

# **EndNote Web 3.5**

## **User manual**

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# EndNote Web 3.5

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# 1 Introduction

For the management of references, Wageningen UR has a campus wide EndNote license with Thomson Reuters. This reference management software package has been installed on the computers within the Wageningen UR network or can be installed locally by licensed users (i.e. students and staff of Wageningen UR).

Besides using EndNote as a PC or Mac desktop version you can also apply EndNote in a web version for online management of your references. The latter is possible via EndNote Web and is made available to users via Wageningen UR license to Thomson Reuters' Web of Knowledge. With EndNote Web, references will be managed in EndNote libraries that are stored online. After signing in to EndNote Web you can view, edit, download etc. these references from every computer with an internet connection. Also, it is possible to share (parts of) EndNote Web libraries with different users who all have a My EndNote Web account.

The advantage of using EndNote Web is that you can work on any computer with internet access. The drawback of using EndNote Web is that the functionalities of this online application of reference management are not as complete as for locally installed EndNote software packages. The main differences between (locally installed) EndNote and EndNote Web are listed in table 1 below.

**Table 1: Main differences in functionality between the local version of EndNote and EndNote Web.**

| <b>Functionality</b>                          | <b>EndNote</b> | <b>EndNote Web</b>                  |
|---|----------------|-------------------------------------|
| Save references                               | +              | +                                   |
| Organize & edit references                    | +              | +                                   |
| Storage capacity (number of references)       | unlimited      | 25,000                              |
| Import from many databases and OPACs          | +              | +                                   |
| Cite & format papers with reference lists     | +              | +                                   |
| Create & save advanced searches               | +              |                                     |
| Customize views & displays                    | +              |                                     |
| Edit reference import filters & output styles | +              |                                     |
| Use term lists for auto-entry                 | +              |                                     |
| Cite tables, figures, & equations             | +              |                                     |
| Work Offline (anytime/anywhere)               | +              |                                     |
| Local Personal Files and Documents            | +              | storage of attachments (limit 1 GB) |
| High Performance Desktop Environment          | +              |                                     |

Table 1 shows that EndNote Web is in particular useful for collecting, simple editing and citing of references when you work on different computers with internet access. Storage capacity is limited to 25,000 references which should be sufficient for application of EndNote Web libraries in (shared) projects or other activities for which references need to be managed.

References can be imported and uploaded to EndNote Web libraries from different bibliographies and edited manually if necessary. For complex editing, EndNote Web offers no functionalities. In case you want to apply functionalities that are not offered by EndNote Web you have to transfer the references to a local EndNote library. For writing papers, citing references and formatting reference lists, you can apply EndNote Web in combination with the "Cite While You Write Plug-In" which you can download from EndNote Web. This short manual gives an introduction on the first steps that need to be taken to make, fill and use an EndNote Web library.

More information on EndNote:

- [What is EndNote?](#)<sup>[2]</sup>
- [Basic concepts](#)<sup>[2]</sup>
- [EndNote at Wageningen UR](#)<sup>[3]</sup>

## 1.1 What is EndNote?

EndNote is a database for literature references. It specializes in storing, managing, and searching for bibliographic references, figures and tables in a private reference library. EndNote is also a reference list maker. It builds lists of cited works automatically in any format or journal style within the word processing programme MS Word or WordPerfect, facilitating the compilation of bibliographic reference lists of articles, reports or books.

## 1.2 Basic concepts

### • library

In EndNote Web you work with a library, also called a Reference Library File. Your references are stored online in this library.

### • reference

An EndNote Web library consists of (up to 25,000) references. It is possible to enter long abstracts and notes—up to 64K, or approximately 16 pages of text, in any field of a reference.

### • reference type

EndNote Web works with various reference types. There are reference types for journal articles, books, book chapters etc. This is essential because EndNote Web manipulates the references when formatting a bibliography or reference list according to a specific (journal) style. Usually a book has to be formatted in another way than a journal article, and so on.

### • field

An EndNote Web reference consists of fields, in which a particular piece of bibliographic information is stored, e.g. Author, Title, Year etc. This enables EndNote Web to manipulate the entered contents when formatting a reference according to a specific journal style, e.g. journal title in italics or volume numbers in bold. The maximum number of fields is 46 per reference.

### • filter

A filter is a file consisting of one or more templates that instruct EndNote Web how to interpret and import bibliographic data into the corresponding fields in the EndNote Web library. For each bibliographic database a unique import filter is required, because the organization of data differs between databases.

### • (bibliographic) style

A style contains information how to arrange references for a wide variety of bibliographic formats. Styles format in-text citations, footnote citations and reference lists. They are specific for different journals, though they can also be based on more general style guides, such as the Chicago Manual of Style or the MLA

Handbook. EndNote Web provides more than 3000 preconfigured styles as well as a few (for Wageningen UR) custom made styles.

- **format bibliography**

The command "Format Bibliography" arranges the information of your EndNote Web references in such a way that the in-text citations and reference lists appear in a specific journal style when writing a document or producing a list of references.

- **connections**

EndNote Web is able to provide access to remote online bibliographic databases or catalogues when the sources use the information retrieval protocol called Z39.50. For this process EndNote Web uses connections. EndNote Web provides almost 2000 connections to online databases and catalogues.

## 1.3 EndNote at Wageningen UR

Besides access to EndNote Web via the digital library, Wageningen UR has a campus wide license for the desktop version of EndNote. The software is available at distribution costs at the I&S Print/ScanDesk in the WURShop in the Forum building or it can be ordered online at Surfspot (<https://www.surfspot.nl/Surfspot2/Forms/Login.aspx?returnUrl=%2fSURFspot%2fTask> ). The desktop version can also be used via <https://citrix.fb.wur.nl>

Wageningen UR Library supports the use of EndNote by introductory courses and WUR specific manuals. EndNote support pages can be found at [wageningenur.nl/library/endnote](http://wageningenur.nl/library/endnote)

For former Cardbox users, Wageningen UR Library provides filters to convert Cardbox databases with the PUDOC format into an EndNote library. The conversion results in a fully searchable library. The source information, however, is not divided in separate fields, but is placed in the journal title field. This means that the references need some editing before using them in your own publications.

For specific questions on the use of EndNote, please contact the library servicedesk (tel. 84440 or email [servicedesk.library@wur.nl](mailto:servicedesk.library@wur.nl)).

## 2 Registration

To create libraries, manage references and cite to stored references with EndNote Web you have to register for an (My EndNote Web) account with Thomson Reuters Web of Knowledge.

The website of Thomson Reuters Web of Knowledge can be approached from the Digital Library's Find & discover page (<http://www.wageningenur.nl/en/Expertise-Services/Facilities/Library/Expertises/Find-discover.htm>) by opening **Web of Science** under **Frequently used databases** (Figure 1).

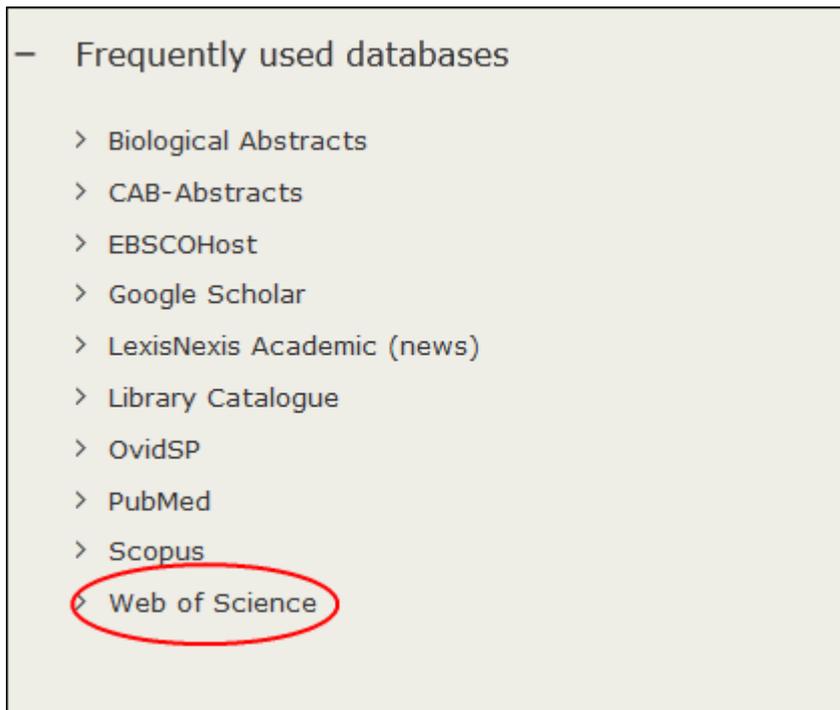


Figure 1. Access to Web of Science via Wageningen UR Digital Library: Find & discover

On the website of Web of Knowledge the option **Register** is available. Get registered and/or if this has been done use **Sign in** to login (Figure 2).

A screenshot of a registration form titled "Customize Your Experience". The form includes a list of options: Save Searches, Access EndNote Web, Want to know more?, and Register. Below the list, there is a field for "E-mail Address:" and a "Password: (Forgot it?)" field. A "Sign In" button is located to the right of the password field. At the bottom, there is a checkbox labeled "Remember me on this computer".

Figure 2. Registration at Web of Knowledge

Once logged in (signed-in) this is indicated by the text **Welcome,...** with the name used for registration. Open the link **My EndNote Web** under the heading Web of Knowledge to start EndNote Web (Figure 3).



Figure 3. Access to My EndNote Web after signing-in Web of Knowledge



Figure 4. Startup guide for EndNote Web

The first time you sign in to Endnote Web after registration, the "Getting Started with EndNote Web" Guide is shown (Figure 4). Click the **Hide Getting started Guide** link to close the guide

### 3 Synchronization with locally saved EndNote library

References can be exchanged between a locally saved EndNote library and EndNote Web. In order to transfer references from one to the other you have to provide EndNote with the login settings of your EndNote Web account. Figure 5 shows an opened EndNote library with 75 references which is locally installed.

