

Using EndNote Web

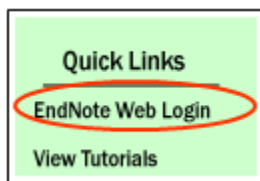


EndNote is a program that stores and organizes citations, and enables you to import citations directly into a Word document. EndNote Web is the web-based version of EndNote, available to USU staff and students.

Sign Up

1. To set up for an EndNote Web account, access EndNote Web at <http://www.endnoteweb.com/>.

2. Click **EndNote Web Login**.



3. Choose **Sign Up** to sign up for an account.



4. Complete the required fields and click **I Agree** to the service agreement.

***Note:** your password must have at least 8 characters, 1 must be a digit and 1 must be a special character.*

Import References from Databases

You can import citations into EndNote Web from most library article databases and many library catalogs.

1. Save the citations according to the directions for the database you are using. If you have questions about saving citations, please ask a librarian or see the **EndNote Help Guide** on the Using EndNote web page (<http://library.usu.edu/instruct/handouts/endnote/>).

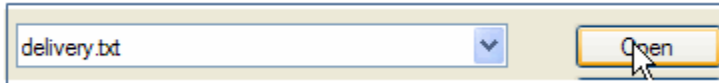
2. Within EndNote Web, click the **Collect** tab at the top of the page.



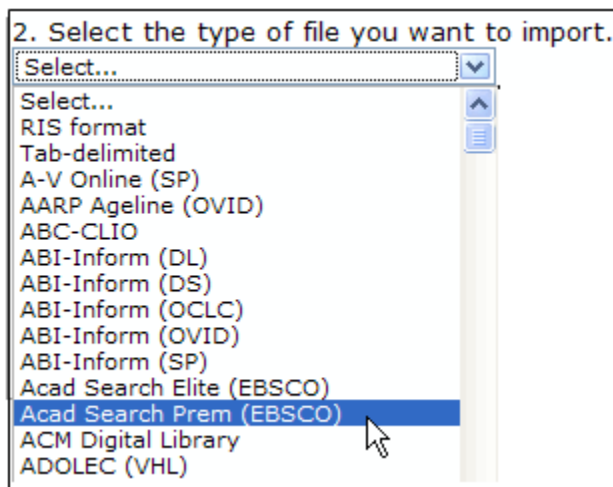
3. Click the **Import Reference** link.



4. Browse to the file you saved from your database search, select the file, and click **Open**.



5. Choose the file matching the database from which you found the citations. Please ask a librarian if you have questions.



6. Click **Import** to bring your citation list into EndNote Web.



7. The citations will be placed in the **Unfiled** folder. Click the **My Reference** tab and choose the **Unfiled** link.

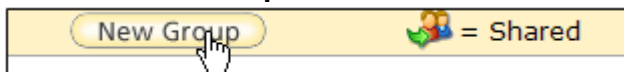


Create a folder

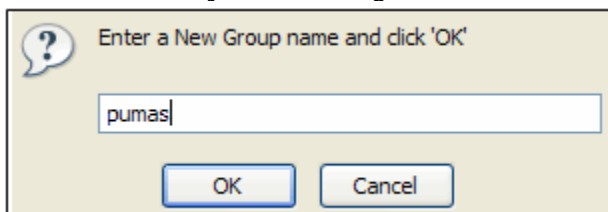
1. Click the **Organize** tab at the top of the screen.



2. Click the **New Group** link.



3. Enter the name you want to give to the new folder.



4. Click **OK**.

Moving Citations to a Folder

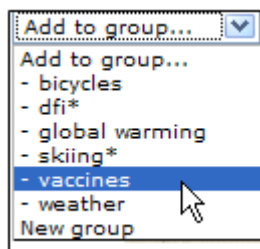
1. Click the **My References** tab, if it is not already chosen, and choose the folder within **My References** where the citations are currently stored. For example, imported citations are placed in the **Unfiled** folder.



2. Place a checkmark at the citations you want to move, or click the **Check All** button.






3. Click the **Save or Copy** drop-down box and choose the folder to which you want to move the citations.



Delete a folder

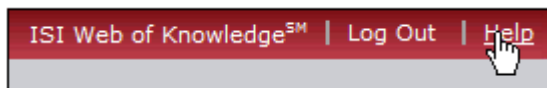
1. Click the Organize tab at the top of the page.

- Find the Correct folder within My Groups. Click the **Delete** button.

My Groups †	Number of References			
bicycles	14	Share Group	Rename	Delete
 dfi	5	Modify Sharing	Rename	Delete
global warming	24	Share Group	Rename	Delete
 skiing	14	Modify Sharing	Rename	Delete
vaccines	11	Share Group	Rename	Delete
weather	4	Share Group	Rename	Delete
<input type="button" value="New Group"/>		 = Shared		

Additional Help

- Contact a reference librarian.
- Access EndNote Help by clicking the HELP link in the left-hand menu bar.



- A series of short tutorials to help you learn about and use the features of EndNote Web can be found at: <http://www.endnoteweb.com/training>. Choose **View Online Tutorials**.