ENDNOTE   ONLINE

EndNote online

EndNote™ online, formerly EndNote Web, is the online counterpart to our popular desktop reference management and bibliography-creation software.

Whether you use EndNote online through Web of Science™, with EndNote desktop, or on its own – you reduce the time you spend searching, updating, and cleaning your research and formatting documents. **Depending on how you access EndNote online, you may see different features and options**.

> ENDNOTE BASIC

If you only have access to EndNote online, and not EndNote desktop, you are considered a basic user. While your feature set is limited compared to those using EndNote online in addition to the desktop, it's still perfect for the new-to-research and writing student.

> ENDNOTE ONLINE WITH THE DESKTOP

Once you know the basics, complex research projects no longer seem insurmountable. Easily moving from EndNote basic to EndNote on the desktop gets you access to additional features and options in the online application that basic users do not.

> WEB OF SCIENCE INTEGRATION

As an academic or government Web of Science user logged in properly, you will see data, links, and additional options with your EndNote online references that came from Web of Science – even if you're a basic user.

Get started in 8 easy steps

❶ CREATE YOUR ENDNOTE ACCOUNT
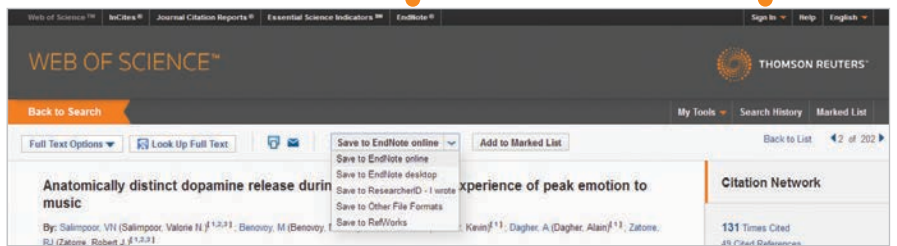
DESKTOP USERS

With your EndNote library open, select the **Sync** button. You will be prompted to either create an account or log in to your preexisting EndNote online account.

This process not only creates your online account, but also syncs your desktop and online libraries. Learn more about syncing in Step 3.
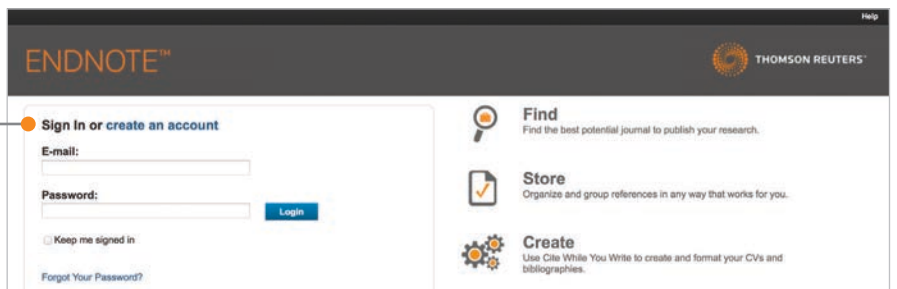
THOMSON REUTERS™
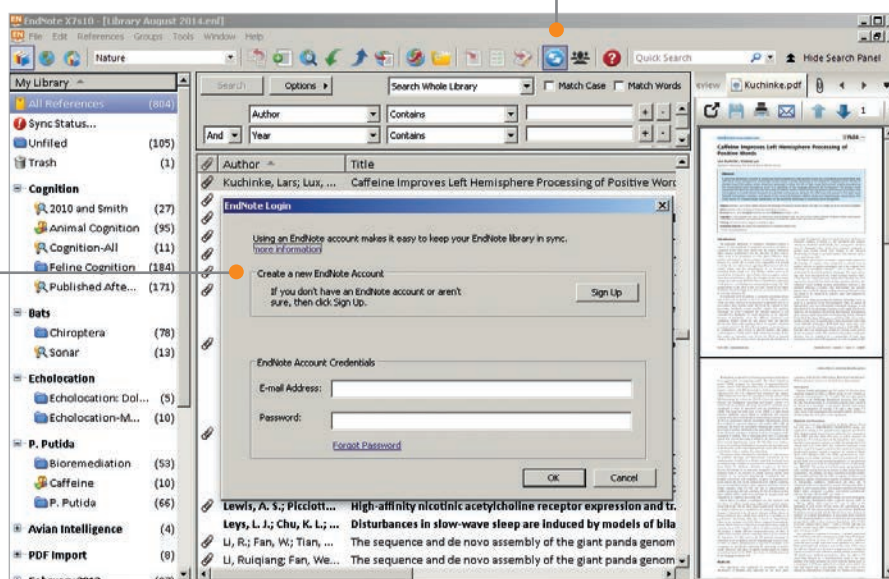
WEB OF SCIENCE USERS

