



EndNote Web User Guide

What is EndNote Web

EndNote Web is a web-based bibliographic citation management tool. You can use EndNote Web to store and edit citations, import references from online library databases, edit references, use over 2000 publishing styles to format in-text citations and bibliographies and insert references directly into Microsoft Word using *Cite While You Write*.

EndNote Web is suitable for undergraduate students but we recommend that staff and postgraduate students use the full version of Endnote.

EndNote @ La Trobe University <http://www.lib.latrobe.edu.au/help/endnote-help.php>

Creating an account

The first time you use EndNote Web you will need to create an account.

1. Go to: www.myEndNoteWeb.com
2. Click on **Sign Up** and enter your details, including your email address and a password.

Once you have set up your account, you can access EndNote Web for a period of twelve months from the Endnote Web site. If you access EndNote Web from a computer with a La Trobe University internet address, your account will be automatically extended for a further twelve months.

Creating Groups

You can create personal groups or folders of references to hold collections of references. You might want to have a separate group for each subject or assignment.

1. Click the Organize tab which will display the Manage My Groups page.
2. In the Manage My Groups table, click the New Group button in the bottom row.
3. Enter a name in the New Group dialog.
4. Click the OK button.

Entering References

To add a new reference to your group:

1. From the Collect tab, click the New Reference link.
2. Change the Reference Type by selecting the appropriate type from the Reference Type drop-down list box. (There are over 30 reference types to choose from including Books, Conference Proceedings, Electronic Article, Film, Journal Article, Thesis, Web Page).
3. The page will redisplay with the appropriate fields for that reference type.
4. Enter the required bibliographic data for each of the fields in the reference.
5. Tick the appropriate group that you want the reference saved into (at the bottom of the page)
6. Click the Save button.

Editing References

To edit a reference:

1. Locate the reference in your library
2. Click the Edit link for that reference
3. Edit all necessary fields.
4. Click the Save button.

To delete a reference

1. Click the check box to the left of a record
2. Click the Delete button at the top of the page.

Quick Search

You can use **Quick Search** to search all fields of your references or only references in a specific group.

1. From the My References tab, click Show Panel if the side panel is collapsed.
2. Type a search term in the Quick Search field. To search for a specific phrase, such as a title, enclose the phrase in double quotes.
3. Select a group or use the default All My References.
4. Click the Search button.
5. The Quick Search Results will display references containing the search term or an empty results list if no references are found.

Find Duplicates

1. Click on the Organize tab
2. Click on the Find Duplicates link. Any reference identified as a duplicate will have a yellow background.
3. Check the 'Duplicates' checkbox to mark all references with the yellow background. You can delete, move or copy them to your Quick List.

Importing citations from a database to EndNote Web

Search a database and save references

1. Search a library database and select your references.
 2. Save your records in text format (.txt) and make a note of the database you have used.
- Instructions on how to save database results are available from the [Library databases](#) page. Select the "more info" link for each database.

To import your records into EndNote Web

1. From EndNote Web click on the Collect tab.
2. Click on the Import References link.
3. Click on the Browse button. This will open a window for you to find and select the import file.
4. From the drop down menu select the relevant database filter.
5. Click the **Import** button in Step 3.

Cite while you write in Word

Use the Cite While You Write Plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word.


Download and install the Cite While You Write™ plug-in

1. Log onto your computer.
2. Close all open windows of Microsoft Word.
3. Log in to the EndNote Web site through a Web browser. Click the Download Installers link at the bottom of any page.
4. Click the Download Windows link to save the EndNote Web.exe installer to your computer.
5. Follow installation instructions.

Find Citation(s)

When writing a paper in Word you can find and insert a citation using EndNote Web's Find Citation(s) tool. This tool searches your entire library, meaning all reference fields for all references in your library.

To find and cite your source:


1. With your Word document open, place the cursor in the location where the citation should appear.
2. Click the Find Citation(s) button  in the EndNote Web toolbar. Or from the Tools menu, select EndNote Web then Find Citation(s). The Find Citation(s) search box will appear.
3. Enter a search term in the Search field. Click the Search button.

4. Select the reference. To insert multiple references in one citation, click each reference while holding the Ctrl key.
5. Click the Insert button.

Edit Citation(s)

You can use the Edit Citation(s) tool to alter information in the citation, add or delete a citation, or change the order of citations in a group. To delete a citation, follow the steps below and use the Remove option in the Edit Citation(s) window.


To edit a citation:

1. In your Word document, highlight the citation to edit.
2. Click on the Edit Citation(s) button  in the EndNote Web toolbar. Or from the Tools menu, select EndNote Web then Edit Citation(s). An Edit Citation(s) window will appear.
3. Select the appropriate edit option(s).
 - Exclude the author – Removes the author's name in the selected citation
 - Exclude the year - Removes the Year in the citation in the selected citation
 - Prefix – Adds the prefix entered in the Prefix field to the citation
 - Suffix – Adds the suffix entered in the Prefix field to the citation
 - Page(s) – Adds the page numbers in the citation
 - Insert – Launches a Find Citation(s) window to select an additional reference to add to the citation
 - Remove – Removes the reference highlighted in the citations field of the Edit Option(s) window from the citation. Note: Use this option to delete citations. This will ensure that all field codes are also removed.
 - Up and Down Arrows - Highlight a reference and use the arrows to change the order of display.

Format Bibliography

Each time you find and insert a citation in your document, the bibliography automatically formats according to the style selected. You can change the bibliographic style or other layout options in the Format Bibliography window.

To format your bibliography:

1. Click the Format Bibliography button  in the EndNote Web toolbar. Or from the Tools menu, select EndNote Web then Format Bibliography.
2. In the Format Bibliography dialog, select the style from the 'With output style' drop-down list.
3. If desired, modify the font and size for the references in the Bibliography.
4. Add a title in the "Bibliography Title" field, such as Works Cited.
5. Click the OK button.

This will format your citations and bibliography according to the style and appearance specified

Getting Help

View the tutorials on the EndNote Web website.

http://www.EndNote Web.com/training/enwtutorial_download.asp

Detailed instructions are available on the Endnote Help page

<http://www.myEndNote Web.com/help/ENW/help.htm>