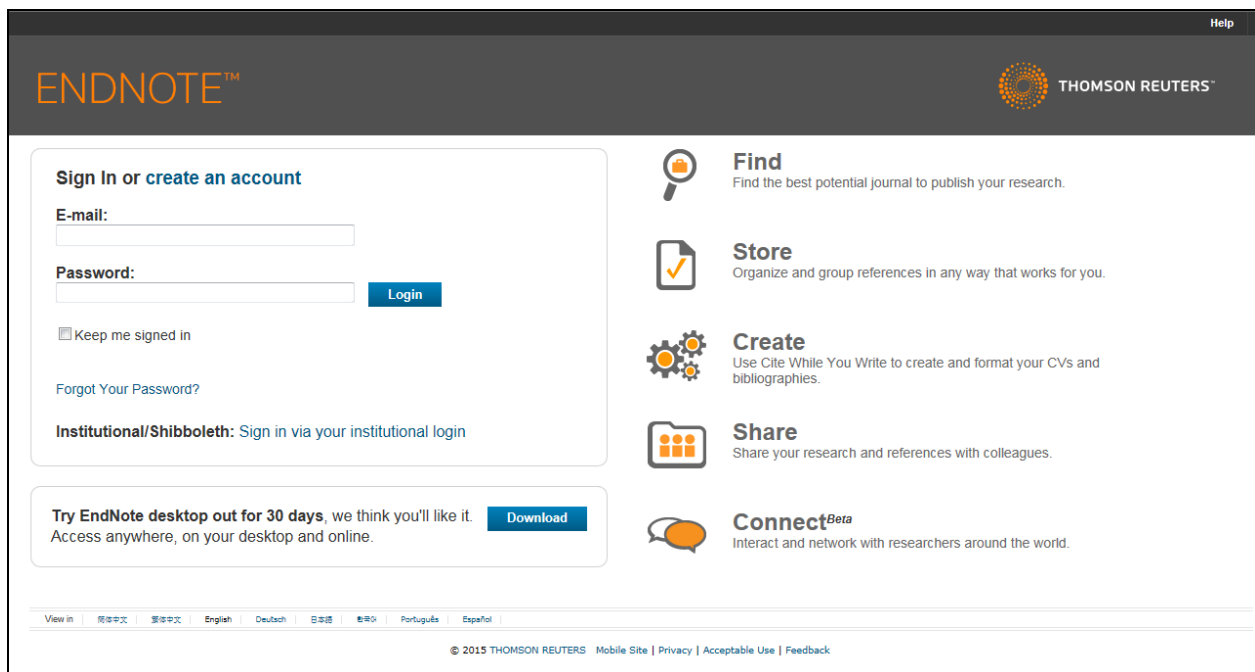


# EndNote Introduction for Referencing and Citing

## EndNote Online Practical exercises



The screenshot displays the EndNote Online homepage. At the top, the 'ENDNOTE™' logo is on the left and the 'THOMSON REUTERS™' logo is on the right. Below the logo, there is a 'Sign In or create an account' section with fields for 'E-mail:' and 'Password:', a 'Login' button, a 'Keep me signed in' checkbox, a 'Forgot Your Password?' link, and an 'Institutional/Shibboleth: Sign in via your institutional login' link. To the right of the login section, there are five feature highlights: 'Find' (Find the best potential journal to publish your research.), 'Store' (Organize and group references in any way that works for you.), 'Create' (Use Cite While You Write to create and format your CVs and bibliographies.), 'Share' (Share your research and references with colleagues.), and 'ConnectBeta' (Interact and network with researchers around the world.). At the bottom, there is a 'Try EndNote desktop out for 30 days, we think you'll like it. Access anywhere, on your desktop and online.' section with a 'Download' button. The footer contains a language selection bar with options: View in, 简体中文, 繁体中文, English, Deutsch, 日本語, 한국어, Português, Español, and a copyright notice: © 2015 THOMSON REUTERS Mobile Site | Privacy | Acceptable Use | Feedback.

**Libraries, Research and Learning Resources**  
**September 2015**

# Table of Contents

<b>Section</b>	<b>Page no.</b>
Section 1: Introducing EndNote Online	3
Section 2: Registering to use EndNote Online	3
Section 3: Manually adding references	5
Section 4: Importing references from databases	5
Section 5: Importing details of web pages	8
Section 6: Managing references	9
Section 7: Linking to, attaching and viewing the full-text	12
Section 8: Creating a reference list	14
Section 9: Using EndNote Online with Word 2010 and 2007	15
Section 10: Syncing your EndNote Online and EndNote Desktop libraries	17
Section 11: Using EndNote Online after you have left the University	19
Section 12: Further information	19
Appendix: Downloading from commonly used databases:	20


## Section 1: Introducing EndNote Online

- EndNote Online, previously known as EndNote Web, is accessible over the Internet as part of our subscription to Web of Science and our licence for EndNote Desktop
- You will need to register to set up an EndNote Online library
- No extra fee is required to use EndNote Online off campus
- You can save an unlimited number of references in EndNote Online
- A plugin is available to allow EndNote Online to interact with Word
- Most functions of EndNote Desktop are available in EndNote Online except that you are not able to edit styles, import filters or customise any settings
- It is possible to create folders or groups of references and you can choose to share folders with other users

## Section 2: Registering to use EndNote Online

To access the full functionality of EndNote Online, you must register via **EndNote Desktop**.

From a University of Nottingham PC:

- Click on the **Start** button
- Click on **All Programs**
- Click on **EndNote**
- Click on the **EndNote** icon
- Create a new desktop library or open an existing library
- Click on the **sync** icon 
- Click on the **sign up** button
- Enter your **email address** and then follow the instructions on screen to create a password.
- Fields marked with a \* are required
- Please note the strict password guidelines:

### Password Guidelines.

Must be 8 or more characters (no spaces) and contain:

- at least 1 numeral: 0 - 9
- at least 1 alpha character, case-sensitive
- at least 1 symbol: ! @ # \$ % ^ \* ( ) ~ ` { } [ ] | \ & \_

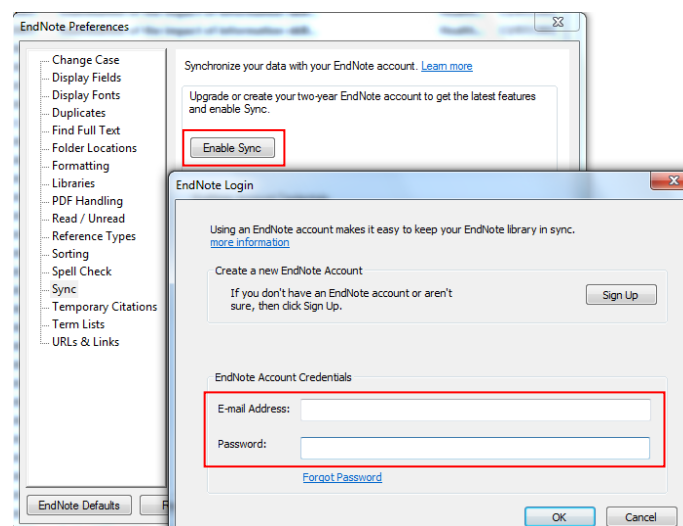
Example: 1sun%moon

- You should see a screen stating **EndNote Registration is complete**
- Click **Sync**
- If prompted, click **Yes** to **creating a compressed library backup**

## Signing up via the Web of Science

If you have already signed up for additional features and alerts in the Web of Science, by setting up a personal login (an email address and password), the same login details will automatically allow you access to EndNote Basic via the web. If you wish to upgrade your EndNote Basic account to EndNote Online, which enables you to gain access to additional storage space, output styles and database filters, follow the instructions below:

