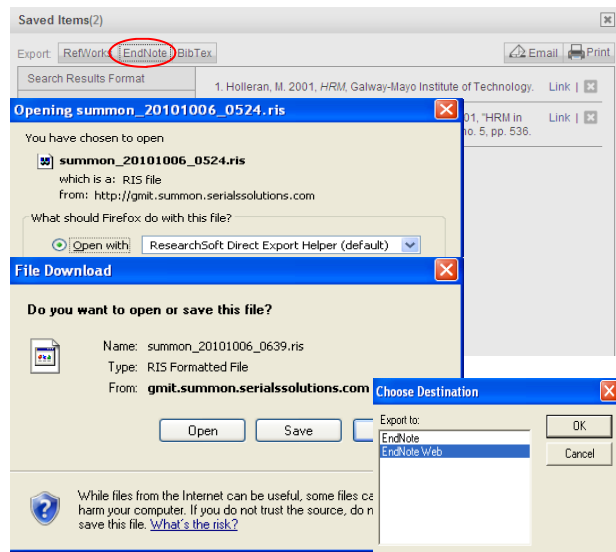


Export From Summon

1. Enter your search term(s) in Summon.
2. Add your search results to “**Saved items folder**”
3. Click on the “**results format**” if you wish to change the referencing style i.e. *Harvard*.
4. Choose the “**EndNote**” tab.
5. When Dialog box appears choose “**Open**” (*Internet Explorer*) or “**Open with: ResearchSoft Direct Export Helper**” (*Firefox*).
6. Choose destination: “**Endnote Web**”.
7. Enter your e-mail address and password for EndNote Web (*if requested*).
8. References exported to EndNote Web.



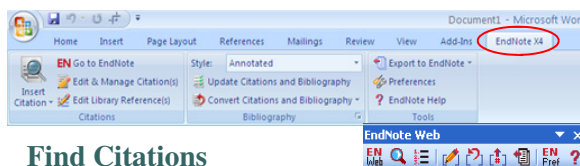
Transferring References

You can seamlessly transfer up to 500 references from EndNote Web 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 Web.



Find Citations

1. In your Word document place the cursor exactly where you want to insert the citation in the body of the text.
2. Use the  button on the toolbar to search for the reference you want to insert.
3. Highlight the reference you want and click “**Insert**”

Changing the Bibliographic Style

1. In a Word document click  on the EndNote Web toolbar and choose “**Output style**” i.e. *Harvard*.
2. Choose the “**Layout**” tab and give your bibliography a title i.e. *References*.
3. Click “**OK**”

GMIT Library

For more information or training on EndNote Web please contact the library

Galway-Mayo Institute of Technology
Dublin Road
Phone: 091 742789
Fax: 091 742115
E-mail: library@gmit.ie

GMIT Library

EndNote Web
The Web-based Research & Writing Tool

**Quickly & Easily
Collect References
from Online Sources**

**Cite While You Write
in Microsoft Word to
Insert References
and Format Essays
Instantly**



Creating an Account

1. Go to www.myendnoteweb.com
2. Click “[Sign Up](#)” to register
3. Complete all fields with an asterisk *

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: ! £ ? + % &

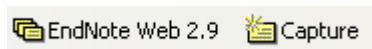
Example: Study*10*

4. Click “[I Agree](#)”

Install Toolbars (Essential)

Click the “[Download installers](#)” link at the bottom of the page.

From here you can download installers for the Cite While You Write plug-in for Microsoft Word & EndNote Web toolbars for Internet Explorer & Firefox.



Go to EndNote Web Capture page reference

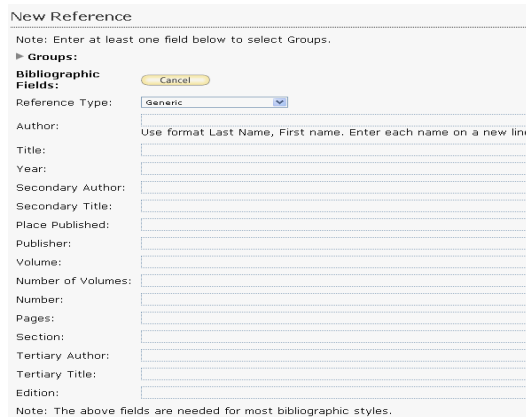
Getting Started Guide

The first time you sign in to your *EndNote Web* account after registering, you will see the “[Getting Started with EndNote Web](#)” guide which offers links to help you collect, organize, and format your references. You can view this Guide at any time by clicking the “[Show/Hide Getting Started Guide](#)” link on the right.

Collect References - 5 options

1. Manually Add References

Click “[New Reference](#)” under the “[Collect](#)” tab, select the reference type, enter the bibliographic information into the appropriate fields.



The screenshot shows the 'New Reference' form. At the top, it says 'Note: Enter at least one field below to select Groups.' Below that is a 'Groups:' section with a 'Cancel' button. The 'Bibliographic Fields:' section includes a 'Reference Type:' dropdown menu set to 'Generic'. Below this are various input fields: 'Author:' (with a note to use Last Name, First name), 'Title:', 'Year:', 'Secondary Author:', 'Secondary Title:', 'Place Published:', 'Publisher:', 'Volume:', 'Number of Volumes:', 'Number:', 'Pages:', 'Section:', 'Tertiary Author:', 'Tertiary Title:', and 'Edition:'. A note at the bottom states: 'Note: The above fields are needed for most bibliographic styles.'

2. Export References

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

When searching resources such as *Web of Knowledge*, *ScienceDirect* & *Academic Search Premier* you can save search results directly to your EndNote Web library by clicking the “[EndNote Web](#)” option when exporting.

This is the fastest & easiest way to get references into your library.

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: *Emerald*, *JSTOR*, *Wilson Omnifile*.

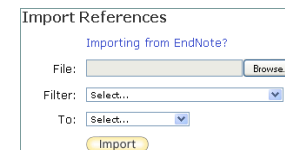
1. Search your database and save desired citations as plain text “.txt” files.
2. In EndNote Web click on “[Collect](#)” and “[Import References](#)”.

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](#)”.



The screenshot shows the 'Import References' dialog box. It has a title bar 'Import References' and a subtitle 'Importing from EndNote?'. There are three main sections: 'File:' with a 'Browse...' button, 'Filter:' with a 'Select...' dropdown menu, and 'To:' with another 'Select...' dropdown menu. At the bottom is an 'Import' button.

4. Online Search

To search, click the “[Collect](#)” tab, then click “[Online Search](#)”. You can perform searches of *ISI Web of Knowledge* *PubMed*, and many other library catalogues and reference databases directly through EndNote Web.

5. Capture

References can be “captured” by using the “capture” function in the browsers EndNote Web toolbar. This function only works for some databases and webpages.

When you find a reference you want to import, click “[Capture](#)” from the Endnote Web toolbar then click “[Save](#)” to add to EndNote Web.