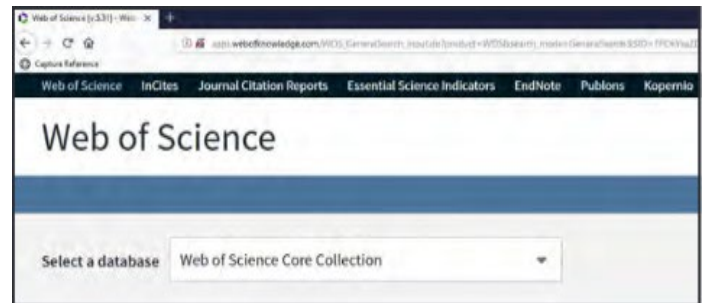


## ENDNOTE ONLINE (free version) QUICK GUIDE

### CREATE YOUR ENDNOTE ONLINE ACCOUNT:

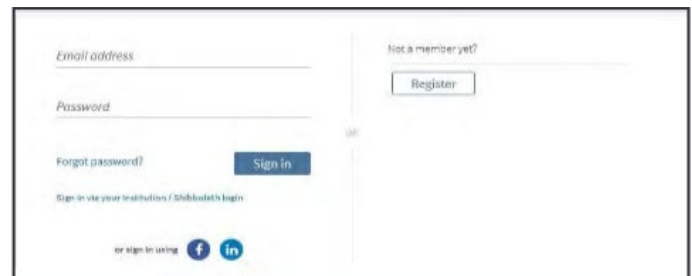
#### **Web of Science users (recommended for UC users)**

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.

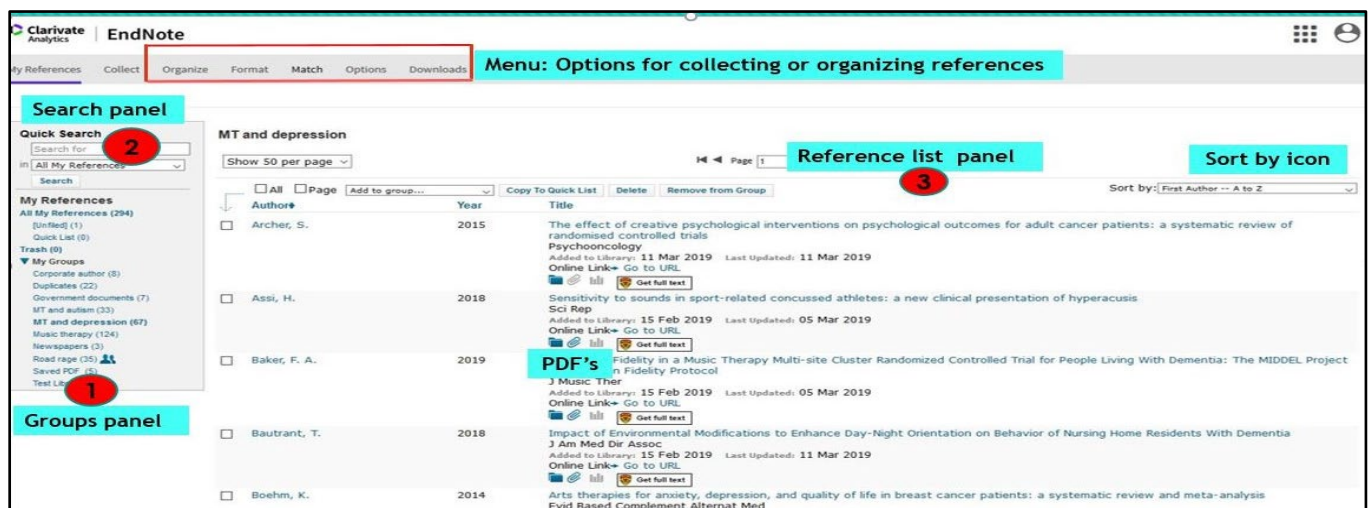


#### **EndNote Basic users**

If you do not have access to Web of Science, go to: [myendnoteweb.com](http://myendnoteweb.com) and sign up for a free account.



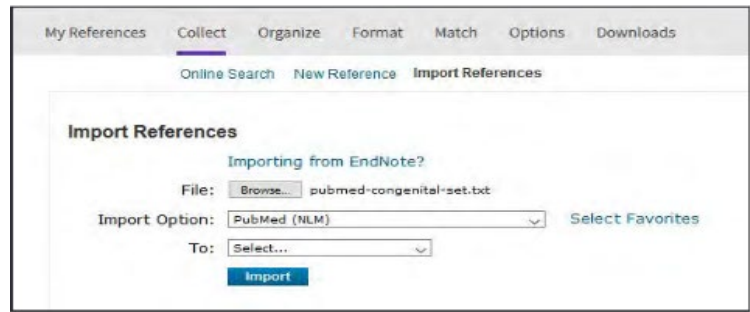
### NAVIGATE THE ENDNOTE ONLINE INTERFACE:



- **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.



