

ENDNOTE[®] ONLINE



- Access your password-protected reference library anywhere, at any time.
- Download references and full text from just about any online data sources, such as PubMed, GoogleScholar and Web of Knowledge.
- Sync your reference library to multiple computers and your iPad (App Purchase Required)
- Share your references with colleagues and other users around the world.
- Cite While You Write™ in Microsoft® Word to insert references and format papers as you're writing.
- And so much more...

ENDNOTE ONLINE, formerly EndNote Web, is the online counterpart to our popular desktop reference management and bibliography creation software.

Whether you use EndNote online through Web of Knowledge, with EndNote desktop, or on its own — it helps you reduce the time you spend searching, updating, and cleaning your research and formatting documents. Depending on how you access EndNote online, you may see different features and options.

ENDNOTE BASIC If you only have access to EndNote online, and not EndNote desktop, you are considered a 'basic' user. While your feature set is limited compared to those using EndNote online in addition to the desktop, it's still perfect for the new-to-research and writing student.

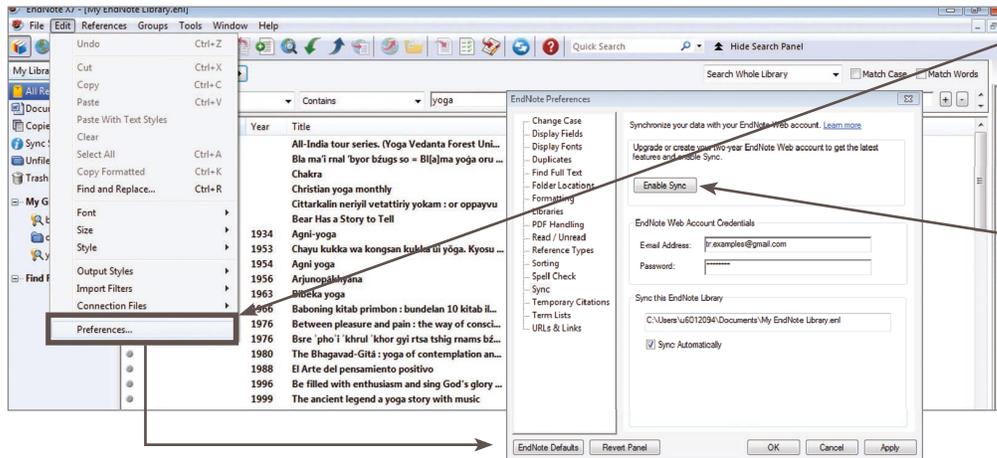
ENDNOTE ONLINE WITH THE DESKTOP

Once you know the basics, complex research projects no longer seem insurmountable. Moving from writing a research paper to creating a CV, funding application or manuscript is as easy as moving from EndNote basic to EndNote on the desktop. EndNote desktop users get access to additional features and options in the online application that 'basic' users do not.

WEB OF KNOWLEDGE INTEGRATION — Web of Knowledge users, when logged in properly, will see data, links, and additional options with their EndNote online references that came from Web of Knowledge — even if you're a 'basic' user.



STEP 1: CREATE YOUR ENDNOTE ACCOUNT



Desktop users can begin working with EndNote online from within the Preferences menu option.

Under Preferences -> Sync, select the "Enable Sync" button.

You will be prompted to either create an account or log in to your pre-existing EndNote online account.

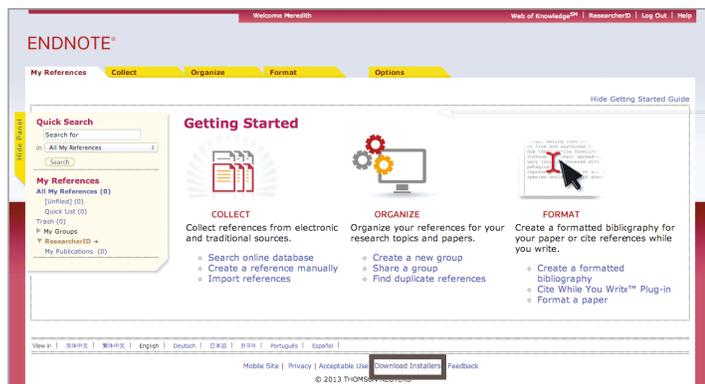


If you are a Web of Knowledge user, sign into the Web of Knowledge, and click the EndNote link to open your EndNote library.



If you do not have access to Web of Knowledge, go to my.endnote.com and sign up for a free account.

STEP 2: INSTALL PLUG-INS

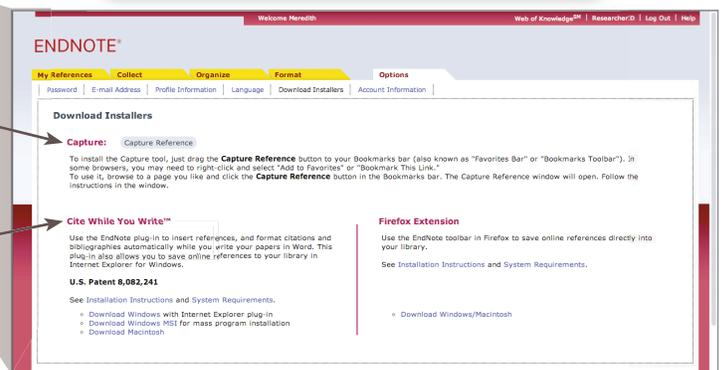


The first time you sign in to your EndNote account, you will see the "Getting Started" Guide, which offers links to help you collect, organize, and format your references.