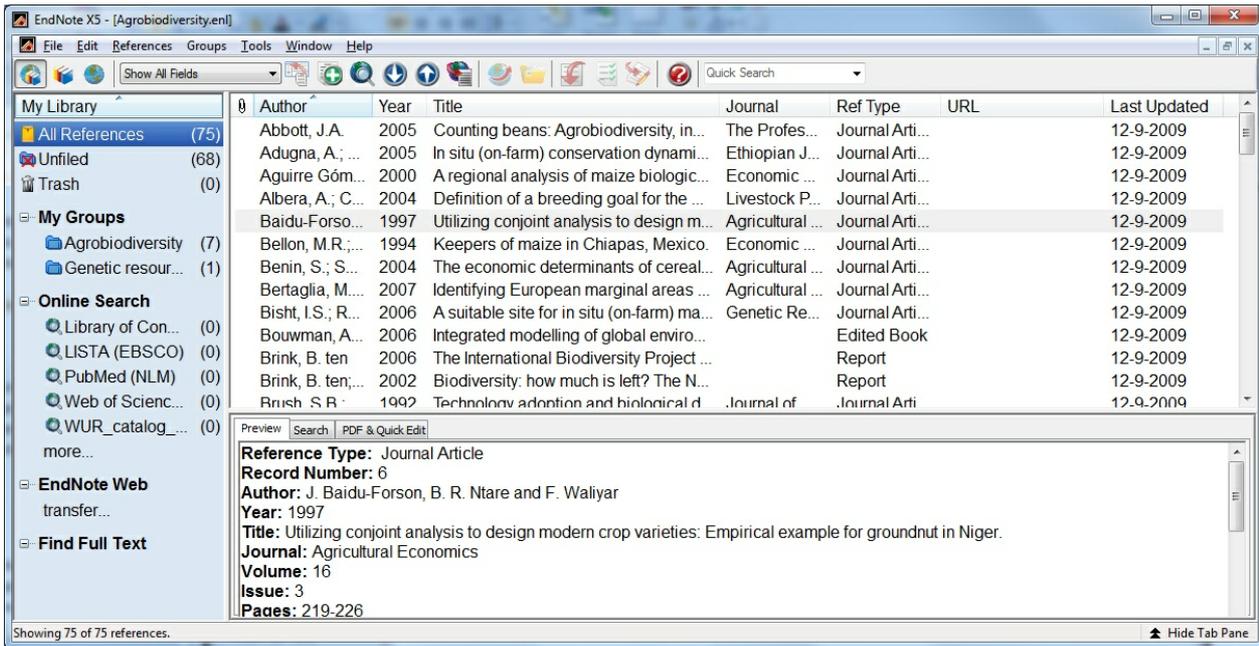


Figure 5. Locally installed EndNote library

Go via **Edit** (in the menu bar) to **Preferences** (Figure 6)

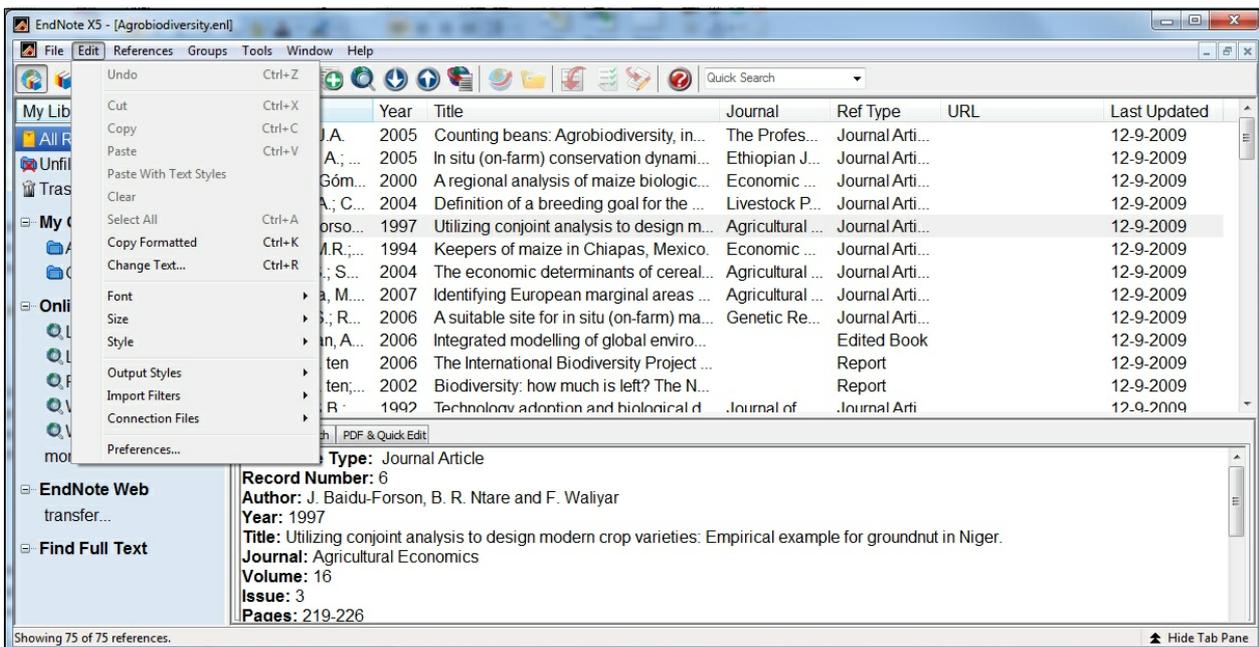


Figure 6. Opening preferences in EndNote

Select in the **EndNote Preferences** screen that opens the option **EndNote Web** (Figure 7).. In the boxes next to **E-mail Address:** and **Password:** you will have to fill in the login settings of your EndNote Web account (Figure 7). Click on the button **OK**.

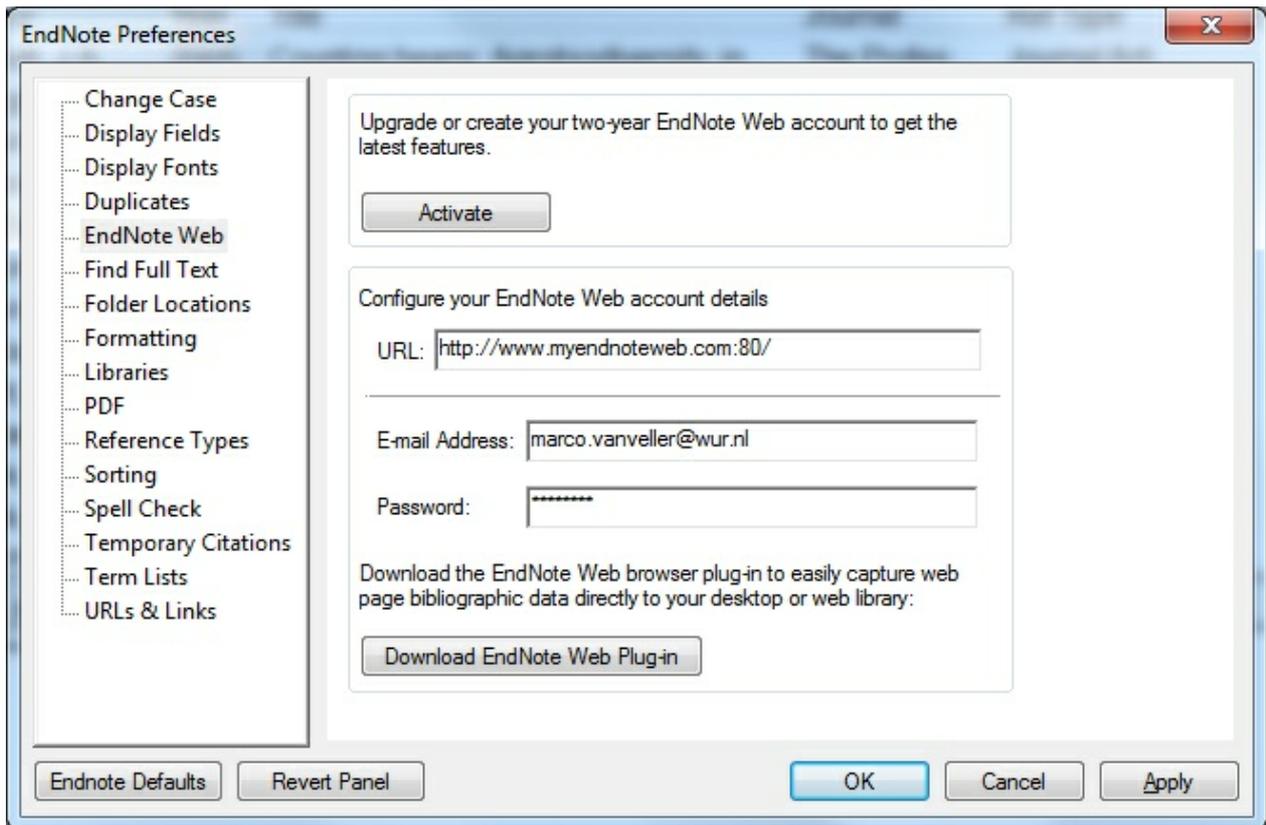


Figure 7. EndNote Preferences screen with login settings filled in for EndNote Web

Go to **Tools** (in the menu bar) and select **EndNote Web** to exchange references between the locally saved EndNote library and EndNote Web (Figure 8).

