'. Below these columns are buttons for 'Copy to Favorites' and 'Remove from Favorites', along with instructions for each.

- ****NOTE:** Make sure RefMan (RIS) is one of your choices. This is the most common generic format used by many of the library's databases.

NOTE: not all databases will have an Import filter or support downloading to bring into citation manager software such as EndNote.

The following databases use the RefMan (RIS) filter

****All** Ebsco Databases (Academic Search Elite, Business Source Elite, etc.)

****ALL** Proquest Databases (ABI Inform, Criminal Justice Periodicals, etc.)

America History and Life

ACS Journals

Annual Reviews

BioOne

International Index to Music Periodicals

Institute of Physics Journals

JSTOR

Metalib
Project Muse


The following databases use special filters:

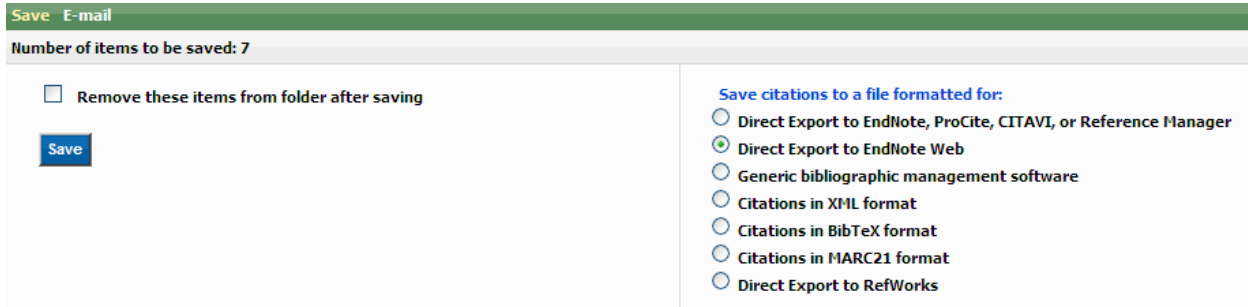
Agricola **USE** Agricola (NAL)
Arts & Humanities Citation Index—**Use** Web of Science
Biological Abstracts **USE** Web of Science
Conference Papers **USE** Conference Papers (CSA)
Dissertation Abstracts **USE** Dissertation Abstracts (OCLC)
EconLit **USE** Econlit (OCLC)
Emerald **USE** Emerald
Environmental Sciences **USE** Environmental Science (CSA)
Proquest databases—can **USE** Proquest filter **OR** RefMan (RIA).
Geobase **USE** Geobase (OCLC)
Georef **USE** Social Work Abstracts (Ovid)
MathScinet-use EndNote Import filter
National Criminal Justice Abstracts **USE** NCJRS
Social Work Abstracts **USE** Social Work Abstracts (Ovid).
Sociological Abstracts **USE** Sociological Abstracts (CSA)
Toxline **USE** Toxline (CSA)
Wilsonweb-use Wilsonweb filter
Worldcat **USE** Worldcat (OCLC)
Worldwide Political Science Abstracts **USE** Sociological Abstracts (CSA)

- Proceed with your searching, collect the citations , and create your file for exporting to EndNote. See the directions in the database you are using for instructions on doing this.
- Go to import→ pick your file→ pick your corresponding filter type, and click on import.

Using Endnote web with EBSCOhost databases

- Make sure you have EndNoteweb open and are logged into your account
- As you search in EBSCOhost, add your selected citations to the folder.
- Go to the folder view
- Select all the items in the folder by checking the select/deselect all button

- Click on the export icon 
- Select "Direct Export to EndNoteweb and click on the save button.



- Switch over to your EndNoteweb account and click on the "My References" tab
- Your Citations will automatically be saved to the "unfiled" folder. You can then refile them and move them around.

Wilsonweb databases

- To import from Wilsonweb save your file with a .txt extension but as the file type text. Use the Wilson filter.

Direct Exporting of Citations

If you have your Endnoteweb account open, some databases will allow you to direct move your marked citations into Endnoteweb. Databases that allow this include:

EBSCOhost databases

OVID databases (Social Work Abstracts)

Annual reviews—pick RIS

General tips

- Some filters for specific databases don't always seem to work—may need to use the RefMan default filter.
- Most of our major database vendors support exporting citations into EndNote, including, CSA, EBSCO, JSTOR, Proquest, Silver Platter, and the Worldcat databases.

- For citations saved to your folder in Metalib, you will save selected citations with an extension of .end, but still use the Refman (ris) filter when you are importing them.

To use citations:

- First go to the Format tab and pick “bibliography “
- Next to the Bibliographic style drop down menu, click on “customize this list” to add the formats your prefer to your favorites list. The list will include all major citation styles as many that are specific to a particular journal.

Bibliography

References:

Bibliographic style: [Customize this list](#)

File format:

Examples of Commonly Used Styles	
Area of Study	Writing Style Guides
Biosciences	CBE
Science	Harvard
Chemistry	ACS
Engineering	IEEE
Humanities	Chicago 15th A or B
Humanities	Turabian
General	Annotated
General	Author-Date
Language and Linguistics	MLA
Medicine	JAMA
Medicine	NLM
Medicine	Vancouver or UNIFORM Requirements
Psychology	APA 5th
Sociology	ASA Style Guide
Physics/Chemistry	AIP Style Manual 4th Edition

My References Collect Organize Format Options

Bibliography Cite While You Write Plug-In Format Paper Export References

Bibliography

References:

Bibliographic style:

File format:

All:

- AAG Style Guide
- AAPG Bulletin
- Abacus
- ABNT
- Acad Emergency Med
- Academic Medicine
- Academic Psychiatry
- Academy Management J
- Academy Management Review
- Account Org Soc

Add to my list (25 limit):

1. Select one or more.
2. Click the "Copy to Favorites" button.

My Favorites:

- APA 6th
- Chicago 15th A
- MLA
- Turabian Bibliography
- Turabian Reference List

Remove from my list:

1. Select one or more.
2. Click the "Remove from Favorites" button.

Examples of Commonly Used Styles	
Area of Study	Writing Style Guides
Biosciences	CBE
Science	Harvard
Chemistry	ACS
Engineering	IEEE
Humanities	Chicago 15th A or B
Humanities	Turabian

- Go to "bibliography" select the references, the output style, and the file type. You can then either print, download, or e-mail it.

Other options:

- If you are working on your own PC and not a public one, you can download and install a toolbar add-on for the Firefox web browser

- You can also download and install both a toolbar add-on for IE, as well as the "Cite while You Write" toolbar for MS Word.
- **If the toolbar add-on does not show up** in IE after downloading and installing, while in IE go to:
 - Tools

- Manage add-ons
- Then enable Endnote—Browser Help Object **AND** Endnote—Toolbar

Using the “Cite While You Write” plug-in

- Allows you to input and format footnotes and your bibliography as you write your paper.
- You need to search in your references to locate a citation you want to use in a paper—doesn't let you browse your citations like the desktop version

3 Nov 2009 rev.
AMK