

# Endnote online (Formerly EndNote Web)

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***EndNote online*** is a Web-based service designed to help students and researchers to:

- Organize their *references for citing in papers, books, thesis, essays*
- use as a search engine
- Search *PubMed*, British Library, Library of Congress and National library of medicine

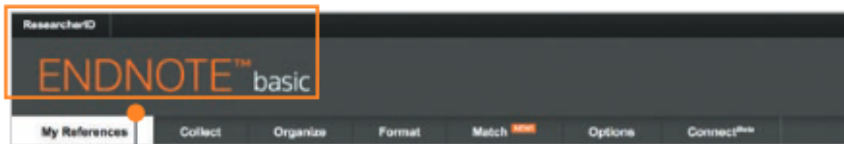
- ***Import references from other online bibliographic databases and organize a library of references***
- ***Store up to 50,000 records per EndNote online account***
- ***Simplify collaboration with colleagues: share EndNote online groups and view groups shared by others***
- ***Use 21 publishing styles to format in-text citations and bibliographies***

- **Edit references**—add notes, keywords and more
- **Cite While You Write™ in Microsoft Word** (requires plug-in) to insert references and format papers instantly
- **Format papers** in other word processors using RTF (rich text format) files
- **Attach the pdf file** of papers to references in *EndNote online*

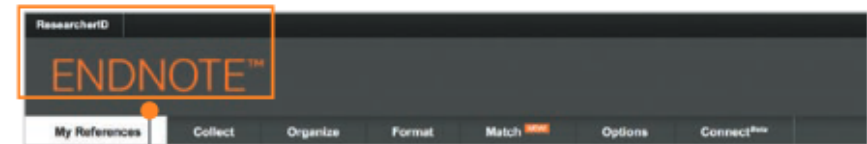
- Use *EndNote online* toolbars in Microsoft Internet Explorer and Mozilla® to access your reference library in one click, and capture citation data easily (requires plug-in)
- Easily transfer references to and from *EndNote desktop* (EndNote X.0.2 and up). Export/import to previous versions.
- Create lists of "favorites" for online connection files, import filters and publishing styles

# EndNote online VS Endnote Desktop

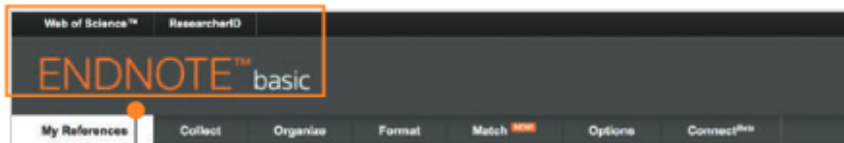
	Reference storage	File attachment storage	Cite While You Write (Microsoft Word)	Bibliographic styles	Web of Science data and links
EndNote basic users	50,000	2GB	Limited Feature Set	21	-
EndNote basic & Web of Science users	50,000	2GB	Limited Feature Set	3300+	√
EndNote desktop users	Unlimited	Unlimited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



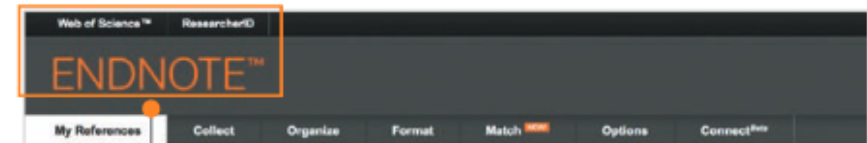
This user has a free, limited online version of EndNote. A basic user has 21 styles and 2GB of storage.



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.