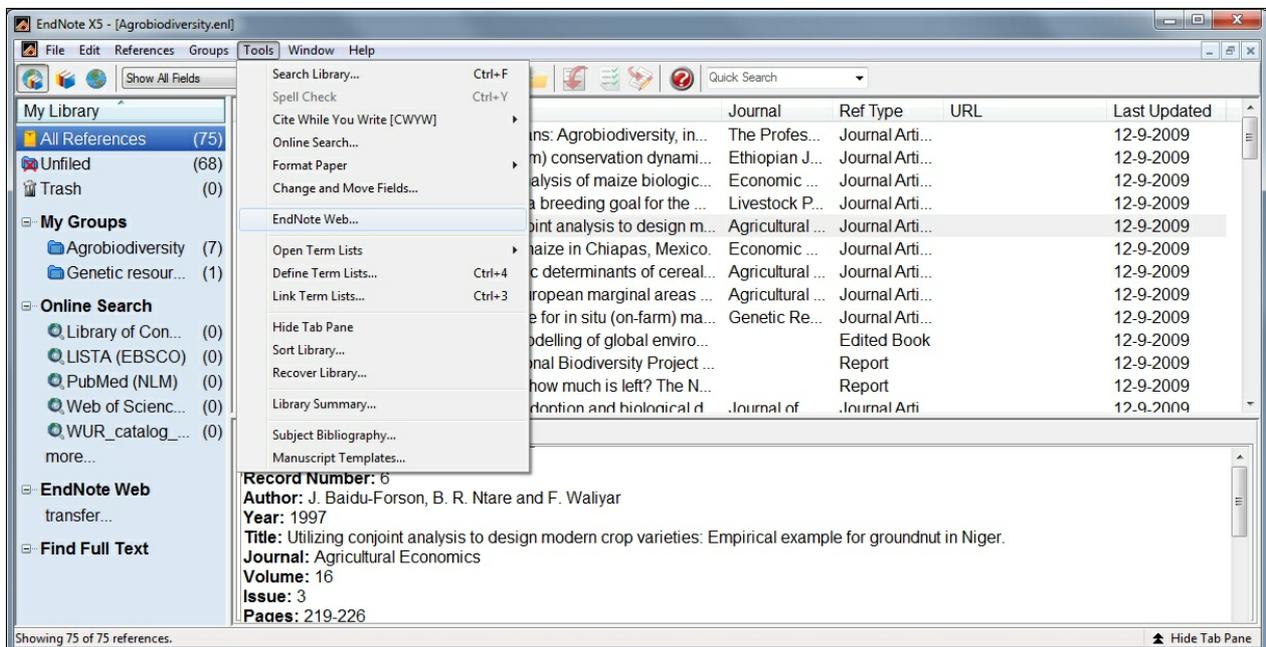


Figure 8. Making connection with EndNote Web from an EndNote library

A temporary screen pops up to indicate that EndNote connects to EndNote Web (Figure 9).

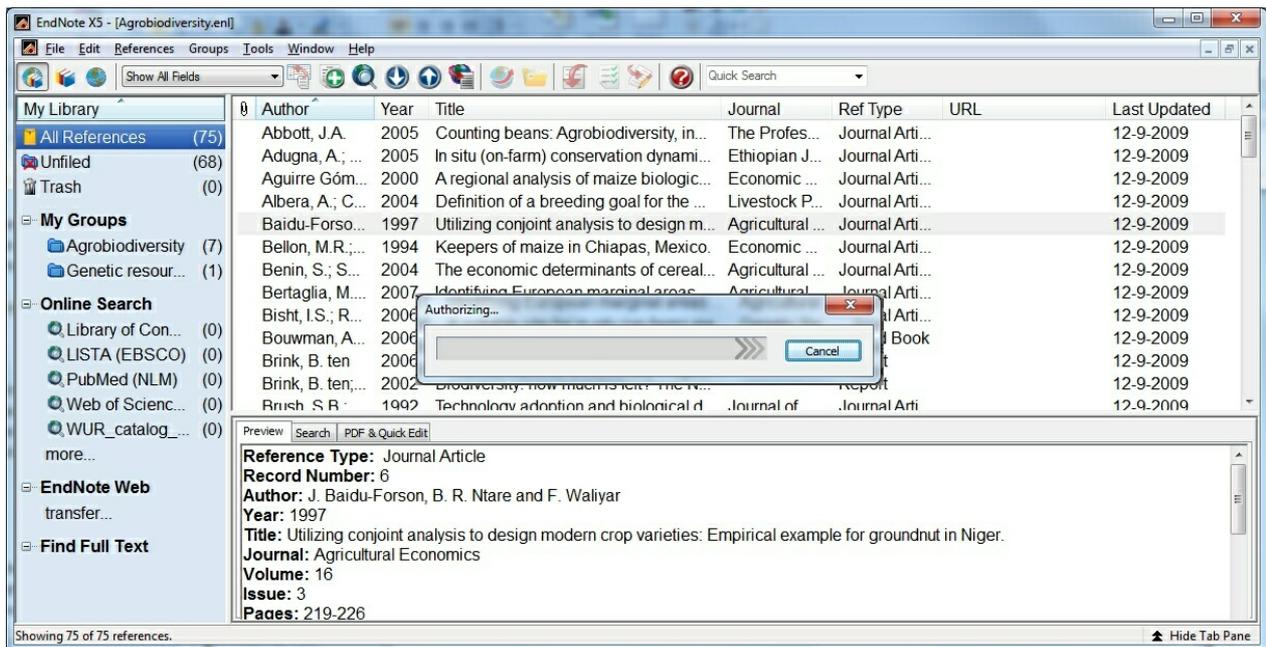


Figure 9. EndNote connects to EndNote Web

When the connection between EndNote and EnNote Web is established the screen **EndNote Web Transfer References** is shown (Figure 10).

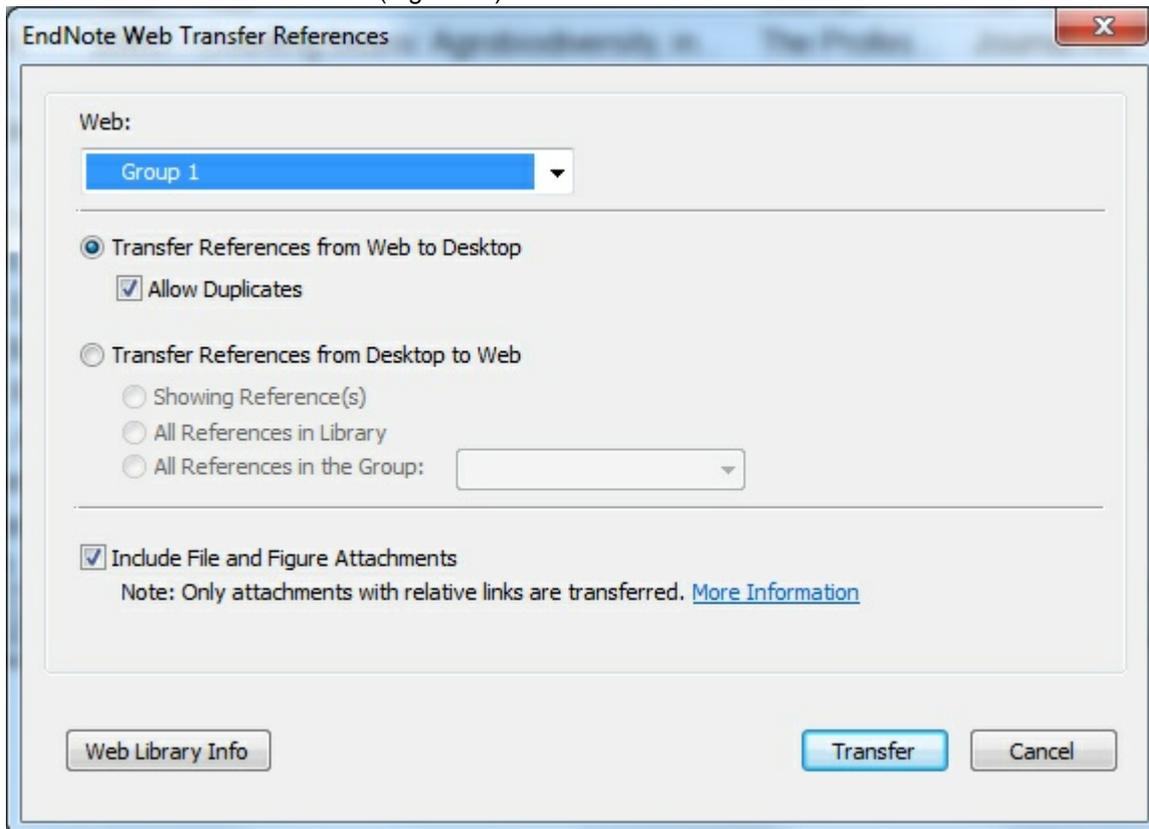


Figure 10. EndNote Web transfer references

In this window you have to specify whether references need to be transferred from the EndNote library to EndNote Web or from EndNote Web to the EndNote library. These specifications can be made by selecting the radio button in front of **Transfer References from Web to Desktop** or **Transfer References from Desktop to Web**. Figure 10 shows the (default) setting to transfer references from EndNote Web to the locally saved EndNote library. In the drop-down menu under **Web**: you have to choose the Group in EndNote Web from which the references need to be transferred to the locally saved EndNote library. You can allow the transfer of duplicates by checking the box in front of **Allow Duplicates** or include attachments of files or figures in the transfer by the box in front of **Include File and Figure Attachments**.

Figure 11 shows the settings in the screen **EndNote Web Transfer References** to transfer references from the locally saved EndNote library to EndNote Web. By checking the box in front of **Include File and Figure Attachments** you allow the inclusion of files or figures in the transfer of references.

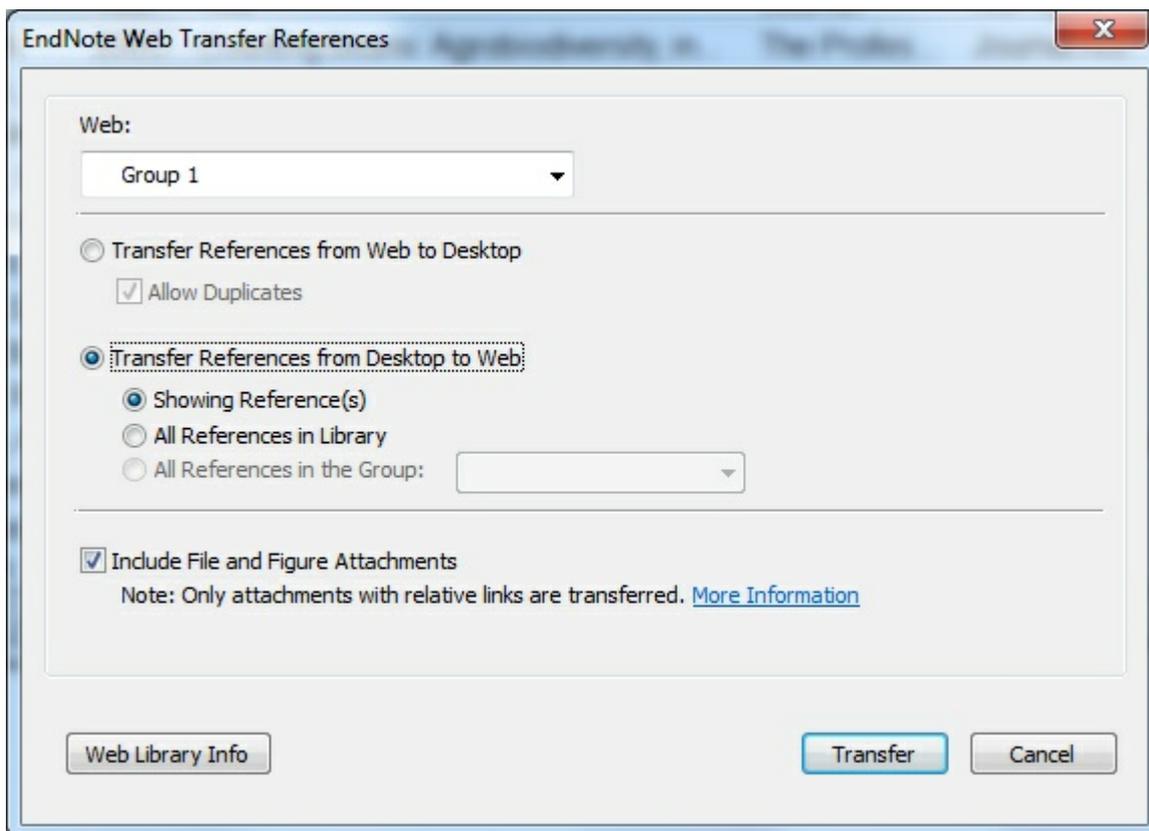


Figure 11. Transferring references from a locally saved EndNote library to EndNote Web

