GMIT Library

ENDNOTE®
ONLINE

Comprehensive Guide

library.gmit.ie

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Contents

Quick Guide to Collecting References

Direct Export via Search + Find

This method may be used for **most databases** available through the GMIT Library website. With databases that do not facilitate the direct export option (listed below) you must use the Import, Capture or Search within EndNote Online option.

Import (Save as Text File)

Dictionary of Irish Biography

Capture

DOAJ

Info4Education

Irish Times Online

Irish Statute Book

OCEDilibrary

Online Search (within EndNote Online)

Library Catalogues

PubMed

Click '**Help**' from www.myendnoteweb.com
to access help pages and video tutorials

What is EndNote Online?

EndNote Online is a web application that allows users to store and manage all their references in the one place.

EndNote Online enables you to:

- Create, store and manage references

- Add references manually or export directly from online databases or library catalogues

- Download references onto your computer to import into EndNote

- Store files up to 2 GB

- Use the 'Cite While You Write' feature to insert references from your EndNote library into a Word document

- Automatically create and format bibliographies in Microsoft Word.

An EndNote Online account is free on the web, but additional bibliographic styles and databases will be available if you create your account in GMIT.
Once you have created your account on campus, you can access your account from any computer with Internet access.

Create an Account

1. Go to **www.myendnoteweb.com**

2. Click '**Sign Up**' to register

3. Complete all fields and click 'Sign up'. You can also sign up via your Facebook or LinkedIn account.

4. An email with a link will now be sent to activate your account.

   You can then sign in and proceed.

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*

Install Toolbars (Essential)

To use EndNote Online off campus, you need to download the installers from the EndNote Online website. This is essential for EndNote Online to work on your PC or laptop.
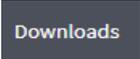
1. Click the **Downloads** link at the top of the page.

2. Select 'Download Windows with Internet Explorer' on the left.

3. Follow the on screen instructions to complete installation (*this will take 1-2 minutes*).

Cite While You Write™

Use the EndNote plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. This plug-in also allows you to save online references to your library in Internet Explorer for Windows.

U.S. Patent 8,082,241

See Installation Instructions and System Requirements.

- Download Windows with Internet Explorer plug-in
- Download Windows MSI for mass program installation
- Download Macintosh

After you have downloaded the installers, you will see these icons on your browser toolbar:

IE: ✕ EndNote Web 3.3 Capture ? Help

Firefox: EndNote Capture ? Help

You will also have the 'Cite While You Write' functions in Microsoft Word *(an extra tab will be present for EndNote)*

Cite While You Write (CWYW) allows you to insert citations from your EndNote Online references library directly into your assignment as you type in Word.

Document1 - Microsoft Word

View | EndNote Web
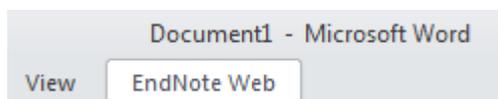
Collect References - 5 options

1. Manually Add References

Click '**New Reference**' under the '**Collect**' tab, select the reference type, enter the bibliographic information into the appropriate fields.
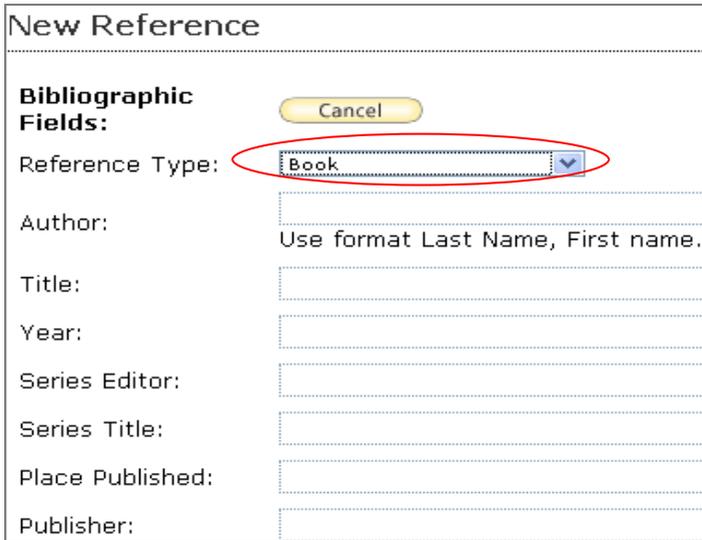
2. Direct Export of References via Search + Find

(GMIT Library Search Engine)

Direct export works with results found via Search + Find on the Library homepage.

