



EndNote Web 2.5

Purpose

EndNote Web is a citation manager. You can save, organize, and format your citations in your EndNote Web account, then use the citations quickly in your documents by using the Cite-While-You-Write plug-in. EndNote Web is quite different from the full, client version, EndNote.

To Access

From the library's home page, <http://wwwlib.csusb.edu>, select "Databases A-Z" located under "Databases." Select the letter "E," then select EndNote Web. Or you may go directly to www.myendnoteweb.com. You must create an account to use EndNote Web.

To Create an Account

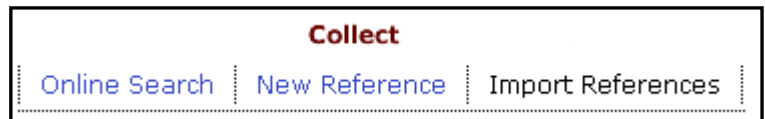
The first time you go to EndNote Web, you must create an account. You must be on-campus when you create the account so it will be associated with CSUSB access. That association will last for 12 months, during which time you may access your EndNote Web account anywhere. After 12 months, you must re-verify the account on campus. Your username and password will be confirmed by a return e-mail.

Passwords should have:

- at least 8 characters
- no spaces
- at least one numeral
- at least one alphabetical character (case sensitive)
- at least one symbol

To Collect Citations

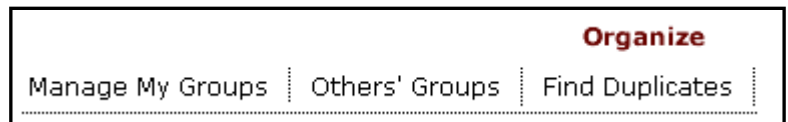
There are three ways you may collect citations.



- Collect through a catalog using the "Online Search" link. *(I don't recommend because search results vary.)*
- Input manually into a form using the "New Reference" link.
- Import from a saved file of citations from a database, such as a catalog or an article database from the CSA platform, using the correct filter. Use INNOPAC for the library's catalog.
- Proquest and EbscoHost databases export directly into EndNote Web, the "Unfiled" group, making a saved file unnecessary.

To Organize Citations

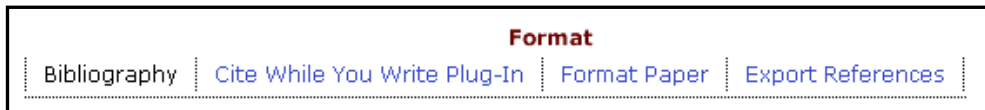
In EndNote Web, you organize your citations using groups. Citations may be duplicated among groups or moved between them. You may also share a group of references with others for collaborative work.



My Groups+	Number of References	Share		
Harry Potter	0	<input type="checkbox"/>	Manage Sharing	Rename Delete
New Group				

To Format Citations

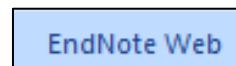
There are four ways you may format your citations in your groups.



- Create a bibliography using the "Bibliography" link.
The "Bibliography" link will take the citations from a group and create a bibliography in the citation style you choose. There are over 200 styles. RTF file format is compatible with everything; use the save button.
- Use the "Cite While You Write Plug-in."
Download the "Cite While You Write Plug-In" to incorporate citations while you write your paper in *MS Word*.
- Import an RTF file and create a matching bibliography using the "Format Paper" link.
I have not been able to make that work
- Export references from EndNote Web using the "Export References" link.
When you leave CSUSB and need your collection of citations to travel with you, you may export all of them or select groups of them into another citation manager or as a tab-delimited file.

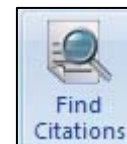
To Cite While You Write

You must download the cite-while-you-write plug-in for *Microsoft Word*. It is available for Mac and PC. You may find that download under the "Format" tab > "Cite While You Write Plug-In". After you install that program, you will see a new option in Microsoft Word, "EndNote Web." In 2007, there is a tab; in 2003 there is a toolbar you may have to activate.



When you attempt to use EndNote Web inside your word processor, you will be asked to log-in using your *EndNote Web* username and password.

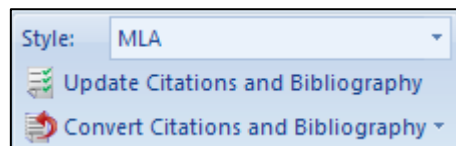
As you write your document, use the "Find Citations" button and search by keyword. Not only will the internal citation be added, but the reference will be added to the bibliography, in alphabetical order.



Alternatively, you can write your article and add the citations as you go, using this model:

{Smith, 1997}
{Jones, 1996; Smith, 1997}

You may then use the "Update Citations and Bibliography" button, which will correct the internal citations to your chosen style and create the alphabetical bibliography at the bottom of the text.



If you have any questions, please consult a reference librarian or call 537-5091