Sign in to the Web of Science and click the **EndNote** link from the top menu bar to open your EndNote library.
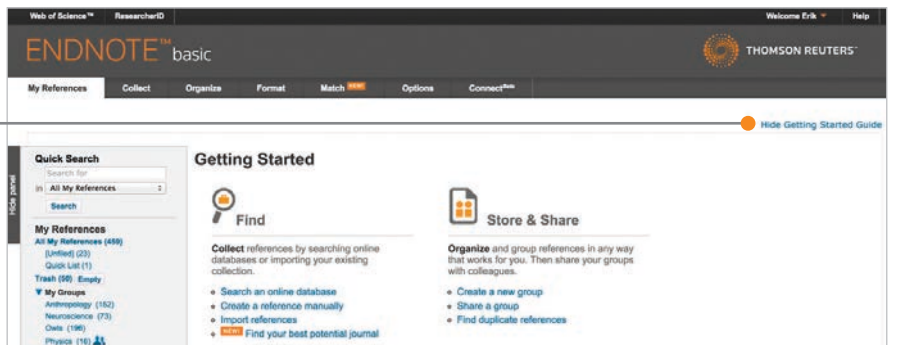
BASIC USERS

If you do not have EndNote desktop or access to Web of Science, go to **my.endnote.com** and sign up for a free account.

ACCESS GETTING STARTED GUIDE

The first time you sign in to your EndNote account, you will see the Getting Started Guide, which offers links to help you collect, organize, and format your references.

❷ INSTALL PLUG-INS

To access more EndNote features, you can install two types of plug-ins: one for capturing references from your browser window and one that links your online library to Microsoft™ Word.

GET STARTED

Go to the **Options** tab and select **Download Installers**. Here, you will see all available plug-ins.

INSTALL CAPTURE REFERENCE TOOL

To automatically import references into your EndNote library, you can use the **Capture Reference** button as well as **EndNote Capture toolbars** for Internet Explorer™ (Windows™ only) or Firefox™ (Windows or Macintosh™).

INSTALL CITE WHILE YOU WRITE

Download the **Cite While You Write™** plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word.

Note: If you are using EndNote X7 you do not need to install the plug-in, because it is already included.
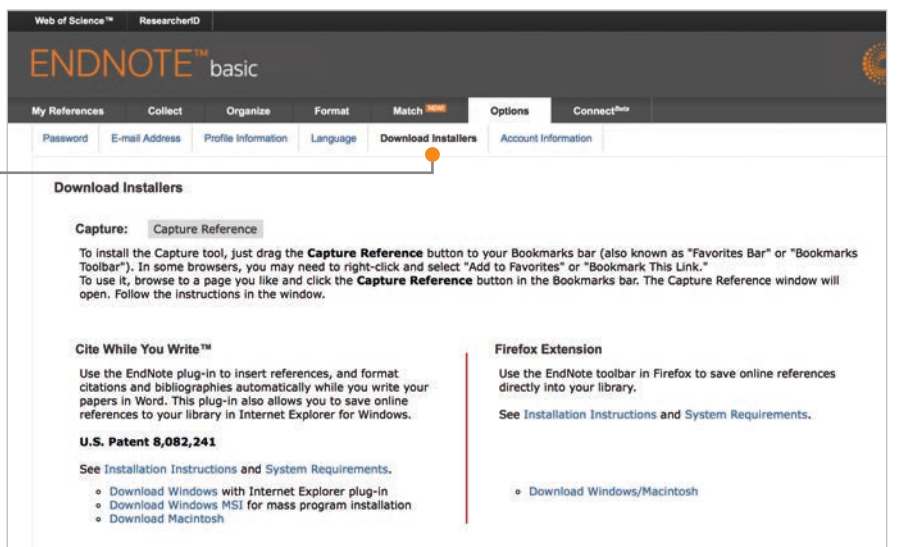
③ ADD REFERENCES TO YOUR LIBRARY

There are six ways to add references to your library: by syncing with the desktop, direct export, capture, online search, import text file, and manual entry.

