



Research Smarter.

Quick Reference Guide for Online



Don't forget to download the EndNote app for iPad and iPhone

Quick Reference Guide for Online

What can you do with EndNote?

EndNote™ online is the web component of our popular EndNote 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 your

document. 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 an EndNote basic user. While your feature set is limited compared to those using EndNote online in addition to

EndNote desktop, it's still perfect for the new-to-research and writing student.

EndNote online for desktop users

Moving from EndNote basic to EndNote on the desktop opens an array of advanced features and options and increases storage space in the online environment.

Get started in five steps

Create your EndNote online account

Desktop users

With your EndNote library open, select the Sync button. EndNote will prompt you to either create an account or log in to your existing EndNote online account.

This process syncs your desktop and online libraries. Learn more about syncing in Step 3.

EndNote Login

Using an EndNote account makes it easy to keep your EndNote library in sync. [more information?](#)

Create a new EndNote Account

If you don't have an EndNote account or aren't sure, then click Sign Up. Sign Up

EndNote Account Credentials

E-mail Address:

Password:

[Forgot Password](#)

OK Cancel

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 online library.

Web of Science

Select a database

Basic users

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

Email address

Not a member yet? Register

Password

[Forgot password?](#) Sign in

Sign in via your institution / Shibboleth login

or sign in using

Getting Started Guide access

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

Getting Started



Find

Collect references by searching online databases or importing your existing collection.

- o Search an online database
- o Create a reference manually
- o Import references
- o **NEW!** Find your best potential journal



Store & Share

Organize and group references in any way that works for you. Then share your groups with colleagues.

- o Create a new group
- o Share a group
- o Find duplicate references



Create

Use our plugin to format bibliographies and cite references while you write.

- o Cite While You Write™ Plug-In
- o Create a formatted bibliography
- o Format a paper

Install plug-ins

Get started

Go to the Downloads tab. Here, you will see all available plug-ins.

Install Cite While You Write

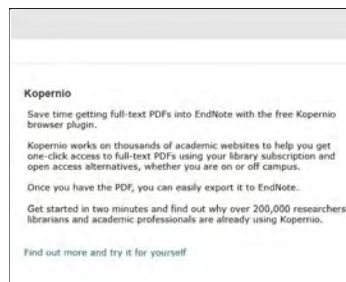
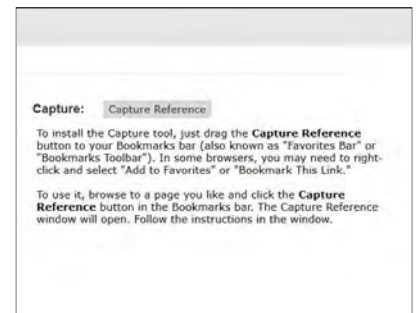
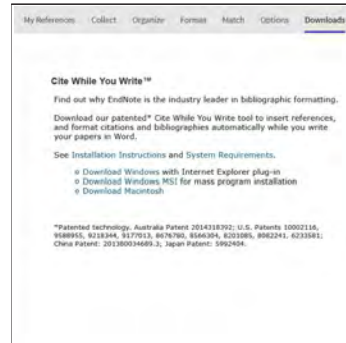
Download the Cite While You Write plug-in to insert references, and format citations and bibliographies automatically while writing your papers in Microsoft Word.

Install Capture Reference tool

To automatically import references into your EndNote library, you can use the Capture Reference bookmarklet with any browser or the EndNote Capture toolbar for Internet Explorer (Windows only).

Install the Kopernio browser plug-in

Kopernio helps you get to your full-text PDFs faster by securely connecting you to your library's journal subscriptions and open access content. Export both references and PDFs directly from Kopernio to EndNote.



