

## Menu

[Section A. Basic information about organizing and sharing your EndNote Web account](#)

[Section B. Creating, editing, and managing your Bibliography](#)

[Section C. Importing/Exporting instructions for databases and Library search](#)

[Section D. Linking Google Scholar with Endnote Web](#)

[Section E. Using the 'Cite While You Write' plugin](#)

*Note:* These instructions were designed for using EndNote Web on a PC. Instructions for Mac users will soon follow.

### Section A - Basic information about organizing and sharing your EndNote Web account

#### Login to EndNote Web or Create an Account

1. Access EndNote Web via the Howard-Tilton Memorial Library (<http://libguides.tulane.edu/endnote>)
2. Login using your preferred email
3. If you don't already have an account, click on 'Create an Account'

#### Manually entering a new reference into EndNote Web

1. Click on the 'Collect' tab' 
2. Select 'New Reference' 
3. Choose the Reference Type (e.g., book, journal article, web page, etc....)
4. Enter in the information in the correct citation format (e.g., APA, MLA, CSE, etc)
5. Click 'Save'

#### Creating a New Group and sharing

1. Under the 'Organize' tab, click on 'Manage My Groups'
2. Click on  to create a new group
3. To share, next to the New Group you create click on 'Share' and 
4. Click on 'Start sharing this group'
5. Enter the email addresses of other EndNote Web users for whom you want to share your folder
6. Select 'Read only' if you do not want them to contribute to the group
7. Select 'Read & Write' if you want them to edit the contents of the group

#### Remove a share from a group

1. Under the 'Organize' tab click on 'Manage My Groups'
2. Uncheck the 'Share' box next to the group you no longer wish to share
3. You will no longer be sharing that group

#### Moving references into a new group

*All new references will automatically be sent to 'Unfiled' until placed into a specific group*

[Menu](#)

1. Go to the 'My References' tab
2. Select the references you want to move into your group
3. Under , select the group where you want to send your references
4. The references will then be moved to the selected group

## Section B- Creating, editing, and managing your Bibliography

### Creating a Bibliography/Reference list

1. In EndNote Web, under the 'My References' tab, select all of the references you want to use in your paper
2. Click on 'Copy to Quick List' 
3. Under the 'Format' tab, click on 'Bibliography'
4. Under References select 'Quick List'
5. Choose your citation style
6. Under File Format, select 'RTF (rich text file)'
7. Open the word document \*Check your pop-up blocker\*

### Adding a new output style into your favorites list

1. Under 'Format' click on 'Bibliography'
2. Click on 'Select Favorites'
3. Select the citation styles you wish to view as a favorite
4. Click on 
5. The selected citation styles should now be viewable under your Favorites list

## Section C. Importing/Exporting instructions for databases and Library search

### Exporting references from EBSCO databases (e.g., GeoRef, Medline, Mental Measurements Yearbook, PsycArticles, PsycInfo, Psychology & Behavioral Sciences Collection, ERIC, etc...)

1. Conduct your search
2. For your selected references, click on 'Add to folder' 
3. Click on the Folder on the top right of the screen
4. Select the articles you wish to export or 'Select All'  Export
5. Click on 'Export'
6. Select 'Direct Export to EndNote Web'
7. Click Save
8. EndNote Web will open up and you will find your articles under 'Unfiled'

### Exporting References from Embase

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Export' 
4. Select 'RIS Format (Reference Manager, ProCite, EndNote)'
5. Click on 'Export' 

[Menu](#)

6. After a few seconds, you will be asked to click on 'Download'
7. Click on the 'records.RIS' file (in Downloads or at the bottom of the screen)
8. Login to EndNote Web
9. The references should now be in your 'Unfiled' folder

#### Exporting references from **Engineering Village** databases (Inspec OR Compendex)

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Download'  Download
4. Select 'RIS, EndNote, ProCite, Reference Manager'
5. Click on 'Download'
6. The citation will be saved as an RIS format (in Downloads or at the bottom of the screen). Click on it
7. Sign into EndNote Web
8. The reference will automatically be sent to your Unfiled folder

#### Exporting references from **IEEE Xplore**

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Download Citations' 
4. Select 'EndNote, ProCite, RefMan'
5. Click 'Download Citation'
6. Save the citation as a .RIS file. Note where you have saved the file on your computer.
7. Open the .RIS file
8. Sign into EndNote Web
9. The reference will automatically be sent to your Unfiled folder

#### Exporting references from Medline (**OVID**)

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Export'  Export
4. Under 'Export To' select 'EndNote'
5. Click on 'Export Citation'
6. Open the 'ovidweb.ovd' file (in Downloads or at the bottom of the screen)
7. Sign into EndNote Web
8. The reference will automatically be sent to your Unfiled folder

#### Exporting references from **ProQuest** databases (e.g., Animal Behavior Abstracts, Biotechnology Research Abstracts, Neurosciences Abstracts, Sociological Abstracts, ProQuest Theses & Dissertations, etc...)

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Export/Save' on the right-hand side of the page 
4. Select EndNote Web
5. Press continue and complete the EndNote Web login information
6. The references will automatically be sent to your Unfiled folder

[Menu](#)

### Importing references from PubMed – Quick

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Send to' **Send to:** 
4. Click 'Citation manager'  Citation manager
5. Click on 'Create File'
6. Click on the 'citations.nbib' file (in Downloads or at the bottom of the screen)
7. Log into to EndNote Web
8. The references will automatically be sent to your Unfiled folder.

