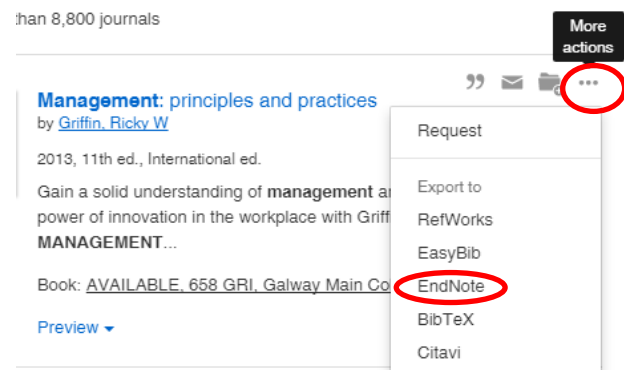
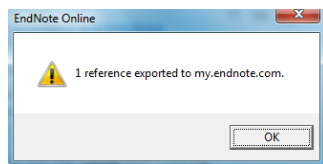


## Export From MultiSearch

1. Enter your search term(s) in MultiSearch (GMIT library website).
2. To the right of every result there are 4 icons. Click on the ... of the reference you require
3. Choose EndNote from the drop down menu



4. When a Dialog box appears, choose "Open" (Internet Explorer) or "Open with: ResearchSoft Direct Export Helper" (Firefox) or 'Open' from downloaded file in Google Chrome.
5. Enter your e-mail address and password for EndNote Online (if requested).
6. References exported to EndNote Online.

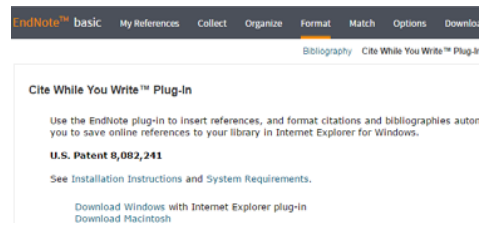


## Transferring References

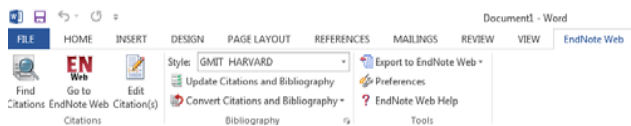
You can seamlessly transfer up to 500 references at a time from EndNote Online to EndNote Desktop (specify allow duplicates or not) or from Desktop to Web (all references in library or references in a group).

## Cite While You Write (MS Word)

Use the Cite While You Write (CWYW) plug-in to insert references and format citations and bibliographies instantly while you write your essays in Word.

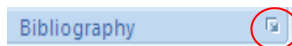
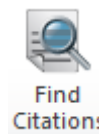


Once the plug-in is downloaded, a toolbar is added to Word to give easy access to the features in EndNote.



## How to Insert Citations

1. In your Word document, place the cursor exactly where you want to insert the citation.
2. Click the 'Find Citation' button on the toolbar to search for the reference you want to insert.
3. Highlight the reference and click "Insert"



## Changing the Bibliographic Style

1. In MS Word, click the arrow beside "bibliography" on the EndNote Online toolbar and choose "Output style" i.e. GMIT HARVARD.

# GMIT Library



## Quick Guide



[library.gmit.ie](http://library.gmit.ie)

Library, Galway-Mayo Institute of Technology,  
Dublin Road, Galway

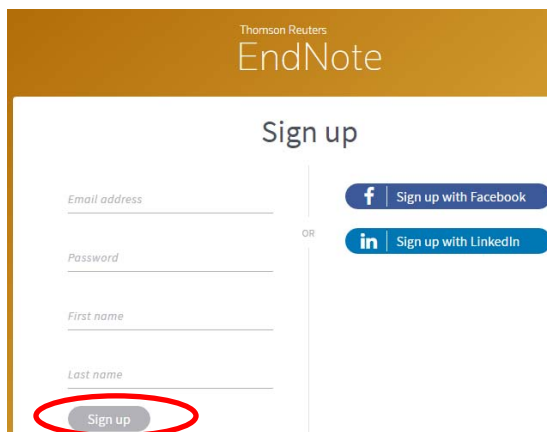
091 742785 | [library@gmit.ie](mailto:library@gmit.ie)



*For more information or training on EndNote Online, please contact the library.*

## Creating an Account

- Click on 'EndNote' on the GMIT library website <http://library.gmit.ie> or [www.myendnoteweb.com](http://www.myendnoteweb.com).
- Click 'Sign up'
- Complete the registration information, and click 'Sign up'. You can also sign up via your Facebook or LinkedIn account.



### Passwords must adhere to strict guidelines

Must be 8 characters (no spaces) and contain:

- At least 1 number 0-9
  - At least 1 alpha character (case sensitive)
  - At least 1 symbol: ! £ ? + % &
- An email with a link will now be sent to activate your account. You can then sign in and proceed.

## Install Toolbars

Click the "Downloads" link at the top of the page.

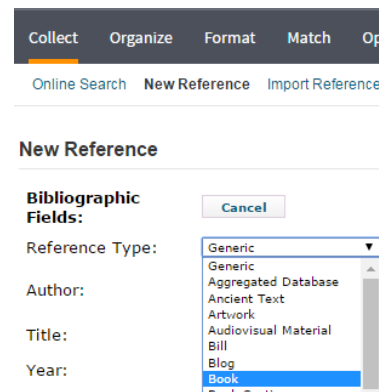
*From here you can download installers for the Cite While You Write plug-in for Microsoft Word & EndNote Online toolbars for Internet Explorer, Google Chrome & Firefox for your personal computers.*

## Collect References (5 options)

The easiest way to get references into your library is via the GMIT Library's Multi-Search (see overleaf). Otherwise:

### 1. Manually Add References

Click "New Reference" under the "Collect" tab, select the reference type (e.g. book, journal), enter the bibliographic information into the appropriate fields.



### 2. Export References

Many databases support a Direct Export feature for electronically importing records into your EndNote Online Library.

When searching resources such as *Web of Science*, *ScienceDirect*, *Business Source Complete* & *Academic Search Complete*, you can save search results directly to your EndNote Online library by clicking the **EndNote** option after ticking the references you want to include.

### 3. Import References

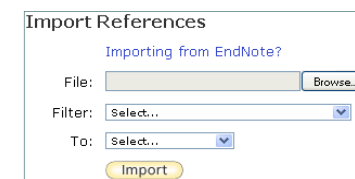
You can add references to your library by importing references from a text file. **You must save your search results as a text file first.**

Some databases require saving to a text file before importing such as *Dictionary of Irish Biography*.

## Steps:

1. Search your database and save desired citations as plain text ".txt" files.
2. In EndNote Online, click on "Collect" and "Import References".

3. Click on "Browse" to select the text file you wish to import.



4. Choose "Filter" by selecting the database or vendor name from which you obtained the citations (drop down menu).

If the name of the database or vendor you need is not in the drop-down menu, choose "RefMan RIS".

5. Click on "Import".

### 4. Online Search

To search, click the "Collect" tab, then click "Online Search". You can perform searches of the *GMIT library catalogue*, *ISI Web of Science*, *PubMed* and many other library catalogues and databases directly through EndNote Online. Tick the references you require and add to unfiled group (located above list of results).



### 5. Capture



References can be "captured" by using the "capture" function in your browser's toolbar. This function only works for some databases and webpages (e.g. *Irish Times Online*).

When you find a reference you want to import, click "Capture" from your browser's bookmark bar, type in any additional information required and then click "Save" to add to EndNote Online.