### **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**
1. 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**
6. 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**

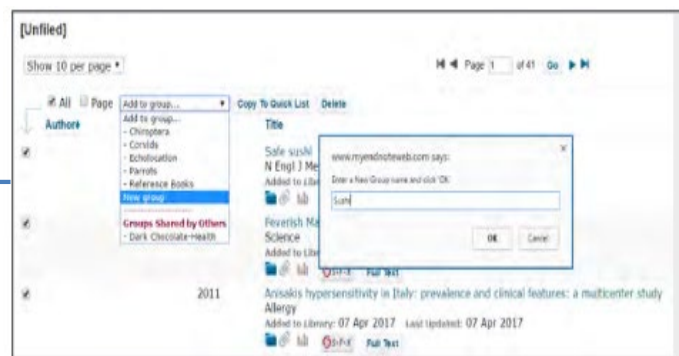
## CAPTURE REFERENCE FEATURE:

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.

## 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"/> <a href="#">Manage Sharing</a>
Digital health	88	<input type="checkbox"/> <a href="#">Manage Sharing</a>
Injury	28	<input type="checkbox"/> <a href="#">Manage Sharing</a>
<b>Librarians</b>	15	<input checked="" type="checkbox"/> <a href="#">Manage Sharing</a>
pdf	1	<input type="checkbox"/> <a href="#">Manage Sharing</a>
Research writing	18	<input type="checkbox"/> <a href="#">Manage Sharing</a>



### 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**.

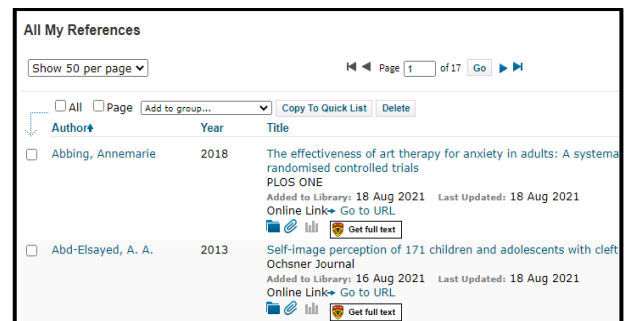
## MANAGE DUPLICATE REFERENCES:

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



## FIND FULL TEXT:

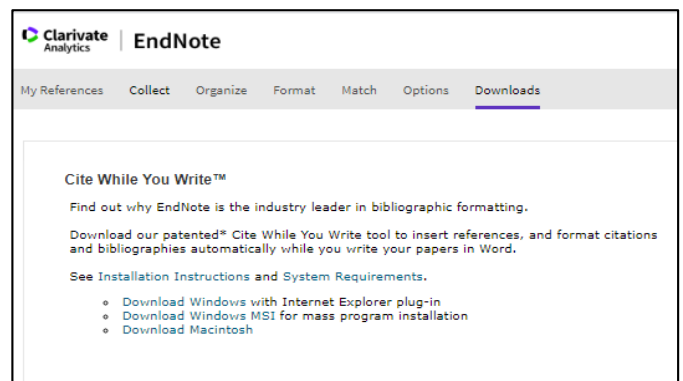
To get PDF content for references, click on the 'Get Full Text' icon. EndNote will connect to the library licensed resources and download the pdf as an attachment (blue paper clip icon)



## USE CITE-WHILE-YOU-WRITE PLUG-IN:

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

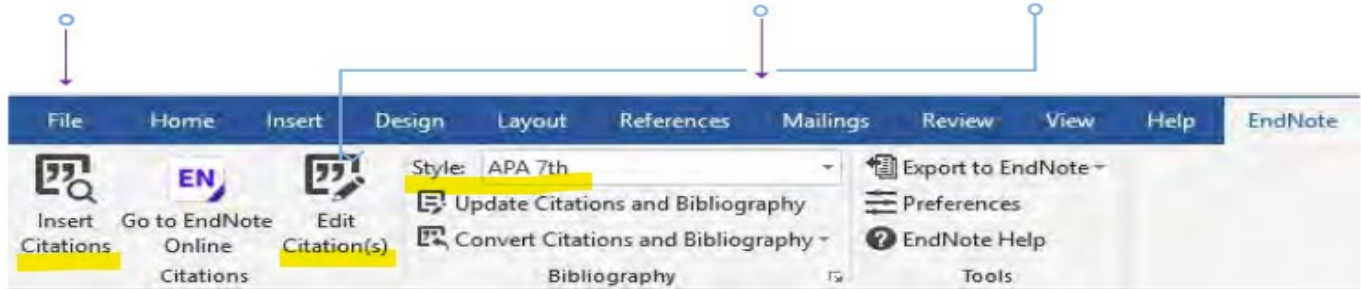
Choose the **Insert Citations** icon to select a reference from your EndNote account and insert them in your Word document.

### 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**

EndNote returns a list of possible journal matches.

Match Score	JCR Impact Factor	Journal	Similar Articles
1.318	1.833	BEHAVIOURAL PROCESSES	8
1.211	1.260	JOURNAL OF FELINE MEDICINE AND SURGERY	4

## ENDNOTE SOFTWARE SUPPORT AND TRAINING:

For in-depth support, contact EndNote Technical Support at: <https://endnote.com/contact/>

Consult the University of Calgary library [EndNote Citation Tool](#) guide for customized resources – i.e. recordings based on EndNote sessions

Produced by EndNote, the [User's LibGuide](#) contains instructional information with links to resources

Find answers to common questions on the [Endnote Knowledge Base](#) portal

Feel free to contact me for specific EndNote questions: [Lourdes Yturzaeta](#)