# Installing *EndNote Plug-INS*

## 2 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.

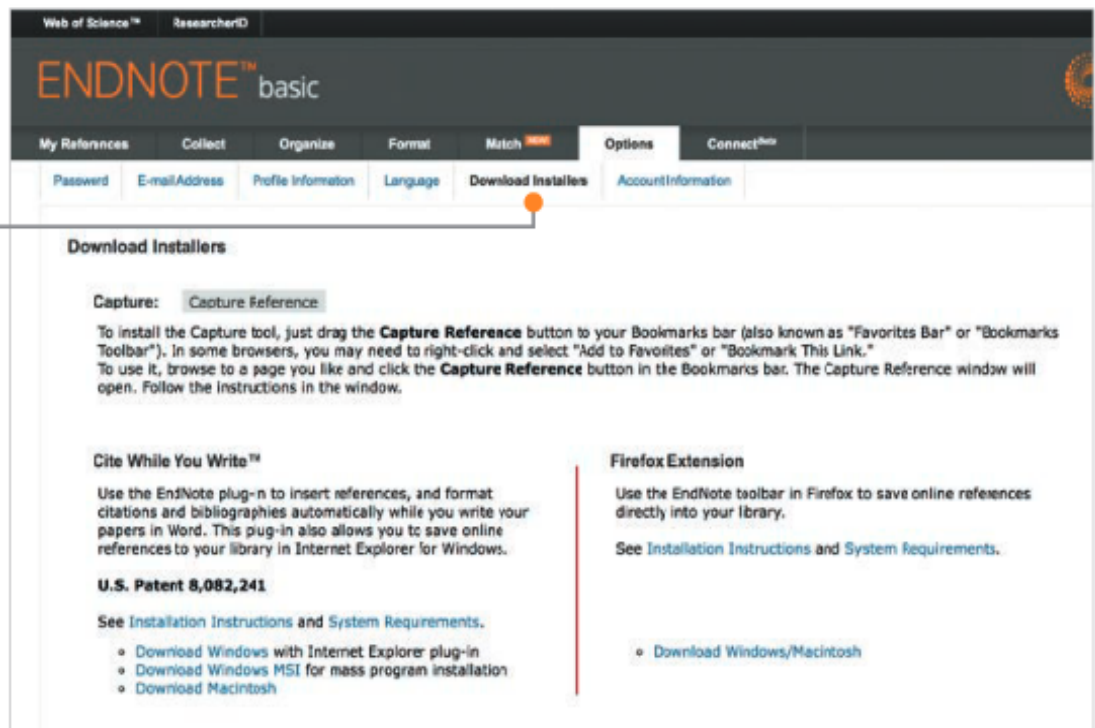
### INSTALL CAPTURE REFERENCE TOOL

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.



The screenshot shows the EndNote basic web interface. At the top, there are tabs for 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Connect'. The 'Options' tab is selected, and within it, the 'Download Installers' sub-tab is active. A red circle highlights the 'Download Installers' sub-tab. Below this, the 'Download Installers' section is displayed, containing three main areas: 'Capture: Capture Reference', 'Cite While You Write™', and 'Firefox Extension'. Each area provides instructions for installation and links to further resources.

**Download Installers**

**Capture: Capture Reference**

To install the Capture tool, just drag the **Capture Reference** button to your Bookmarks bar (also known as "Favorites Bar" or "Bookmarks Toolbar"). In some browsers, you may need to right-click and select "Add to Favorites" or "Bookmark This Link." To use it, browse to a page you like and click the **Capture Reference** button in the Bookmarks bar. The Capture Reference window will open. Follow the instructions in the window.

**Cite While You Write™**

Use the EndNote plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. This plug-in also allows you to save online references to your library in Internet Explorer for Windows.

**U.S. Patent 8,082,241**

See [Installation Instructions and System Requirements](#).

- [Download Windows with Internet Explorer plug-in](#)
- [Download Windows MSI for mass program installation](#)
- [Download Macintosh](#)

**Firefox Extension**

Use the EndNote toolbar in Firefox to save online references directly into your library.

See [Installation Instructions and System Requirements](#).

- [Download Windows/Macintosh](#)



# How to manually enter a new reference in *EndNote online*

## 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.

The screenshot displays the EndNote online interface. At the top, it shows 'Web of Science™ ResearcherID' and the 'ENDNOTE™ basic' logo. The main navigation bar includes 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Connect'. Below this, there are sub-tabs: 'Online Search', 'New Reference', and 'Import References'. The 'New Reference' tab is active, and a red circle highlights it. On the left side, there is a 'Quick Search' section with a search box and a dropdown menu set to 'All My References'. Below that is a 'My References' section showing 'All My References (440)', 'Unfiled (16)', 'Quick List (1)', and 'Trash (0)'. Under 'My Groups', there are 'Anthropology (150)', 'Neuroscience (74)', and 'Owls (200)'. At the bottom left, there is a 'ResearcherID' logo with the text 'Build a profile to showcase your own work.' The main content area is titled 'New Reference' and contains a 'Bibliographic Fields' section. This section has a 'Cancel' button and a 'Reference Type' dropdown menu set to 'Generic'. Below this, there are several input fields: 'Author:' with a note 'Use format Last Name, First name. Enter each name on a new line.', 'Title:', 'Year:', 'Secondary Author:', 'Secondary Title:', 'Place Published:', 'Publisher:', and 'Volume:'.