When transferring references from the locally saved EndNote library to EndNote Web you will have to specify whether only the showing reference(s), all references in the library or all references in a group need to be transferred. This can be done by selection of the appropriate radio button in front of **Showing Reference(s)**, **All References in Library** or **All References in the Group**. When you select the last radio button to transfer references that are placed (in the locally saved EndNote library) in a particular group, you will have to select this group from the drop-down menu that is presented for this selection (Figure 12).

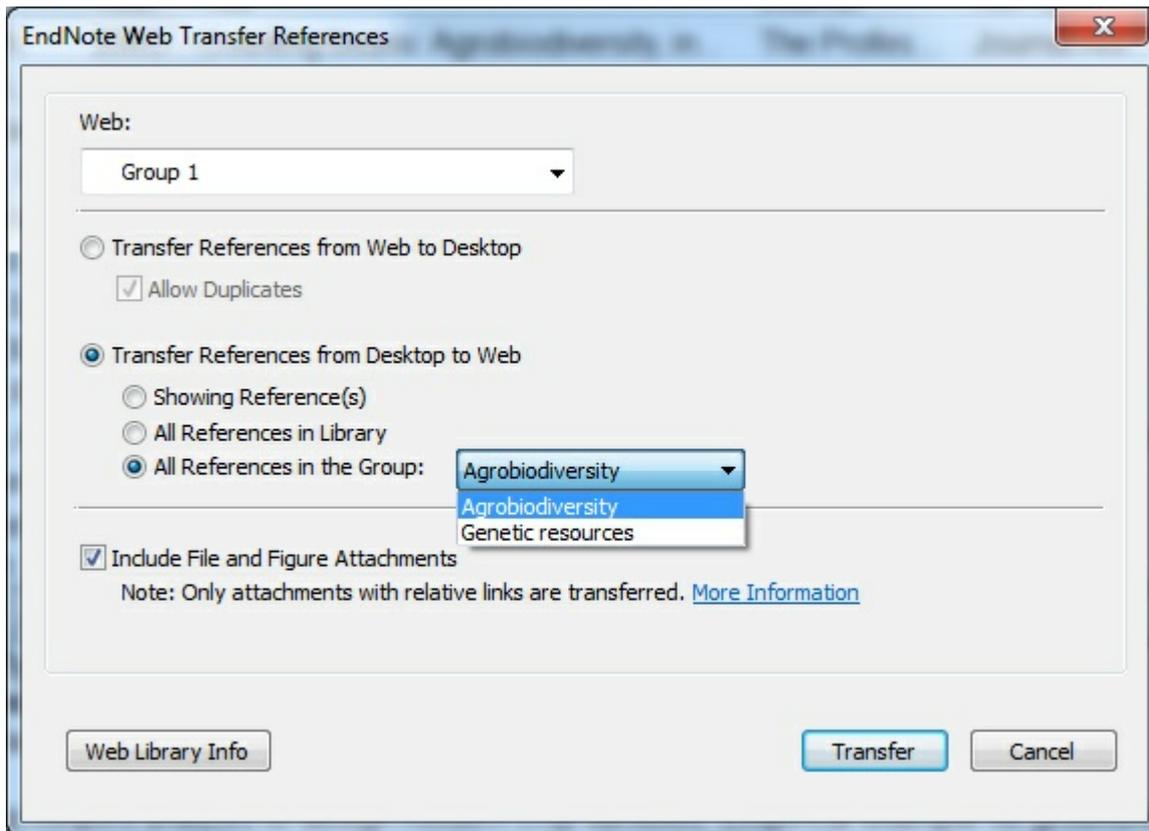


Figure 12. Transferring references from a group in locally saved EndNote library to EndNote Web

## 4 My References

Under the tab **My References** all references that are included in the EndNote Web library are listed (Figure 13).

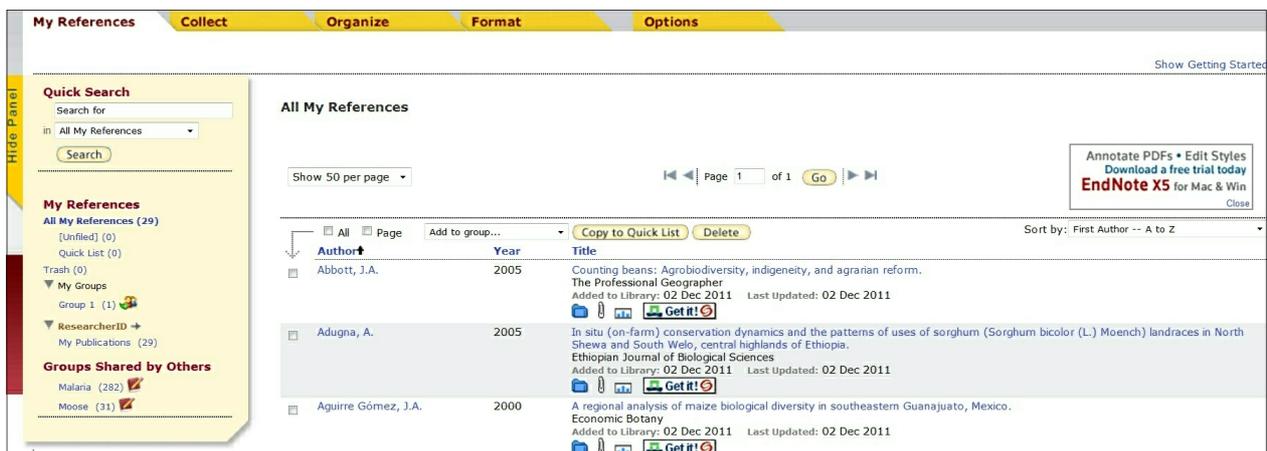


Figure 13. Startup screen My References tab in EndNote Web

Under **All My References** all references from the EndNote Web library are listed. In the columns the author (s), year and title for each reference are shown. Click on an accompanying column heading to change the sorting option. A small black arrow next to the column heading indicates the sorting of the list. By default,





Figure 15. Uploading file attachments in EndNote Web

After successful uploading a file or figure, it can be selected with the buttons for file or figure attachments (see above). In the screen that opens after clicking on one of these buttons links are presented for downloading the attached file or figure (Figure 16). For uploading files and figures one has 1 GB available in EndNote Web.

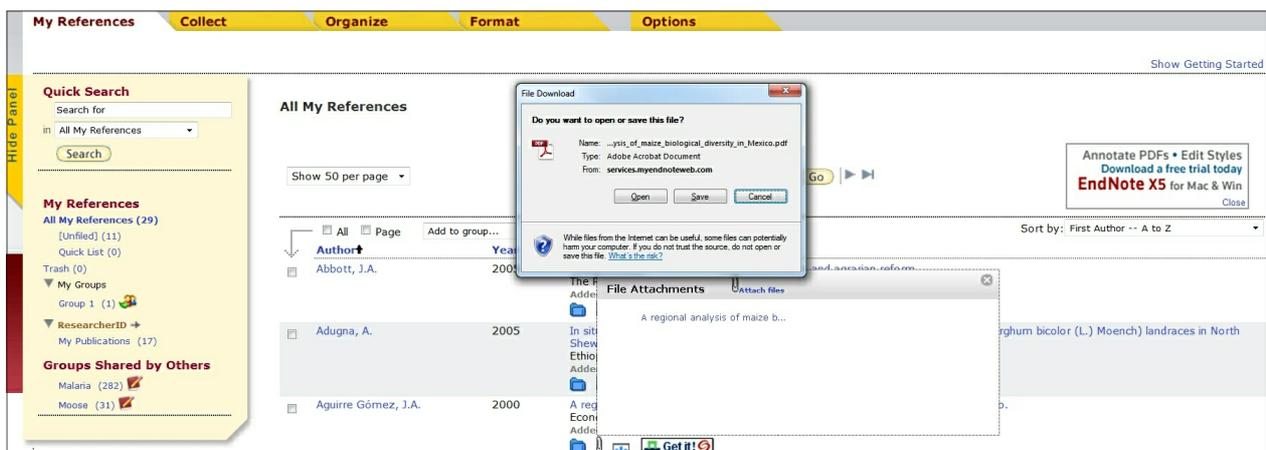


Figure 16. Opening a file attachment that has been uploaded for one reference in the EndNote Web library

The number of references presented per page is set by default to 10. In the drop-down menu **Show 10 per page** (at the bottom of the page) this number can also be set to 25 or 50.

References can be selected by checking the boxes in front of individual references. Select all references on a page, or all references in the EndNote Web library by checking one of the boxes on top of the Author column. The selected references will be added to the group you selected in the list of groups which appears in the drop down menu under **Add to group....** New groups can be created from the drop-down menu by choosing the option **New group**.

You can delete selected references by clicking the button **Delete**. The deleted references are first moved to Trash, which can be emptied. Selected references can be copied to the Quick List by clicking on the button **Copy to Quick List**. References copied to the Quick List remain there during your active session in EndNote Web. Once you log out of your library or your session expires, the quick list is cleared.

