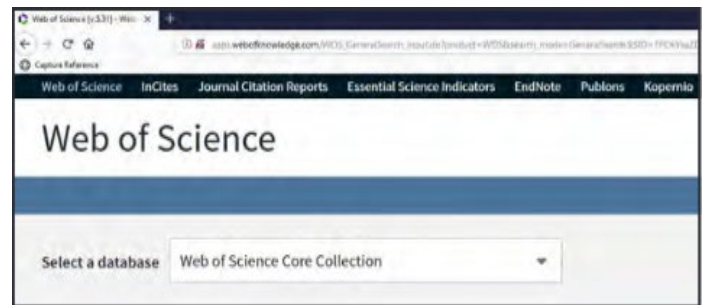


ENDNOTE ONLINE (free version) QUICK GUIDE

Create your EndNote Online account:

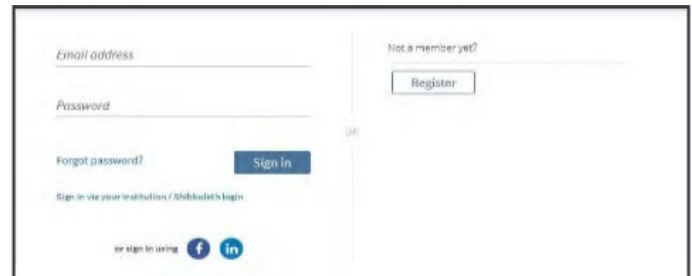
Web of Science users (recommended for UC users)

Sign in to the Web of Science and click the EndNote link from the top menu bar. Register with a ucalgary email address and follow the prompts to create an Endnote Online account.

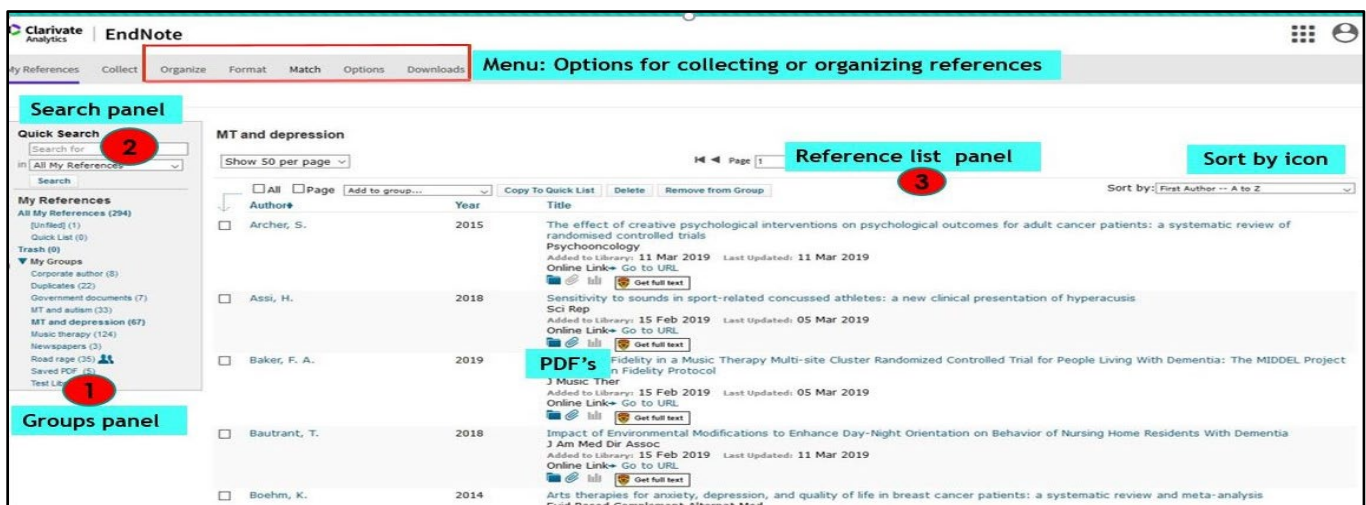


EndNote Basic users

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



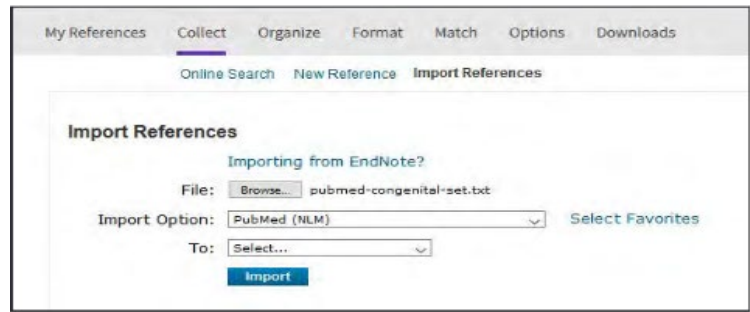
Navigate the EndNote Online interface:



- **Search Panel:** Quickly search your references
- **My References Panel:** Navigate your organized groups
- **Reference List panel:** Displays a list of references in selected group (with UofC Get full text link)

Importing References:

EndNote Online is capable of importing references saved in consistently tagged plain-text format. Below are set of instructions for importing from various databases.