1) Syncing with the Desktop

SYNC LIBRARIES

After syncing your desktop and online references, as shown in Step 1, all your references will be available both on your desktop and online through any Internet browser. References can also be synced to the EndNote iPad app and to EndNote on the desktop on your other computers. (**Hint:** Open a new empty library for the first sync on other computers.)

During the first sync, all references in both the EndNote desktop and online libraries will be copied to the other library, as well as all group information, but only custom groups will be displayed in EndNote online. Once synced, any change made in any synchronized library will be reflected in all synchronized copies of the library.
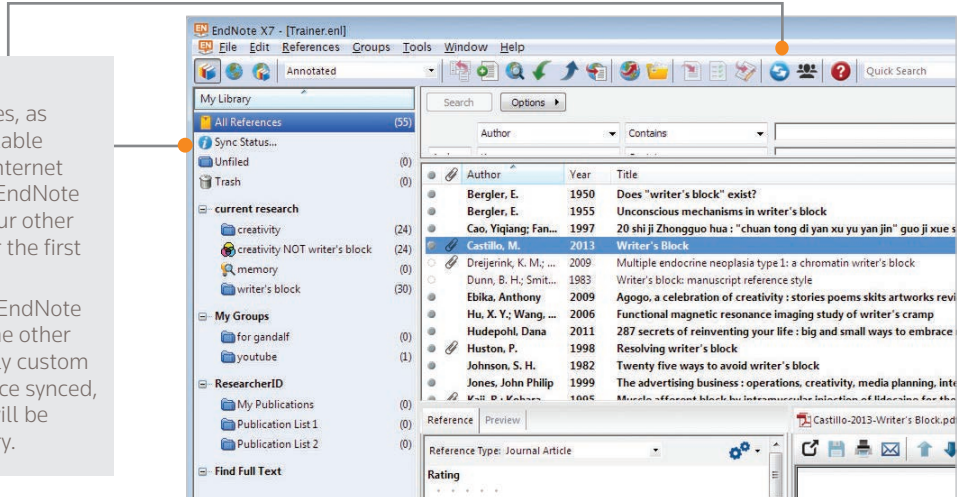
2) Direct Export

EXPORT TO ENDNOTE ONLINE

The EndNote Web browser plug-in makes it possible for you to export references from online databases that have an option for saving to EndNote. See Step 2 for installation details.
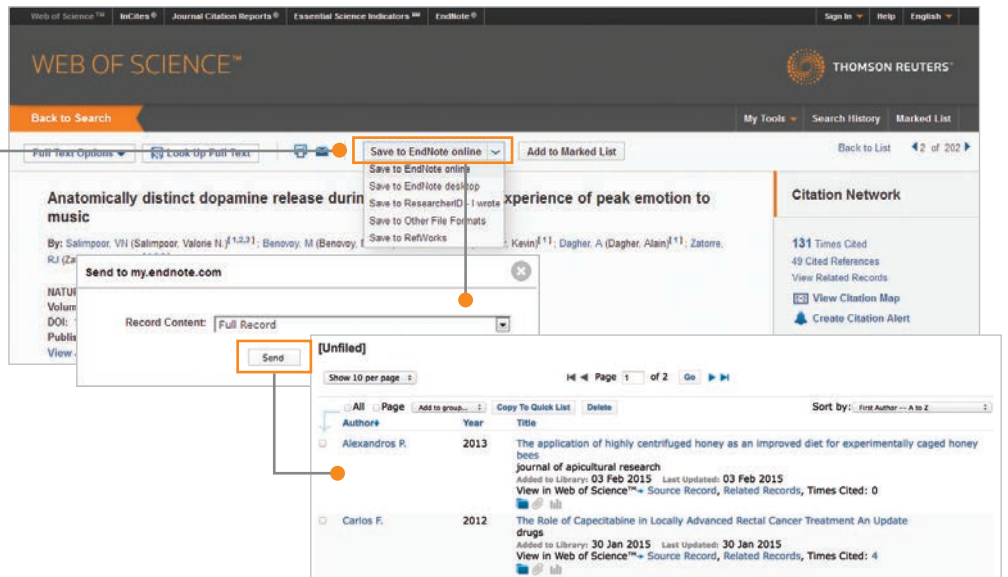
3) Capture