- Open an existing, or create a new, **EndNote Desktop** library (see Section 2 above)
- Once in EndNote Desktop, click on **Edit**, in the top menu bar
- Click on **Preferences**
- Click on **Sync**
- Click on the **Enable Sync** button to upgrade



- Enter the personal login you set up on the Web of Science (email address and password); this is now also your login for EndNote Online
- Click on **OK**
- If prompted, click **Yes** to **creating a compressed library backup** and **Save**

## Logging in

Go to EndNote Online at: <http://www.myendnoteweb.com>

- At the login screen, enter your **email address** and **password** for **EndNote Online**
- **Note:** If you are off-campus you may initially be asked to login with your **University computer username and password**

## Section 3: Manually adding references

- Click on the **Collect** tab
- Click on **New Reference**
- Select the appropriate **Reference Type** from the drop down menu
- Fill in the template and **Save** the reference

### Tips: Entering author names

If you have **more than one author**, make sure that you enter each author on a separate line

E.g.: Smith, John  
Thompson, Brian

If you have a **corporate author or body**, enter a comma after the name to ensure that it displays correctly

E.g.: Department of Health,

## Section 4: Importing references from databases

For information on how to download from the most commonly used databases, see the appendix at the end of this document.

### Section 4a: Direct export

#### Importing references from the Web of Science

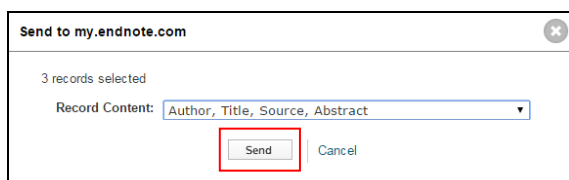
The Web of Science is a multidisciplinary database covering journals and conferences relevant to the sciences, arts and social sciences. It has a **direct export** function to both EndNote Online and EndNote Desktop.

Access the Web of Science via NUsearch:

- Go to the **Library** webpage at: <http://www.nottingham.ac.uk/library/index.aspx> and click on the **NUsearch** banner in the centre of the page
- Click on **Databases** in the right hand menu, type **Web of Science** into the **Name** box and click on **Find databases**, then click on the **Web of Science** to access it

Exporting references to EndNote Online:

- Conduct a search and mark some relevant references by ticking the **check boxes**
- Click on the **Save to EndNote Online** link at the top or bottom of the screen
- Select the **Record Content** required, e.g. Author, Title, Source, Abstract; Full Record and Cited References
- Click on **Send**

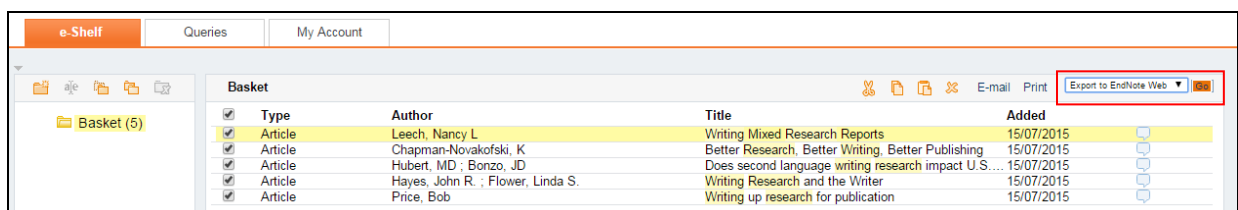
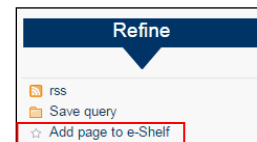


Your Web of Science results page will refresh, and you should see that the references sent to your EndNote Online library are now marked **EN**.

References sent to your EndNote Online library will be placed in both the **Unfiled** and **All My References** folders. Click on either of these folders, or **refresh** the page, to see the references you have just sent. The **SFX** links are also transferred enabling you to easily connect to the full text if available.

## Importing references from NUsearch

- Go to the **Library** webpage at: <http://www.nottingham.ac.uk/library/index.aspx> and click on the **NUsearch** banner in the centre of the page.
- Sign in** to NUsearch at the top of the page
- Conduct a search
- To export all the results displayed on the screen, select **Add page to e-Shelf** (under **Refine**, to the left of the screen)
- To select individual references for export, click the **star** icon to the left of the reference; this will automatically add your reference to the e-Shelf
- For references not displaying a star, click on either the **title** of the article, or click on **View all versions**, and then click the star icon
- Click on **e-Shelf** at the top left of the screen
- Select the references you wish to export to your EndNote Online library
- From the drop-down menu in the right corner above your references, select **Export to EndNote Web**
- Click on **Go**



- You should see a screen confirming the number of references sent to you EndNote Online library
- In EndNote Online click on either the **Unfiled** or **All My References** folder, or **refresh** the page, to see the references you have just sent. The **SFX** links are also transferred enabling you to easily connect to the full text if available.

## Section 4b: Non-direct export

### Importing references from the Library Online Catalogue (UNLOC)

Some databases do not have a direct export option. The **Library Online Catalogue (UNLOC)** is an example.

This method involves two steps:



- 1) Saving references as a **text file**
- 2) Importing the file into EndNote Online using a **filter**

#### Step1: Saving references as a text file

- Access UNLOC at: <http://www.nottingham.ac.uk/unloc>, or from the **Library** webpage click on **Discover our collections > Library catalogues > UNLOC**
- Perform a search and **mark** some relevant references
- Click on the **Save/Mail Selected** option towards the top of the screen
- Locate the heading **Save set of records to disk**
- From the drop-down menu underneath this heading, select **Reference management format** – this will format the references to enable EndNote Online to import the appropriate details
- Click on **Save**
- Your references are now displayed in a tagged format for EndNote Online

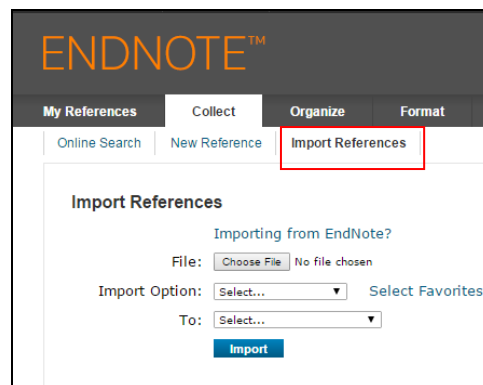
```
TY - BOOK
ID - CURL (UkLUC)002048806
AU - Flick, Uwe,
TI - Introducing research methodology : a beginner's guide to doing a research project / Uwe Flick.
PY - 2015
M1 - xxii, 295 p. ;
PB - SAGE,
SN - 9781446294246
N1 - Includes bibliographical references and index.
KW - Research Methodology.
KW - Research Design
ER -

TY - BOOK
ID - CURL (Uk)017095322
AU - Kara, Helen,
TI - Creative research methods in the social sciences : a practical guide / Helen Kara.
PY - 2015
M1 - 1 volume ;
SN - 9781447316268 (hbk.) :
SN - 9781447316275 (pbk.) :
N1 - Includes bibliographical references.
KW - Social sciences Research Methodology.
ER -
```