CINAHL:

1. Search and then click **Add to Folder (blue folder icon)** for each reference needed.
2. Go to **Folder** from the top menu or the right hand column.
3. Select references for export and then choose **Export**.
4. Choose **Direct Export in RIS Format**. Select **Save**.
5. Within Endnote Online select **Collect > Import References**
6. Locate the saved file from step 4 and choose Import Option: **RefMan RIS > Import**

MEDLINE:

1. Search and select each reference needed. Select **Export** from the results menu bar.
2. Choose **Endnote** from the **Export To** menu and select **Complete Reference**. Click **Export**.
3. Select **Save File** (selected references are saved as **.cgi** files)
4. Within Endnote Online select **Collect > Import References**
7. Locate the saved file from step 3 and under **Import Option:** choose **Medline OvidSP > Import**

PUBMED:

1. Search and select each reference needed. Select **Send To** in the top right.
2. Select **Citation manager** and choose **Create File**.
3. Select **Save File** (selected references are saved as **.nbib** files)
4. Within Endnote Web select **Collect > Import References**
5. Locate the saved file from step 3 and choose **Import Option: PubMed (NLM) > Import**

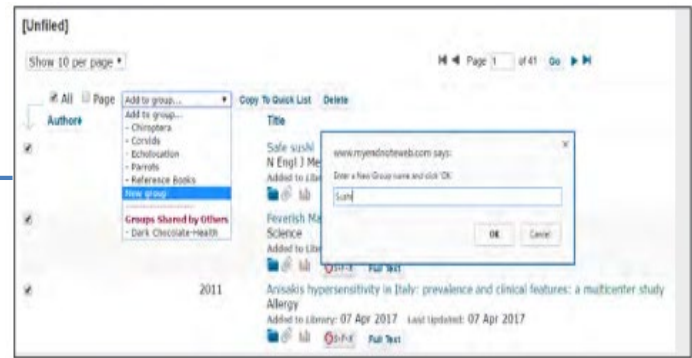
GOOGLE SCHOLAR:

1. In Google Scholar, first go to **Settings >** under Bibliography Manager, choose **Show links to import citation into >** choose **Refman >** click **Save**
2. Go back to Google Scholar search page > select a reference by clicking **Import into Refman**
3. Select **Save File** (selected reference is saved as **.ris** file)
4. Within Endnote Online select **Collect > Import References**
5. Locate the saved file from step 3 and choose **Import Option: RefMan RIS > Import** (you can import one reference at a time or multiple references)

Organize and Share your references:

Create Groups

Organize references in a way that works for you. Select the references you want to group. Click on **Add Group** from the drop-down menu and select **New Group**. Give it a name and click OK.



Share references with other EndNote Online 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. 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 do everything allowed with read-only access, as well as editing, adding, or deleting.

My Groups	Number of References	Share
Barefoot running	20	<input type="checkbox"/> Manage Sharing
Digital health	88	<input type="checkbox"/> Manage Sharing
Injury	28	<input type="checkbox"/> Manage Sharing
Librarians	15	<input checked="" type="checkbox"/> Manage Sharing
pdf	1	<input type="checkbox"/> Manage Sharing
Research writing	18	<input type="checkbox"/> Manage Sharing



Understanding icons:

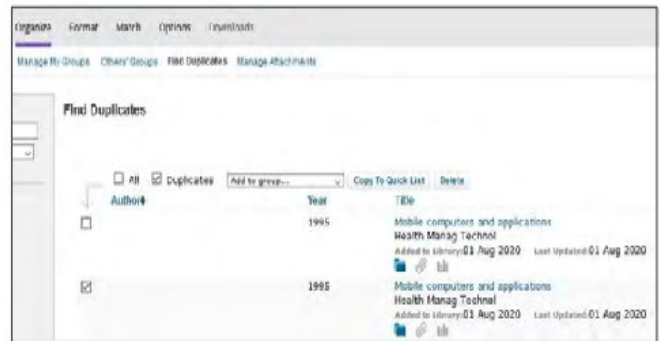
Groups that you are sharing with others display the **Share** icon. When another user shares a group with you, it appears under **Groups Shared by Others**.

Capture Reference Feature:

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 Webpage and creates a reference for you to save to a new or existing group.

