

EndNoteWeb is ISI's Web-based tool to provide users with online storage for references and the ability to format bibliographies in a word processor. Citations can be imported from most sources (PubMed, Ovid Medline, CINAHL, etc.) and users can import/export up to 500 citations at a time. Each user has a personal maximum of 10,000 references.

To use EndNote Web, you need a personal account. If you have already registered for an account in Web of Science, you do not need to create a new account, simply login with the same credentials. Once you create an account in EndNote Web, you also have an account to use in Web of Science for saving searches, creating alerts, etc.

To Create a Personal Account:

1. Click EndNote Web from the Library's home page.
2. Click [Sign Up](#) for an account.
3. Complete the required fields (name, e-mail address, etc. and a password of at least eight characters – see password rules on registration form).
4. Click the "I Agree" button acknowledging service terms.

Note: Accounts may also be created within Web of Science by using the [sign in or register](#) link.

Using EndNoteWeb

To Create a New Group:

1. Select "Create a New Group" from the drop-down menu, under the "My References" tab or use New Group under the "Organize" tab.
2. Give the folder a name and click "OK".

Note: Use "Organize" tab to delete unnecessary folders or to move contents.

To Add Records from Web of Science:

References can be added from any Search Results Summary, Marked List or Full Record view.

1. To add references, click the box beside the records you wish to add.
2. Click [Save to EndNote Web](#) in at the top or bottom of the page.

To Add Records from Other Databases (not Web of Science):

1. Save references at a text (.txt file). See Saving Tips below for database/vendor specific instructions.
2. In EndNote Web, click **Import References** (under the "Collect" tab).
3. Select the saved file with the Browse button.
4. Select the type of file you are importing from the pull-down menu. Match the database name and vendor name. For example for files saved from Ovid Medline, select *Medline (Ovid)*; for files saved from PubMed, select *PubMed (NLM)*; for files saved from CINAHL, select *CINAHL (EBSCO)*.
5. Click the Import button. References will be saved in the [Unfiled] folder.

Saving Tips for Common Databases/Vendors:

Ovid (Medline, Health and Psychosocial Instruments, PsycInfo)

- In the Results Manager, select Complete Reference in the Fields section and select Reprint/Medlars in the Format section.

PubMed

- Select MEDLINE in the Display pull-down menu and select File from the Send To pull-down menu.

Ebsco (CINAHL, Academic Search Premier, ERIC, etc.)

- Click on "Folder has Items" to see selected citations. Then click Export and select "Generic bibliographic management software".

SciFinder Scholar (Chemical Abstracts)

- In the Save File As dialog box, select Tagged Format (*.txt).

To Add Records Manually:

1. Click on New Reference link, under the Collect tab.
2. Choose Reference Type from the pull-down menu (generic (default), book, journal article, etc.)
3. Fill in the blanks with the citation information.
4. Choose [Unfiled] or the folder to save the reference in and click the Save button.

Note: Newly added records will be stored as [Unfiled] references under View My References until they are moved to a named folder.

To Search Databases Using Endnote Web:

Not recommended because the search functionality of individual interfaces are lost.

1. Click on Online Search under Collect References.
2. Select the connection file (e.g. database) you wish to search from the pull-down menu and click the Connect button. You may only search one database at a time.
3. You may be prompted to login to the selected database. This will be a separate username and password unique to that database and is NOT the same as your UTMB email id and password.
4. Enter search criteria in 4 available boxes, identify search field if necessary (default is Any Field), and click the Search button.
5. Click the Retrieve button to display results.
6. Click Refresh Results button until the entire search results are available.
7. Click check marks next to desired citations and click in the "Copy to" pull-down menu to select the folder to save the references to.

Note: You can set up a short list (up to 25) of favorite connection files by clicking on Connection Files under Collect References. Select desired databases, then click the Copy to Favorites button. Now, when you click on Online Search, you will only see your favorites.

Format References:

- Use **Bibliography** to create a printout of references saved to your folders.
- The Cite While You Write plug-in is available under **Format Paper**.
- **Output Styles** shows the list of over 1000 journal styles for formatting bibliographies. A short list (up to 25) of favorite output styles may be created by selecting the journal name from the Bibliography Output Styles box and clicking on the Copy to Favorites button.
- Use the **Help** for more information about formatting references.

Options:

- Change your password or email address.
- Change your name and other personal information.
- Set format paper preferences.
- Excellent online help: <http://www.myendnoteweb.com/help/ENW/help.htm>