Click on the title of a reference to open and view it in the EndNote Web library (Figure 17).

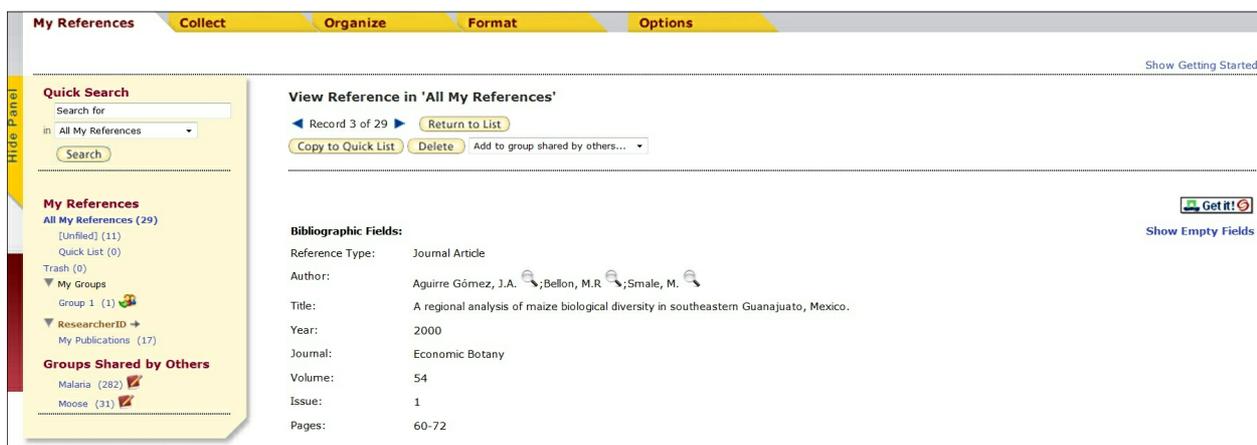


Figure 17. Opened reference in an EndNote Web library

Click on the contents of a field to edit a field manually. To save the change, click or tab outside that field (Figure 18).

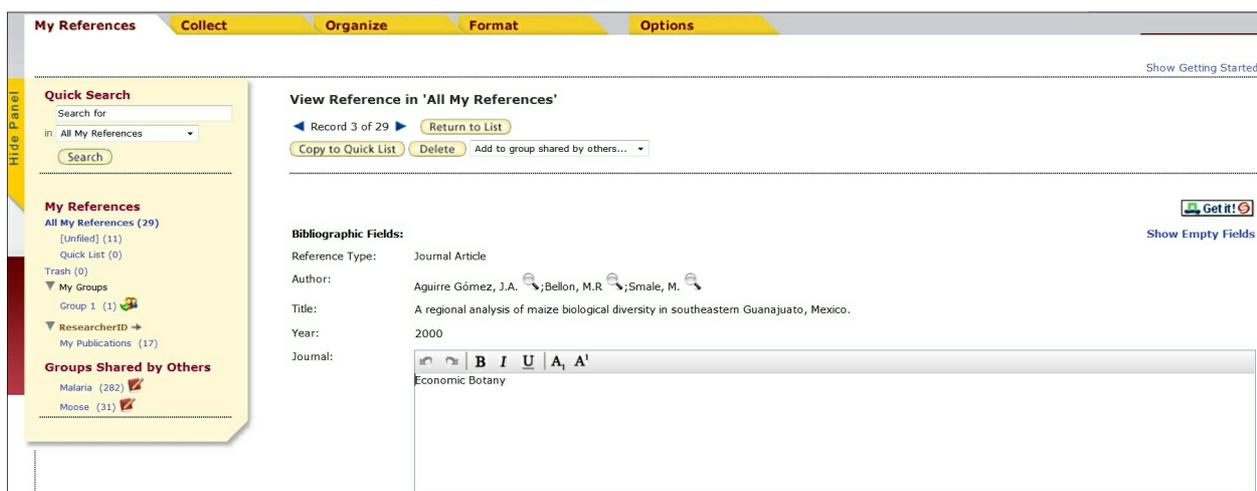


Figure 18. Manual editing of a reference field

At the top of a reference the buttons **Copy to Quick List** and **Delete** enable you to copy the reference to the Quick List or move it to Trash. Other buttons in the screen enable you to obtain the full text of the article (button **Full Text**), show the SFX menu (button **Get it!**) or go to the article at the publisher's website (button **Go to URL**). You can show or hide **Empty Fields** in the reference by clicking on the corresponding link. By clicking on the button **Return to List** you save the modifications of the reference and you return to the list with references.

Use the **Quick Search** on the View Reference display (Figure 19) to search in your references (e.g. author names, keywords or words in the title). The search will be performed in the EndNote Web library. You can

also perform quick searches in (earlier defined) groups by selecting a group from the drop-down menu below the Quick Search box. Under **My References** you can select your complete EndNote Web library (**All My References**) or one of the groups. **Groups Shared by Others** show links to references in libraries owned by other users. Read Only access or Read & Write access is permitted by these other users. You can hide the **Quick Search** panel by clicking on the **Hide Panel** tab on the left.

## 5 Collect

You can collect references and add them to your EndNote Web library in three different ways.

The three different ways of adding references to EndNote Web correspond with the three different tabs that are available under the tab Collect:

- [Online Search](#)<sup>14</sup>: To perform searches directly via a connection between Endnote Web and an online database or catalogue
- [New Reference](#)<sup>16</sup>: To manually add references to your EndNote Web library
- [Import References](#)<sup>17</sup>: To import references into your library from an EndNote library or from a file by using a filter

### 5.1 Online Search

To perform an online search, select a database or library catalogue connection from the list under the drop-down menu (**Select...**) and click **Connect**. The list with connections can be changed according to your demands via the link **Select Favorites**.

Select a database or catalogue and click on **Connect** (Figure 19).



Figure 19. Selection of Aarhus U to perform a search for references

You will be directed to the second step in which you have to specify your search (Figure 20).

My References Collect Organize Format

Online Search New Reference Import References

### Online Search

Step 2 of 3: Connecting to Århus Universitet : Katalog

in: Any Field And

in: Any Field And

in: Any Field And

in: Any Field

retrieve all records  
 select a range of records to retrieve

Search

Figure 20. Online search screen after connecting to Aarhus Universitet Katalog from EndNote Web

You can search Aarhus Universitet Katalog e.g. for publications on agrobiodiversity in title (Figure 21)

My References Collect Organize Format

Online Search New Reference Import References

### Online Search

Step 2 of 3: Connecting to Århus Universitet : Katalog

agrobiodiversity in: Title And

in: Any Field And

in: Any Field And

in: Any Field

retrieve all records  
 select a range of records to retrieve

Search

Figure 21. Searching in Aarhus Universitet Katalog for publications on agrobiodiversity

Click the **Search** button to start the online search in Aarhus Universitet Katalog. The next screen (Figure 22) shows the search results. Check the references you want to add to your EndNote Web library.

**Quick Search**  
Search for  
in All My References  
Search

**My References**  
All My References (26)  
[Unfiled] (16)  
Quick List (0)  
Trash (3) Empty  
My Groups  
Group 1 (4)  
Group 2 (0)  
ResearcherID →  
My Publications (6)  
Groups Shared by Others  
Malaria (57)  
Moose (15)

**Online Search Results**  
Århus Universitet 1 - 10 of 25 results  
(agrodiversity) in Title  
Show 10 per page Page 1 of 3 Go

| Author               | Year | Copied | Title  |
|----------------------|------|--------|--|
| Bassett, Thomas J.   | 2003 | -      | Political ecology : an integrative approach to geography and environment-de<br><a href="#">Get it!</a>   |
| Thrupp, Lori Ann     | 1998 | -      | Cultivating diversity : agrobiodiversity and food security<br><a href="#">Get it!</a>  |
| Guiliani, Alessandra | 2007 | -      | Developing markets for agrobiodiversity : securing livelihoods in dryland areas<br>Earthscan research editions<br><a href="#">Get it!</a>                            |
| Andersen, Regine     | 2008 | -      | Governing agrobiodiversity : plant genetics and developing countries<br>Global environmental governance<br><a href="#">Get it!</a>                                   |
| Gibson, Johanna      | 2008 | -      | Patenting lives : life patents, culture and development<br>Intellectual property, theory, culture<br><a href="#">Get it!</a>   |
| Kontoleon, Andreas   | 2009 | -      | Agrobiodiversity conservation and economic development<br>Routledge exploration in environmental economics<br><a href="#">Get it!</a>                                |
| Andersen, Regine     | 2008 | -      | Governing agrobiodiversity<br>plant genetics and developing countries<br>Global environmental governance series<br>Online Link→ Go to URL<br><a href="#">Get it!</a> |

Figure 22. Results for search on agrodiversity in Aarhus Universitet Katalog

In the drop-down menu **Add to group...** you can choose a group to which selected references have to be added. You have to create these groups first. Alternatively, references can also be added to an unfiled list.

## 5.2 New Reference

Select the **New Reference** option under the tab **Collect** to add references manually. Choose the appropriate **Reference Type** from the drop-down menu for the reference which you want to enter in your EndNote Web library (Figure 23).

**Quick Search**  
Search for  
in All My References  
Search

**My References**  
All My References (29)  
[Unfiled] (11)  
Quick List (0)  
Trash (0)  
My Groups  
Group 1 (1)  
ResearcherID →  
My Publications (17)  
Groups Shared by Others  
Elk (1023)  
Malaria (282)

**New Reference**  
Cancel

**Bibliographic Fields:**  
Reference Type: Journal Article  
Author: \_\_\_\_\_  
Title: \_\_\_\_\_  
Year: \_\_\_\_\_  
Journal: \_\_\_\_\_  
Volume: \_\_\_\_\_  
Issue: \_\_\_\_\_  
Pages: \_\_\_\_\_  
Start Page: \_\_\_\_\_  
Epub Date: \_\_\_\_\_

Note: The above fields are needed for most bibliographic styles.

Figure 23. Manually adding a reference to EndNote Web

## 5.3 Import References

Select Import References under the **Collect** tab to import references into EndNote Web via a filter (Figure 24). You can import references from an EndNote library (desktop version) or import references which have been saved after performing a search in a bibliographic database. Consult the EndNote X5 manual to get more information about saving references from a bibliographic database.