Manage Duplicate References:

To identify and eliminate duplicates, use the Find Duplicates link under the Organize tab. Endnote compares the Author, Year, Title, and Reference Type fields when identifying duplicates



Use Cite-While-You-Write:

Download the **Cite-While-You-Write** plug-in to insert references and format citations and bibliographies automatically when working with documents in MS Word.

Download the **Cite-While-You-Write** plug-in according to your system requirements. **Note:** If you are an Endnote desktop user, do not install the plug-in as it is automatically installed.



Within Word go to the **EndNote tab** > go to **Preferences** > **Application** tab > select **Endnote Online**. You may be prompted to enter your Endnote Online **login**

Find and select citations

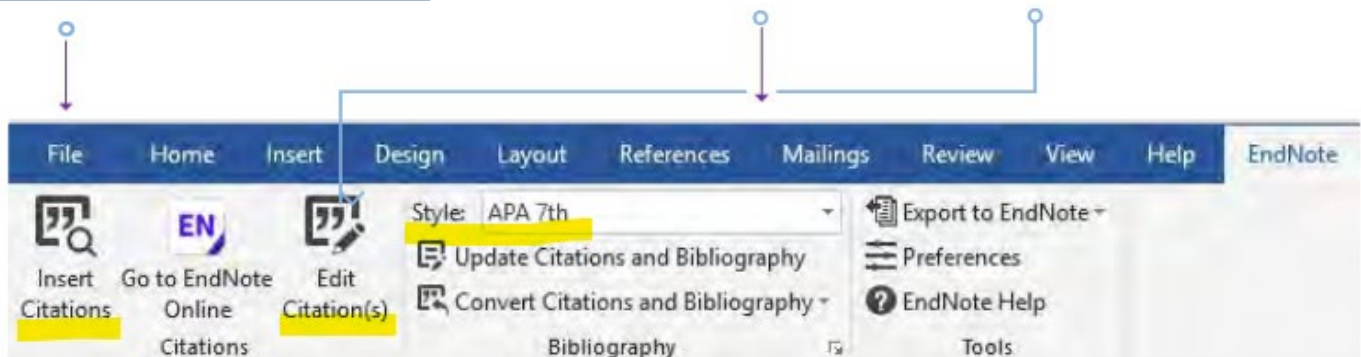
Choose the **Insert Citations** icon to select a reference from your EndNote account and insert them in your Word document.

Formatting bibliographies

Use the drop-down menu to select the **Output Style** you require to format your in-text citations and bibliography.

Editing citations

Use the **Edit Citations** icon to add information such as page numbers, prefixes or remove a reference from a group of citations.



Manuscript Matcher:

Use the Manuscript Matcher to find the right journal for submitting your manuscript.

Click on the **Match** tab
Enter the **title and abstract** of your manuscript
Click **Find Journals**

The screenshot shows the 'Find the Best Fit Journals for your Manuscript' interface. It includes a navigation bar with tabs: My References, Collect, Organize, Format, Match (selected), Options, and Downloads. The main heading is 'Find the Best Fit Journals for your Manuscript' with a subtext 'Powered By Web of Science'. Below this is a section 'Enter your Manuscript Details:' with two text input fields: '*Title' (with a placeholder 'Bird brains: how can something as small be as smart?') and '*Abstract' (with a placeholder 'A comparison of the cognitive abilities of birds versus dogs, cats, and apes.'). There is a '*Required' label below the abstract field. A 'References:' section shows a dropdown menu with 'Parrots' selected and a note: '24 citations from Group: Parrots will be included in this search'. A 'Find Journals' button is at the bottom right.

EndNote returns a list of possible journal matches.

The screenshot shows the 'Find the Best Fit Journals for your Manuscript' interface with the results table. The heading is '6 Journal Matches'. Below the heading are buttons: '< Edit Manuscript Data' and 'Expand All | Collapse All'. The table has four columns: Match Score, JCR Impact Factor (Current Year | 5 Year), Journal, and Similar Articles. The first row shows a match score of 1.318 (2015) and 1.833 (5 Year) for the journal 'BEHAVIOURAL PROCESSES' with 8 similar articles. The second row shows a match score of 1.211 (2015) and 1.286 (5 Year) for the journal 'JOURNAL OF FELINE MEDICINE AND SURGERY' with 4 similar articles.

Match Score	JCR Impact Factor Current Year 5 Year	Journal	Similar Articles
1.318 2015	1.833 5 Year	BEHAVIOURAL PROCESSES	8
1.211 2015	1.286 5 Year	JOURNAL OF FELINE MEDICINE AND SURGERY	4

Further Help:

Health Sciences Library

- EndNote Research Guide: [Citing and Writing in the Health Sciences](#)
- Email: hslib@ucalgary.ca
- Phone: 403-220-6855
- EndNote Instructor: [Lourdes Yturzaeta](#)

EndNote Online webpage:

- Endnote Online [Tutorials](#)
- [EndNote Technical Support](#)