


EndNote[®]Web

The Web-based Research & Writing Tool

Getting Started and Registering...

1. Go to <http://library.boisestate.edu/>
2. Click **Articles, Databases**
3. Under **Databases by Name**, click **W**
4. Click **Web of Science (WoS)**
5. If logging in from home, authenticate with BroncoWeb username and password
6. Click **My EndNote Web** at top of page
7. Click the **Register** link
8. Complete registration form & submit
9. Bookmark www.myendnoteweb.com
10. Password is case sensitive, must have 8 characters, with 1 number and 1 symbol

Why Register?

1. Settings can be saved in WoS from one search to another; ex., set to search in Science Citation Index only (**Save As MY Defaults**)
2. Other features:
 - 20 searches can be saved on the ISI server
 - Can set up search alerts for latest updates to the database
 - Can set up citation alerts
 - Can set up Tables of Contents' alerts
 - Alerts can be set up as RSS feeds; simply click 

Why Web of Science?

1. Covers over 9300 of the most prestigious, highest impact journals in the world
2. Includes Science and Social Sciences Citation Indexes from 1981 to present

Web of Science Features

1. **Search** by Topic, Author, Group Author, Title, Journal, Publication Year, etc.
2. Use Boolean operators – **AND, OR, or NOT**
3. **Add Another Field** for more complex searches
4. Truncation *, one character ?
5. Can use quotation marks
6. Cited **References** in articles are searchable

Quick Reference


Last Updated: 2008 April 27

7. Can **Refine Results** and **Sort by**
8. Can **Analyze & Create Citation Reports**

Why EndNote Web?

1. Up to 10,000 references can be stored
2. Can organize references from 100s of databases
3. Seamless usability with desktop EndNote X
4. Collaboration is possible and easy
5. Library of references is dynamic

Collecting References for EndNote Web

1. After doing a search in WoS and perusing results' list, check desired references and 
2. Open My EndNote Web and note references in **Unfiled** group
3. Also, references can be manually added by clicking **New Reference** and filling out fields.
4. Do NOT use the **Collect** tab to gather references from other databases
5. Instead, search and **Export** references via the individual databases
6. Follow individual database instructions to export to EndNote Web
7. Some databases work flawlessly; others are challenging because of the import **Filters**
8. In Gale and EBSCO, **Export** to EndNote Web; in EndNote **Select "Refman RIS"** as the **Filter** and click **Import**.
9. As always, to view imported records, go to **My EndNote Web** and check **Unfiled** group.
10. To edit a reference, click **Edit**.
11. To delete, click the check box to the left of the record and click **Delete** at page bottom.

Under the ORGANIZE tab...

1. Click **Organize** to display **Manage My Groups'** page
2. **Create, rename, share, & delete** groups here
3. References are stored **Unfiled** until they are assigned to groups
4. Click the **New Group** button, enter a name in the pop-up window, and click **OK**.
5. Go back to **My References** page
 - Check references you want in new group
 - Drop down group you want to transfer to and highlight
 - References will be automatically transferred

6. Click **Others' Groups** to see groups shared with you
7. Check your library for duplicates by checking the **Find Duplicates'** button
8. Any reference that's a duplicate will be identified with a yellow background & deleted
9. Access to **Shared Groups** is read-only (unless you have been given **Read & Write** rights)
10. Lists can be **sorted** by author, years of publication, or titles in alphabetical order

Formatting References

1. Clicking **Format** allows you to output your references in a specific writing style for emailing, saving, or printing.
2. Select a **Bibliographic style**.
3. Note examples of commonly used styles.
4. Drop down **File format** to HTML, TXT, or RTF files.
5. Click the **Save To, E-mail, or Preview & Print** buttons.

Transferring from EndNote Desktop To EndNote Web

1. In EN Desktop, apply the **EndNote Export** style (You may have to download it first) to the *Library* you wish to export.
2. Under **File** menu, select **Export**
3. When prompted, **Save** the file as a text file (.txt).
4. Open your EndNote web account and navigate to the **Collect** tab
5. Select the **Import References** tab under the **Collect** tab
6. Select **Browse** and find the file you just saved
7. For **Filter**, select **EndNote Web Import**
8. Once Import is complete, navigate to **My References**; the *library* will now be in the *unfiled* folder and may be sorted as necessary.

Transferring from Web to Desktop

1. In EndNote Web navigate to the **Format** tab and select **Export References**.
2. Select the list you wish to export and select **EndNote Export** from the from the Export style list
3. Click **Save** and be sure to save as a text file (.txt).
4. Open EN Desktop and select **Import** from the **File** menu
5. Select **Choose File** and then select the file you just saved
6. Set the **Import Option** to **EndNote Import**. Set other boxes as desired.
7. Click **Import**.

Cite While You Write

1. Install web plug-in for Windows or Mac
2. It can be found under **Options > Download Installers** on the MyEndNoteWeb page
3. Plug-in will create EndNote Web toolbar in Microsoft Word
4. Select **Cite While You Write** preferences option (**EN PREF**) on the added toolbar
5. Select the **Application** program you're using (probably EndNote Web) and click **OK**
6. Make sure to login via EndNote Web so your *library* is open and available
7. Can find the needed citations in your *references library*, insert them in your documents, and customize their appearance.

Scifinder

o tagged format required

o go to collect

o pick filter → type
Scifinder