CAPTURE REFERENCES

Use the **Capture Reference** feature for online resources that do not have buttons for direct export.

Capture Reference scans the bibliographic information presented on a Web page and creates a reference for you to save to a new or existing group. Some databases, such as Google Scholar™ and PubMed, allow you to capture an entire page of references all at once.
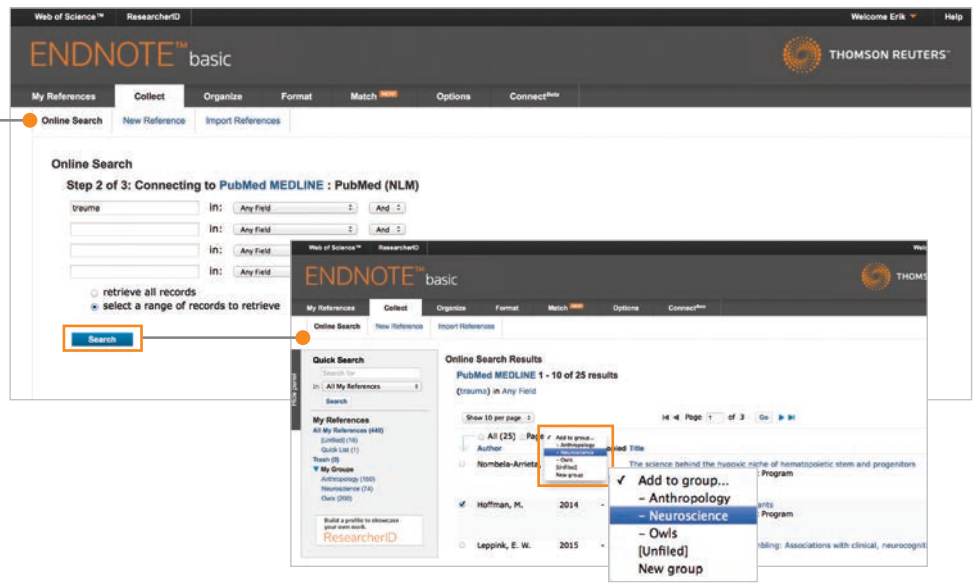
3
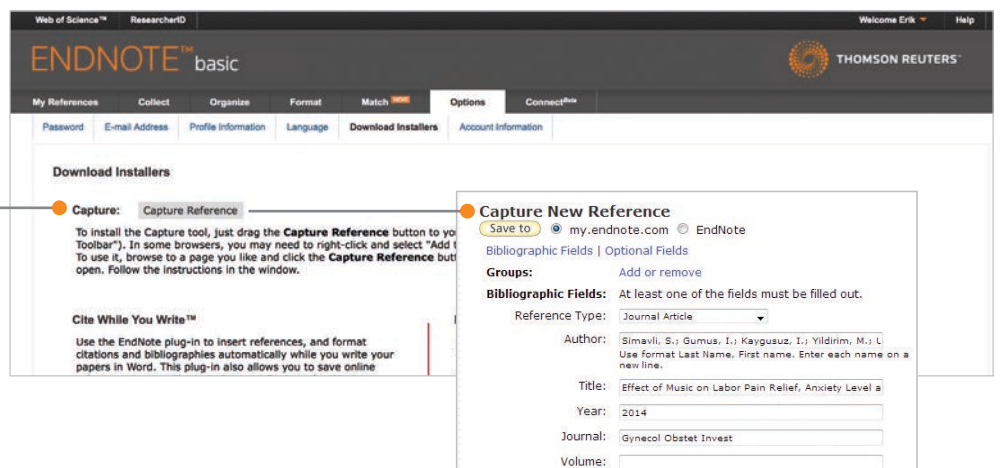
4) Online Search

ONLINE SEARCH

You can search many library catalogs and databases through the EndNote interface.