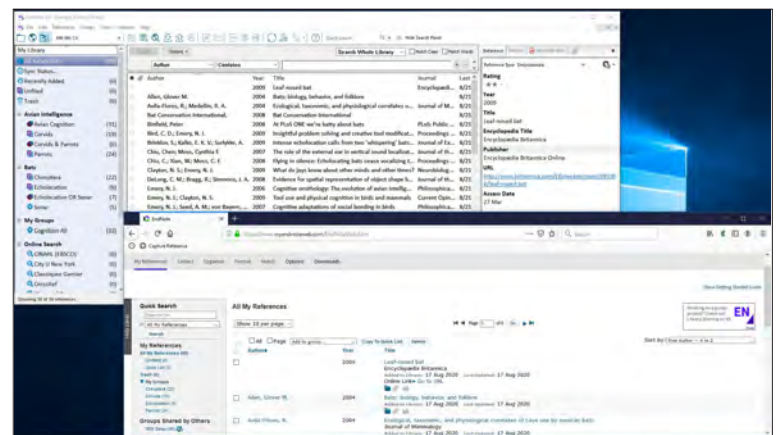
Add references to your library

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) Sync libraries

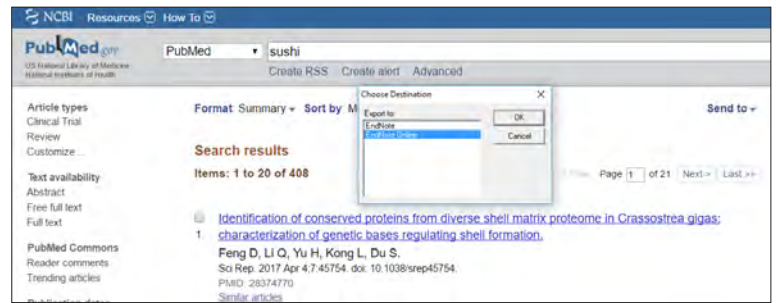
After syncing your desktop and online references, as shown in Step 1, all your references on your desktop and online through and attachments will be available on any Internet browser. References can also be synced to the EndNote app for iPad and iPhone and EndNote on the desktop on your other computers.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

During the first sync, EndNote will copy all references in both the EndNote desktop and online libraries to the other library, as well as all group information. Still, only custom groups will appear in EndNote online. Once synced, EndNote will synchronize all changes between each of your designated EndNote Sync libraries.



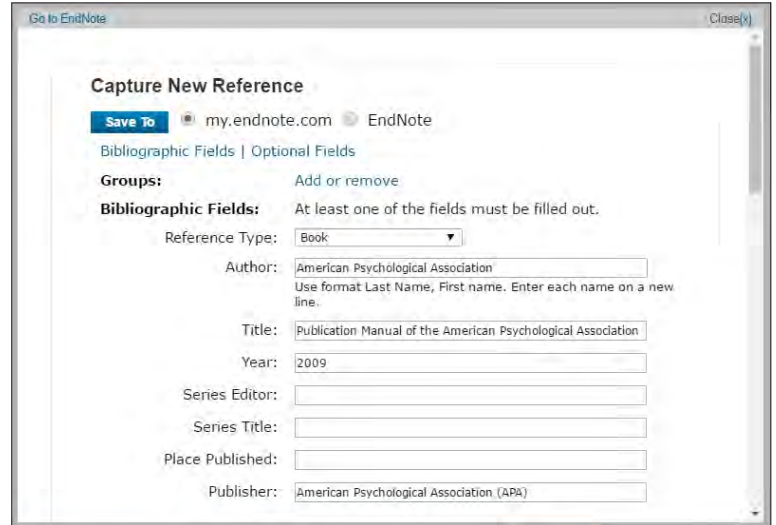
2) Export to EndNote online

The EndNote online Internet Explorer plug-in makes it possible to export references from online databases that have an option for saving to EndNote if you are using Internet Explorer, Google Chrome, or Microsoft Edge. Web of Science and EBSCOhost databases do not require a plug-in for direct export. See the Install plug-ins section on the previous page.



3) Capture references

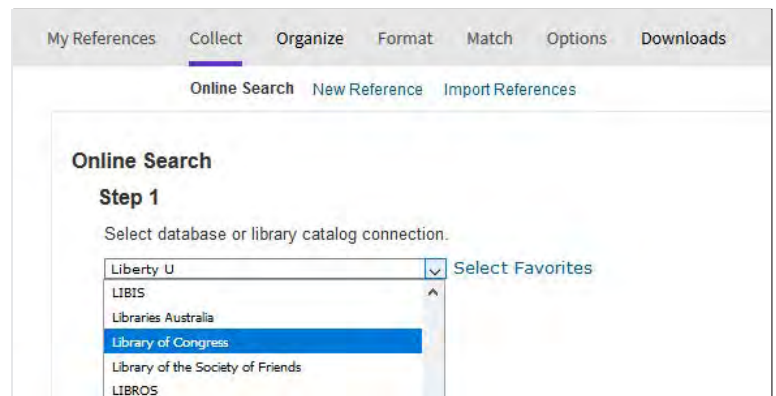
Use the Capture Reference feature for online resources that do not have options for direct export. Capture Reference scans the bibliographic information presented on a Web page and creates a reference for you to save to a new or existing group. Some databases, such as PubMed, allow you to capture an entire page of references at once.