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

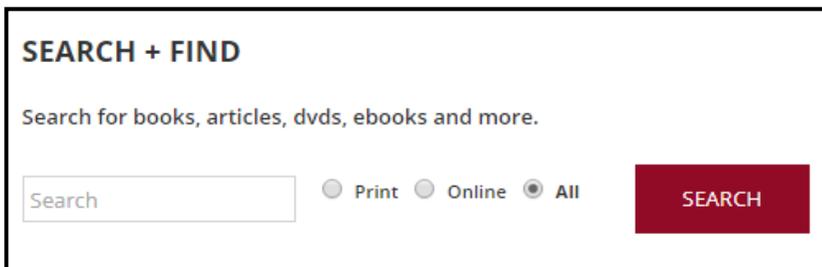1. Enter your search term(s) in **Search + Find** (GMIT library website).

2. Click on the title of the reference you require

The invisible web : searching the hidden parts of the internet / Paul Pedley

Tools

Language:	Undetermined
Authors:	Pedley, Paul
Publication Information:	[London] : Aslib-IMI, [2001]
Publication Date:	2001
Physical Description:	xiv,138 p. ; 20cm
Series:	Aslib Know How Series / Aslib know how series
Publication Type:	Book

- Google Drive
- Print
- E-mail
- Save
- Cite
- Export

3. Choose 'Export' from the tools options on the right of the page

4. Click on the Export option you require i.e. 'Direct export to End-Note Web' and click Save

5. Log-in to EndNote Online

6. A message appears saying that your record has been imported.

7. Please check the reference now for complete and accurate information for the fields required (e.g. year or date, place of publication, publisher, etc.).

Export Manager   Save   E-mail

Number of items to be saved: 1

Save citations to a file formatted for:
- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote,
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- ● Direct Export to EndNote Web
- Direct Export to EasyBib
- Download CSV

Save   Cancel

EBSCOhost Import Results

Number of records imported: 1

Bibliographic Fields:	Revert Reference Save *Reference is saved.*
Reference Type:	Book
Author:	Pedley, Paul
Title:	The invisible web : searching the hidden parts of the internet
Year:	2001
Series Editor:	
Series Title:	Aslib Know How Series
Place Published:	London
Publisher:	Aslib-IMI

3. Import (Save as a text file)

Dictionary of Irish Biography

1. Select record

2. Click the down arrow of 'Biography Services'

3. Select 'Export RIS'

4. If using Google Chrome or Internet Explorer, you can click 'open' on the downloaded file and it will connect you to your EndNote Online account

5. If using Firefox as your browser, select 'Save' and click 'Ok'

5. Import file into EndNote (*follow the instructions below to import the text file of references into your EndNote Online Account*)

EndNote Filter: **RefmanRIS**

How to Import a Saved Text File into EndNote Online

1. In EndNote, click on 'Collect'

2. Click on 'Import References'

3. Under File: browse and select the saved file from your desktop or any other location you saved it

4. Under Filter: select the appropriate filter for the file (choose the filter that is listed under the database name in this guide).

5. Click on 'Import'

6. Click on the tab 'My References'

7. Your references will appear in the 'Unfiled' folder (unless you choose a group before importing)

4.

Online Search [Search from within EndNote Online]

1. In EndNote Online: Click on 'Collect' tab

2. Click on 'Online Search'

3. Select database e.g. 'PubMed' and click Connect

4. Perform your search

5. Tick the references you require

6. Click the drop down menu above results 'Add to group' and select 'unfiled'

7. Results are now copied to your unfiled references

Online Search
Step 1
Select database or library c

Select...
- Select...
- Bib Apostolica Vaticana
- British Library
- COPAC
- Galway-Mayo IT
- IT Tallaght
- Library of Congress
- MINERVA
- Natl Lib of Ireland
- Natl U of Ireland-Galway
- OhioLINK
- Open U
- Project MUSE
- PubMed (NLM)
- SIRUS
- Trinity Coll Dublin
- U College Cork
- U College Dublin
- Web of Science (TS)

5. Capture   📋 Capture

Use the capture button to take bibliographic information from websites and databases listed on page 3. Always check the data automatically entered and make any necessary amendments and/or additions.

