

# EndNote Web® Quick Reference Card

**EndNote Web** is a Web-based service designed to help students and researchers through the process of writing a research paper. *ISI Web of Knowledge*, *EndNote*, and *EndNote Web* are designed to work seamlessly together and streamline your research.

Undergraduate students can organize their references for citing in papers. Professional researchers and graduate students can use *EndNote Web* as the perfect complement to *EndNote* and other desktop writing tools, as well as for storing references between *ISI Web of Knowledge* search sessions.

## EndNote Web enables you to...

- Quickly and easily collect reference information from a wide variety of online data sources such as *PubMed* and *ISI Web of Knowledge* via direct export, online search, or importing text files.
- Store up to 10,000 references in your own password-protected library, accessible anywhere that you have internet access.
- Share references with other *EndNote Web* users to simplify collaboration.
- Easily transfer references to or from *EndNote* on the desktop.
- Cite-While-You-Write™ in Microsoft Word to insert references and format papers instantly.

The screenshot displays the EndNote Web interface. At the top, it says "Welcome, John" and "ISI Web of Knowledge™ | Log Out | Help". The main header is "EndNote Web provided by ISI Web of Knowledge". Below this are navigation tabs: "My References", "Collect", "Organize", "Format", and "Options". A "Show Getting Started Guide" link is also present.

On the left side, there is a "Quick Search" box with a search field and a "Search" button. Below that is a "My References" section showing "All My References (215)" with sub-categories: "Aquaculture (20)", "Asia - Shrimp (198)", "Economics - Shrimp (23)", "Taura Syndrome (87)", "[unfiled] (0)", and "Quick List (0)". There is also a "Groups Shared by Others" section with "Dolphins" and "Sea Turtles".

The main area is titled "All My References" and contains a table of references. The table has columns for "Author", "Year", "Title", and "Edit". Each row includes a checkbox, a "Copy to Quick List" button, and a "Delete" button. The references listed are:

Author	Year	Title	Edit
<input type="checkbox"/>	2007	Snapshot: Ghosts of destruction. Nature Online Link+ Go To URL	Edit
<input type="checkbox"/>	2007	Inhibition of betanodavirus infection by inhibitors of endosomal acidification. Arch Virol Online Link+ Go To URL	Edit
<input type="checkbox"/>	2007	Diversity of tetracycline resistance genes in bacteria from aquaculture sources in Australia. J Appl Microbiol Online Link+ Go To URL	Edit
<input type="checkbox"/>	2007	Antibiotic and heavy metal resistance in motile aeromonads and pseudomonads from rainbow trout (Oncorhynchus mykiss) farms in Australia. Int J Antimicrob Agents Online Link+ Go To URL	Edit
<input type="checkbox"/>	2007	Semen of Perca fluviatilis L.: sperm volume and density, seminal plasma indices and effects of dilution ratio, ions and osmolality on sperm motility. Theriogenology Online Link+ Go To URL	Edit
<input type="checkbox"/>	2003	Compensatory growth in fishes: a response to growth depression Fish and Fisheries ISI Web of Knowledge™ → Source Record, Related Records, Times Cited: 67	Edit
<input type="checkbox"/>	1999	The extent of oestrogenic contamination in the UK estuarine and marine environments - further surveys of flounder Science of the Total Environment ISI Web of Knowledge™ → Source Record, Related Records, Times Cited: 98	Edit

# Register

## 1 Register for Access

**Register** to create your own password-protected *EndNote Web* library.

Go to [www.myendnoteweb.com](http://www.myendnoteweb.com) and click the **"Sign Up"** link to register.

If you are already registered in *ISI Web of Knowledge*, you do not have to register for *EndNote Web*.

Go to [www.myendnoteweb.com](http://www.myendnoteweb.com) to login using the same login credentials.

## 2 Install Toolbars

Click the **"Download Installers"** link at the bottom of the page.

