

### What is EndNote Online? [Formerly “EndNote Web”]

It is an online reference manager tool which allows you to create your own personal library of up to 50,000 references that you have found during your research. It also allows you to embed these references in your work with Microsoft Word “Cite While You Write™”.

### Where can I use it?

It is a freely available web-based programme so you can access it from any Internet connection.

### What can I do with it?

You can save or create references and organize them for easy discovery and retrieval

They can be ordered in various ways e.g. by Author, Title, Journal Title etc.

You can import any stored citation in to your work in the correct place and put the full reference at the end of your work.

### Creating your account

Go here to create your account

► <https://projectne.thomsonreuters.com/#/login?app=endnote>

EndNote

Sign in

Email address

Password

Forgot password?

Sign in

Sign in via your Institution / Shibboleth login

OR

Sign in with Facebook

Sign in with LinkedIn

Don't have an account? [Sign up](#)

By signing in you acknowledge and agree to our [Terms of Use](#) and [Privacy Statement](#).

Having trouble with sign-in? Please contact [Customer Support](#).

If you wish to use your EndNote Online account in conjunction with your UEA work it is advisable to use your UEA email to create the account.

You can login to your account any time by going to the above url.



# EndNote Library Organisation

References that you save in EndNote can be organised by Groups

1. Select 'Organize' tab and 'Manage My Groups'

The screenshot shows the EndNote interface with the 'Organize' tab selected. The 'Manage My Groups' window is open, displaying a table of existing groups and a 'New Group' button. The table has columns for 'My Groups', 'Number of References', and 'Share'. Each group entry includes a 'Manage Sharing' button, a 'Rename' button, and a 'Delete' button.

My Groups	Number of References	Share	Manage Sharing	Rename	Delete
Allergic Rhinitis	8	<input checked="" type="checkbox"/>	Manage Sharing	Rename	Delete
Bibliometrics	31	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Books	15	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Bowel Cancer	5	<input type="checkbox"/>	Manage Sharing	Rename	Delete
CFS	14	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Children and Young People reading list	49	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Classification and Cataloguing	1	<input type="checkbox"/>	Manage Sharing	Rename	Delete
CVI	39	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Discovery and database software	8	<input type="checkbox"/>	Manage Sharing	Rename	Delete
DVI	36	<input type="checkbox"/>	Manage Sharing	Rename	Delete
E-Book Readers	15	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Green	10	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Information ethics	3	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Land Value Taxation	2	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Literature Searching	58	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Open Access	7	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Photosensitive dermatitis	2	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Professional development	7	<input type="checkbox"/>	Manage Sharing	Rename	Delete
Scholarly Publishing	26	<input type="checkbox"/>	Manage Sharing	Rename	Delete

3. Name your new group and click OK

2. To create new group, select 'New Group' button

4. Manage groups, share with others or delete



## Collecting references

Having created your account you can now add references to EndNote Online. There are a number of ways to do this

### 1. Collecting references from **UEA Library Search** or from **Databases**

3. Select 'Saved items' or 'Folder' to go to Folder View

The screenshot shows the UEA Library Search interface. At the top, there is a navigation bar with links like 'Portal', 'Find E-Journals', 'Find Databases', 'Subject Guides', 'Reading Lists', 'Digital Repository', and 'Library Account (inc. Renew)'. Below this is a search bar with the text 'Searching: UEA Library Search - Books, Articles and More.' and a search button. The search results are displayed in a list format, with each result including a title, a brief description, and a 'PDF FULL TEXT' link. A 'Refine Results' sidebar is visible on the left, allowing users to filter results by publication date, subject, and publisher. Three blue callout boxes with arrows point to specific elements: the search bar, a folder icon, and a 'Saved items' link.

1. Conduct search for books or journal articles

2. Click on the folder icon to the right of the title to save citations to a folder



## My Folder page

1. Select the references that you wish to export

2. Click 'Export'

Portal Digital Repository Library Account (inc. Renew) Saved Items Preferences

My Folder

Articles (3)  
Images (0)  
Videos (0)  
Companies (0)  
Pages (0)  
eBooks (0)  
audioBooks (0)  
Checkouts (0)  
Holds (0)  
Notes (0)  
Other Content Sources (0)  
Persistent Links to Searches (1)  
Saved Searches (60)  
Search Alerts (0)  
Journal Alerts (0)  
Web Pages (0)

My Custom? New  
Wish List

Shared By? Add

1-3 of 3  
Page: Date Added Page Options

Select / deselect all

1. Writing for the British Journal of Midwifery -- how I tried to make literature searching approachable to professional midwives.  
(Includes abstract) Siddall, Gillian; Power, Alison; HLG Nursing Bulletin, Autumn2015, 35(2): 11-16. 6p. (Article) ISSN: 2059-3899, Database: CINAHL Complete  
Subjects: Midwives; Literature Searching Methods  
Academic Journal PDF Full Text