Google Books

1. Click on the title to display the available chapters *(if preview only available)* or to display the whole book *(when full view available)*

2. Click 'About this book' halfway down the screen

3. Scroll down to the bottom of the page

4. Click the 'EndNote' button

   Export Citation   BiBTeX   EndNote   RefMan

5. When   the   dialog box appears choose 'Open *(Internet Explorer)* or 'Open with: ResearchSoft Direct Export Helper' *(Firefox)*

6. References are exported to EndNote Online
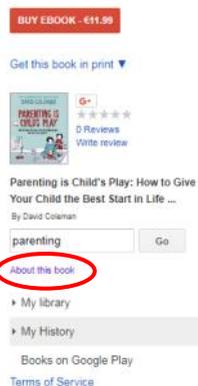
Google Scholar

Citations have to be exported one at a time

1. Click the settings button on the top of the screen

2. Under 'Bibliography Manager' (at bottom of page), select RefMan

3. Under 'Library Links' on the left of the screen, add GMIT Library & click search

4. Save preferences and conduct your search

5. Click 'Import into RefMan under the reference you want

6. Log into your EndNote Online account, if requested

7. References are exported to EndNote

Emerald (Archives only)

1. Conduct your search and click on the title you want

2. Click 'Download citation'

3. Choose 'EndNote'

4. Click 'Download article citation data'

5. If Dialog box appears, choose 'Open' *(Internet Explorer)* or 'Open with: ResearchSoft Direct Export Helper' *(Firefox)* & 'Ok'

6.   References exported to EndNote

Using 'Cite While You Write' in 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 (*see page 5*), a toolbar is added to Word to give easy access to the features in EndNote.

Remember you need to download the installers for each machine you use outside of the library. Click the '**Downloads**' link at the top of the www.myendnoteweb.com page if you need to download the EndNote tab onto a new machine.

How to Insert Citations into Word Document

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**'

Change the Bibliographic Style

1.   In a Word document, click '**Bibliography**' on the EndNote Web toolbar and choose '**Output style**' i.e. *GMIT Harvard or GMIT HARVARD.*

GMIT Harvard displays authors in lowercase i.e. Smith, J. in the reference list.

GMIT HARVARD displays authors in UPPERCASE i.e. SMITH, J. in the reference list.

2. Choose '**Layout**' tab and give your bibliography a title in the 'Bibliography title' box i.e. *References.* Click '**OK**'

Removing Duplicate References

Before inserting references into your assignment using Microsoft Word, you must check that there are no duplicate references in your EndNote Library**:**

1. Choose '**Organize**', then '**Find Duplicates**'

2. If duplicates are present, they are listed with the duplicate reference

1. Highlight the reference to which you wish to add a page number

2. Click on '**Edit Citation**' from the EndNote Web toolbar

3. In the '**Suffix**' box, type in the appropriate page number (and punctuation as shown below) and click 'Ok'

ticked

Note: Do not use 'pages' box

3. Click '**Delete**' to delete duplicates

e.g. Tourism Ireland,

Adding Page Numbers to a Citation

Corporate Authors

The normal method of entering corporate authors is to put a **comma at the end of the name** when you enter it in your EndNote library.

EndNote Online is alerted to the fact that this is the name of an organisation, and not a person, and will now be able to format the reference correctly.

However, when the corporate body contains one or more internal commas, you replace the first of those commas with **two commas**, and omit the comma at the end, e.g. Higher Education Authority**,,** International Assessment Committee. This should produce a properly formatted bibliography.

Note that this technique may create problems with the in-text citations. If the output style is config-ured to insert Ex: Smith (2007) described the …. the last name only in the in- text citation, the corporate author in the above example would appear in the in-text

citation in the form (Higher Education Authority 2010) instead of (Higher Education Authority, International Assessment Committee 2010). However, the entry in the bibliography at the end of the document should show the full name. In this case, you could '**edit the citation**' in the text to '**exclude the author**', and then insert the correct form of the name as a 'prefix' to the citation.

Removing Author &/or Date from Citations

In your writing, you will often integrate the author's name into your sentence fol-   lowed by the date and page num-   bers, if applicable, in brackets:

In this case,   you do not repeat the authors' names in the citation in brackets.

1. Type in whatever it is you wish to reference (i.e. Smith argues that this is the way ……)

2. Insert your Citation in the normal way (i.e. putting cursor after 'Smith' and then inserting citation)

3. Highlight the Citation (e.g. Smith 2007) & click '**Edit Citation**' on the EndNote Web toolbar

4. Tick '**Exclude Author**' and 'Ok'

Morley (1890, as cited in Ford, 1997) describes that people of that area are likely to receive any faith.