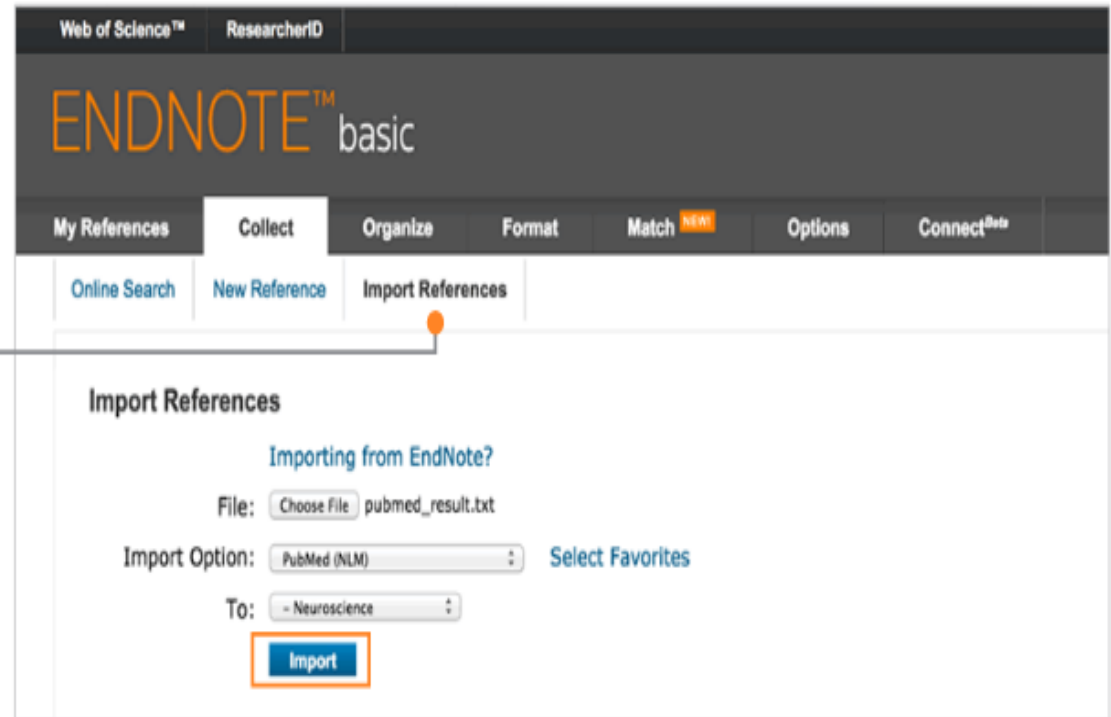
# How to import a text file to *EndNote online*

## 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.



The screenshot displays the EndNote online interface. At the top, there are tabs for 'Web of Science™' and 'ResearcherID'. Below this is the 'ENDNOTE™ basic' logo. A navigation bar contains tabs: 'My References', 'Collect', 'Organize', 'Format', 'Match NEW!', 'Options', and 'Connect<sup>beta</sup>'. Under the 'Collect' tab, there are sub-tabs: 'Online Search', 'New Reference', and 'Import References'. The 'Import References' sub-tab is active, and a red dot with a line points to it. The main content area is titled 'Import References' and contains the following elements: a blue link 'Importing from EndNote?', a 'File:' field with a 'Choose File' button and the filename 'pubmed\_result.txt', an 'Import Option:' dropdown menu set to 'PubMed (NLM)' with a 'Select Favorites' link, and a 'To:' dropdown menu set to '- Neuroscience'. A blue 'Import' button is highlighted with a red box.