- Click the **Collect** tab; then click **Online Search**.
- Select an online database.
- Perform your search.
- Mark desired references, and use the drop-down menu to add them to your library.

5) Import Text File

IMPORT REFERENCES

To import references in a plain-text file, data in the file must be tagged in machine-readable format.

- Click the **Collect** tab; then click **Import References**.
- Browse to select the text file.
- Select the **Import Option** (filter) that matches the database where you created the file.
- Select the group for imported references.
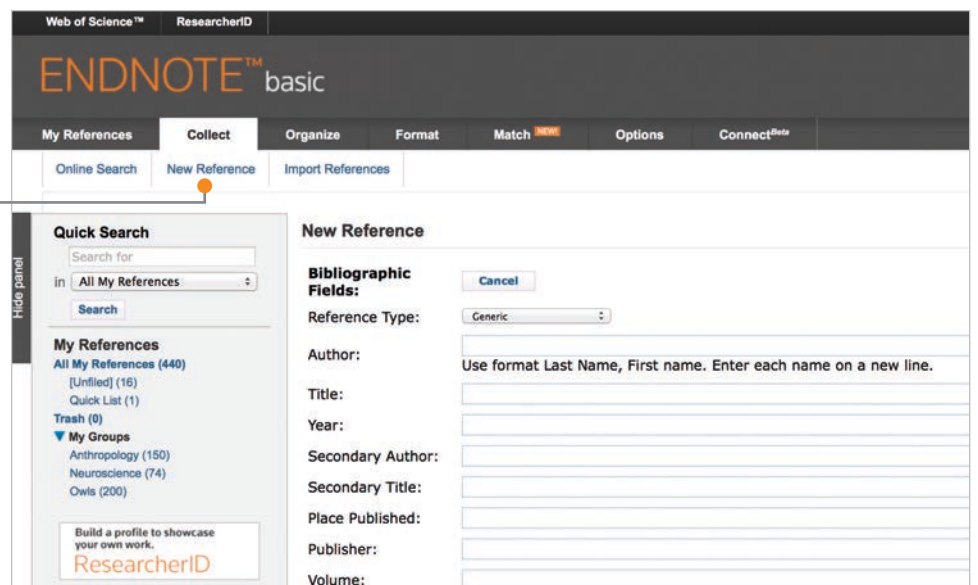- Click **Import**.
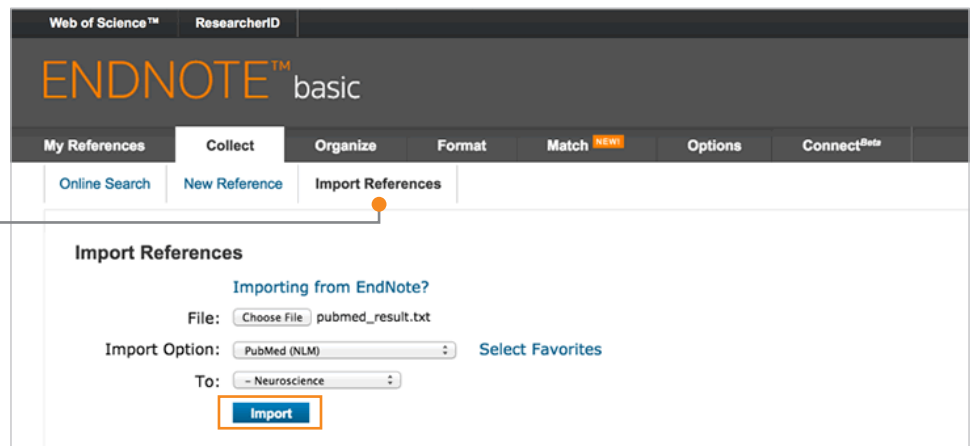
6) Manual Entry

ADD NEW REFERENCE

To enter a reference manually:

- Click the **Collect** tab; then click **New Reference**.
- Select the appropriate reference type.
- Enter data into the desired fields. Fields commonly used by major style guides will appear first.