4) Online search

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

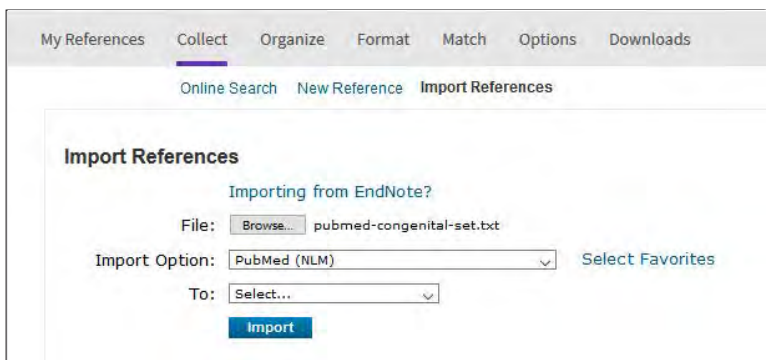
- Click the Collect tab; then click Online Search.
- Select a remote database.
- Perform your search.
- Mark desired references, and use the drop-down menu to add them to your library.



5) Import references

EndNote is capable of importing references saved in a consistently tagged plain-text format.

- Hover over 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) 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.

My References Collect Organize Format Match Options Downloads

Online Search New Reference Import References

Quick Search

Search for: []

in: All My References []

Search

My References (60)

(Unfiled) (1)

Quick List (9)

Trash (0)

My Groups

Chiroptera (22)

Corvina (19)

Echolocation (5)

Parrots (24)

Groups Shared by Others

REH Sleep (45)

TRADE YOUR CITATIONS

Claim your researcher profile on Publius

New Reference

Bibliographic Fields:

Reference Type: Edited Book

Editor: Burchfield, R. W.
Use format Last Name, First name. Enter each name on a new line.

Title: The New Fowler's Modern English Usage

Year: 1996

Series Editor:

Series Title:

Place Published:

Publisher: Oxford Press

Volume:

Number of Volumes:

Series Volume:

Organize and share your references

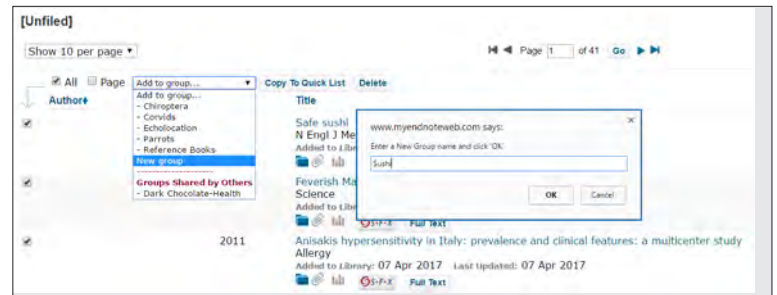
Create groups

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.

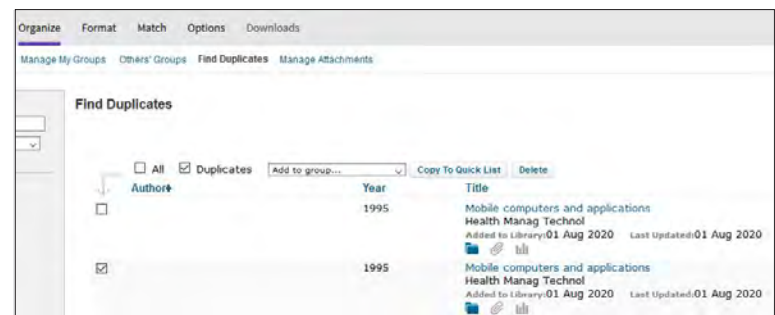
Note: You can place a reference in multiple groups.