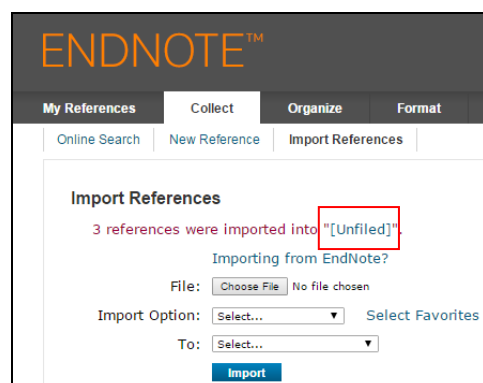
- If you are using Internet Explorer, click the  icon (**Tools**), **File**, then **Save as...**
- If you are using Chrome, click the  icon (**Customize and control Google Chrome**), then select **Save page as...**
- Choose a **location** to save your file to, e.g. your Z drive
- Give your file a **File name**
- From the **Save as type** drop-down menu, select **text file (\*.txt)** or **Text Document**
- Click on **Save**

## Step 2: Importing references into EndNote Online

- Open your EndNote Online library
- From the **Collect** tab, select **Import References**



- Click on **Select Favorites**, then locate and highlight the **RefMan RIS** filter
- Click on **Copy to Favorites**, then click on **Hide** to close the Favorites box
- Click on **Choose File** to locate the text file of references you have just saved
- Select the file and click on **Open**
- From the **Import Option** drop-down menu, select the **RefMan RIS** filter
- From the **To** drop-down menu, select **[Unfiled]**
- Click on **Import**
- You will see your references have been imported to an **[Unfiled]** group, click on **[Unfiled]** to view them



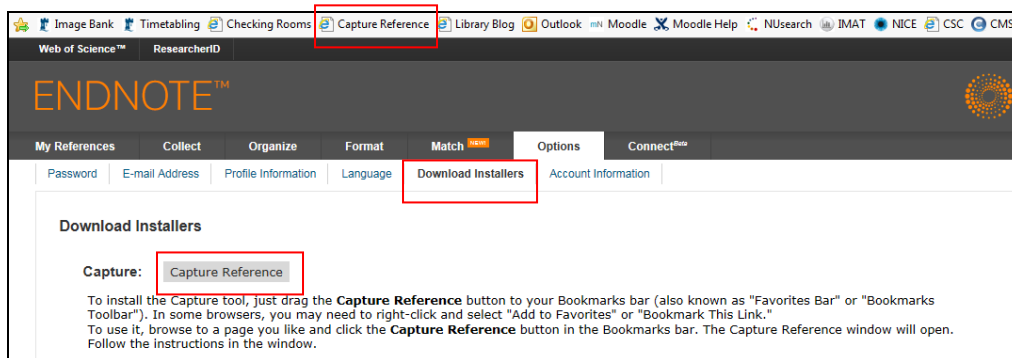
## Section 5: Importing details of webpages

It is possible to import the details of a webpage directly into your EndNote Online library.

- From the **Options** tab, select **Download Installers**



- Drag the **Capture Reference** button onto your **Favourites bar** in your browser; further help is detailed on the Download Installers page if needed



- Go to the **web page** you wish to reference
- Click the **Capture Reference** button you have saved on your **Favourites bar**
- A dialogue box will open showing details of the web page you wish to save

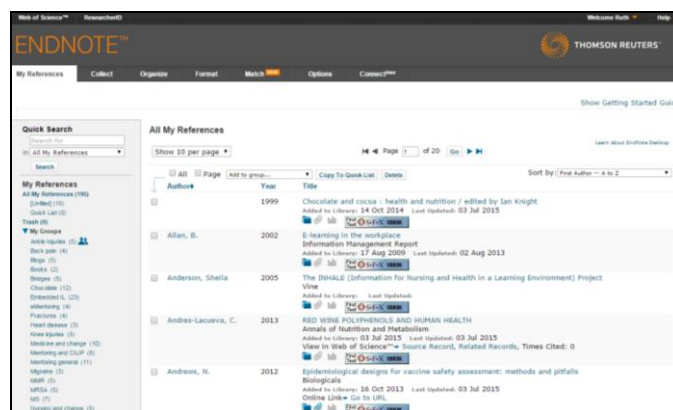
The screenshot shows the 'Capture New Reference' dialog box. At the top, there's a 'Go to EndNote' link and a 'Close[x]' button. Below this is the 'Capture New Reference' title. Under the 'Save To' section, there are two radio buttons: 'my.endnote.com' (selected) and 'EndNote'. Below this is the 'Bibliographic Fields | Optional Fields' section. Under 'Groups:', there's a link 'Add or remove'. Below this is the 'Bibliographic Fields:' section with the instruction 'At least one of the fields must be filled out.' The fields include: 'Reference Type' (a dropdown menu set to 'Web Page'), 'Author' (a text input field with a note 'Use format Last Name, First name. Enter each name on a new line.'), 'Title' (a text input field containing 'World University Rankings 2014-15 methodology | Times Hig'), 'Year' (a text input field containing '2015'), 'Series Editor' (a text input field), 'Series Title' (a text input field), 'Place Published' (a text input field), 'Publisher' (a text input field), 'Access Year' (a text input field), 'Access Date' (a text input field), 'Description' (a text input field), and 'Edition' (a text input field).

- Select **my.endnote.com** and then click **Save To**
- You should see a screen confirming the web page reference was captured successfully
- In EndNote Online click on either the **Unfiled** or **All My References** folder, to view the reference

## Section 6: Managing references

- Click on the **My References** tab

Note that the first folder listed is called **All My References**. This contains all the references you have added to EndNote Online, and is automatically arranged in alphabetical order by **author** name.



## Editing a reference

- Click on the **title** of a reference to open the full record
- Click in the relevant **fields** to make any changes or additions to the details

## Sorting references

References can easily be re-sorted by **year** or **title** by clicking on the relevant **column headings**. Click a second time to reverse the order. To return to author order, click the author column heading.

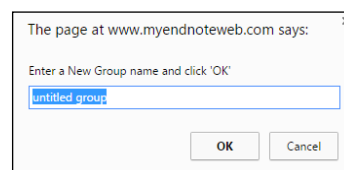
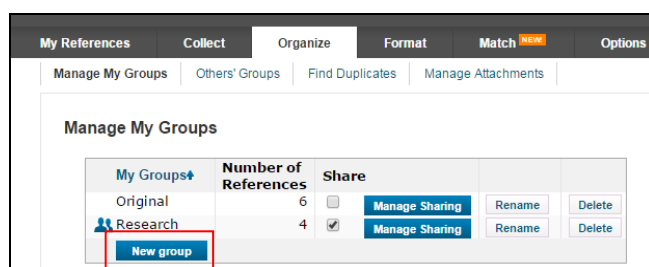
## Searching for references

There is a **Quick Search** box on the left hand side of the screen where keywords, author names etc can be used to locate references. It is possible to use the wildcard \* to find variant word endings. You can search in **All My References** or choose a specific **group** from the drop-down list.

## Organising references into groups

New groups can be created to collect together references on a particular topic.

- Go to the **Organize** tab and to **Manage My Groups**
- Create a group by clicking on **New group** and typing in a name (**Note:** You may be asked to allow scripted windows at this point; click on the yellow bar to temporarily allow, then click on New group again and retype the group name).

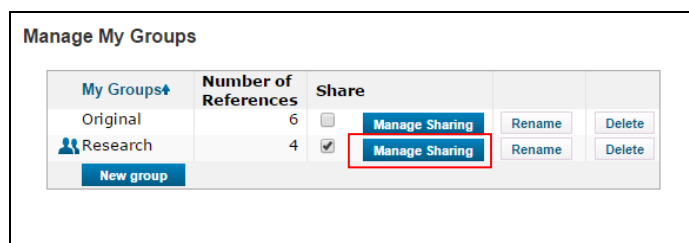


- Go to the **My References** tab to allocate references to your new group
- **Mark** some references by clicking the left-hand boxes
- Click on **Add to group** at the top of the screen
- Select your new **group** from the drop-down list
- **Note:** Records added to groups also remain in your master list of references (All My References).

