

## Working with EndNote Web

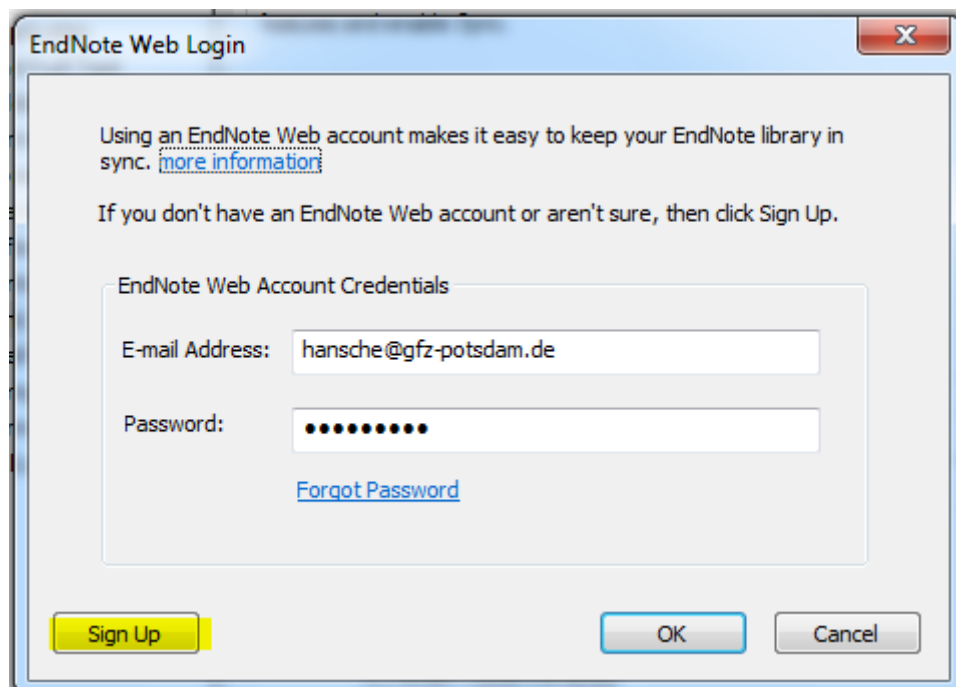
You can automatically sync your desktop and web libraries so all the references, attachments and groups in one can be accessed from the other. Here is how it goes:

### Step 1 Register and enable sync

#### *I Do Not Have an EndNote Web Account*

- Click the Sync button in the Library toolbar to go to an EndNote Web Login dialog.
- Click the Sign Up button on the EndNote Web Login dialog to go to a User Registration dialog.
- Enter your e-mail address in the User Registration dialog. Retype your e-mail address, and then click the Continue button.
- Enter your personal information in the required fields on the next User Registration form. For example, enter your name, a password, a title, and fill in the remaining fields.
- Click the I Agree button to complete the registration process and to begin synchronizing your EndNote Web library with your EndNote library.