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.



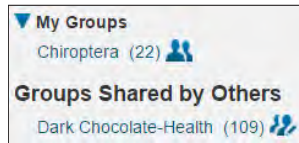
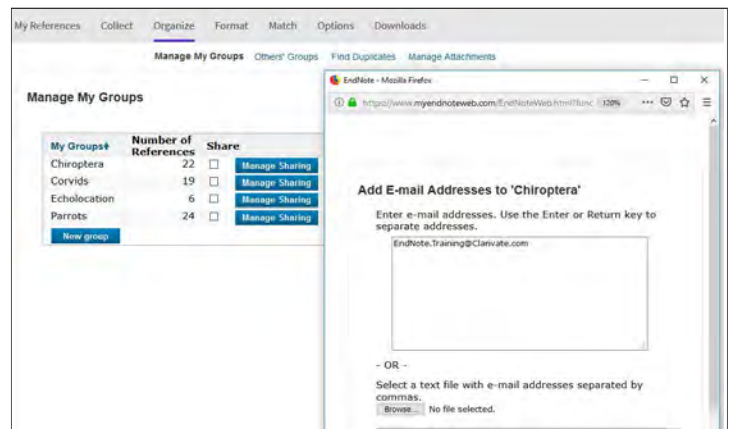
Share references with other EndNote users

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: All library sharees must have an EndNote online account to access a shared EndNote library. 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 library.
- Read & Write access allows the designated user to do everything allowed with read-only access and editing, adding, or deleting references.



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.

Use Cite While You Write

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

1) Find and select citations

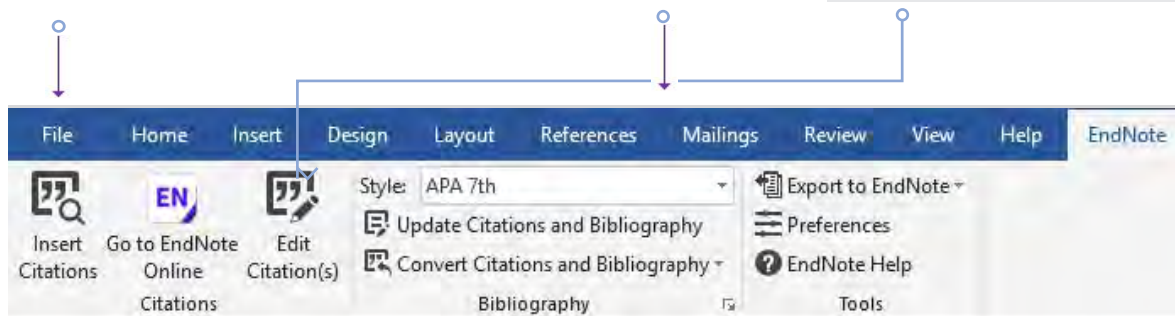
Choose references from your EndNote library and insert them into your Word documents.

2) Formatting bibliographies

Reformat your citations and bibliography with one click. Choose from thousands of available styles.

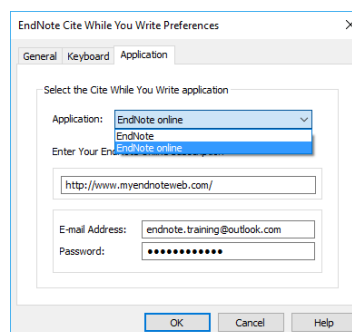
3) Editing citations

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



Cite references from both online and desktop

The Cite While You Write plug-in is compatible with EndNote online and desktop. You can start a document using one environment but can switch to the other at any time.



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, Journal Impact Factor (for accounts linked with an EndNote X9 license) vital 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.

My References | Collect | Organize | Format | Match | Options | Downloads

Find the Best Fit Journals for your Manuscript

 Powered By Web of Science

Enter your Manuscript Details:

*Title:
Bird brains: How can something so small be so smart?

*Abstract:
A comparison of the cognitive abilities of birds versus dogs, cats, and apes.