## Sharing groups

You can opt to share a group with another EndNote Online user.

- Click on the **Organize** tab
- Click on **Manage My Groups**
- Select the group you wish to share
- Click on the **Manage Sharing** button



- Click on **Start sharing this group**
- Type in the **email address(es)** of those with whom you wish to share your references
- Specify whether you want the person to have **Read only** or **Read & Write** privileges
- Click on **Apply**

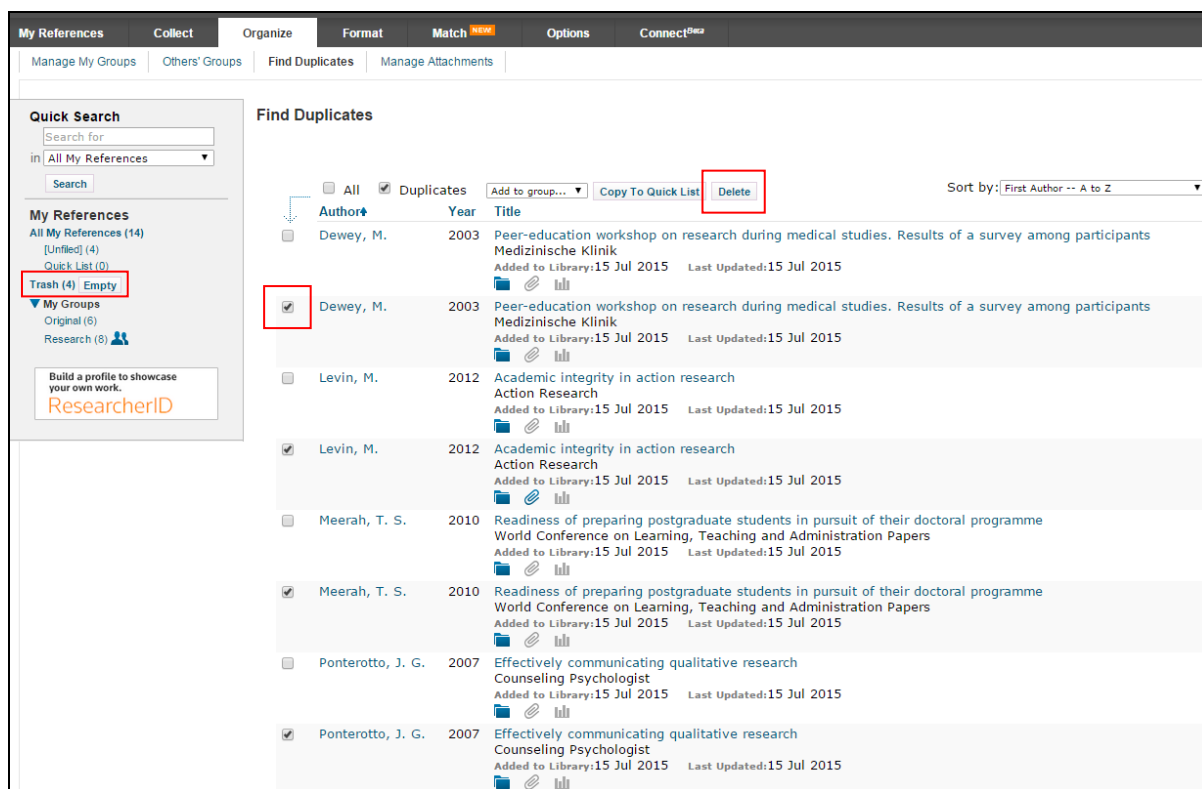
From the **Organize** tab and then **Others' Groups**, you can link to groups being shared with you by other people.

## Discarding duplicate references

As you import references from more databases you may find that some of your references are duplicated within your EndNote Library. To discard your duplicate references:

- Go to the **Organize** tab
- Click on **Find Duplicates**

- You will see the duplicate references have automatically been **ticked**
- Click on **Delete** to send the duplicates to your **Trash** folder
- To completely delete the duplicates from your EndNote library, click on **Empty**

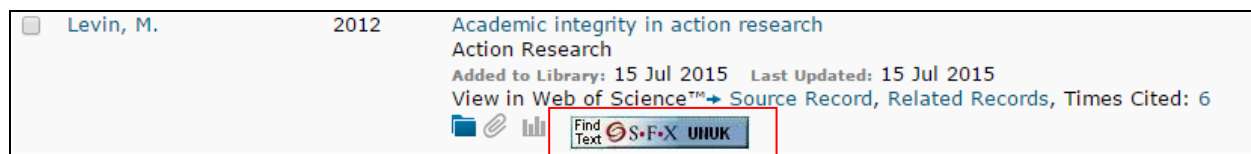


## Section 7: Linking to, attaching and viewing full-text

It is possible to **link** to the full-text of journal articles from within EndNote Online, and also to **manually attach** PDFs to specific references.

### Linking to the full-text

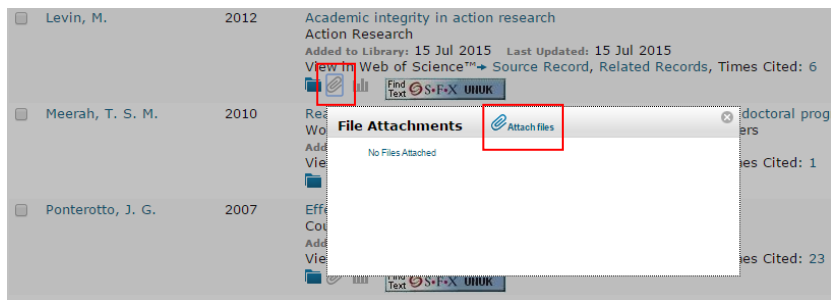
You can check for the availability of full-text articles from within EndNote Online by clicking on the **SFX links** imported from databases alongside your references. If the University subscribes to the full-text of an article, you will be able to access it.



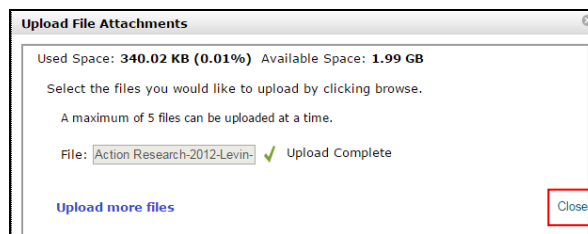
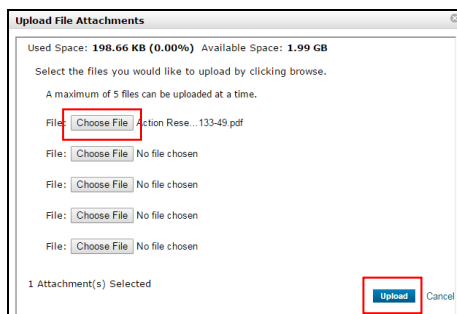
Once you have found the full-text you can save it, often as a PDF, and then attach it manually to the relevant reference within your EndNote Online library (see **Attaching PDFs to references** section below).