# How to capture a reference

## 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.

The screenshot displays the EndNote basic web interface. At the top, there is a navigation bar with 'Web of Science™', 'ResearchID', 'Welcome Erik', and 'Help'. Below this is the 'ENDNOTE™ basic' logo and the Thomson Reuters logo. A menu bar contains 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Connect'. Under 'Options', there are sub-links for 'Password', 'E-mail Address', 'Profile Information', 'Language', 'Download Installers', and 'Account Information'. The main content area is titled 'Download Installers' and features a 'Capture: Capture Reference' button. A 'Cite While You Write™' section is also visible. A 'Capture New Reference' dialog box is open, showing a 'Save to' dropdown set to 'my.endnote.com', an 'EndNote' logo, and a 'Bibliographic Fields | Optional Fields' section. The 'Bibliographic Fields' section includes a 'Reference Type' dropdown set to 'Journal Article', an 'Author' field with the text 'Simavli, S.; Gumus, I.; Kayguzel, E.; Yildirim, M. U.', a 'Title' field with 'Effect of Music on Labor Pain Relief: Anxiety Level a...', a 'Year' field with '2014', a 'Journal' field with 'Gynecol Obstet Invest', and a 'Volume' field.

# How to directly send a paper form PubMed to EndNote Online

The screenshot shows the PubMed website interface. At the top, there is a search bar with 'HIV' entered and a 'Search' button. Below the search bar, there are options for 'Format: Summary' and 'Sort by: Most Recent'. The search results are displayed as a list of items, with the first item selected. A red box with the number '1' highlights the search results area. A red box with the number '2' highlights the 'Send to' dialog box, which is open over the search results. The dialog box has a 'Choose Destination' section with radio buttons for 'File', 'Clipboard', 'Collections', 'E-mail', 'Order', 'My Bibliography', and 'Citation manager'. The 'Citation manager' option is selected. Below this, there are options to 'Generate a file for use with external citation management software' and 'Download 1 citation.'. A red box with the number '3' highlights the 'Create File' button. A red box with the number '1' also highlights the search results area, and a red box with the number '2' highlights the 'Send to' dialog box. A red box with the number '3' highlights the 'Create File' button.

NCBI Resources How To Sign in to NCBI

PubMed.gov PubMed HIV Search

US National Library of Medicine National Institutes of Health Create RSS Create alert Advanced Help

Article types Clinical Trial Review Customize ...

Text available Abstract Free full text Full text

PubMed Commons Reader comments Trending articles

Publication dates 5 years 10 years Custom range...

Species Humans Other Animals

Format: Summary Sort by: Most Recent

Send to Filters: Manage Filters

Choose Destination

File  Clipboard

Collections  E-mail

Order  My Bibliography

Citation manager

Generate a file for use with external citation management software.

Download 1 citation.

Create File

Search results

Items: 1 to 20 of 307655 Selected: 1

1. [A Novel Entry/Uncoating Assay Reveals the ... at Least Two](#)

During Synchronized HIV-1 Infection.

Da Silva Santos C, Tartour K, Cimarelli A.

PLoS Pathog. 2016 Sep 30;12(9):e1005897. doi: 10.1371/journal.ppat.1005897

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2. [Temporal proteomic analysis of HIV infection reveals remodelling of the host phosphoproteome by lentiviral Vif variants.](#)

Greenwood EJ, Matheson NJ, Wals K, van den Boomen DJ, Antrobus R, Williamson JC, Lehner PJ.

Elife. 2016 Sep 30;5. pii: e18296. doi: 10.7554/eLife.18296. [Epub ahead of print]

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hiv infection

hiv testing

hiv treatment

hiv vaccine

# How to directly export a paper from *ScienceDirect* to *EndNote* online

Search results: 262,160 results found. See image results Save search alert RSS

Refine filters

1

Year

- 2017 (425)
- 2016 (13,676)
- 2015 (14,749)
- 2014 (14,252)
- 2013 (13,571)

View more >>

Publication title

- The Lancet (9,720)
- Vaccine (4,851)
- Journal of Hepatology (4,448)
- Virology (3,610)
- Gastroenterology (3,268)

View more >>

Topic

- hiv (42,551)
- patient (25,360)
- cell (10,224)