4 ORGANIZE AND SHARE YOUR REFERENCES

CREATE GROUPS

By default, EndNote places references into the **Unfiled** group. You can create up to 5,000 groups to organize your references in any way that works for you.

• Select the references you want to group.

• Click on **Add to group** from the drop-down menu and select **New group**.

• Name the new group and click **OK**.

Note: You can place a reference in multiple groups. To see which group(s) a given reference is currently in, click the **Folder** icon ▣ below the reference.
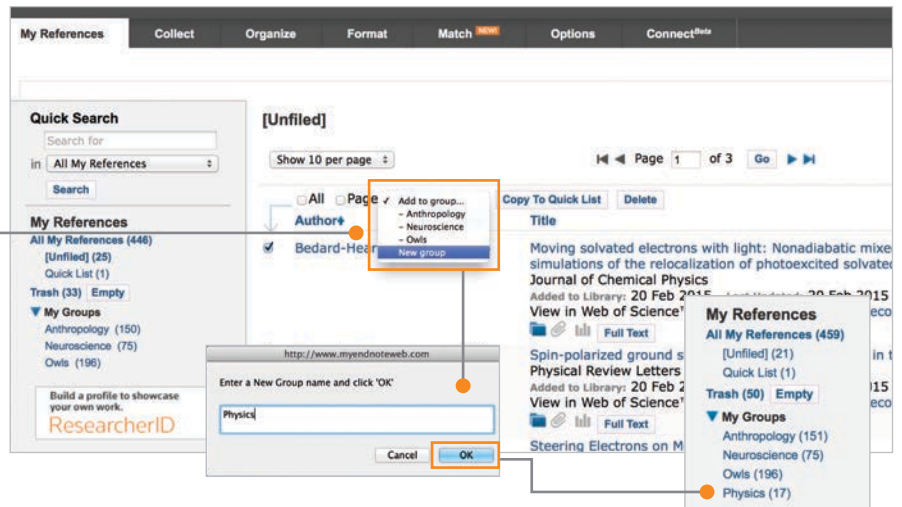
ELIMINATE DUPLICATE REFERENCES

It is possible to have duplicate records in your library. To identify and delete them, use the **Find Duplicates** link under the **Organize** tab. EndNote compares the Author, Year, Title, and Reference Type fields when identifying duplicates.
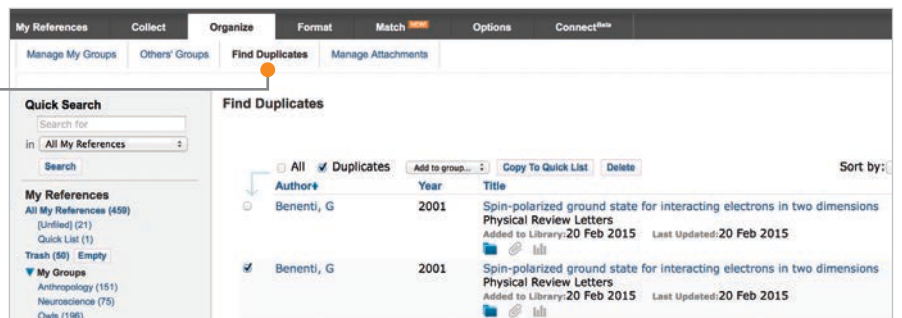
### SHARE REFERENCES WITH OTHER ENDNOTE USERS

Use the **Manage My Groups** link under the **Organize** tab. Click the **Manage Sharing** button next to the group you'd like to share.

Enter the email addresses of the people with whom you'd like to share.

Note: Any individual you share your group with *must* have an EndNote account in order to view references. Enter the email address they use to access EndNote.

Choose whether to give your colleagues **Read-only** access, or **Read & Write** access. Click **Apply**.