From here you can download installers for the *Cite-While-You-Write* plug-in for Microsoft Word for Windows or Macintosh as well as *EndNote Web* toolbars for Internet Explorer (Windows only) or Firefox (Windows or Macintosh).

## 3 Getting Started Guide

The first time you sign in to your *EndNote Web* account after registering, you will see the **"Getting Started with EndNote Web"** Guide which offers links to help you collect, organize, and format your references. You can view this Guide at any time by clicking the **"Show/Hide Getting Started Guide"** link in the upper-right of the page.

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The screenshot shows the 'User Registration' form for EndNote Web. It includes fields for First Name, Last Name, Middle Initial, Password, Retype Password, E-mail Address, Retype E-mail Address, Primary Role/Title, Subject Area, and Bibliographic Software Use. A 'Password Guidelines' box specifies requirements: at least 8 characters, at least 1 number, at least 1 alpha character, and at least 1 symbol. There are checkboxes for 'Opt in/Opt out' of receiving materials by email. A 'Welcome, John' message is visible at the top right. A 'Download Installers' link is at the bottom right.

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The screenshot shows the EndNote Web home page. It features a navigation bar with 'My References', 'Collect', 'Organize', and 'Format' tabs. A 'Quick Search' box is on the left. The main content area is titled 'Getting Started with EndNote Web' and contains three numbered sections: 1. Collect (Collect references from electronic and traditional sources), 2. Organize (Organize your references for your research topics and papers), and 3. Format (Create a formatted bibliography for your paper or cite references while you write). A 'Download Installers' link is at the bottom right. A 'Show/Hide Getting Started Guide' link is in the upper right.

# Collect References

## 1 Direct Export

When searching resources in *ISI Web of Knowledge* you can save search results directly to your *EndNote Web* library by clicking the **"Save to EndNote Web"** button. References saved to your *EndNote Web* library from these resources will display with an *EndNote Web* icon, letting you know that these references have already been saved to your library.

## 2 Online Search

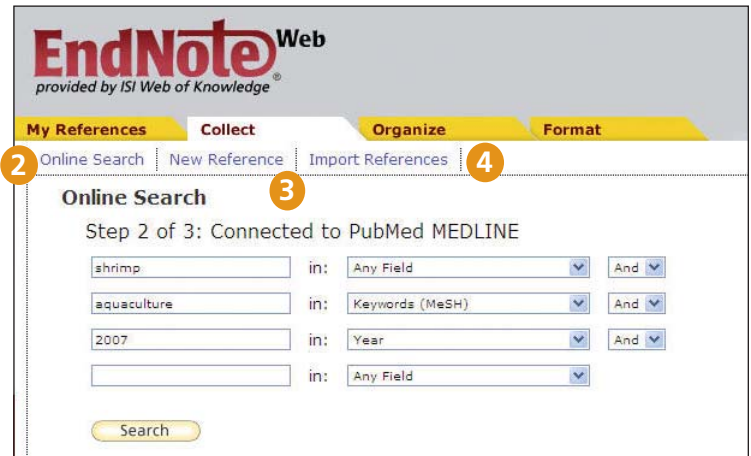
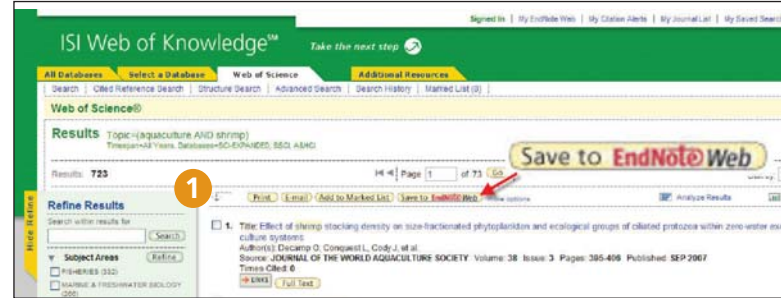
To search, click the **"Collect"** tab, then click **"Online Search"**. You can perform searches of *ISI Web of Knowledge*<sup>SM</sup> products, *PubMed*<sup>®</sup>, and many other library catalog and reference database sites directly through *EndNote Web*.