1. Insert the citation for the item you have read yourself (e.g. Ford)

2. Click on the citation you have just inserted, so that it is highlighted, then click **Edit Citation(s)**
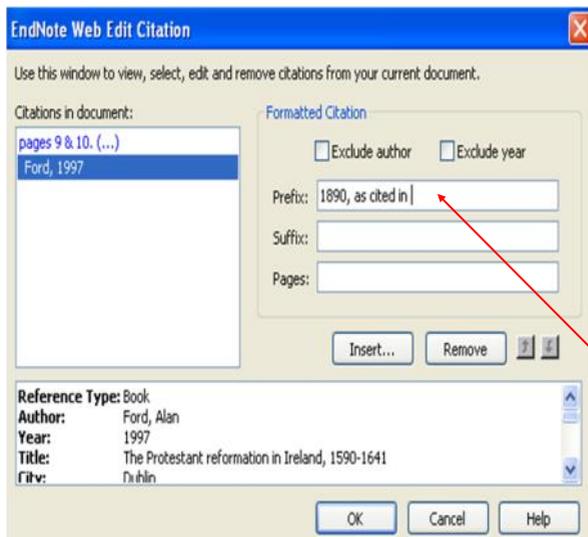
Note: if you wish to enter a reference in your bibliography that you have not cited in your text, insert as

3. In the **Prefix** field, type the date of the original work, plus the words *as cited in.* Press the spacebar after the word *in*.

This will format the secondary citation and add the correct item to your bibliography.

Ford, A. (1997) *The Protestant Reformation in Ireland, 1590-1641*. Dublin: Four Courts Press.

normal and then edit the citation by excluding the author and year.

Secondary Citations

There are times that you will find something referenced in a book or an article that is so useful or interesting that you want to use it in your own writing. This might be a citation for another article or book, or an illustration, graph or table taken from another work.

In this case, your in-text citation should mention both works, but your bibliography only includes a reference for the work you have actually read yourself

Footnotes

If you wish to use a Numbered citation style or footnotes in your document, you need to use the

'**References**' tab in Microsoft Word.
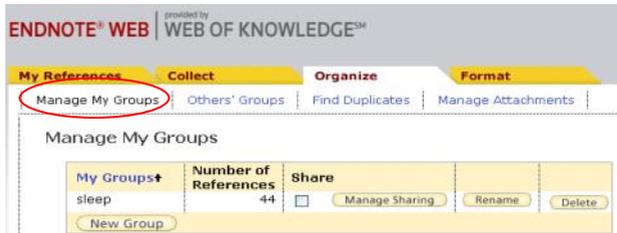
1. Put the cursor where you want to reference

2. Choose '**Insert Footnote**' (*cursor moves to footnotes at the bottom of the page*)

3. Go to '**EndNote Web**' tab

4. Use the '**Find Citations**' button on the toolbar to search for the reference you want to insert

5. Highlight the reference you want and click '**Insert**'

Creating Groups

1. Click '**Organize**' then '**Manage My Groups'**

2. Click '**New Group**'

3. Name your group and click '**OK**'

Sharing a Group of References

You can share groups of references with other EndNote Online users.

1. Go to the '**Organize'** tab and choose '**Manage My Groups**'

2. Click on the '**Manage Sharing**' button

3. Select '**Start sharing this group**'

4. Enter the email address(es) of those you wish to share with

5. Click '**Apply**' and close the window

6. Check the box in the '**Share**' column to initiate sharing

7. The sharing icon will appear beside the group

Putting References in Groups
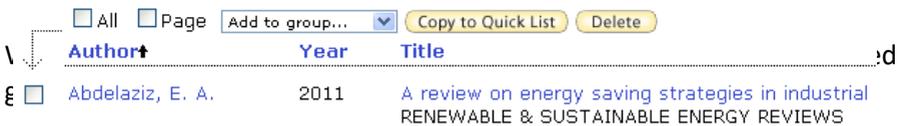
1. Click in the box to the left of desired records; or Click on '**All**' or '**Page**'

2. Select the desired group from the '**Add to Group**' drop-down menu

3. All selected records will be moved to the chosen group

Edit a Reference

To edit a reference in EndNote, find the reference you wish to edit in '**All my references**'. Click on the title and the individual fields will display. Make the changes you require and click '**Save**'.
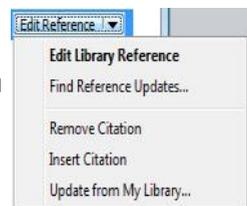
Deleting References

To Delete a Reference in Your EndNote Library

Find the reference you wish to delete. Click on the box next to the title and click '**Delete**'.

