

## Get started with *EndNote Web*

This is a basic, free, web-based version of EndNote. Work started in this version can be exported to more sophisticated paid-for/university version

### Find *EndNote Web* online

- Go to [www.myendnoteweb.com](http://www.myendnoteweb.com) on any computer

### Introductory

- Registration/Login*: Click Create Account - use any email address; make own password (must include a number and a 'special' character e.g \*! etc)

### Add references: Collect tab

- Online Search*: from dropdown options: only Pubmed useful – review list, tick and 'Add to group'. (British Library does not seem to work properly)
- New Reference*: Type a known reference into the appropriate fields as you wish (slightly clunky opening the boxes)
- Import references*: from HDAS select refs, 'Save' using **Output Format: RIS**. If asked to re-enter EndNote login they will save direct to the [unfiled] group; *otherwise* save the references file to your computer, and from Endnote search via Choose File option - Import Option: **Ref-man RIS**; To: choose your Group/[Unfiled]
- EndNote Capture facility* downloaded with CWYW\*plug in (see p2 - need IT download in the Trust but is excellent for adding webpages of all types and media)

### Viewing references: My References tab

- Quick search*: use any term, and search in all or specified 'Groups'
- My References*: the number of references stored shows for the total, and within [Unfiled] or named Groups; also Groups shared with you by others
- To view*: click on one of the Groups/[Unfiled] - list displays on the right. View detail from list by clicking on the title: edit fields by clicking on the field entry; click 'Show Empty Fields' to add information e.g. Notes – remember to SAVE  
Delete/sort/add to groups; attach pdf etc using paperclip symbol; view attachments

### File references: Organize tab

- Manage My Groups*: create any number of 'Groups' to file your references under (they can be in more than one Group). Otherwise leave them all in [Unfiled] *NB*: you may need to 'allow' a pop up box  
Add references to Group via My References tab / 'Add to Group' dropdown at top of listing  
Share Groups of references through 'Manage Sharing' button using an email address – recipient must have registered for EndNote Web with this email – works instantly. Can allow editing/read only
- Others Groups*: see what is shared with you, and whether editable
- Find Duplicates*: remove duplicates
- Manage Attachments*: view and sort independent of reference list

### Export references: Format tab

- Bibliography*:  
- References - Choose Group(s) to include  
- Bibliographic Style – use 'Cite them Right- Harvard' / 'Vancouver' or other according to your requirements (but always check and annotate to local variations)  
- File format: **RTF**
- Cite While You Write\**: needs a plug in download which IT can download on a specified computer within the Trust - it is very valuable and quick and easy to download at home. Puts the reference in the text and adds the full citation at the end of the document in alphabetical order. Choose Harvard (or other) style
- Format Paper*: can be used if no CiteWYW plug in/not using Word: document must be in RTF; only useful if using one of the output formats available. Not tested
- Export References*: output in Notepad format to paste into Word etc.; RefMan(RIS) is clearest and gives abstracts, but no dividers between the references

### Help:

- Help* link is very useful with brief instructions; YouTube videos under Training & Support/Tutorials

### Other EndNote versions

- Most universities provide EndNote full (subscription) version, but these all require download to a computer.
- There are many additional features, and a modern interface
- Importing from or syncing with this online version is simple



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