2. Ensuring practice is based on the best evidence: Masterclass on literature searching.  
(Includes abstract) Power, Alison; Siddall, Gillian; British Journal of Midwifery, May2015; 23(5): 356-358. 3p. (Journal Article - pictorial, tables/charts) ISSN: 0969-4900, Database: CINAHL Complete  
Subjects: Professional Practice, Evidence-Based; Midwifery; Professional Development; Professional Regulation; Literature Searching Methods; Literature Searching Education  
Academic Journal PDF Full Text

3. Development of a PubMed Based Search Tool for Identifying Sex and Gender Specific Health Literature.  
(Includes abstract) Song, Michael M.; Simonsen, Cheryl K.; Wilson, Joanna D.; Jenkins, Marjorie R.; Journal of Women's Health (15409996), Feb2016, 25(2): 181-187. 7p. (Article) ISSN: 1540-9996, Database: CINAHL Complete  
Subjects: Health Information; Sex Factors; Literature Searching Methods; Instrument Construction; Instrument Validation; Sensitivity and Specificity; PubMed Utilization; Medical Practice, Evidence-Based; Female; Male  
Academic Journal PDF Full Text

1-3 of 3

E-mail  
Save  
Export

100%

## Export Manager page

Export Manager

University of East Anglia Back

Save E-mail

Number of items to be saved: 3

Remove these items from folder after saving

Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EasyBib

3. Select 'Direct Export to Endnote Web' and click 'Save'

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Thomson Reuters

EndNote™ My References Collect Organize Format Match Options Downloads

Online Search New Reference Import References

**EBSCOhost Import Results**  
Number of records imported: 3

4. You may need to login to EndNote Online. Each successful import will be confirmed.

View in 简体中文 繁体中文 English Deutsch 日本語 한국어 Português Español

100%

Many databases offer direct export to EndNote Online. The software may look different but the principles will be the same. If a database does not allow direct export then you will have to save your references as a text file (.txt) or RIS file and re-import them in to EndNote Online.



## 2. Collecting references from **saved files**

You may come across database search software that does not allow direct export to EndNote Online. In this case you will have to export your references as a .txt or RIS file and re-import them into EndNote Online.

The image shows a two-step process for collecting references. The first step is in the Applied Social Sciences Index & Abstracts (ASSIA) search results page. A search for 'literature searching' has yielded 4,507 results. A callout box labeled '1. Select references to save' points to the 'Narrow results' sidebar. A second callout box labeled '2. Save references as RIS file' points to the 'Export/Save' menu, where 'RIS (works with EndNote, Citavi, etc.)' is selected. The second step is in the EndNote Online 'Import References' interface. A callout box labeled '3. Import saved reference file into EndNote Online.' points to the 'Import' button. The interface shows the file path, import options, and a 'Select Favorites' checkbox.



## Creating references manually

You may wish to create a reference manually. Open EndNote Online and select Collect > New reference. Use the drop down menu to select the type of material you are creating a reference for e.g. Journal, Book, Conference paper etc.

The screenshot shows the 'New Reference' form in EndNote Online. The 'Reference Type' dropdown menu is open, displaying a list of options including: Journal, Aggregated Database, Ancient Text, Artwork, Audiovisual Material, Bill, Blog, Book, Book Section, Case, Catalog, Chart or Table, Classical Work, Computer Program, Conference Paper, Conference Proceedings, Dataset, Dictionary, Edited Book, Electronic Article, Electronic Book, Electronic Book Section, Encyclopedia, Equation, Figure, Film or Broadcast, Government Document, Grant, Hearing, and Interview. A blue callout box with a white border and an arrow pointing to the top right corner of the interface contains the text: 'Use the software 'Help' link to assist with entering reference details in the correct format'.

## Synchronising with EndNote Desktop

UEA PCs have Endnote desktop installed automatically. If you wish you can synchronise your online Endnote library with a desktop library when using UEA computers. This will allow you to use the desktop version when on-campus, and the online version when off-campus. A video explaining this process is available from EndNote Training here: <https://www.youtube.com/watch?v=xjsJaKRp3s4>

## Help and further support:

Link to *this* help sheet via the library resources web-page: <https://portal.uea.ac.uk/library/information-skills/resources> (see under REFERENCING AND CITATION)

Clarivate Analytics' help pages  
<http://endnote.com/training>

EndNote Online quick reference card  
<http://endnote.com/training/qrc/x7qrc-online.pdf>

