EndNote Web

After completing this workshop, you will be able to:

1. Create an EndNote Web Account
2. Add References to an EndNote Web Library
   - Manually
   - From a Database
   - Using EndNote Web Capture
3. Create Groups with EndNote Web
4. Share Groups with Others
5. Sync EndNote Web with a desktop EndNote

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EndNote Web untethers your EndNote library from your desktop. With IUPUI’s account you can sync an unlimited number of references and groups and 5GB of file attachments to an online, cloud server. With EndNote Web, you can use EndNote on any computer, whether or not it has EndNote installed. Further, you can sync your references between your computer(s), and you can easily collaborate and share groups of reference with colleagues.

IUPUI affiliates can use EndNote Web for free while maintaining a relationship with the institution. If a person leaves the institution, he/she will have free access to EndNote Web for two years after departure.

Register for an EndNote Web Account

2. Select create an account.
3. Type in your IU or IUPUI email address. Then select Continue.
   Note: EndNote will only recognize you as an authorized user by your campus email address. Using a different email address in the step will prompt a request for payment.
4. Enter personal information and create a password.
5. Agree to terms and conditions.

Your EndNote home page should look like this:
Manually add a reference to EndNote Web

1. Go to the Collect tab.
2. Select New Reference.
3. Add bibliographic information for your references, just like you would in the desktop version of EndNote.
4. Save changes.
Importing a reference to EndNote Web from a Database

Example One: EBSCO

While EndNote offers the ability to enter records manually, a more efficient means of adding items to your library is to import records directly from a database. Several databases support direct export.

In this example, perform a search in an EBSCOHost Database (such as Academic Search Premier). Click on a record to get to a screen like the one below. If you hover over the icon with the green arrow, it says, “Export to Bibliographic Manager.”

When given the option, select Direct Export to EndNote Web.

A new EndNote Web window will open displaying the import details.
The new reference has been added to your library. Unlike the desktop version of EndNote, EndNote Web does not create an “Imported References” folder. To view your new reference, go to the My References tab and sort the list by “Last Updated – newest to oldest”.

To edit the new reference, select the title.

In the reference record, you can make any changes line by line.
Example Two: ACM Digital Library

While several databases support direct export into EndNote Web, others will require a different file download and upload process. If you found a reference in ACM Digital Library, select the reference, and select **EndNote** under **Export Formats**.

Save the file to your computer.

Next, go to **EndNote Web**, select the **Collect** tab, then select **Import References**.

Choose the file you saved from ACM Digital Library. Under **Import Option**, select ACM from the list. (Note, if you do not see the database you are using, select EndNote Import from the list). Select a group for the new reference under **To**, and then select **Import**.
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Your reference(s) will be added to your library.
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**EndNote Web Capture**
EndNote Web has a browser plug-in which allows you to add references to your EndNote desktop or EndNote Web accounts while serving the web.

To install EndNote Web Capture, go to the **Options** tab, then to **Download Installers**.

In most cases, you can drag and drop the **Capture Reference** icon directly to your web browser toolbar. Otherwise, follow the instructions.

Once you have the **Capture Reference** tool in your toolbar, it is easy to add web pages to EndNote. Simply go to a page you would like to add, and then select **Capture Reference**. A form will drop down, so you can add or edit the bibliographic information.

You can save the new reference to either EndNote desktop or EndNote Web.
Create a Group in EndNote Web

1. Go to the My References tab,
2. Check references for the new group,
3. Go to the “Add to group” drop down box
4. Select “New Group”

5. Enter a name for the group, and then select OK.

Now your new group will appear on the left side of the window under My Groups.
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Sharing References with Others
Using EndNote Web, you can easily share groups of references with others. To share a group, go to the Organize tab. Select Manage Sharing:

To share the group of references with individuals with EndNote Web accounts, select Start sharing this group.

A window will open. Enter the email address the EndNote Web account users use to access EndNote Web.

Note: “Read only” privileges allow a collaborator to view references within the group. “Read & Write” privileges allow a collaborator to view, edit, and add references to the group.
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Sync EndNote Web to EndNote Desktop

Using Sync, you can constantly update shared groups and online references with your EndNote desktop version. To do this, you must connect your EndNote desktop with your online account.

Go to EndNote (desktop), Edit—Preferences:

Within Preferences, select Sync:

Select Enable Sync and enter your EndNote Web login information. Select OK and EndNote will attempt to connect and sync the accounts:
If the sync is successful, EndNote will simultaneously upload references and file attachments from the desktop library to the EndNote Web library and download references and file attachments from the EndNote Web library to the desktop library.

Note: You may have to install EndNote updates for the preceding step to work. To find updates, go to [http://endnote.com/downloads/available-updates](http://endnote.com/downloads/available-updates) and check for updates for your version of EndNote.

Selecting the Sync icon will update the changes to and from the web account:

Now the accounts are synced. According to the default preferences, the accounts will update each time you open and close the EndNote Library automatically.