

Libraries and Cultural Resources

University of Calgary, 410 University Court NW Lourdes Yturzaeta / Information Specialist 403.220.5573 | <u>lyturzae@ucalgary.ca</u> https://library.ucalgary.ca/guides/hsl/citationmanagementtools

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	←	 Q Held Some (p.31)-Hell × Q @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @		
create an Endnote Online account.		Select a database Web of Science Core Collection 💌		
EndNote Basic users If you do not have access to Web of Science, go to: myendnoteweb.com	—	Email address Not a member yet? Arassword Forgat password? Sign in		
and sign up for a free account.		Sign in vite your healtholinn / Shidohodath Ingin ner sign in using 🛞 👔		

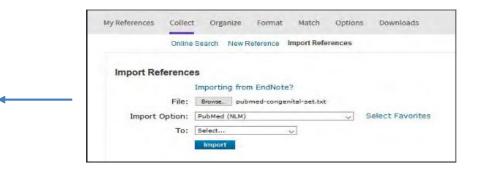
Navigate the EndNote Online interface:

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Ay References Collect Organ	nize Format Match Options	Downloads Me	enu: Options for collecting	or organizing references	
Search panel	MT and depression		14 4 Page 1	Reference list panel	Sort by icon
Search	All Page Add to gros	ip v	Copy To Quick List Delete Remove from Group	3	Sort by: First Author A to Z
My References All My References (294)	Author	Year	Title		
[Unfled] (1) Quick List (0) Trash (0) ♥ My Groups Corporate author (8) Duplicates (22)	Archer, S.	2015	The effect of creative psychological inter- randomised controlled trials Psychooncology Added to Litherary, 11 Mar 2019 Last Updat: Online Link+ Go to URL Colline Link+ Go to URL	erventions on psychological outcomes for adult ed: 11 Mar 2019	cancer patients: a systematic review of
Government documents (7) MT and autism (33) MT and depression (67) Music therapy (124) Newspapers (3)	Assi, H.	2018	Sensitivity to sounds in sport-related co Sci Rep Added to Library: 15 Feb 2019 Last Updat Online Link+ Go to URL	oncussed athletes: a new clinical presentation o ed: 05 Mar 2019	f hyperacusis
Road rape (35)	Baker, F. A.	2019	PDF's Fidelity in a Music Therapy N n Fidelity Protocol Music Ther Added to Library: 15 Feb 2019 Last Updat Online Link+ Go to URL		People Living With Dementia: The MIDDEL Project
or oups pariet	Bautrant, T.	2018	Impact of Environmental Modifications t J Am Med Dir Assoc Added to Library: 15 Feb 2019 Last Updat Online Link+ Go to URL B Lill @ Lill @ Get Mittet]	o Enhance Day-Night Orientation on Behavior of ed: 11 Mar 2019	f Nursing Home Residents With Dementia
	Boehm, K.	2014	Arts therapies for anxiety, depression, a Evid Based Complement Alternat Med	and quality of life in breast cancer patients: a s	ystematic review and meta-analysis

- 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.



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

APA PsycINFO (one of the many OVID databases UofC subscribes to):

- 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
- Locate the saved file from step 3 and under Import Option: choose Medline Ovid SP or similar OVID database > Import

Academic Search Complete (one of the many EBSCO databases UofC subscribes to):

- 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

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
- Import multiple references by clicking on the star icon at the bottom of each reference. A gmail account is required to do this. After selecting references, go to the My Library icon > choose Import Option: RefMan RIS > Import

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.

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Add or remove	
At least one of the fields must be filled out.	
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IT: American Psychological Association	
Use format Last Name, First name. Enter each name on a new line	
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	At least one of the fields must be filled out. Pe: Nonk At least one of the fields must be filled out. At least one of the

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 ŧ	Number of References	Shar	e
Barefoot running	20		Manage Sharing
Digital health	88		Manage Sharing
Injury	28		Manage Sharing
🖳 Librarians	15	v	Manage Sharing
pdf	1		Manage Sharing
Research writing	18		Manage Sharing

My Groups
 Chiroptera (22)
 Groups Shared by Others
 Dark Chocolate-Health (109)

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.

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

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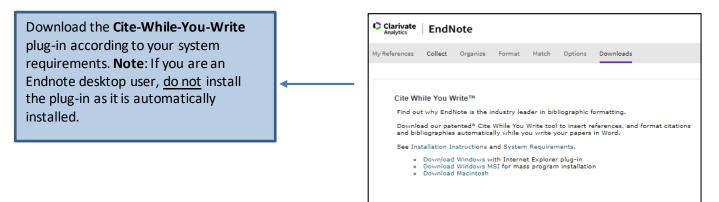
Find Full Text:

To get PDF content for references, click on the 'Get Full Text' icon. EndNote will connect to the library licensed resources and download the pdf as an attachment (blue paper clip ion)

Show 50 per page 🗸		M 🖣 Page 1 of 17 Go 🕨 M
All Page Add to	group	Copy To Quick List Delete
Author	Year	Title
 Abbing, Annemarie 	2018	The effectiveness of art therapy for anxiety in adults: A system randomised controlled trials PLOS ONE Added to Library: 18 Aug 2021 Last Updated: 18 Aug 2021 Online Link Go to URL © Iul Control text
Abd-Elsayed, A. A.	2013	Self-image perception of 171 children and adolescents with cl Ochsner Journal Added to Library: 16 Aug 2021 Last Updated: 18 Aug 2021 Online Link+ Go to URL

Use Cite-While-You-Write:

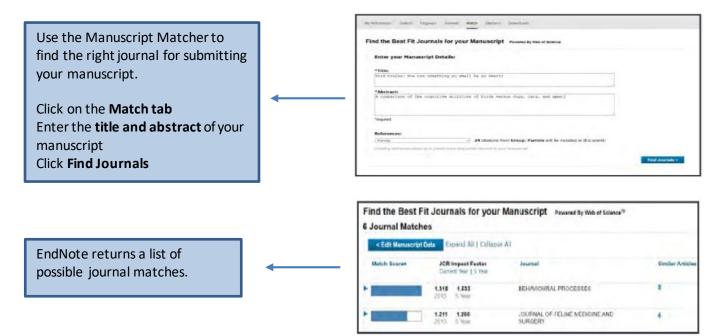
Download the **Cite-While-You-Write** plug-in to insert references and format citations and bibliographies automatically when working with documents in MS Word.



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**

Editing citations Find and select citations Formatting bibliographies Use the Edit Citations icon to Choose the Insert Citations icon Use the drop-down menu to add information such as page to select a reference from your select the **Output Style** you numbers, prefixes or remove a EndNote account and insert require to format your in-text reference from a group of them in your Word document. citations and bibliography. citations. File Home Insert Design Layout References Mailings Review View Help EndNote 20 77 Style: APA 7th Export to EndNote -+ EN Update Citations and Bibliography Preferences Go to EndNote Edit Insert Convert Citations and Bibliography -C EndNote Help Citations Online Citation(s) Citations Bibliography 151 Tools

Manuscript Matcher:



Further Help:

University of Calgary Library:

- Self-serve guide: EndNote Citation Tool
- EndNote Instructor: Lourdes Yturzaeta: lyturzae@ucalgary.ca | Phone: 403-220-5573

EndNote Online via Clarivate Analytics:

- Endnote Online <u>Tutorials</u>
- EndNote Technical Support