Purchase Download PDFs Export Relevance All access types

You have selected 1 citation for export. Help

Direct export

- Save to Mendeley
- Save to RefWorks

Export file

- RIS (for EndNote, Reference Manager, ProCite)
- BibTeX
- Text

Content

- Citation Only
- Citation and Abstract

Export

2

3

Liver fibrosis in treatment-naïve HIV-infected patients compared with untreated HIV-infected patients: a retrospective cohort study. *International Journal of Infectious Diseases*, Volume 40, 14 September 2015, Pages 100-106. Gilles Wandeler, Lloyd Mulenga, Michael J. Enos Bernasconi, Patrick Schmid, Carolyn M. M. LeDEA-Southern Africa and the Swiss HIV Cohort Study. Abstract Research highlights

HIV viral suppression results in higher rates of papillomavirus vaccine uptake. *Vaccine*, Volume 34, Issue 40, 14 September 2016, Pages 100-106. Deborah M. Money, Erin Moses, Sandra B. Fiona Smail, Mark H. Yudin, Marina Klein, Jason Brophy, Christos Karatzios, Gina O. Abstract Research highlights

Pill Burden Influences the Association Between Younger But Not Older HIV-Infected Adults and Adherence. *Journal of the Association of Nurses in AIDS Care*. David P. Sheppard, Erica Weber, Kaitlin B. (HNRP) Group. Abstract Research highlights




# How to organize your references in *EndNote online*

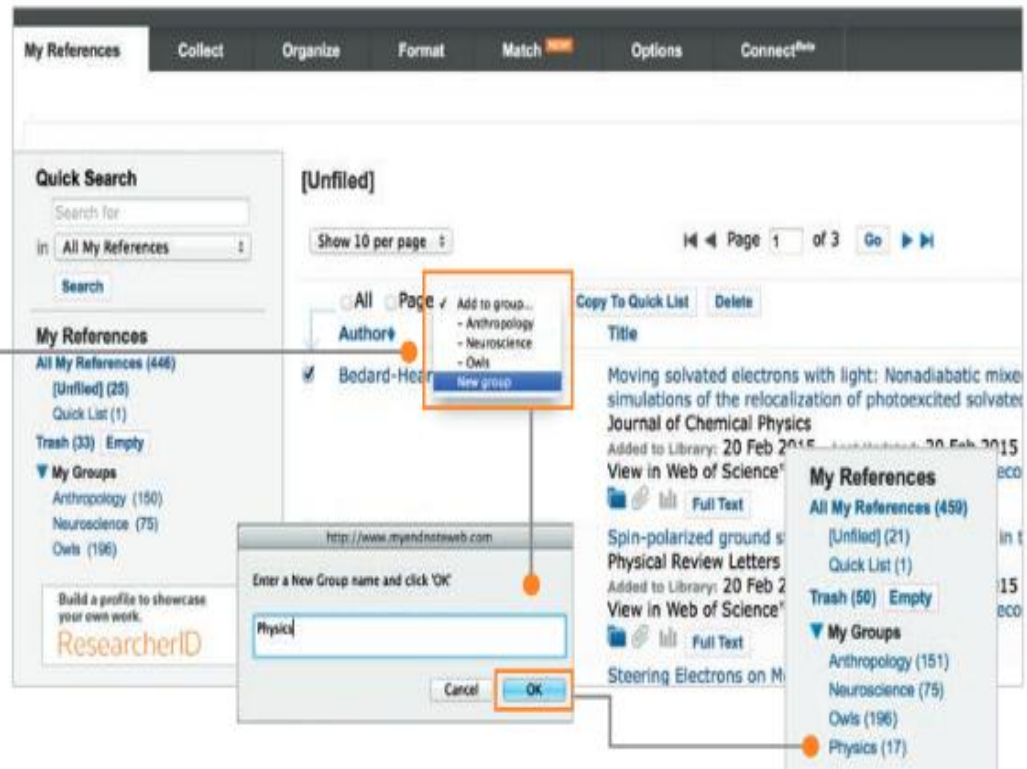
## 4 ORGANIZE AND SHARE YOUR REFERENCES

### 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.



The screenshot displays the EndNote online web interface. At the top, there is a navigation bar with tabs for 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Connect'. Below this, a 'Quick Search' box is visible on the left. The main area shows a list of references under the '[Unfiled]' group. A reference by 'Bedard-Her' is selected, and a context menu is open over it, showing options like 'Add to group...', 'Anthropology', 'Neuroscience', 'Owls', and 'New group'. The 'New group' option is highlighted. A dialog box is open in the foreground, prompting the user to 'Enter a New Group name and click 'OK''. The name 'Physics' has been entered in the text field. The 'OK' button is highlighted. On the right side, a 'My References' sidebar shows a tree view of groups: 'All My References (459)', '[Unfiled] (21)', 'Quick List (1)', 'Trash (50) Empty', and 'My Groups' which includes 'Anthropology (151)', 'Neuroscience (75)', 'Owls (196)', and 'Physics (17)'. The 'Physics' group is highlighted in the sidebar.