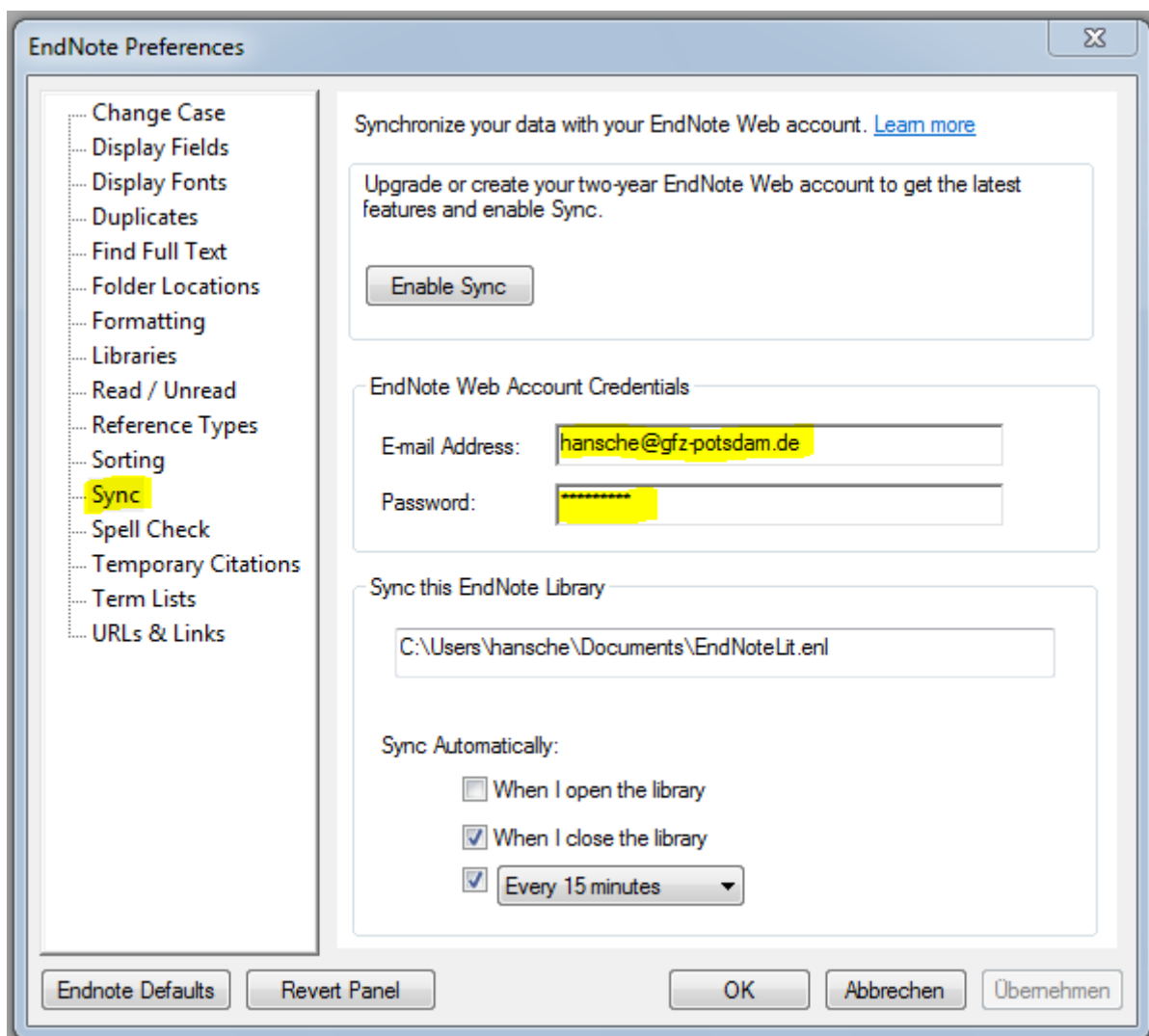
Once you create your EndNote Web account, EndNote populates the fields on the Sync Preferences page with your e-mail address and password that you entered during registration. Later you can change the data in these fields at anytime if you change your e-mail address or password.



### *I Already Have an EndNote Web Account*

- Got to "Edit" and choose "Preferences " or click the Sync button in the Library toolbar to go to an EndNote Web Login dialog.
- Enter your e-mail address.
- Enter your EndNote Web password.
- Press OK to initiate the Sync process.

Since you already have an EndNote Web account, EndNote populates the fields on the Sync Preferences page with the e-mail address and password that you entered on the EndNote Web Login dialog. Later you can change the data in these fields if you ever change your e-mail address or password.



## Step 2 Transferring references between EndNote and EndNote Web

*From within EndNote*

- Go to the tool menu in the tool and choose “Sync” or click the sync button in the toolbar



## Step 3 Accessing EndNote Web

To access your EndNote Web account, go to <http://www.endnoteweb.com> and click the EndNote Web Login in the left-hand column.

Here you can collect and organize your references and create formatted bibliographies

## Step 4 Using Cite While You Write with EndNote Web

You can use Cite While You Write with either EndNote X6 or EndNote Web. You can insert references from your personal EndNote Web library. You cannot, however, use Cite While You Write to insert references in folders shared by other EndNote Web users. Some Cite While You Write functions may not be active for EndNote Web.