## 3 Manually add references

You can also type references into your library. Click **"New Reference"** under the **"Collect"** tab, select the reference type, and enter bibliographic data into each of the appropriate fields.

## 4 Import References

You can also add references to your library by importing references in a plain text file. Click **"Import References"** under the **"Collect"** tab, browse to select the text file, select the correct import filter, and then click the **"Import"** button.



# Organize and Share References

## 1 My References

Under the **"My References"** tab you see a multi-column display that shows a summary of your references. In the left navigation pane you can see your own Groups of references as well as any Groups that other *EndNote Web* users have shared with you.

Click on the column headers to sort your references alphabetically by that field.

Click on any author's name to search for and display a list of references by that author. Click on any title to view the detailed reference view. Click the Edit link to modify a reference.

When you select a group under **'All My References'** in the left navigation pane, the group appears displaying each reference's author, year, and title fields. Each page displays 10 references by default though you can set this to show up to 50 per page. Use the pagination menu at the bottom of each page to browse through the group.

Click in the checkboxes and use the **"Add to group"** dropdown to add references to a group. A single reference can be in more than one group.

## 2 Organize

Under the **"Organize"** tab you can create, delete or rename your own Groups (up to 500) to help categorize your references.

After creating a group, click the **"Share Group"** button to share the references in that Group with other *EndNote Web* users.

It is possible to have duplicate records in your library. Click the **"Find Duplicates"** link under the **"Organize"** tab to easily identify and delete duplicates. *EndNote Web* compares the Author, Year, Title, and Reference Type fields when identifying duplicates.

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EndNote Web  
provided by ISI Web of Knowledge

My References Collect Organize Format Options

Quick Search  
Search for:  
in: All My References  
(Search)

My References  
All My References (233)  
Aquaculture (20)  
Asia - Shrimp (24)  
Economics - Shrimp (25)  
Taura Syndrome (7)  
QuickList (2)  
Quick List (2)

Groups Shared by Others  
Dolphins  
Sea Turtles

All My References

<input type="checkbox"/>	Author	Year	Title	Edit
<input type="checkbox"/>		2007	Synopsis: Sheets of destruction: Nature Online Link* Go To URL	Edit
<input type="checkbox"/>	Adachi, K	2007	Inhibition of betanodavirus infection by inhibitors of endosomal acidification. Nature Online Link* Go To URL	Edit
<input type="checkbox"/>	Akronwala, OI	2007	Diversity of tetracycline resistance genes in bacteria from aquaculture sources in Australia. J Appl Microbiol Online Link* Go To URL	Edit
<input type="checkbox"/>	Akronwala, OI	2007	Antibiotic and heavy metal resistance in motile aeromonads and pseudomonads from rainbow trout (Oncorhynchus mykiss) farms in Australia. Int J Antimicrob Agents Online Link* Go To URL	Edit
<input type="checkbox"/>	Alavi, SM	2007	Semen of <i>Pisces Rozellus</i> L.: sperm volume and density, seminal plasma indices and effects of dilution ratio, ions and osmolality on sperm motility. Theriogenology Online Link* Go To URL	Edit
<input type="checkbox"/>	Al, M	2003	Compensatory growth in fishes: a response to growth depression. Fish and Fisheries: An ISI Web of Knowledge™ Source Record, Related Records, Times Cited: 67	Edit
<input type="checkbox"/>	Allen, Y.	1999	The extent of electromagnetic contamination in the UK estuarine and marine environments - further survey of the Total Environment. ISI Web of Knowledge™ Source Record, Related Records, Times Cited: 98	Edit