• Read-only access allows designated users to view references, use them in Word documents, or copy them to their own library.

• Read & Write access allows the designated user to add, change, or remove references in the group, as well as anything Read-only access allows.
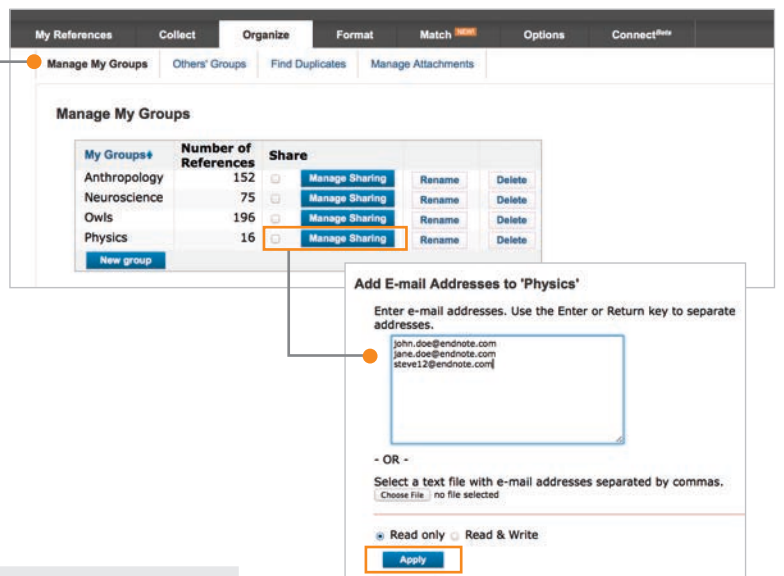
UNDERSTANDING ICONS

Groups that you are sharing with others display the **Share** icon. You can click on the icon to view or modify user access.

When another user shares a group with you, it appears under **Groups Shared by Others**. When the **Read-Write** icon is present, you have permission to add, change or remove references in a group.

5 USE CITE WHILE YOU WRITE

Using **Cite While You Write**, you can instantly insert references and format citations and bibliographies while you write your papers in Word.

2. REFORMAT YOUR ENTIRE PAPER and bibliography with one click. Choose from thousands of available styles.

3. EDIT CITATIONS to add information such as a page number, or remove a reference from a group of citations.

1. FIND AND SELECT CITATIONS
and insert them into your manuscript.

CITE REFERENCES FROM BOTH ONLINE AND DESKTOP

Cite While You Write is compatible with EndNote online and desktop. Start a document using your library in one environment, then switch to the other under **Preferences**.

6 MATCH YOUR MANUSCRIPT TO THE RIGHT JOURNAL

Use manuscript matcher to make a more informed decision about the best potential journals for your manuscript. Our patent-pending technology analyzes millions of data points and citation connections from the Web of Science to identify meaningful relationships between these publications and your work.

FIND THE RIGHT JOURNAL FOR SUBMITTING YOUR MANUSCRIPT

With a few key pieces of information – your title, abstract, and references – you'll have JCR data, key journal information and publisher details at your fingertips to help you compare your options and submit your manuscript.

- Click on the **Match** tab.
- Enter the title and abstract of your manuscript.
- Select the EndNote group holding your references from the drop-down (optional).
- Click **Find Journals**.

COMPARE YOUR OPTIONS AND START THE SUBMISSION PROCESS

EndNote returns a list of possible journal matches and provides results that give you:

- Match Score
- JCR Impact Factor
- Journal
- JCR Category
- Rank in Category
- Quartile in Category
- Link to journal's website
- Publisher

Find the Best Fit Journals for your Manuscript Powered By Web of Science™

10 Journal Matches

< Edit Manuscript Data   Expand All | Collapse All

Match Score▼	JCR Impact Factor Current Year	5 Year	Journal	Similar Articles		
▼	8.167 8.901 2013 5 Year	PLOS GENETICS	0	Was this helpful? ✓ YES ✗ NO	Submit >> Journal Information >>

Top Keyword Rankings ❶

expression
embryonic
gene
receptor
null
functional
neurons
subunit

JCR Category	Rank in Category	Quartile in Category
GENETICS & HEREDITY	14/165	Q1

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| ▶ | 3.391 3.629 2013 5 Year | BEHAVIOURAL BRAIN RESEARCH | 0 | Was this helpful? ✓ YES ✗ NO | Submit >> Journal Information >> |
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❼ JOIN THE COMMUNITY

CONNECT WITH OTHER USERS

From the **Connect** tab, interact with fellow researchers, students, and EndNote experts from around the globe.

