

EndNote Web
Brief Guide

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February 2010

CREATING AN ENDNOTE WEB ACCOUNT

Through Web-of-Knowledge:

- Go to the Library Homepage <http://www.lib.vt.edu> and locate the Web-of-Knowledge database.
- Click on **My Endnote Web**
- In the left hand column, click on **Register**

Follow instructions to register. The Password needs to be 8 characters long and must include 1 symbol and 1 number.

Through EndNote:

- Open your EndNote Program
- Go to **Edit** and scroll down to **Preferences**
- Click on **Endnote Web**
- Click the **Register Online** button on the top right hand corner of the screen

Follow instructions to register. The Password needs to be 8 characters long and must include 1 symbol and 1 number.

Online Search in EndNote Web

- Go to <http://www.endnoteweb.com/>
- In the left green column click on **EndNote Web Login**
- Enter your **Endnote Web E-mail Address** and **Password**, this will log you on to your EndNote Web Library
- Click on **COLLECT** above, and then click on **Online Search**
- In the **Select Window** select the database or library online catalog you want to connect to; e.g. **Web-of-Science** or **Virginia Tech U** and click **Connect** and you will be connected to that database.
- Conduct your search
- Select the citations you want to keep by marking the square box to the left of the citation
- In the **Add to Group Window** Select **[unfiled]** and the citations will be added to your EndNote Web Library.

Transferring References from EndNote Web to EndNote

(This procedure has to be done within EndNote and not EndNote Web)

- Open your EndNote Library
- Go to **Tools** and select **EndNote Web**
- An **Authorizing** window opens up
- Enter your E-mail address and Password
- When authorization is completed, the **EndNote Web Transfer References** window opens up.
- Check the radial button to the left of **Transfer References from Web to Desktop**
- Uncheck the square box to the left of **Allow Duplicates**
- In the **Web** window, click on the arrow to the right and select **[Unfiled]**
- Click the **Transfer** button and a screen appears stating the number of references have been successfully transferred.
- Click **OK**

Transferring References from EndNote to EndNote Web

(This procedure has to be done within EndNote and not EndNote Web)

1. Open your EndNote Library
2. Go to **TOOLS** and select **EndNote Web**
3. An **Authorizing** window opens up
4. Enter your E-mail address and Password
5. When Authorization is completed, the **EndNote Web Transfer References** window opens up
6. Check the radial button to the left of **Transfer References from Desktop to Web.**
7. Then click the radial button to the left of **All References in the Library**
8. Click **TRANSFER**
9. Confirmation of successful transfer appears
10. Click **O.K.**

Importing Saved Search in EndNote Web

- Go to <http://www.endnoteweb.com/>
- In the left green column click on **EndNote Web Login**
- Enter your **EndNote Web E-mail Address** and **Password**, this will log you on to your EndNote Web Library
- Click on **COLLECT** above, and then click on **Import References**
- An **Import Reference** page opens up
- In the **FILE** window click on **BROWSE** and the **FILE UPLOAD** window opens up
- Go to where you have saved your search results, e.g. desktop or folder
- Highlight the saved search results icon and click **OPEN**
- In the **FILTER** window, select the correct filter (the name of the database and the vendor) for your saved search
- In the **TO** window, select **[unfiled]** and click **Import** and your saved search will be imported
- To see your imported citations click on **My References**

EndNote Web in the Web-of-Science

1. Go to Web-of-Science from the Library Homepage < <http://www.lib.vt.edu>
2. Do a search in Science or Social Science or Arts & Humanities Index
3. From your results mark the citations you want to save by checking the square box to the left of the citation
4. click on the [Save to My EndNote Web](#) button above
5. If you haven't sign in to your EndNote Web Library, a sign-in page will appear asking you to sign-in.
6. Sign using your [EndNote Web E-mail Address](#) and [Password](#) to sign in
7. A screen appears stating that the citations are being processed for importing to your EndNote Web Library and when the importing is finished **DONE** appears.
8. Click on the [Back to Results](#) button and it will take you back to the search results screen and you will see that the citations that have been sent have **EN/Web** beneath the square boxes
9. Click on [My EndNote Web](#) at the very top of your screen and it will take to your EndNote Web Library to see the imported citations.

Creating Groups In EndNote Web

1. Login to your EndNote Web Library by going to either <http://www.endnoteweb.com> and click on **EndNote Web Login**
2. Your EndNote Web Library will open up
3. Click **Organize** at the top and **Manage My Groups** screen opens up
4. Click on **New Group** and you'll be asked to name the new group
5. Type the name and click **O.K.** and the new group is created
6. Click **My References** to open your EndNote Web library/database
7. Select the citations you want to put into the New Group by clicking the square boxes to the left of the citations
8. Click on the arrow in the **Add To Group** window
9. Select the group you want the references in and the references are added to the group

EndNote Web – Sharing Groups

- Go to <http://endnoteweb.com/>
- In the left green column click on **EndNote Web Login**
- Enter your **EndNote Web E-mail Address** and **Password** to login to your EndNote Web Library
- Click on the **Organize** above and click on **Manage My Groups**
- Manage My Groups window opens up showing the groups that you have created and their status.
- In the **Share** column, check the square box to the left of the group you wish to share, then click the **Manage Sharing** button
- Then click on the **Start Sharing this Group**
- An **Add E-mail Addresses** window opens up
- Enter the E-mail addresses you wish to share your group with
- Then check the **radial button** to allow the person to **Read Only** or **Read & Write**
- Then click **Apply**