## Attaching PDFs to references

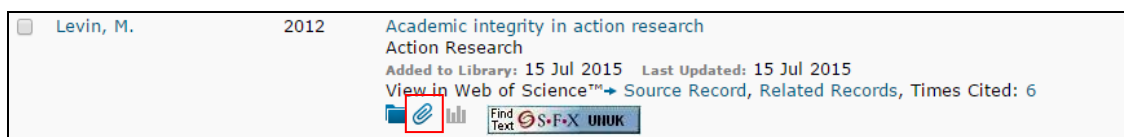
- Click on the **paperclip icon** underneath the reference, then click on **Attach files**



- Click on **Choose File**
- Browse** for the document, then click on **Open**
- Click on **upload**
- Click on **Close**



- You should now see that the **paperclip icon** has turned from grey to **blue** to indicate that a document is attached to the reference

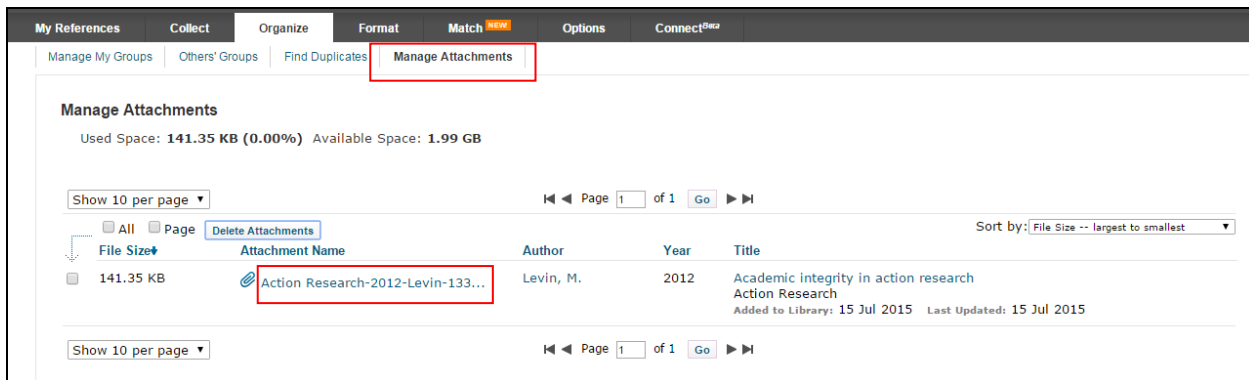


## Viewing PDFs

- Click on the **blue paperclip icon** underneath the reference, then click on the **filename** to open the PDF

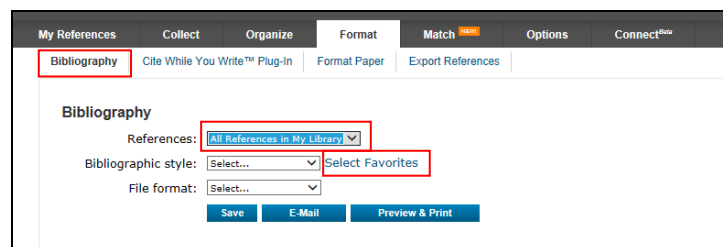


You can also access PDFs you have attached to references by clicking on the **Organize** tab, then **Manage Attachments**. Click on the **file name** to open the document.

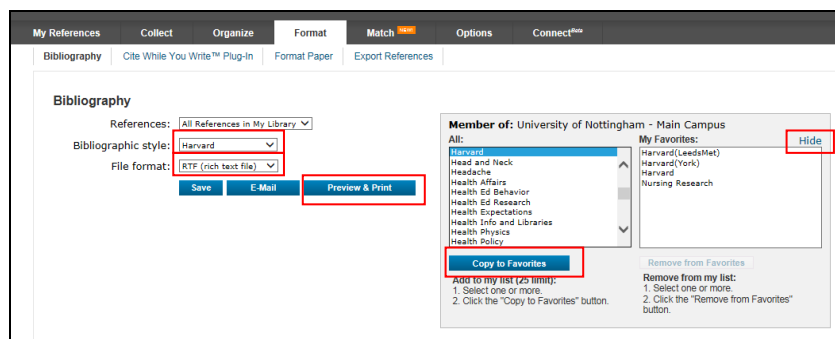


## Section 8: Creating a reference list

- Click on the **Format** tab and then **Bibliography**
- Click on the drop down menu next to **References** and select the relevant group of references
- Click on **Select Favorites**, next to the **Bibliographic style** drop-down menu



- Scroll through the **alphabetical** list of reference styles displayed and select a few relevant options, e.g. *Harvard*, *Vancouver* etc., then click on **Copy to Favorites**
- Click on **Hide** to close the list of reference styles



- Click on the drop down menu next to **Bibliographic style** and select a style you have just copied from the main alphabetical list
- Click on the drop down menu next to **File format** and select an appropriate format, e.g. *RTF (rich text file)*

- Click on **Preview & Print** to display your list of references (**Note:** Pop-ups may be blocked at this point; if so, allow pop-ups, select your options again from the drop down menus and click Preview & Print to display your reference list)
- Click on **Print this Page**



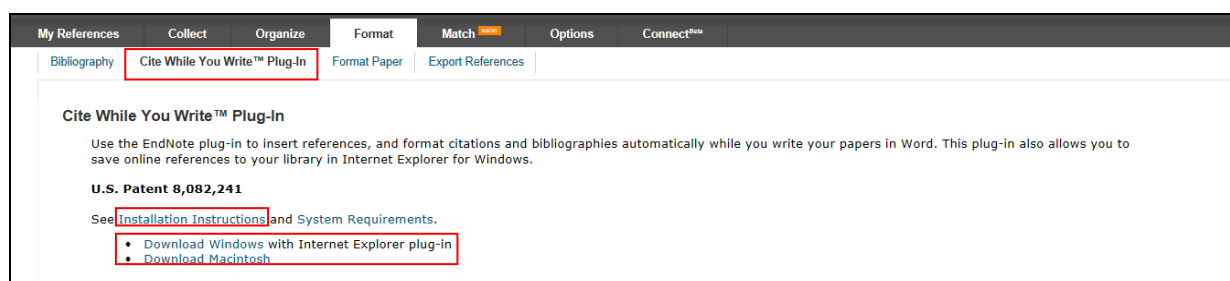
- Alternatively, you can choose to **Save** your list of references, or send them to an **E-mail** address

**Note:** the bibliographic styles available in EndNote Online are similar to those in EndNote Desktop but they cannot be customised

## Section 9: Using EndNote Online with Word 2010 and 2007

To insert citations into Word documents from your EndNote Online library, and to format your bibliographies, an EndNote **plug-in** is required. This plug-in has automatically been installed on University networked PCs. However, to use EndNote Online with Word on a computer not connected to the University network, you will need to install the plug-in yourself.

- Click on the **Format** tab and then on **Cite While You Write Plug-in**
- You will see there are **Installation Instructions** available to help you, and options to download the plug-in for either **Windows** or **Macintosh**



## Inserting an EndNote citation into a Word document

To open Word on University networked PC:

- Click on the **Start** button

- Click on **All Programs**
- Click on **Microsoft Office**
- Click on **Microsoft Word**
- Open an existing paper or begin typing a new paper

You should see that an **EndNote** tab is available in the toolbar at the top of the screen. If you cannot see this, close Word down and then re-open it.

