

EndNote Web: quick start guide

Why have an EndNote Web account?

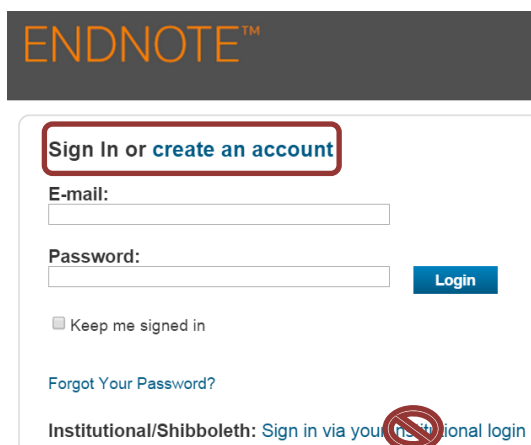
As a member of the University of Leeds, you already have access to the desktop version of EndNote through your University login. Most people also want to use their EndNote library when they are away from a University computer; to do this, you will need to create an EndNote Web account.

You might choose to use only EndNote Web for managing your references on and off campus, but please note that it has fewer features than the desktop version.

Registering with EndNote Web

It is recommended that you create your EndNote Web account **on campus**, as this will ensure that your account is automatically associated with the University of Leeds, giving you 5GB of storage as well as access to the University of Leeds referencing styles.

If you have created your EndNote Web account **off campus**, you can subsequently link your account to the University by logging into EndNote Web when you are on campus, preferably via a University computer rather than a personal device.



To create an EndNote Web account on or off campus, go to <http://myendnoteweb.com> and click on the option to **create an account**. Do not choose 'institutional login'.

You can use your EndNote Web account off campus for a year after you have created it. If you log into EndNote Web on campus again at any time during that year, your account will be reactivated to give you another 12 months from that date.

Adding references to your EndNote Web library

There are many ways to get references into your EndNote Web account; this guide covers three methods.

1. Transfer (sync) your desktop library to EndNote Web

If you have an EndNote desktop library, it is important to ensure that the references in your desktop library are synchronised with your Web library, so that the same information is available in both. Please note that you can only sync one EndNote Web library with one desktop library, and that syncing can only take place from desktop to Web. Syncing will make the references in both libraries identical.

To ensure that your desktop library syncs with the correct EndNote Web account, you will need to connect the two by setting your preferences in the desktop version:

- Go to **Edit**, then **Preferences**
- Choose **Sync** from the left-hand menu, and fill in the **EndNote Web Account Credentials**
- At the bottom of the **EndNote Preferences Sync** window, you will also find options to tell EndNote how often to sync the libraries.

2. Exporting references from a database

Some databases, such as Web of Science and EBSCO, have a direct export feature. Every database is different, but look for links or buttons within the database that say "Export to EndNote Web" or something similar. For example, in Web of Science:

1. Search for information on a topic of interest to you and, from the results list, tick the boxes of items that you would like to save to your EndNote Web library
2. Select **Save to EndNote online** from the drop-down menu (located above and below your results), and fill in the details of your EndNote Web account to send the references into that library.

Remember that these references will not appear in your EndNote desktop library until you sync it with your EndNote Web library.

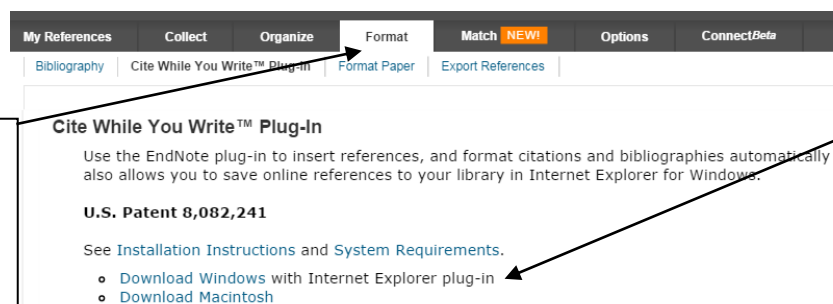
Also see our Web of Science online guide: http://library.leeds.ac.uk/info/366/databases/73/database_guides/7

3. Manually entering a reference

1. From the **Collect** tab, choose **New reference**
2. Select the reference type (e.g. book) from the drop-down menu, and enter the details of the item for which you wish to create a reference.

Creating citations and references in Word with EndNote Web

You can use EndNote Web to create citations and reference lists in Word, just as you can with the desktop version of EndNote.



1. Choose **Format** from the grey tabs at the top of the screen

2. Click on the **Cite While You Write™ Plug-In** link and, from the following menu, download the plug-in version that you need

Once the plug-in has been installed, an EndNote Web tab should appear in your Word toolbar. Use the extra tools here to insert citations and references.

Formatting references

In Word, use the **Style** drop-down menu in the EndNote Web tab to select the correct style for your references. At the University of Leeds, most students are expected to use one of two styles: LeedsUniHarvard or LeedsUniNumeric.

Creating a standalone bibliography

EndNote Web has a helpful bibliography creation feature that makes bibliographies without citations:

1. Under the **Format** tab in EndNote Web, click the link for **Bibliography**
2. The following options allow you to select a group of references to format, the referencing style in which you want them to appear, and the file format that you would like. Please note that you cannot select individual references to appear in the bibliography; these must already have been assigned to a group
3. Your bibliography can be saved, emailed or printed.

Getting help

- EndNote Web: A comprehensive online guide to using the software is available at: <http://www.myendnoteweb.com/help/ENW/help.htm>
- EndNote desktop version: Leeds University Library provides webpages supporting all aspects of using the desktop version on campus: <http://library.leeds.ac.uk/skills-endnote>
- Contact Library Enquiries: library@leeds.ac.uk