You can view what attachments you have in your EndNote library at any time by clicking 'Organize' and 'Manage attachments'.

- Click on the reference to which you wish to add a file
- Click 'Attach files'
- Browse your computer for the file you want and click 'Upload'.
- Close. Your file is now attached.

To Delete a Reference from a Microsoft Word Document

You should not do this by deleting the text of the reference within Word using the keyboard. Instead:

1. Highlight the citation you wish to remove within your text
2. From the toolbar click on '**Edit Citation**'
3. Click '**Remove Citation**' from the dropdown menu
4. Click '**OK**'

This removes the citation from your text and the reference at the end of your document.

Attaching Files to your References

EndNote Online allows you to store up to 2 GB of files to your references. For example, you may wish to store the PDF of the article with its   reference.

Combining Chapters to Create a Thesis

If you have not written your thesis as a single document *(as recommend-ed),* you will need to combine the chapters to make one document with one complete list of references. To create the final thesis, you need to unformat the references in each document and combine the documents to create a master document. Please ensure you have no duplicate references in your EndNote library before combining chapters *(see page 12).*

1. Copy Each Chapter

Make a copy of each chapter, e.g. *chapter1-copy.doc*; *chapter2-copy.doc*. You will work with these copies. If anything goes wrong, you can return to your original documents and start again.

2. Unformat Citations

If you have been using EndNote instant formatting, your references will already be formatted, for example (Bloggs 2010), and you will have a bibliography at the end of each chapter.

- Open each document (*chapter1-copy.doc*, etc.) in Word

- From the EndNote menu in Word, select '**Convert Citations and Bibliography'**

- **'Convert to Unformatted Citations'**. This will remove the bibliography at the end of each chapter and change the references in the text into their unformatted form, e.g. {Bloggs 2010 #9}

- Click '**Save'**

3. Combine the Chapters

- Open *chapter1-copy.doc* in Word

- Open *chapter2-copy.doc* and select the whole document, copy it and paste it at the end of *chapter1-copy.doc*

- Continue copying and pasting each chapter to the end of *chapter1-copy.doc*, until the whole thesis is in one document

- Rename *chapter1-copy.doc* to *thesis-master.doc*. This is the master copy of your thesis, and any changes should be made to this document

- Save this document

4. Format Citations in the Thesis

- Open *thesis-master.doc* in Word

- Click on '**Update Citations and Bibliography**' from the EndNote menu in Word. EndNote will format all the references in your document and create a single bibliography at the end of the thesis

- Save the changes

Note: Un-formatting the citations (*as in Step 2 on page 24*) disables the instant formatting in Word. If you prefer to work with instant formatting, go to the   Bibliography Preferences by clicking on the small arrow at the right of the '**Bibliography'** group on the EndNote menu in Word, and then select the '**Instant Formatting**' tab and click on the '**Turn On**' button

5. Remove Field Codes

Your *thesis-master.doc* contains hidden field codes which link it to EndNote Online. The final step is to create a copy which is not linked to EndNote Online.

Bibliography

References: [Unfiled] ▼

Bibliographic style: GMIT HARVARD ▼

File format: RTF (rich text file) ▼

Save   E-Mail

- Select the '**Convert Citations and Bibliography**' from the EndNote Online menu in Word

- **Click on** '**Convert to Plain Text**'. This will create a copy of your thesis which is no longer linked to EndNote Online

Save this copy as *thesis-final.doc*. This is the copy which you should submit. ***This is not your master copy - any changes must be made to thesis-master.doc.***

Note: If you need to make changes to your thesis, make them in *thesis-master.doc* and then use the '**Remove Field Codes**' command to make a new copy of *thesis-unlinked.doc*.

Create a Stand Alone Bibliography

You can create a formatted stand alone bibliography with your references in EndNote Online.

1. Select the '**Format**' tab in EndNote

2. Click on '**Bibliography**'

3. Choose the references, bibliographic style, and file format.

    If you want to export the bibliography to Word, select the RTF file format

4. Select an option to save, email or print the bibliography

EndNote Toolbar Not Visible in Word

If MS Word has crashed while using EndNote, it will disable the EndNote Add-in and the EndNote tools will no longer be visible on the toolbar. Also, if Word detects an error in the add-in, the EndNote tools will not be visible. If this occurs, users will be presented with an error message. If a user selects '*Yes*' after the error message, then Word will disable the End-Note add-in and the EndNote tools will no longer be visible on the toolbar.