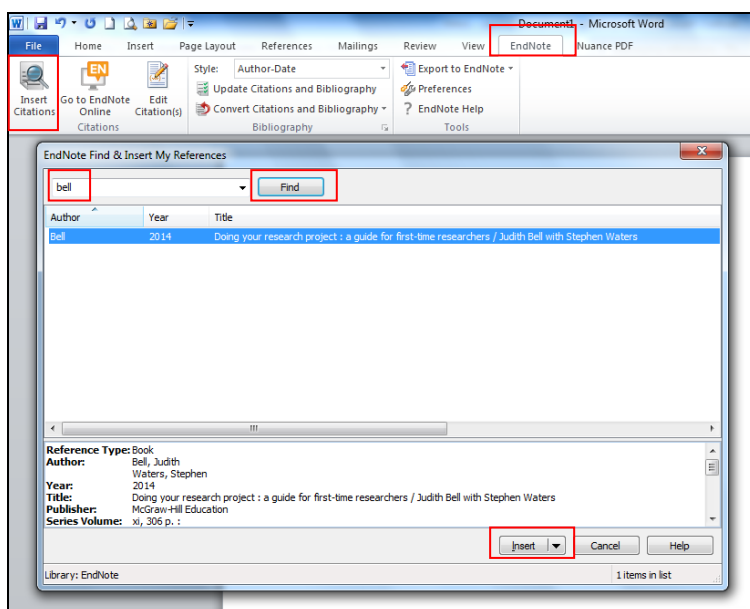
**Note:** Make sure your EndNote Online library is open when working with Word, and also make sure the appropriate EndNote tab is displaying in Word – to ensure Word links to your EndNote Online Library, you should make sure the **Endnote Online tab** is displaying

**Tip:** If you need to switch the EndNote tab from **Endnote X7** (Desktop version) to **EndNote Online** in the toolbar in Word:

- Click on the **EndNote tab**
- Click on **Preferences** in the far right column
- Choose the **Applications** tab
- Choose **EndNote Online** from the drop-down menu
- Enter your **email address** and **password** for **EndNote Online** to login
- **Note:** the tab for EndNote Online is simply headed **EndNote**

#### To insert a citation:

- Click on the **EndNote** tab
- Click on **Insert Citations** in the top left-hand corner
- A dialog box will open; search for the reference you require and then click on **Find**
- Highlight the reference you need and then click on **Insert**
- This will insert the reference within your text and begin creating the bibliography
- Repeat the process to insert additional references; then **save** your document

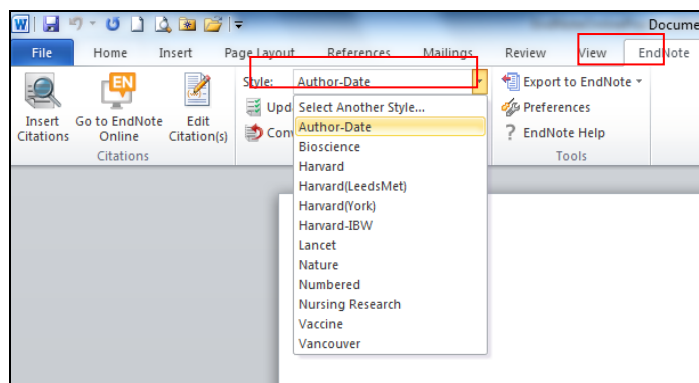




## Formatting with a different bibliographic style:

To format your reference list according to the reference style of your choice:

- Click on the **EndNote** tab, and then click on the **Style** drop-down menu



- You should see some default styles listed, such as **Author-Date** and **Numbered**, along with any additional styles you have previously selected as favourites
- Select the **style** you want; both your in-text citations and bibliography will be reformatted in the referencing style you selected
- To see a full list of reference styles, click on **Select Another Style** from the **Style** drop-down menu, and select the style you want to reformat your document
- If you can't see any further styles, you can select these from within EndNote Online itself:
  - Click on the **Format** tab
  - Click on **Bibliography**
  - Click on **Select Favorites**
  - Select your style(s)
  - Click on **Copy to Favorites**
  - The new styles should now display in both your EndNote Online Library, and in your **Style drop-down** in Word

**Tip:** If you use both EndNote Desktop and EndNote Online, you can only select references from one or the other package when working with Word

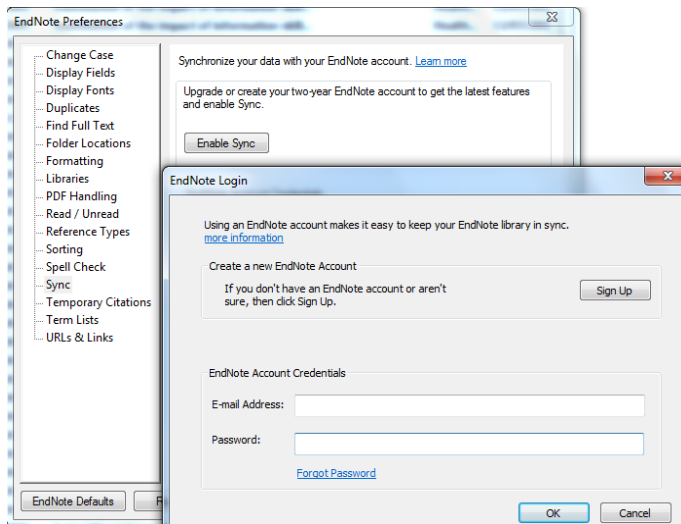
## Section 10: Syncing your EndNote Online and EndNote Desktop libraries

You can set your EndNote Online and EndNote Desktop libraries to sync if you wish. This means you can work with both systems.

**Note:** You **must** set up sync from your **EndNote Desktop library**, and you must be registered on the most recent version of EndNote Online

To enable sync:

- Open your **EndNote Desktop** library
- Click on **Edit**, in the top menu bar
- Click on **Preferences**
- Click on **Sync**
- Click on **Enable Sync**
- Enter your **EndNote Online username and password** to upgrade to the most recent version of EndNote Online



- Enter your **email address** and **password** for **EndNote Online** to login
- Click on OK
- If prompted, click **Yes** to **creating a compressed library backup** and **Save**

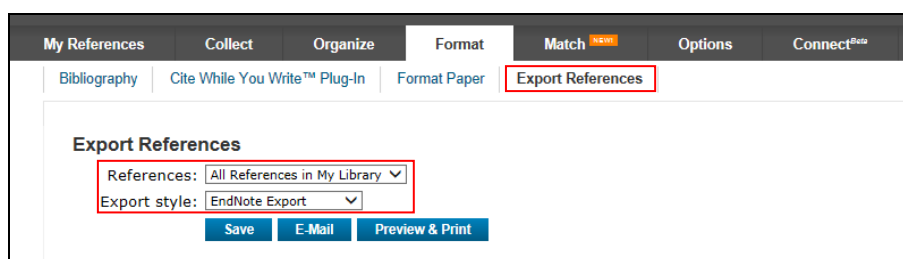
You should then find that the same references are found within both your EndNote and EndNote Online libraries.

**Tip: Sync one library only**

Do not sync more than one Desktop library with your EndNote Online library as there is the possibility that it could merge references from different libraries. It is always recommended to have one EndNote Desktop library and to use the groups function to manage and organise your references.

If you are using a version of EndNote Desktop which is earlier than **X6**, the sync option is not available. However you can export a file of your references from EndNote Online to your EndNote Desktop library.

- Click on the **Format** tab and then **Export References**
- Click on the drop-down menu next to **References** and select the relevant group of references you wish to export to EndNote Desktop
- Click on the drop down menu next to **Export style** and select **EndNote Export**



## Section 11: Using EndNote Online once you have left the University

Whilst at Nottingham, you have access to the enhanced features of EndNote Online through the University's site licence for the software. Once you leave the University, you will have continued access to the references you have saved, but through EndNote Basic, the free version of EndNote Online. EndNote Basic is still fully functional, but has fewer referencing styles and import filters. You'll find more information about EndNote Basic, including features and capacity at: <http://endnote.com/product-details/basic>.

