



Endnote Web is web-based, unlike Endnote, which needs to be installed on your computer. Endnote Web enables you to create a personal set of references, called a library, and use this library to cite and automatically format references in a Word document. It does not have the full functionality of Endnote, which makes it less appropriate for advanced users.

Access to Endnote Web

Endnote Web is available to UCL staff and students. To set up an EndNote Web account, open your EndNote Library and click on the Sync button in the Library toolbar:

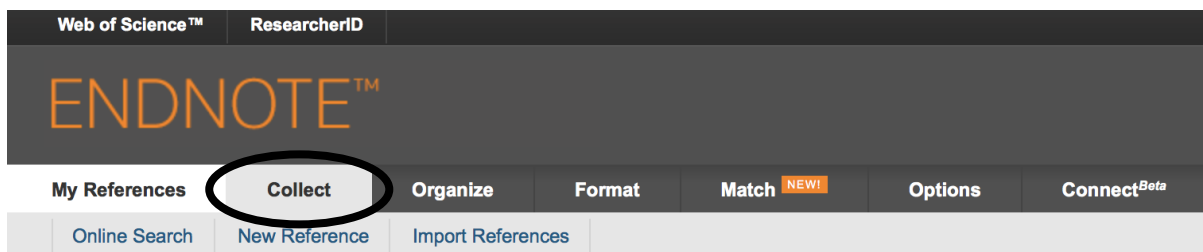


Click on the **Sign Up** button to create an EndNote Web account.


Once you have created an Endnote Web account, you can sync it with your EndNote Library. Your EndNote Web account can be accessed by logging on to the Endnote Web website (www.myendnoteweb.com).

Add References to Your Library

- Click on the **Collect** tab to start adding references to your Endnote Web library



Enter a Manual Reference

- Click on **New Reference** to enter a reference manually
- Select the type of publication that you are referencing from the **Reference Type** drop-down menu (at the top of the form)
- Type details of your selected publication into the available fields
- If you have the associated full-text document and wish to attach it to the record, click on **Attachments** and **Attach Files**, then browse for the full-text document on your computer
- Click on 

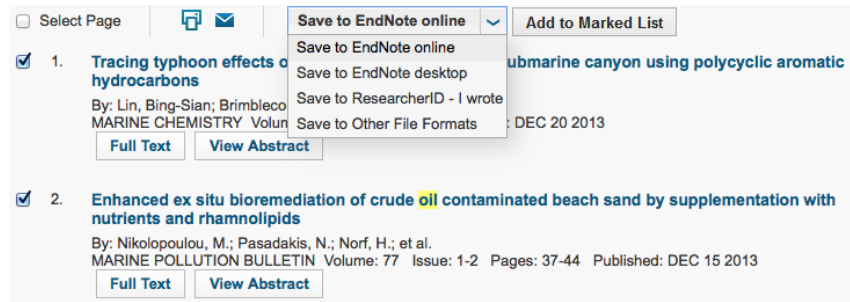


Download References from Online Sources

Import References from Web of Science

References can be imported directly from Web of Science:

Tick the references that you want to export and select **Save to EndNote online** from the drop-down menu.



If you wish to export the abstract, select that option from the drop-down menu and then click on **Send**

Send to my.endnote.com

3 records selected

Record Content: Author, Title, Source, Abstract

Send

Cancel

The references will automatically transfer to your Endnote Web library. Go to Endnote Web and click on the **My References** tab to view them.

To import references from other databases, such as PubMed or Embase, there are 2 steps needed:

1. In the relevant database (e.g. PubMed), create a file containing the references that you want to import into EndnoteWeb
2. Go to EndnoteWeb and click on **Import References** to download the references into Endnote Web

Import References from PubMed

Step 1: To import references from PubMed, go to www.pubmed.gov

- Conduct a search by typing keywords into the search box and clicking on **Search**
- Click in the boxes next to any results you wish to import into Endnote Web
- Select **File** from the **Send to** menu (above the list of results)
- Select **MEDLINE** from the **Format** drop-down menu
- Click on **Create File**.
- Save the file.







Step 2: To import the PubMed file into Endnote Web

- Go to Endnote Web and click on the **Collect** tab
- Select **Import References**

Complete the 3 options:

- **File:** browse for the text file of PubMed results that you previously saved
- **Import Option:** click on the drop-down menu and select **PubMed (NLM)**
- **To:** select **[unfiled]** (or select one of your groups if you have already created some)
- Click on **Import** (The references should transfer to your Endnote Web library.)
- Click on the **My References** tab to view the imported references

Import References from Other Databases:

<p>CINAHL Plus and IBSS</p> <p>Direct export</p>	<ul style="list-style-type: none"> • Use direct export function. • Click on the folder icon  for each reference you wish to keep. • Click on  Folder, at the top of the screen, to view the items in your folder. • Select all items in your folder by checking the Select / deselect all box. • Click on Export. • From the next page, ensure Direct Export to Endnote Web is selected and click on Save. •
<p>Cochrane Library</p> <p>Import text file</p>	<ul style="list-style-type: none"> • Mark the references you wish to save and click on Export selected (above the results). • Choose whether to save just the citation or the citation and abstract, and choose the PC or Mac as the file type. • Click on Export Citation. • Save the results as a text file (.txt). • From EndNote Web, follow the above instructions for importing references from PubMed, but use the Import Option Cochrane Library (Wiley).
<p>Explore (UCL library catalogue and online resources)</p> <p>Direct export</p>	<ul style="list-style-type: none"> • Conduct a search, then select the relevant results within Explore by clicking on the  next to each result you wish to transfer to Endnote. • Next click on  ENDNOTEWEB • Your reference has now been exported to My References in EndNote Web.