### Importing references from PubMed – trouble shooting

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Send to' **Send to:** 
4. Select 'File', and Format as MEDLINE and Sort by PUB DATE
5. Click 'Create File'
6. Save the pubmed\_results .txt file. Note where you have saved the file on your computer
7. Sign into EndNote Web
8. Click on the 'Collect' tab and 'Import References'
9. Choose the pubmed\_results file and open
10. Select 'PubMed' as the Import Option
11. Choose your Group and select 'Import'

### Importing references from SciFinder Scholar

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Export' located on the top right-hand side of the screen 
4. Under the Citation Manager option, select 'Citation export format .ris'
5. Click on 'Export'
6. The citation will be saved as an RIS format (in Downloads or at bottom of your screen). Click on it
7. Sign into EndNote Web
8. The reference will automatically be sent to your Unfiled folder

### Exporting references from ScienceDirect

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Export Citations' 
4. Ensure the Export Format is saved as RIS Format
5. Click on 'Export'
6. The citation will be saved as an RIS format (in Downloads or at bottom of your screen). Click on it
7. Sign into EndNote Web
8. The reference will automatically be sent to your Unfiled folder

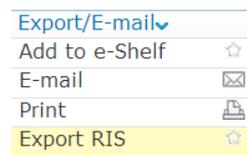
[Menu](#)

### Exporting references from Scirus (formally ScienceDirect)

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Click on 'Export'
4. Select RIS Format
5. Click on 'Export'
6. Open the Scirus.RIS file (in Downloads or at the bottom of the screen). Click on it
7. Sign into EndNote Web
8. The references will automatically be sent to your Unfiled folder

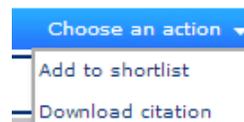
### Exporting references from Library search

1. Conduct a search in library catalog
2. Select the individual book/article/video/audio record you wish to export
3. Click on 'Export/E-mail'
4. Select 'Export .RIS'
5. Select UTF-8 and Click on 'Ok'
6. Open the PRIMO.RIS export (in Downloads or at the bottom of the screen). Click on it
7. Sign into EndNote Web
8. The references will automatically be sent to your Unfiled folder



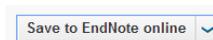
### Importing references from Taylor & Francis Online databases

1. Select the individual article you wish to export
2. Under 'Choose an action' select 'download citation'
3. Under Choose format select 'RIS (ProCite, Reference Manager)'
4. Click on 'Download Citation'
5. Open the 'tandf.ris' file (in Downloads or at the bottom of the screen). Click on it
6. Sign into EndNote Web
7. The references will automatically be sent to your Unfiled folder



### Exporting references from Web of Science and Zoological Record

1. Conduct your search
2. Select your references by clicking on the box on the left
3. Choose 'Save to EndNote Online'
4. The reference will automatically be sent to your Unfiled folder

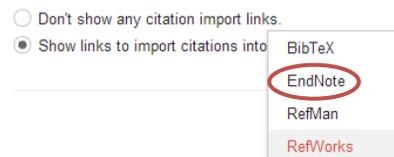


## Section D. Linking Google Scholar with Endnote Web

### Setting up EndNote Web with Google Scholar

1. Go to [www.scholar.google.com](http://www.scholar.google.com)
2. Click on 'Settings'  Settings
3. Under 'Bibliography Manager' at the bottom of the page, select EndNote
4. Click on Save
5. Click on Save again (if necessary)
5. You will now see the EndNote link in your search results

#### Bibliography manager



[Menu](#)

## Exporting references from Google Scholar

1. Login to EndNote Web
2. Conduct your search
3. Click [Import into EndNote](#) below the reference you wish to export
4. The reference(s) will automatically be sent to your 'Unfiled' folder

## **Section E. Using the 'Cite While You Write' Plugin**

'Cite While You Write' is a Microsoft Word plugin which is freely available for downloading onto your personal computer through Tulane University. Please note, that you are unable to download this plugin on any of the computers at the Howard-Tilton Memorial Library.

### To download 'Cite While You Write'

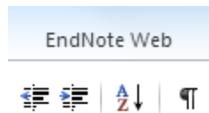
1. Ensure that you do not have any Word documents open on your computer
2. To download the plugin onto your personal computer, click on the [Download Installers](#) link at the bottom of every EndNote Web page

The 'Download installers' link is also available under the 'Options' tab



3. Once downloaded, the EndNote Web tab should appear in Word

*Note:* If you do not see the EndNote Web tab, you may need to restart your computer



### Using 'Cite While You Write' to insert an In-text Citation and Bibliography

1. Open up word and you will see the EndNote Web tab
2. In the EndNote tab, under 'Style' select the style you would like to use (e.g., APA 6th ed.)
3. To insert a citation, click where you want the citation to be inserted (in Word) and select 'Insert Citation'
4. Under 'Insert Citation', conduct a search for your reference and click 'Insert'
5. The complete reference for the citation will also appear at the bottom of the page