*References:
24 citations from Group: Parrots will be included in this search

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 (with EndNote X9 license)
- 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™

6 Journal Matches

< Edit Manuscript Data | Expand All | Collapse All

Match Score	JCR Impact Factor Current Year 5 Year	Journal	Similar Articles
1.318	1.533 2015 5 Year	BEHAVIOURAL PROCESSES	8
1.211	1.266 2015 5 Year	JOURNAL OF FELINE MEDICINE AND SURGERY	4

Access and expand your EndNote library from the iPad or iPhone app

Download the EndNote 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.

My Library (61) | Last synced 8/18/20, 9:29 AM

Search - Everything

urotne, B.; PARK, I. J. Microscopy Research and Technique 2000

Pekapeka / Bats
RD&I Christchurch, 2005

Plant classification from bat-like echolocation signals
Yovel, Y.; Franz, M. O.; Stitz, P.; Schnitzler, H. U. PLoS Computational Biology 2008

Adaptive SONAR sounds by echolocating bats
Hagino, T.; Hiryu, S.; Fujioka, S.; Riquimaroux, H.; Wata... 5th International Symposium on Underwater Technology...

Neurobiology of echolocation in bats
Moss, C. F.; Sinha, S. R. Current Opinion in Neurobiology 2003

An autocorrelation model of bat sonar
Wiegbe, L. Biological Cybernetics 2008

Bats use magnetite to detect the earth's magnetic field
Holland, Richard A.; Kirschvink, Joseph L.; Doak, Thom... PLoS ONE 2008

The New Fowler's Modern English Usage

Book Section

GROUPS
Parrots

AUTHOR
Pepperberg, Irene M.

YEAR
2012

TITLE
Symbolic communication in the grey parrot

EDITOR
Vonk, Jennifer | Shackelford, Todd K.

BOOK TITLE
The Oxford Handbook of Comparative Evolutionary Psychology

PLACE PUBLISHED
New York

PUBLISHER
Oxford University Press

PAGES
297-319

CHAPTER

Capacity and capabilities	Reference storage	File attachment storage	Cite While You Write plug-in (Microsoft Word)	Bibliographic output styles	Web of Science data and links
EndNote basic users	50,000	2 GB	Limited Features	21	-
EndNote basic & Web of Science users	50,000	2 GB	Limited Features	4,500+	√
EndNote desktop users	Unlimited	Unlimited	Full Feature Set	7,000+	-
EndNote desktop & Web of Science users	Unlimited	Unlimited	Full Feature Set	7,000+	√

Account Information				
Your roaming access has expired and therefore you will not see Web of Science™ and Full Text links and you will not be able to search Web of Science™. Please login from your institution to reactivate roaming. Your account only provides limited functionality.				
Please login from your institution or purchase the latest version of EndNote to access all the functionality.				
Account	Status	Days Remaining	To Reactivate	
Web of Science™	Roaming Expired	0	Please login from your institution	
EndNote Web	Active			

Account Information				
Your roaming access has expired and therefore you will not see Web of Science™ and Full Text links and you will not be able to search Web of Science™. Please login from your institution to reactivate roaming. Receive a free subscription to my.endnote.com with advanced features for two years when you upgrade to the latest version of EndNote.				
Account	Status	Days Remaining	Expiration Date	To Reactivate
EndNote X8	Active	731	08 April 2019	
Web of Science™	Roaming Expired	0	Please login from your institution	

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

An EndNote 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.

Account Information				
Account	Status	Days Remaining	Expiration Date	To Reactivate
Web of Science™	Roaming	366	07 April 2018	Please login from your institution

Account Information				
Account	Status	Days Remaining	Expiration Date	To Reactivate
EndNote X8	Active	581	08 November 2018	
Web of Science™	Roaming	366	07 April 2018	Please login from your institution

This user has Web of Science.

In addition to the basic features, this user has additional output 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.

Resources

Contact Product Support or search the EndNote knowledge base at:

endnote.com/support

Find more training resources on the EndNote portal at: endnote.com/training Register for free EndNote classes at: clarivate.com/webofsciencgroup/training/?wpv-training-class-product=endnote

Download the EndNote Guided Tour, a written tutorial, at: clarivate.libguides.com/ld.php?content_id=42326715

Download the Little EndNote How-To Book, a reference work for common EndNote tasks, at: clarivate.libguides.com/ld.php?content_id=42104347

Watch How to Use EndNote in Six Minutes at: youtu.be/7e6-6QkcYm0