# How to delete duplicate references in *EndNote online*

## 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.

The screenshot displays the EndNote online interface. The top navigation bar includes tabs for 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Connect'. Under the 'Organize' tab, there are sub-links for 'Manage My Groups', 'Others' Groups', 'Find Duplicates', and 'Manage Attachments'. The 'Find Duplicates' link is highlighted with an orange circle. Below this, the 'Find Duplicates' panel is active, showing a table of duplicate references. The table has columns for 'Authors', 'Year', and 'Title'. The first row is unselected, and the second row is selected with a checkmark. The interface also shows a 'Quick Search' box and a 'My References' sidebar.

Authors	Year	Title
Benenti, G	2001	Spin-polarized ground state for interacting electrons in two dimensions Physical Review Letters Added to Library: 20 Feb 2015 Last Updated: 20 Feb 2015
<input checked="" type="checkbox"/> Benenti, G	2001	Spin-polarized ground state for interacting electrons in two dimensions Physical Review Letters Added to Library: 20 Feb 2015 Last Updated: 20 Feb 2015

# How to share references to other *EndNote* users

## 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.

The screenshot shows the EndNote software interface. The 'Organize' tab is selected, and the 'Manage My Groups' link is highlighted. Below this, the 'Manage My Groups' dialog box is open, displaying a table of groups and their reference counts. The 'Physics' group is selected, and the 'Manage Sharing' button is highlighted. A sub-dialog box titled 'Add E-mail Addresses to 'Physics'' is open, showing a text area with the following email addresses: john.doe@endnote.com, jane.doe@endnote.com, and steve12@endnote.com. Below the text area, there is a '- OR -' section with a file selection button and a radio button for 'Read only' access. The 'Apply' button is highlighted.

My Groups	Number of References	Share	Manage Sharing	Rename	Delete
Anthropology	152	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Neuroscience	75	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Owls	196	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Physics	16	<input type="checkbox"/>	Manage Sharing	Rename	Delete

**Add E-mail Addresses to 'Physics'**

Enter e-mail addresses. Use the Enter or Return key to separate addresses.

john.doe@endnote.com  
jane.doe@endnote.com  
steve12@endnote.com

- OR -

Select a text file with e-mail addresses separated by commas.  
Choose file | no file selected

Read only  Read & Write

Apply

# How to find the best fit journals for your manuscript

The screenshot shows the 'Match' tab in the EndNote software interface. The navigation bar at the top includes 'EndNote™', 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Downloads'. The 'Match' tab is highlighted with an orange underline and a blue arrow pointing to it, labeled '1- Click Match tap'. Below the navigation bar, the heading reads 'Find the Best Fit Journals for your Manuscript' followed by 'Powered By Web of Science™'. The main content area is titled 'Enter your Manuscript Details:' and contains two text input fields. The first field is labeled '\*Title:' and has a blue arrow pointing to it with the instruction '2- Write your manuscript title'. The second field is labeled '\*Abstract:' and has a blue arrow pointing to it with the instruction '3- Write your manuscript abstract'. Below these fields, the text '\*required' is displayed. At the bottom left, there is a 'References:' section with a dropdown menu labeled 'Select Group'. Below this, a note states 'Including references allows us to match more data points relevant to your manuscript'. At the bottom right, there is a blue button labeled 'Find Journals >' with a blue arrow pointing to it and the instruction '4- click Find journals'.