### Selecting the EndNote or EndNote Web Application

- To select the EndNote or EndNote Web application for Cite While You Write:
- Word 2003: In Word, go to the Tools menu, select EndNote X6 or EndNote Web, and then select Cite While You Write Preferences.
- Word 2007 and 2010: On the EndNote X6 tab, in the Tools group, click Preferences.
- Click on the Application tab.
- Select the appropriate application.

## Step 5 Export and Import from within EndNote Web (with RIS)

### Export references from EndNote Web

If you want to export your library or folders to another reference manager (like Mendeley, Zotero etc.) with RIS:

- Got to "Format" and "Export references"
- Choose the folder you want to export and the export file RIS (also BibteX, EndNote or tab delimited)

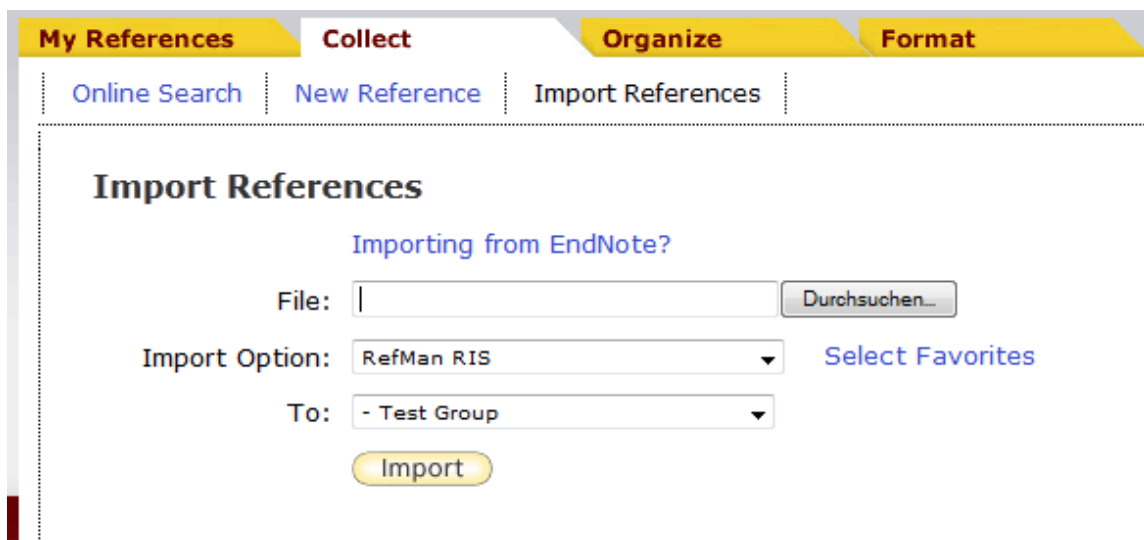


The screenshot shows the 'Export References' page in EndNote Web. The navigation tabs at the top are 'My References', 'Collect', 'Organize', and 'Format'. Under the 'Format' tab, the 'Export References' link is highlighted. The main content area is titled 'Export References' and contains the following elements:

- 'References:' dropdown menu set to 'All References in My Library'
- 'Export style:' dropdown menu set to 'RefMan (RIS) Export'
- Three buttons: 'Save', 'E-Mail', and 'Preview & Print'


### Import references with RIS

- Got to "Collect" and "Import references"
- Browse folder for file (must be in RIS format)
- Choose import option RefMan RIS
- Choose the folder or group
- Click on import



The screenshot shows the 'Import References' page in EndNote Web. The navigation tabs at the top are 'My References', 'Collect', 'Organize', and 'Format'. Under the 'Collect' tab, the 'Import References' link is highlighted. The main content area is titled 'Import References' and contains the following elements:

- Section header: 'Importing from EndNote?'
- 'File:' text input field with a 'Durchsuchen...' button
- 'Import Option:' dropdown menu set to 'RefMan RIS' with a 'Select Favorites' link
- 'To:' dropdown menu set to '- Test Group'
- 'Import' button



**More information and training here:**

- Help: [http://www.myendnoteweb.com/help/en\\_us/ENW/help.htm](http://www.myendnoteweb.com/help/en_us/ENW/help.htm)
- Class recording: EndNote Web for EndNote Users:  
<http://www.youtube.com/watch?v=MdTybTRJC5c&feature=plcp>

*(Last update: March 2013)*