If you have used your University email address to register for EndNote Online we recommend that you change this to a personal email address before you leave the University to ensure continued access to EndNote Basic.

From your **EndNote Online** library:

- Click on the **Options** tab
- Click on **E-mail Address** and enter your new email address

## Section 12: Further information

FAQs – <http://endnote.com/support/faqs>

Quick reference guide – <http://endnote.com/sites/en/files/m/pdf/en-online-qrc.pdf>

For information on how to reference particular types of material, see:

<http://www.nottingham.ac.uk/studyingeffectively/writing/referencing/index.aspx>

If you have any further queries, please contact the Library Helpline:

<http://www.nottingham.ac.uk/library/help/libraryhelplineform.aspx> or [library-helpline@nottingham.ac.uk](mailto:library-helpline@nottingham.ac.uk).

# Appendix

## Downloading from commonly used databases

The table below shows how you would download from some of the more commonly used databases.

Remember that databases can be provided by different suppliers. Make sure you download the correct **supplier's filter**. If in doubt please contact the Library Helpline: [library-helpline@nottingham.ac.uk](mailto:library-helpline@nottingham.ac.uk).

Currently, there may be differences in how you download if you are using a networked PC on-campus or a PC or laptop off-campus.

### From off-campus

- Download the Microsoft Word **Cite While You Write Plug-in**, which also contains an export helper enabling most databases to import references directly
- If you do not have EndNote Desktop on your computer, the references should download immediately into your EndNote Online library
- If you are using both EndNote Desktop and EndNote Online on your computer, you will be prompted to select which library (EndNote Desktop or EndNote Online) you wish to download your references to

### On campus

The plug-in is not currently downloaded onto University computers, so the direct download is not available. For most databases you will need to **save a file** and **import** into EndNote Online. In cases where the database tries to import into EndNote only and does not allow you to save a file to import into EndNote Online, you should use the **Firefox browser** rather than Internet Explorer.

More details about importing into the key databases are listed in the table below:

Supplier	Database	Downloading from databases off campus	Downloading from databases on campus	Importing into EndNote Online
CAS	SciFinder	<ul style="list-style-type: none"> <li>Click on <b>export</b></li> <li>Choose <b>citation export format (*.RIS)</b></li> <li>Click on <b>Export</b></li> <li>Click on <b>Open</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<ul style="list-style-type: none"> <li>Click on <b>Export</b></li> <li>Choose <b>Citation export format (*.RIS)</b></li> <li>Click on <b>Export</b></li> <li>Click on <b>Save as</b></li> <li><b>Save as the default RIS formatted file</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the saved <b>.ris file</b></li> <li>Click on <b>Open</b></li> <li>Choose the import option: <b>RefMan RIS</b></li> <li>Choose a <b>group</b> to import to</li> <li>Click <b>Import</b></li> </ul>
EBSCO	<ul style="list-style-type: none"> <li><b>Business Source Premier</b></li> <li><b>CINAHL</b></li> <li><b>Historical Abstracts</b></li> </ul>	<ul style="list-style-type: none"> <li>Add references to folder</li> <li>Go to <b>Folder View</b></li> <li>Click on <b>Export</b></li> <li>Choose <b>Direct export to EndNote Web</b></li> <li>Click on <b>Save</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<ul style="list-style-type: none"> <li>Click on <b>blue folder icon</b></li> <li>Go to <b>Folder View</b></li> <li>Click on <b>Export</b></li> <li>Choose <b>Direct export to EndNote Web</b></li> <li>Click on <b>Save</b></li> </ul>	References automatically imported
Ei	<b>Ei Compendex (Engineering Village)</b>	<ul style="list-style-type: none"> <li>Click on <b>Download</b></li> <li>Select <b>My PC</b> under <b>Location</b></li> <li>Select <b>EndNote (RIS, Ref. Manager)</b> under <b>Format</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<ul style="list-style-type: none"> <li>Click on <b>Download</b></li> <li>Select <b>My PC</b> under <b>Location</b></li> <li>Select <b>EndNote (RIS, Ref. Manager)</b> under <b>Format</b></li> <li>Click on <b>Save</b></li> <li>Click on <b>Save as</b></li> <li><b>Save as the default RIS formatted file</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the saved <b>.ris file</b></li> <li>Click on <b>Open</b></li> <li>Choose the import option: <b>RefMan RIS</b></li> <li>Choose a <b>group</b> to import to</li> <li>Click <b>Import</b></li> </ul>

Elsevier	<b>Science Direct</b>	<ul style="list-style-type: none"> <li>Click on <b>Export</b></li> <li><b>Export file:</b> Select <b>RIS (for EndNote, Reference Manager, and Procite)</b></li> <li><b>Content:</b> Select level of information you require</li> <li>Click <b>Export</b></li> <li>Click on <b>Open</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<b>On Campus Use Firefox</b> <ul style="list-style-type: none"> <li>Click on <b>Export</b></li> <li><b>Export file:</b> Select <b>RIS (for EndNote, Reference Manager, and Procite)</b></li> <li><b>Content:</b> Select level of information you require</li> <li>Click <b>Export</b></li> <li>Click on <b>Save as</b></li> <li><b>Save as the default RIS formatted file</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the saved <b>.ris file</b></li> <li>Click on <b>Open</b></li> <li>Choose the import option: <b>RefMan RIS</b></li> <li>Choose a <b>group</b> to import to</li> <li>Click <b>Import</b></li> </ul>
Elsevier	<b>Scopus</b>	<ul style="list-style-type: none"> <li>Click on <b>Export</b></li> <li>Choose <b>RIS Format (EndNote, Reference Manager)</b></li> <li>Choose the level of information you wish to be imported</li> <li>Click on <b>Export</b></li> <li>Click on <b>Open</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<ul style="list-style-type: none"> <li>Click on <b>Export</b></li> <li>Choose <b>RIS Format (EndNote, Reference Manager)</b></li> <li>Choose the level of information that you wish to be imported</li> <li>Click on <b>Export</b></li> <li>Click on <b>Save as</b></li> <li><b>Save as the default RIS formatted file</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the saved <b>.ris file</b></li> <li>Click on <b>Open</b></li> <li>Choose the import option: <b>RefMan RIS</b></li> <li>Choose a <b>group</b> to import to</li> <li>Click <b>Import</b></li> </ul>
Google	<b>Google Scholar</b>	<ul style="list-style-type: none"> <li>On the Google Scholar home page, go to <b>Settings</b></li> <li>Under <b>Bibliography Manager</b>, select <b>Show links to import citations into EndNote</b></li> <li>Click on <b>Save</b></li> <li>Search for your references</li> <li>Click on <b>Import into EndNote</b> link</li> </ul>	<b>On Campus Use Firefox</b> <p>There are two options:</p> <p><b>1) Changing Google Scholar settings:</b></p> <ul style="list-style-type: none"> <li>Go to <b>Settings</b> on the home page</li> <li>Under <b>Bibliography Manager</b>, select <b>Show links to import citations into EndNote</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the saved <b>.ris file</b></li> <li>Click on <b>Open</b></li> <li>Choose the import option: <b>RefMan RIS</b></li> <li>Choose a <b>group</b> to import to</li> </ul>