Figure 24. Startup screen for importing references into EndNote Web via a filter

Before references can be imported into EndNote Web you have to specify the settings (Figure 25):

1. Enter the file with references to import into EndNote Web in the box next to **File:**
2. Select the appropriate filter to import the file via the drop-down menu next to **Import Option:**
3. Via the drop-down menu next to **To:** you can select a group or an unfiled list to which the references have to be imported.
4. Click the **Import** button to import the references from the file into the EndNote Web library

Figure 25. Selection of File, Import Option and Group to import references

After importing the file into EndNote Web, it is indicated how many references were imported (Figure 26)



Figure 26. Window after importing 5 references into EndNote Web via a filter

If you want to import references from a locally saved EndNote library you have to export the references from the local EndNote library as **EndNote Export**. Choose **EndNote import** filter to import these references into EndNote Web.

## 6 Organize

With EndNote Web you can organize your online stored references. You can create (and manage) groups, share groups with other users who have a My EndNote Web account, deduplicate references in your EndNote Web Library or manage files or figures you can attach to a reference in your EndNote Web library.

Under the **Organize** tab there are four different tabs available to organize your EndNote Web library:

- [Manage My Groups](#)<sup>[19]</sup>
- [Others' Groups](#)<sup>[20]</sup>
- [Find Duplicates](#)<sup>[20]</sup>
- [Manage Attachments](#)<sup>[21]</sup>

## 6.1 Manage My Groups

Select **Manage My Groups** under the **Organize** tab to create one or more groups. Click on the button **New Group** to create a new group (Figure 27).

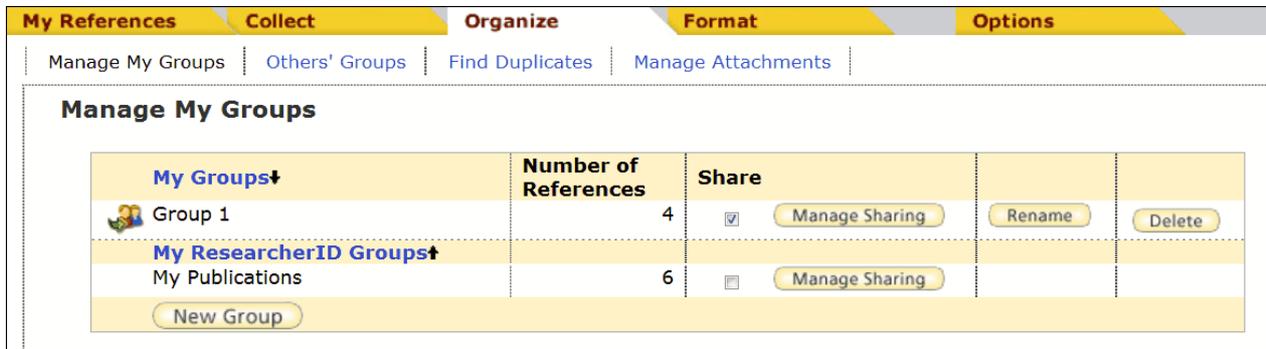


Figure 27. Create a new group in EndNote Web.

You are prompted to provide a name for the new group (Figure 28).

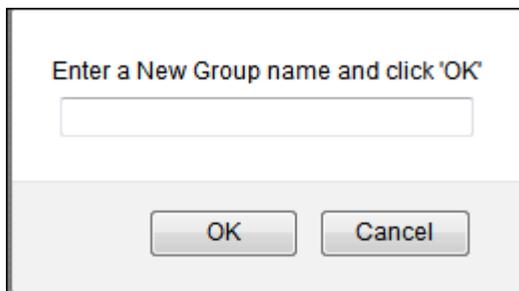


Figure 28. Name a new group in EndNote Web

You can share, rename or delete your groups. Activate sharing a group by checking the box under **Share** (Figure 27). Click on the button **Manage Sharing** and subsequently on **Start sharing this group** to enter user's e-mail addresses to share groups. In the Add E-mail Addresses window you can select the Read only or Read & Write access option and click the Apply button.

Use the buttons **Edit** and **Delete** to modify or share e-mail settings or to delete users from the list. Click the **Add More** to add users and the button **Delete All** to remove the complete list with shared users (Figure 29).

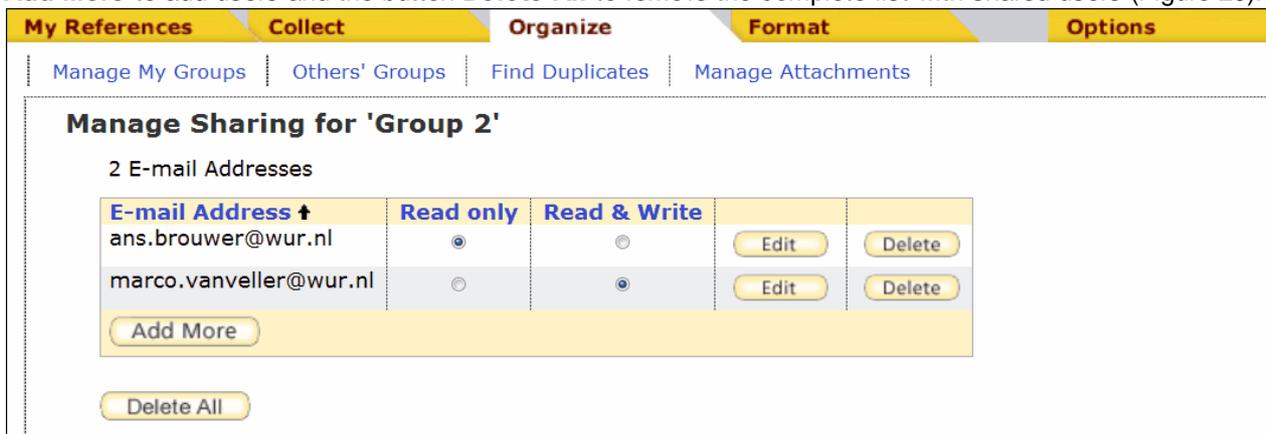


Figure 29. Manage sharing for a group in EndNote Web

On the **Manage My Groups** page the icon next to the group name indicates that the group is shared with other users (Figure 30). The same icon is shown next to the group in the search panel under the tab **My References**.

| My Groups†                     | Number of References | Share                               | Options                        |
|--------------------------------|----------------------|-------------------------------------|--------------------------------|
| Group 1                        | 4                    | <input checked="" type="checkbox"/> | Manage Sharing, Rename, Delete |
| Group 2                        | 0                    | <input checked="" type="checkbox"/> | Manage Sharing, Rename, Delete |
| <b>My ResearcherID Groups†</b> |                      |                                     |                                |
| My Publications                | 6                    | <input type="checkbox"/>            | Manage Sharing                 |

New Group

Figure 30. Sharing of groups is indicated by an icon

## 6.2 Others' Groups

Access to others' groups is possible via the link **Others' Groups** under the tab **Organize** (Figure 35). After clicking on this link a table is shown with EndNote Web library groups from other users to which access is permitted.

| Access | Show                                | Use for Cite While You Write | Groups Others Share with Me | Number of References | Owner              |
|--------|-------------------------------------|------------------------------|-----------------------------|----------------------|--------------------|
|        | <input checked="" type="checkbox"/> | <input type="checkbox"/>     | Malaria                     | 50                   | ans.brouwer@wur.nl |
|        | <input checked="" type="checkbox"/> | <input type="checkbox"/>     | Moose                       | 12                   | ans.brouwer@wur.nl |

Figure 31. Access to (shared) EndNote Web library groups from other users

Read & write access to Others' Groups is indicated by an icon under **Access**. For read only access no icon is shown. The same icon is shown next to the shared group in the search panel under the **My References** tab.

Check the boxes under **Show** to see shared libraries under **Groups Shared by Others** under the tab **My References**. Check the boxes under **Use for Cite While You Write** for groups you would like to be available for Cite While You Write.

## 6.3 Find Duplicates

You can search for duplicate references in your own EndNote Web library. Click on the link **Find Duplicates** under the tab **Organize**. To find duplicates EndNote Web compares references based on Author, Year, Title and Reference Type.

After a search for duplicates the duplicate references are displayed. You can check duplicate references and move them to trash by clicking on the **Delete** button (Figure 32).

The screenshot shows the 'Find Duplicates' interface in EndNote Web. The main window is titled 'Find Duplicates' and contains a table of references. The table has columns for 'Author', 'Year', and 'Title'. A 'Quick Search' panel is on the left, and a 'My References' sidebar is also visible. The table lists several references, with checkboxes indicating which ones are identified as duplicates.

|                                     | Author                           | Year | Title   |
|-------------------------------------|----------------------------------|------|---|
| <input type="checkbox"/>            | Gebreselassie Gebremariam, K.    | 2009 | HIV/AIDS, labor organization and agrobiodiversity : the case of farm households in Southwest Ethiopia                   |
| <input checked="" type="checkbox"/> | Gebreselassie Gebremariam, K.    | 2009 | HIV/AIDS, labor organization and agrobiodiversity : the case of farm households in Southwest Ethiopia                   |
| <input type="checkbox"/>            | Gilissen, L. J.                  | 1998 | The influence of the agricultural use of genetically modified plants on biodiversity, with emphasis on agrobiodiversity |
| <input checked="" type="checkbox"/> | Gilissen, L. J.                  | 1998 | The influence of the agricultural use of genetically modified plants on biodiversity, with emphasis on agrobiodiversity |
| <input type="checkbox"/>            | Hammer, K.                       | 2004 | Resolving the challenge posed by agrobiodiversity and plant genetic resources : an attempt                              |
| <input checked="" type="checkbox"/> | Hammer, K.                       | 2004 | Resolving the challenge posed by agrobiodiversity and plant genetic resources : an attempt                              |
| <input type="checkbox"/>            | Hammer, K.;Buerkert, A.;Gebauer, | 2009 | Agrobiodiversity and genetic erosion : contributions in honor of Prof. Dr. Karl Hammer                                  |
| <input checked="" type="checkbox"/> | Hammer, K.;Buerkert, A.;Gebauer, | 2009 | Agrobiodiversity and genetic erosion : contributions in honor of Prof. Dr. Karl Hammer                                  |
| <input type="checkbox"/>            | Kontoleon, A.;Pascual, U.        | 2009 | Agrobiodiversity conservation and economic development  |
| <input checked="" type="checkbox"/> | Kontoleon, A.;Pascual, U.        | 2009 | Agrobiodiversity conservation and economic development  |

Figure 32. Find duplicates in EndNote Web

## 6.4 Manage Attachments

Select **Manage Attachments** on the **Organize** tab to manage the files and figures that are attached to references in the EndNote Web library (Figure 33). This option presents a list with attached files and figures which can be **sorted by** file size, attachment name, author, year, title, attachment type, source title or date of adding or updating. Also, the amount of space that is used for storage of attachments is presented. Endnote Web provides 1 GB of space for the storage of file and figure attachments.