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EndNote Web  
provided by ISI Web of Knowledge

My References Collect Organize Format Options

Manage My Groups Others' Groups Find Duplicates

Manage My Groups

My Groups +	Number of References			
Aquaculture	20	Share Group	Rename	Delete
Asia - Shrimp	198	Share Group	Rename	Delete
Economics - Shrimp	25	Share Group	Rename	Delete
Taura syndrome	67	Share Group	Rename	Delete
New Group				

Shared

# Cite-While-You-Write™ in Microsoft Word

Use the *EndNote Web* Cite-While-You-Write Plug-in to insert references and format citations and bibliographies instantly while you write your papers in Word.

## 1 Find Citations

and insert them into your manuscript.

## 2 Format Bibliography

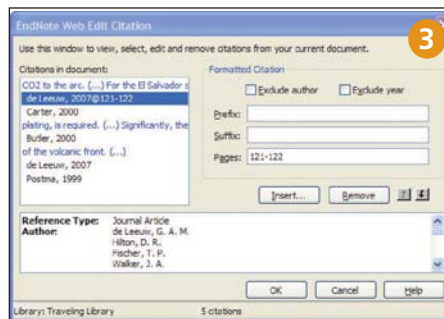
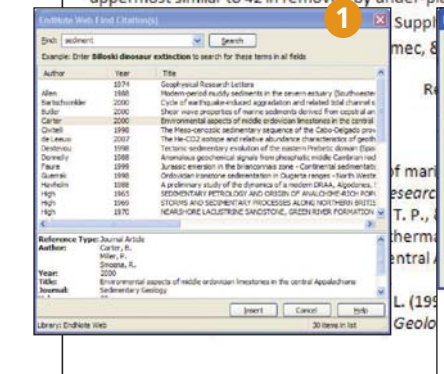
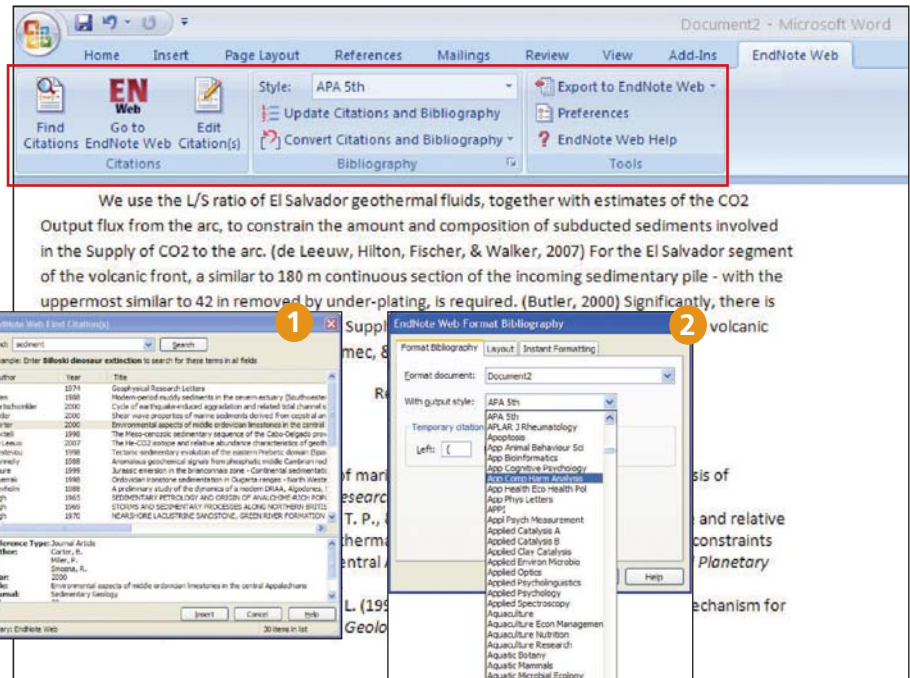
Each time you find and insert a citation in your document, the bibliography instantly formats according to the style selected. Choose from thousands of available output styles.