To restore the EndNote tab:

1. Open Word

2. Click on 'File' and 'Options'

3. When the Word Options window opens, click on '**Add-Ins**' in the left-hand column

4. In the '**Manage**' menu at the bottom of the page, select '**Disabled Items**' and click on the **Go**' button

5. The EndNote add-in will show up as **Add-in: cite while you write (endnote cwyw.dll)**
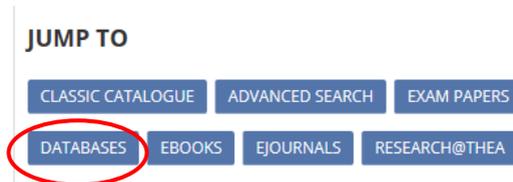
6. Highlight the EndNote add-in and select '**Enable**'
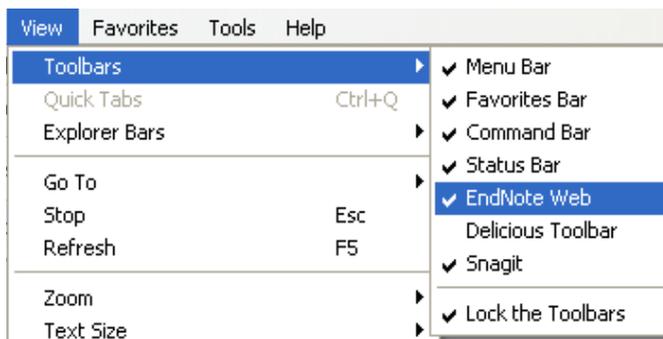
7. Close the Disabled Items window

8. Click '**OK**' at the bottom of the Word Options window

9. Close and re-open Word

10. EndNote tab should now be visible

EndNote Toolbar Not Visible in Browser

If the EndNote and Capture button do not appear after downloading the installers:

1. Click **'View'** on the main menu at the top of the screen

2. Click **'Toolbars'** to see if a tick appears beside EndNote Web.

3. If not, select '**EndNote Web**' to activate the toolbar

The End-   Note   Web

2. Log in with your library account details (Name, ID number & PIN)

3. Click the EndNote tab on the top menu bar

4. Log in with your EndNote Online account details (email address & password)

5. Your account is now reactivated

What Happens When I Leave GMIT?

Your references will be still available in the EndNote Online account without the enhanced benefits of being linked to GMIT's Web of Science subscription. If you wish to save your references to another resource, such as Mendeley or Zotero, you can save your references as a text file on your own computer and import them in to the resource.

To do this:

1. Click the '**Format**' tab and then '**Export References**'

2. Under the '**References**' drop-down menu, select '**RefMan (RIS) Export**'.

3. Click '**Save**' and choose where you want to save the file. Your references are now saved as a text file.

You can now import these into a free bibliographic management tool such as Zotero (*Mozilla Firefox only*).

To import your saved references:

1. Download Zotero and create an account (www.zotero.org)

2. Click the **zotero** icon at the bottom right of your screen

3. Click the gear wheel icon ⚙️▾ and choose '**Import**'

4. Select the file where you saved your references as a text file

5. Click '**Open**'

6. Press the sync icon 🔄 and log into the Zotero server with your Zotero account details. *(If a window pops up, click 'open sync preferences')*

7. Click the sync icon again

8. Your references are now in Zotero

Note on Referencing PDF versions of Journals:

PDF versions of print journal articles are exact copies of the print edition and can, therefore, be referenced as print journals.

In EndNote, there are reference options available for 'Journal Article' and 'Electronic Article.' When you export references into EndNote from the electronic databases, they will display as journal articles. This means that when you format them using GMIT's Harvard style they will not display a URL for the article, even though you accessed them online and there is a URL in the End-Note record. **These references are not incorrect.** Most articles available in the electronic databases are PDF versions of the printed journal and are therefore an exact copy of the print version which allows you to reference them as print articles without including the URL.

There are a small number of journals that are only made available electronically; these need to be entered into EndNote as an 'electronic article' which will display the URL and Access Date fields. These journals will typically be displayed in html format and will not have PDF versions available.

For more information or training on

EndNote Online, please contact:

library@gmit.ie

091-742785

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