Click on the **Attachment Name** to open an attached file or a figure. Click on an **Author** name to search for references from this author included in the EndNote Web library. Open the reference to which the file or figure is attached by clicking on its **Title**.

To delete a file or figure attachment from Endnote Web, check the box next to the attachment and click on the button **Delete Attachments**.

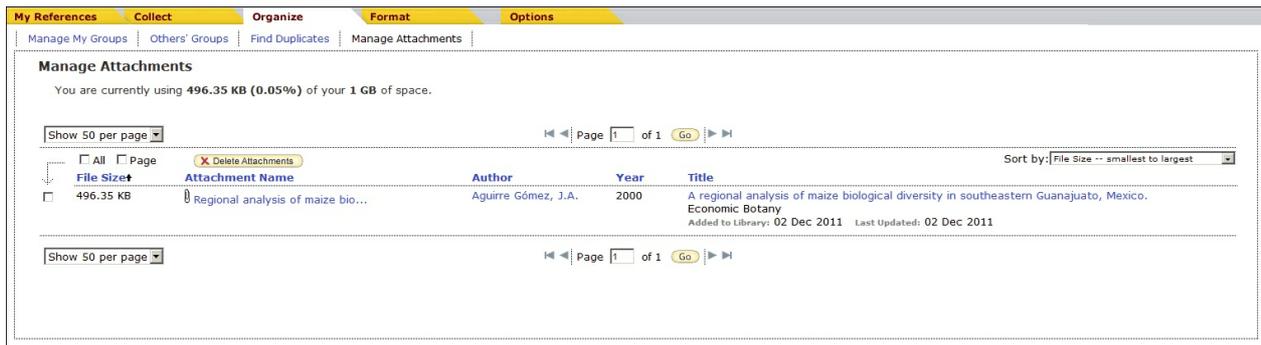


Figure 33: Manage attachments in EndNote Web.

## 7 Format

Under the **Format** tab you can choose features provided by EndNote Web to create reference lists (or bibliographies) and to export reference lists according to a selected style. Use the same tab to cite references via the Cite While You Write Plug-In in MS Word documents and to format these papers according to a particular (journal) style.

Under **Format** there are four different tabs available to output your references in a specific writing style:

- [Bibliography](#)<sup>[22]</sup>
- [Cite While You Write Plug-In](#)<sup>[23]</sup>
- [Format Paper](#)<sup>[25]</sup>
- [Export References](#)<sup>[27]</sup>

### 7.1 Bibliography

Create a reference list (or bibliography) according to a selected style via **Bibliography** under the **Format** tab (Figure 34).

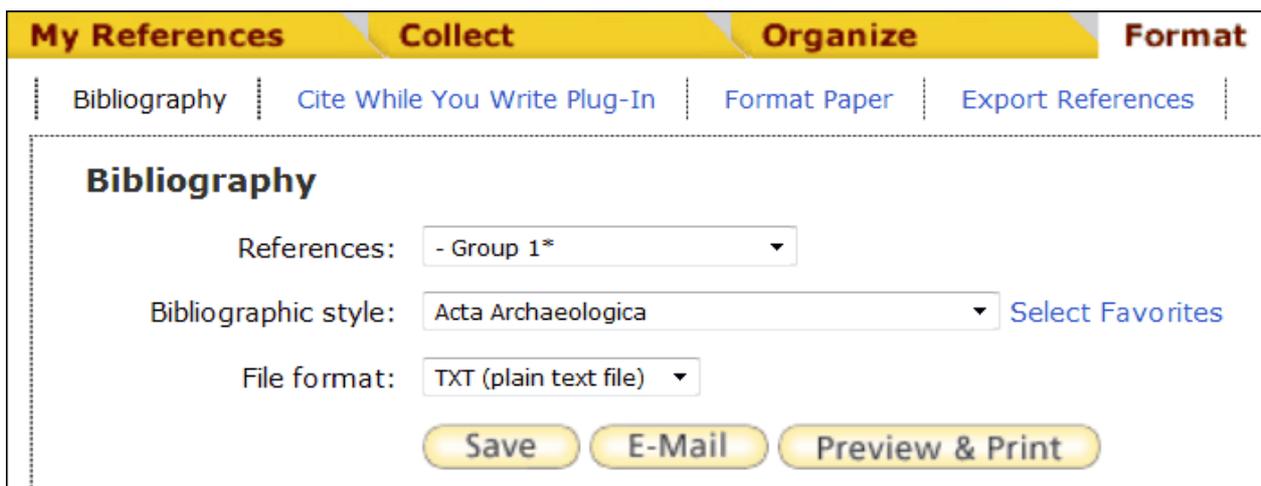


Figure 34. Create a bibliography with EndNote Web

1. Put the references which you need for your list in a group or copy them to the Quick List and select them in the drop-down menu next to References:.
2. Select a style from the drop-down menu next to Bibliographical style: (Figure 34). You can change the list with styles via the link Select Favorites.
3. Choose between an html output or a plain/rich text file in the drop-down menu next to File format:
4. Click the buttons Save, E-Mail or Preview & Print to save, to mail or to print your bibliography (Figure 35).

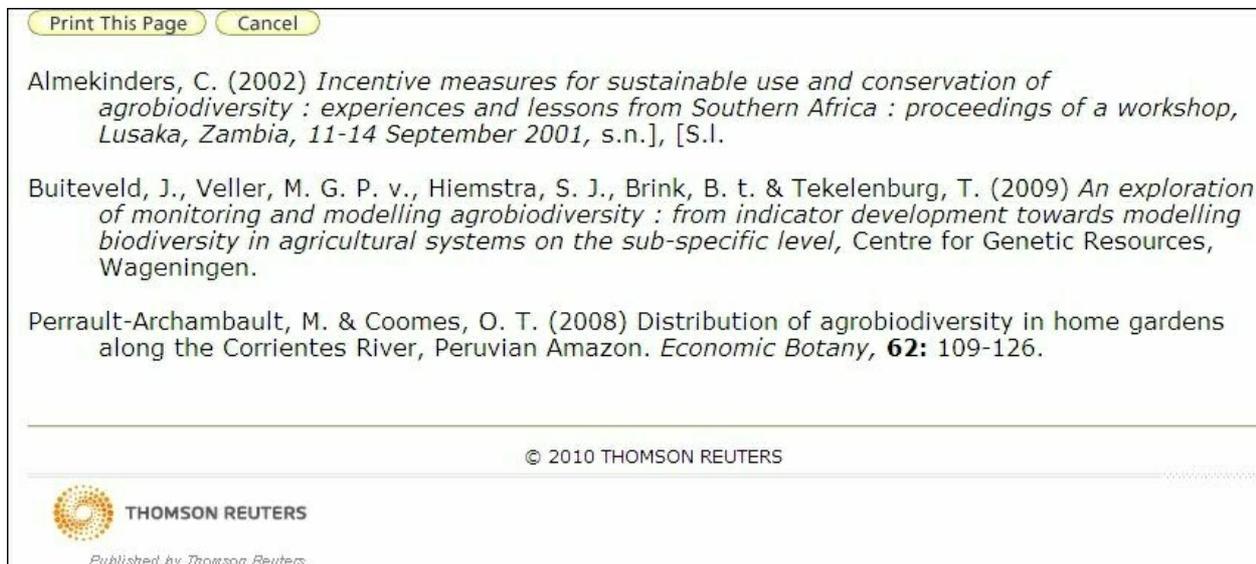


Figure 35. Bibliography with three references created from an EndNote Web library via a selected style

## 7.2 Cite While You Write Plug-In

Select Cite While You Write Plug-In under the **Format** tab to find links to download and install a Windows or Macintosh version of the Cite While You Write Plug-In (Figure 36). Use this EndNote Web plug-in to insert and format citations in a MS Word document. At the end of your document you can create a reference list based upon the used in-text citations.

The plug-in also allows you to save references online in an EndNote Web library when you are using Internet Explorer. You can save references via a **Capture** button which you can find in the EndNote Web toolbar in Internet Explorer.

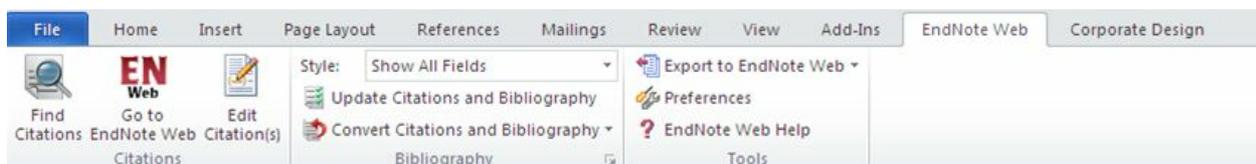


Figure 36. EndNote Web Cite While You Write Plug-In for MS Word

The Cite While You Write plug-in in MS Word provides eight options (Figure 36):

- Find citations: To find references in your EndNote Web library and insert them as citation in a MS Word document

Perform a search in an EndNote Web library, e.g. on genetic resources. Select references from the search results window to cite them in your MS Word document and click the button **Insert** (figure 37).