## 3 Edit Citation(s)

to add or exclude information in the citation, add or delete a citation, or change the order of citations in a group.

## 4 Cite-While-You-Write with *EndNote Web*, *EndNote* desktop, or both

Documents created using Cite-While-You-Write in *EndNote Web* are also compatible with *EndNote* desktop. You can start a document using *EndNote* desktop, add citations to it from your *EndNote Web* library, and the citations and bibliography will be instantly formatted and updated. Under Preferences you can choose the Cite-While-You-Write toolbar for *Endnote* desktop or *EndNote Web*.



# Transfer References to / from EndNote desktop

You can seamlessly transfer references to or from *EndNote* desktop libraries using *EndNote* X.0.2 or later.

## 1 In EndNote

Select Tools / *EndNote Web*...

## 2 Select direction

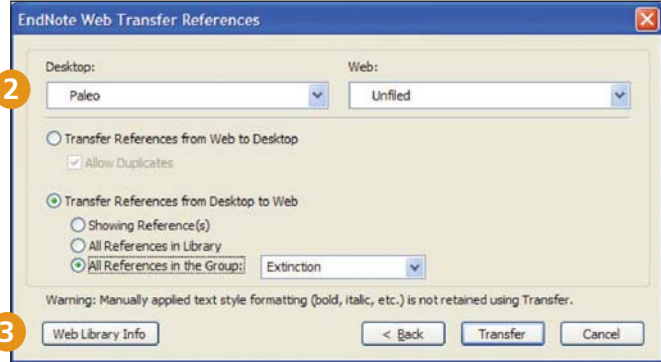
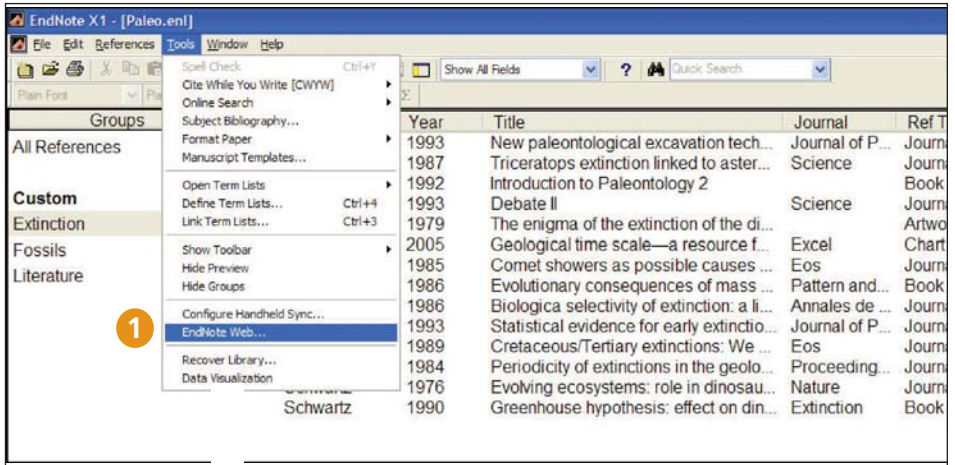
You can either transfer from Web to Desktop (and specify allow duplicates or not) or from Desktop to Web (showing references, all references in library, or all references in a group).

## 3 Web Library Info

Click the "Web Library Info" button to see how many references you have in your *EndNote Web* library.

## 4 Transfer

Transfer up to 500 references at once.



## Getting Help

Click the **Help** link in the upper-right of any page to get detailed help on features.

Contact the Technical Help Desk for your region at:  
<http://scientific.thomson.com/support/techsupport>

Contact the education team at:  
<http://scientific.thomson.com/support/training/contacttraining/>

To view a recorded training module visit:  
<http://scientific.thomson.com/support/recordedtraining/>