<p>NICE Evidence Databases (AMED, BNI, EMBASE, Health Business Elite, HMIC, PubMed, PsycINFO)</p> <p>Import text file</p>	<ul style="list-style-type: none"> • Mark the references you wish to save. • Click on Add to Saved above the results list. • Go to the Current search strategy box above the results. • Tick the checkbox to the left of Saved Results. • Click on Export Options. • Click on Save and save the file. • From EndNote Web, follow the above instructions for importing references from PubMed, but use the Import Option RefMan RIS.
<p>OvidSP Databases (AMED, EMBASE, HMIC, MEDLINE, PsycINFO)</p> <p>Import text file</p>	<ul style="list-style-type: none"> • Mark the references you wish to save. • At the top of the screen, click on Export. • Select EndNote from the drop-down Export Citation List menu. • Choose which fields you want to export and then click on Export Citation(s). • Save the file. • From EndNote Web, follow the above instructions for importing references from PubMed, but use the relevant Import Option for the database you are searching, e.g. Embase (OvidSP).
<p>SCOPUS</p> <p>Import text file</p>	<ul style="list-style-type: none"> • Tick the boxes next to the articles you want to export. • From the menu at the top of the results list, click on Export. • Select RIS format as the export format. Choose which fields to output, • and click on Export. • Save the file. • From EndNote Web, follow the above instructions for importing references from PubMed, but use the Import Option Scopus.

Organise the References in Your Endnote Web Library

Delete References

- Click on the **My References** tab
- Select the references you wish to delete by clicking in the box next to each reference
- Click on **Delete** (above the results list)

Group Your References

To create a new group:

- Click on the **My References** tab
- Tick the box next to any reference you wish to add to the new group
- Click on the arrow to view the **Add to group...** drop-down menu
- Select **New group**, give the new group a name and click on **OK**



To add more references to the new group, tick them, then click on the **Add to group...** drop-down menu and select the name of the new group that you have just created. The marked references will move to the new group.

You can rename or delete groups by clicking on the **Organize** tab and then selecting **Manage My Groups**. You can also use **Manage Sharing** to allow other people access to selected groups.

Find and Delete Duplicate References

To find any duplicate references in your Endnote Web library:

- Click on the **Organize** tab
- Select **Find Duplicates**
- Click on **Delete** to remove duplicate references (the references that are marked with a tick will be removed).

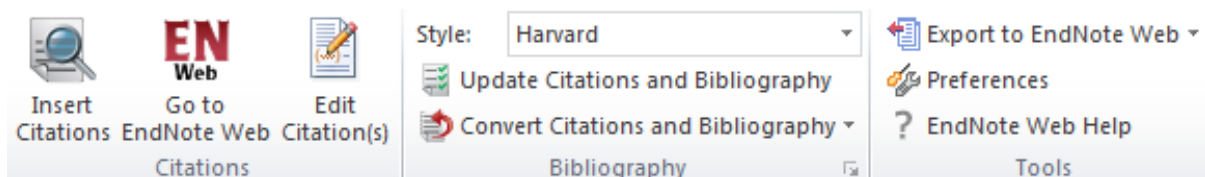
Insert Your References into a Word Document

In order to use Endnote Web with Microsoft Word, you need to install a plug-in:

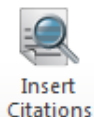
- In Endnote Web, select the **Format** tab
- Select **Cite While You Write Plug-in**
- Follow the installation instructions to download the plug-in to either a Windows or Macintosh computer

This will install an Endnote Web tab into Microsoft Word.

Warning! Do not install this plug-in if you are already using Endnote on your computer. If you are already using Endnote, you can sync your Endnote Web references with your Endnote Library. Then use the Endnote tab (or toolbar) in Word to insert them into a Word document.



Insert a Citation



- In your Word document, place your cursor at the place where you wish to insert a citation.
- Click on the **Insert Citations** icon to search for one or more references.
- Type a keyword, date, or author name into the search box and click on **Find**.
- Select the reference you wish to insert as a citation (hold down the **Ctrl** key on your keyboard to select more than one reference).
- Click on **Insert**.



A citation will be inserted into your Word document. The complete reference will be listed at the end of your document.

Select a Style for Your Citations and References

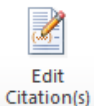
- Use the style drop-down menu to select the citation style you require.

Style:

Common styles such as Harvard, Vancouver or APA are available, as well as the styles required by many journals.

Warning! Do not amend or delete Endnote Web citations or references in the Word document manually as this may stop them from formatting correctly. Use the toolbar options:

Edit a Citation



- Click on the citation you wish to amend.
- Click on the **Edit Citation(s)** icon.
- Click on the **Edit Reference** drop down menu next to the reference you wish to edit
- Click on **Insert Citation** if you wish to add an additional reference into the citation, or remove a reference by clicking on the reference in the left hand pane and clicking on **Remove Citation**.

Edit a Reference



- To edit text within a reference, go back to Endnote Web and edit the reference in Endnote Web (click on the title of the reference to edit the text).

Once you have edited a reference in Endnote Web, that reference will automatically be updated with the changes in your Word document. (Click on **Update Citations and Bibliography** if the change is not automatic.)