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❽ ACCESS AND EXPAND YOUR ENDNOTE LIBRARY FROM THE IPAD APP

DOWNLOAD THE ENDNOTE FOR IPAD APP

Download the **EndNote for iPad** app from the App Store–, and access your library from anywhere. The EndNote app allows you to log in to your account and continue working on your library. With the EndNote app, you can:

- Use the app's built-in browser or Safari™ to search Web of Science, Google Scholar, or PubMed to expand your library, and even pull in full-text PDFs.
- Organize references and create new groups.
- Email PDFs to collaborators.
- Sync changes made to the desktop and online.

ANNOTATE PDFs

Add notes, shapes, highlighting, underlining, strikethrough, freehand drawing, and text to your articles within the app, and sync them to your desktop.

CAPACITY AND CAPABILITIES

	Reference storage	File attachment storage	Cite While You Write (Microsoft Word)	Bibliographic styles	Web of Science data and links
EndNote basic users	50,000	2GB	Limited Feature Set	21	–
EndNote basic & Web of Science users	50,000	2GB	Limited Feature Set	3300+	√
EndNote desktop users	Unlimited	Unlimited	Full Feature Set	3300+	–
EndNote desktop & Web of Science users	Unlimited	Unlimited	Full Feature Set	3300+	√

This user has a free, limited online version of EndNote.

A basic user has 21 styles and 2GB of storage.
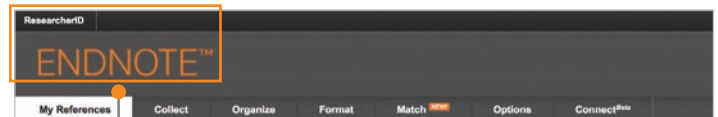
This user has EndNote installed on their desktop.

In addition to the basic features, this user has unlimited file storage and all the import, export, and style options.

This user has Web of Science.

In addition to the basic features, this user has extra styles and will see Times Cited counts and other Web of Science data and links in their library.

This user has Web of Science and EndNote desktop.

In addition to unlimited file storage and additional capabilities, this user will see Times Cited counts and other Web of Science data and links in their online library.

NEED HELP?

ADDITIONAL TRAINING RESOURCES

Whether you want to get the basics or fine-tune your skills, Thomson Reuters can help with a variety of targeted training opportunities that include recorded trainings, live expert-led WebEx sessions, and downloadable materials at **endnote.com/training**.

Subscribe to our YouTube channel to receive training video updates at **youtube.com/EndNoteTraining**.

GET TECHNICAL HELP

Search our Frequently Asked Questions Knowledgebase or contact our expert technical support staff at **endnote.com/support**.

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ASK THE COMMUNITY

One of the most important benefits of EndNote is our knowledgeable and committed user base. Follow us on Twitter™, like us on Facebook™, or join our user forum accessible on our online platform at **my.endnote.com**.

facebook.com/EndNote   **twitter.com/EndNoteNews**

my.endnote.com/connectnow

ADDITIONAL FEATURES ONLY AVAILABLE WITH ENDNOTE DESKTOP

- Share your entire research library with up to 14 other collaborators.
- Store as many files as you need with no limit on library size or cloud storage.
- Find full text and update old references and links in one click.
- Automatically organize references into groups based on searches and rules you create.
- Designate a watch folder on your desktop to auto-import PDFs.
- Annotate PDFs with searchable notes and comments within a built-in PDF viewer.

- Use journal titles or abbreviations in your bibliography – regardless of which one appears in the reference – with prebuilt lists for journals.
- Create and customize bibliography styles or reference types.
- Create bibliographies with subheadings or sections, organized any way you want, or add multiple bibliographies to one document.

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