		<ul style="list-style-type: none"> <li>Click on <b>Open</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<ul style="list-style-type: none"> <li>Click on <b>Save</b></li> <li>Search for your references</li> <li>Click on the <b>Import into RefMan</b> link</li> <li><b>Save</b> the file</li> </ul> <p><b>2) Export from the publisher page</b></p> <ul style="list-style-type: none"> <li>Click on the <b>title link</b> within your Google Scholar results to go to the publisher homepage</li> </ul> <p>Better export options may be available</p>	<ul style="list-style-type: none"> <li>Click <b>Import</b></li> </ul>
IEEE	<b>IEEE Xplore</b>	<ul style="list-style-type: none"> <li><b>Mark</b> references</li> <li>Click on <b>Download Citations</b></li> <li>Output Format: <b>EndNote, Reference Manager, ProCite</b></li> <li>Click on <b>Download</b></li> <li>Click on <b>Open</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<p><b>On Campus Use Firefox</b></p> <ul style="list-style-type: none"> <li><b>Mark</b> references</li> <li>Click on <b>Download Citations</b></li> <li>Output Format: <b>EndNote, Reference Manager, ProCite</b></li> <li>Click on <b>Download</b></li> <li>Click on <b>Save File</b></li> <li>Click on <b>OK</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the downloaded folder (probably within <b>My Documents</b> and <b>Downloads</b>)</li> <li>Click on <b>Open</b></li> <li>Choose the import option: <b>RefMan RIS</b></li> <li>Choose a <b>group</b> to import to</li> <li>Click <b>Import</b></li> </ul>
NLM	<b>PubMed</b>	<p>There are 2 options:</p> <p><b>1) Searching within PubMed</b></p> <ul style="list-style-type: none"> <li><b>Mark</b> references</li> <li>Click on <b>Send to</b></li> <li>Choose <b>Citation manager</b></li> <li>Click on <b>Create File</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p>	<p><b>On Campus Use Firefox</b></p> <p>There are 2 options:</p> <p><b>1) Searching within PubMed</b></p> <ul style="list-style-type: none"> <li><b>Mark</b> references</li> <li>Click on <b>Send to</b></li> <li>Choose <b>Citation manager</b></li> <li>Click on <b>Create File</b></li> <li>Click on <b>Save File</b></li> <li>Click on <b>OK</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the downloaded folder (probably within <b>My Documents</b> and <b>Downloads</b>)</li> <li>Click on <b>Open</b></li> <li>Choose <b>Pubmed (NLM)</b> filter</li> </ul>

		<p><b>2) Searching from EndNote Online</b></p> <ul style="list-style-type: none"> <li>From the Collect tab, click on <b>Online Search</b></li> <li>Choose <b>PubMed</b></li> <li>Click on <b>Connect</b></li> <li>Enter your search</li> <li>Choose whether you want <b>all references</b> retrieved or a <b>range</b> of references</li> <li>Click on <b>Search</b></li> <li>Click on <b>Retrieve</b> (<b>Note:</b> there is no way to view the references you find before they are imported)</li> </ul>	<p><b>2) Searching from EndNote Online</b></p> <ul style="list-style-type: none"> <li>From the Collect tab, click on <b>Online Search</b></li> <li>Choose <b>PubMed</b></li> <li>Click on <b>Connect</b></li> <li>Enter your search</li> <li>Choose whether you want <b>all references</b> retrieved or a <b>range</b> of references</li> <li>Click on <b>Search</b></li> <li>Click on <b>Retrieve</b> (<b>Note:</b> there is no way to view the references you find before they are imported)</li> </ul>	<ul style="list-style-type: none"> <li>Choose a <b>group</b> to import to</li> <li>Click <b>Import</b></li> </ul>
OvidSP	<p>Various databases including:</p> <ul style="list-style-type: none"> <li><b>AMED</b></li> <li><b>CAB Abstracts</b></li> <li><b>Embase</b></li> <li><b>Food science &amp; technology abstracts</b></li> <li><b>Inspec</b></li> <li><b>International Pharmaceutical Abstracts</b></li> <li><b>Medline</b></li> <li><b>PsycInfo</b></li> </ul>	<ul style="list-style-type: none"> <li>Click on <b>Export</b></li> <li>From the <b>Export To</b> drop-down menu, choose <b>EndNote</b></li> <li>Choose the amount of information to export (it may work better if you select <b>Complete Reference</b>)</li> <li>Click on <b>Export Citations</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul> <p>References automatically imported</p> <p>Some manual editing may be required (see final column)</p>	<ul style="list-style-type: none"> <li>Click on <b>Export</b></li> <li>From the <b>Export To</b> drop-down menu, choose: <b>Reprint/Medlars</b></li> <li>Choose the amount of information to export (it may work better if you select <b>Complete Reference</b>)</li> <li>Click on <b>Export Citations</b></li> <li>Click on <b>Save as</b></li> </ul>	<p>From the <b>Collect</b> tab</p> <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the saved file</li> <li>Choose the import option for the database name (e.g. <b>Medline OvidSP, AMED OvidSP</b> etc.)</li> </ul> <p>Some manual editing may be required. E.g. when downloading from CAB Abstracts the year may be missing, or when downloading from INSPEC, the volume, year and pages are not always put in the correct field</p> <p>(Exporting the <b>complete reference</b> rather than just the citation may solve this.)</p> <ul style="list-style-type: none"> <li>Choose a <b>group</b> to import to</li> </ul>



				<ul style="list-style-type: none"> <li>Click <b>Import</b></li> </ul>
Proquest	Various indexes including: <ul style="list-style-type: none"> <li><b>ABI/Inform</b></li> <li><b>ASSIA</b></li> <li><b>Biological Sciences</b></li> <li><b>British Humanities Index</b></li> <li><b>Environmental Science</b></li> <li><b>Medline</b> etc.</li> </ul>	You may first need to disable pop up blockers (tools > popup blocker > turn off popup blocker, or, internet options > privacy > untick turn on pop up blocker) <ul style="list-style-type: none"> <li>Click on <b>More</b></li> <li>Click on <b>RIS (works with EndNote ... etc.)</b></li> <li>Scroll to the bottom of the window and click on <b>Continue</b></li> <li>Click on <b>Open</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul>	<b>On Campus Use Firefox</b> You may first need to disable pop up blockers (tools > popup blocker > turn off popup blocker, or, internet options > privacy > untick turn on pop up blocker) <ul style="list-style-type: none"> <li>Click on <b>More</b></li> <li>Click on <b>RIS (works with EndNote ... etc.)</b></li> <li>Scroll to the bottom of the window and click on <b>Continue</b></li> <li>Click on <b>Save File</b></li> <li>Click on <b>OK</b></li> </ul>	From the <b>Collect</b> tab <ul style="list-style-type: none"> <li>Click on <b>Import References</b></li> <li>Browse for the downloaded folder (probably within <b>My Documents</b> and <b>Downloads</b>)</li> <li>Click on <b>Open</b></li> <li>Choose the import option: <b>RefMan RIS</b></li> <li>Choose a <b>group</b> to import to</li> <li>Click <b>Import</b></li> </ul>
Thomson (TS)	Web of Knowledge including: <ul style="list-style-type: none"> <li><b>Web of Science</b></li> <li><b>BIOSIS</b></li> <li><b>Zoological records</b></li> </ul>	<ul style="list-style-type: none"> <li>Click on <b>Save to EndNote online</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> <li>Choose the amount of information to export</li> <li>Click on <b>Send</b></li> </ul> References automatically imported	<ul style="list-style-type: none"> <li>Click on <b>Save to EndNote online</b></li> <li>Choose the amount of information to export</li> <li>Click on <b>Send</b></li> <li>Enter your <b>email address</b> and <b>password</b> for <b>EndNote Online</b></li> </ul>	Correct import filter is selected automatically