EndNote™ 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: Type your title

\*Abstract: Type your abstract here

\*required

References: Select Group

Including references allows us to match more data points relevant to your manuscript

Find Journals >

1- Click Match tap

2- Write your manuscript title

3- Write your manuscript abstract

4- click Find journals

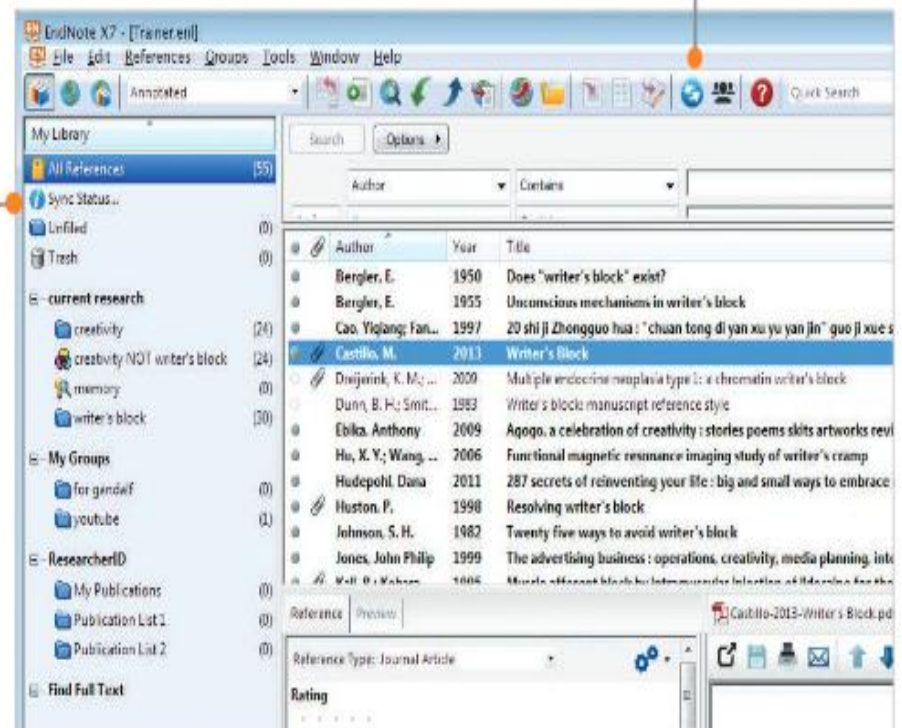
# How to synchronise your references between *Endnote online* and *EndNote Desktop*

## 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.



# RIS (Research Information Systems)

RIS (Research Information Systems) is a standardized tag format developed, to enable citation programs to exchange data.

It is supported by a number of reference managers.

Many digital libraries, like IEEE Xplore, Scopus, the ACM Portal, ScienceDirect, and SpringerLink, can export citations in this format.

# How to load Endnote tools in Word office

This Article is intended to restore the EndNote CWYW tools. If you've never seen the EndNote tools loaded in Word, please see the Article with installation steps for your version of EndNote and Word.

## **Word 2007/2010/2013/2016:**

1. **Word 2007:** Click on the Office icon and select "Word Options."  
**Word 2010/2013/2016:** Click on the File ribbon and select "Options."
2. Click on "Add-ins."
3. Change the "Manage" options to "Disabled Items."
4. Click Go.
5. Highlight any EndNote item(s) and click "Enable."
6. Click OK.

## **Word 2000/2002/2003:**

1. Click the "Help menu" and select "About Microsoft Office Word."
2. Click "Disabled Items."
3. Highlight any EndNote item(s) and click "Enable."
4. Click Close.
5. Click OK.

If prompted, select to allow the file(s) to be loaded by Word. Close and re-open Word when this is done.

**Note:** With Word 2010/2013/2016, the Ribbon tab may also be unchecked. Click on the File menu and select Options. Click on Customize Ribbon and Check EndNote if it is unchecked. Click OK to display the EndNote tab in the Word Ribbon.

If the option to "Disable all Application Add-ins" is checked in Word 2007/2010/2013/2016, that can also cause the tools to not appear. To turn off this setting, do the following:

1. **Word 2007:** Click on the Office icon and select "Word Options."  
**Word 2010/2013/2016:** Click on the File ribbon and select "Options."
2. Click on "Trust Center."
3. Click "Trust Center Settings."
4. Click "Add-ins."
5. Uncheck "Disable all Application Add-ins (may impair functionality)" and click OK.
6. Click OK.
7. Exit Word and then re-open it.

If you still do not see the tools or you are getting an error message, make sure you have updated EndNote with the latest updates. The directions for installing the updates can be found [here](#).