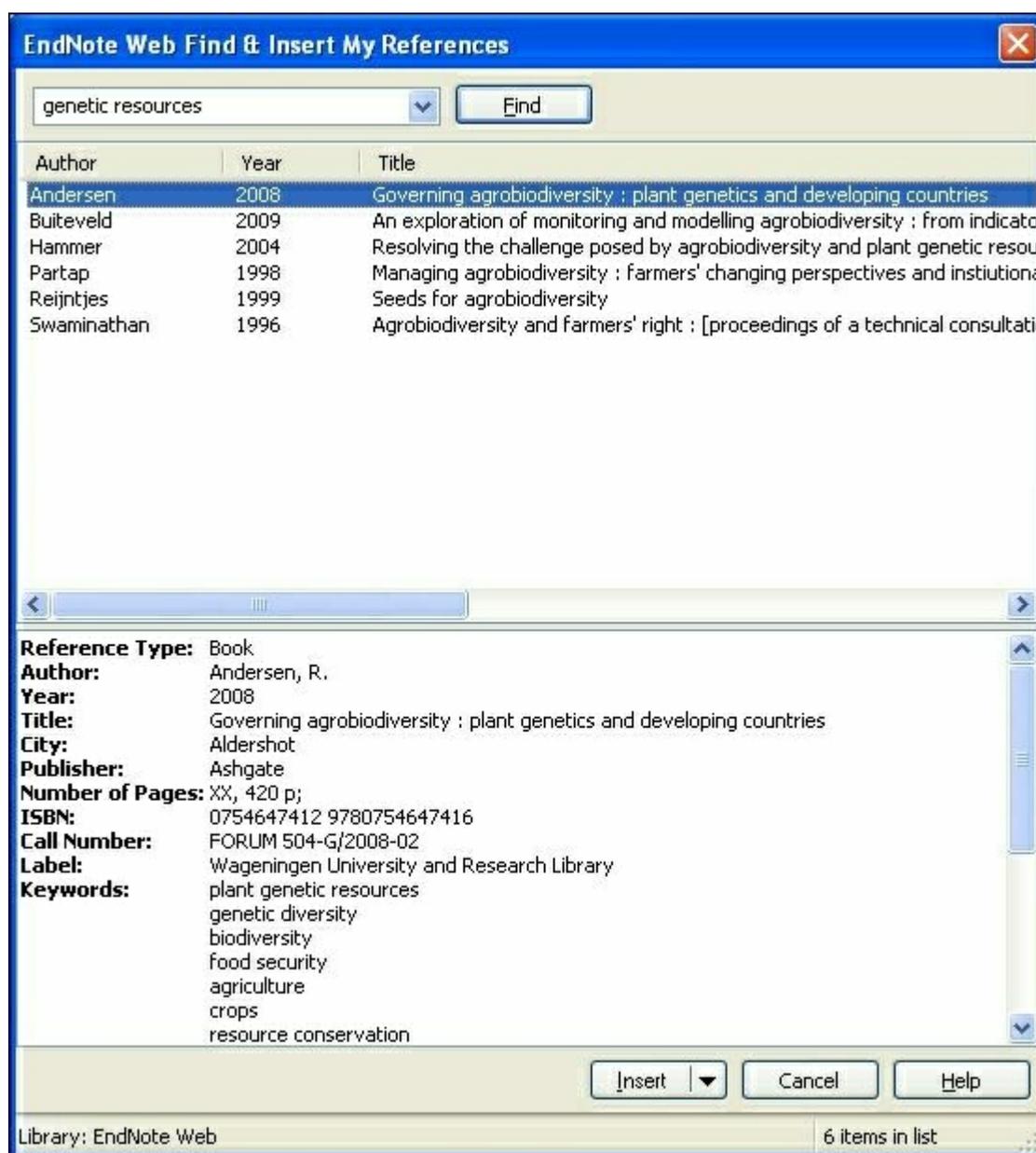


Figure 37. EndNote Web Find & Insert window after a search on genetic resources in an EndNote Web library

- Go to EndNote Web: To go from a MS Word document to your EndNote Web library.
- Update Citations and Bibliography: To create or reformat a bibliography in MS Word based upon the citations that you have included in the document. A style can be chosen from the pull down short-list.
- Edit Citations: To edit citations that are included in the document.
- Convert Citations and Bibliography: To unformat citations that are included in the document. Via the same button also field codes that provide a connection between the citations in the MS Word document and their corresponding references in your EndNote Web library can be removed. After removing the field codes the citations and the bibliography have the same format as the other text in the MS Word document. However, functionalities of Endnote Web (such as reformatting the bibliography or editing the citations) are not possible anymore.
- Export to EndNote Web: To export the cited references to the unfilled list in your EndNote Web library.

This is convenient if you want to save, print or distribute a list of references that have been used in your MS Word document.

- Preferences: To change the Cite While You Write preferences, e.g. the application from EndNote to EndNote Web.
- EndNote Web Help: To access the help information for EndNote Web (table of contents).

## 7.3 Format Paper

Once a paper has been written in MS Word and citations are included in the text by using the **Cite While You Write plug-in**, you can format the citations and bibliography according to a particular (journal) style via this option in EndNote Web (Figure 38).

Specify the MS Word document for which the citations and bibliography need to be formatted in the box next to **File**:. You have to save the MS Word document in rich text format (.rtf). Select the style according to which the citations and bibliography in the paper need to be formatted in the drop-down menu next to **Bibliographic style**: e.g. the style for the **Journal of Agricultural Science**. You can change the list of styles according to your demands via the link **Select Favorites**.

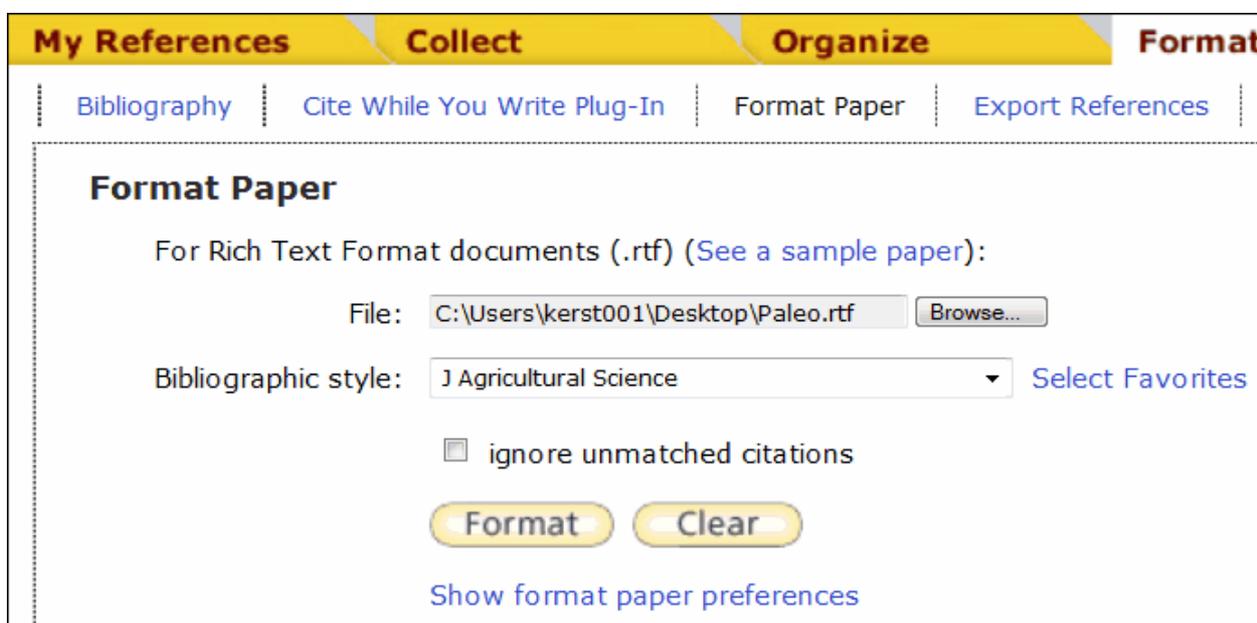


Figure 38. Selection of bibliographic style for formatting the specified MS Word document via EndNote Web

Citations in the MS Word document that don't match with references in the EndNote Web library can be ignored during formatting by checking the checkbox next to **ignore unmatched citations**.

Click on the button **Format** to format the citations in the MS Word document and the bibliography according to the selected style (Figure 39). The button **Clear** empties all settings in the screen. The preferences for formatting the paper can be displayed and adjusted by clicking on the link **Show format paper preferences**.



Figure 39. Report in EndNote Web after formatting citations and bibliography in an MS Word document according to a selected style

Indicate whether you want to save or open the formatted document. The name of the used style is added to the MS Word document to make sure that the paper is saved under a different name (Figure 40).



Figure 40. Request for opening or saving the MS Word document with formatted references

When working in MS Word, a paper with citations and bibliography can also be formatted according to a selected style in an alternative way. For formatting a paper from within MS Word (and not from EndNote),

you have to use the button  **Update Citations and Bibliography** in the **Cite While You Write** plug-in.

## 7.4 Export References

References in the EndNote Web library can be exported in different formats for different reference management software packages via Export References under the tab **Format**, (Figure 41).



Figure 41. Exporting references from EndNote Web

Combine the references in a group or copy references to the Quick List to select them in the drop-down menu next to **References::**, and select the export style from the drop-down menu next to **Export style:** to export the references in BibTex, EndNote, RefMan or Refer formats, or as a Tab Delimited text file (Figure 42). Select the **Save**, **E-Mail** or **Preview & Print** button to save, mail or print the references.



Figure 42. Selection of group of references and format to export references from the EndNote Web library

## 8 Options

The tab **Options** in EndNote Web enables you to change settings for EndNote Web (Figure 43).



Figure 43. Changing the settings for EndNote Web via the tab Options

You can change the password and e-mail address for access to EndNote Web, and update your profile information. You can also change the language of the interface from English to Chinese, Japanese or Deutsch. Choose **Download Installers** to download the Web Capture tool, the **Cite While You Write** plug-in or a Firefox extension for saving online references directly into your EndNote Web library (Figure 44). Information on the expiration date of your EndNote Web and roaming Web of Knowledge accounts is

presented under Account Information.

[Password](#) | [E-mail Address](#) | [Profile Information](#) | [Language](#) | [Download Installers](#) | [Account Information](#)

### Download Installers

**Web Capture:** [Capture Reference](#)

To install the Web 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.

|   |   |
|---|---|
| <p><b>Cite While You Write™</b></p> <p>Use the EndNote Web Plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. The EndNote Web Plug-in also allows you to save online references to your library in Internet Explorer for Windows.</p> | <p><b>Firefox Extension</b></p> <p>Use the EndNote Web toolbar in Firefox to save online references directly into your library.</p> <p>See <a href="#">Installation Instructions</a> and <a href="#">System Requirements</a>.</p> |
|---|---|

Figure 44. Installers for Cite While You Write plug-in and the EndNote Web toolbar that can be downloaded from EndNote Web

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