To access more of EndNote's features, you can install two types of plug-ins: one for capturing references from your browser window and one that links your online library to Microsoft Word. To get started, go to the Options tab, and select Download Installers. Here, you will see all available plug-ins.

To automatically import references into your EndNote library, you can use the Capture Reference button, as well as EndNote Capture toolbars for Internet Explorer (Windows only) or Firefox (Windows or Macintosh).

Download the Cite While You Write plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word.

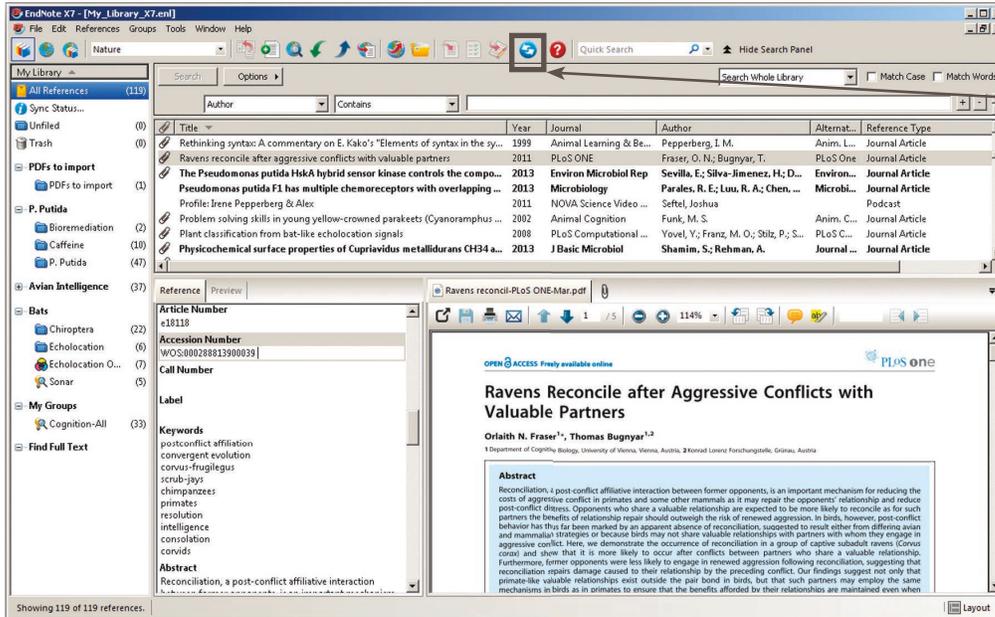


STEP 3: ADD REFERENCES TO YOUR LIBRARY

There are six ways to add references to your library:

By syncing with the desktop, direct export, capture, online search, import text file, and manual entry.

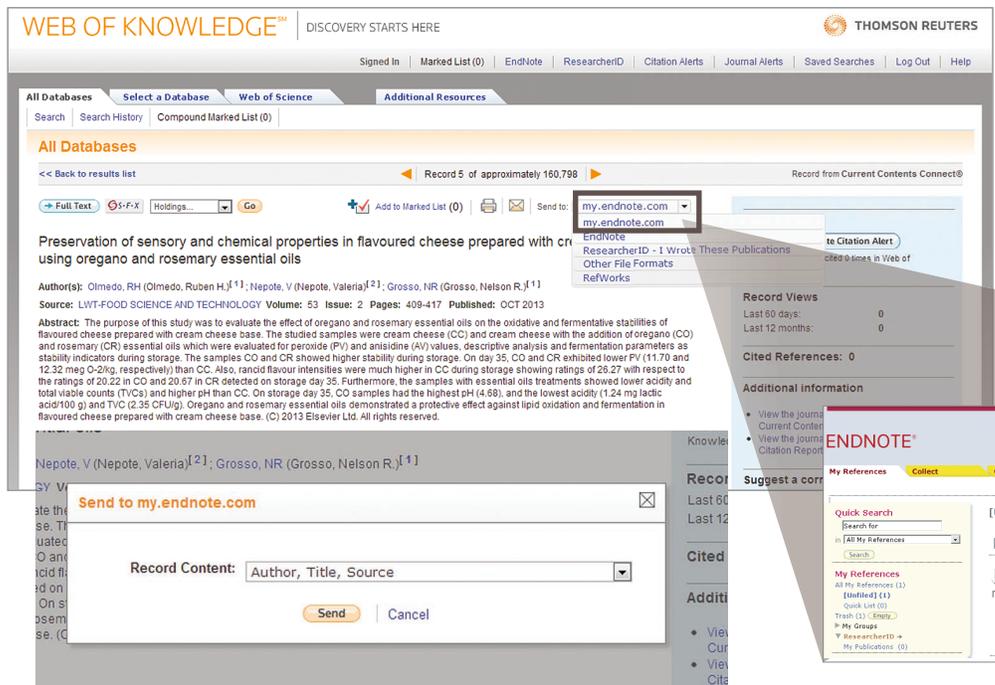
SYNCING WITH THE DESKTOP



After creating and entering your EndNote online account credentials in Sync under the Preferences menu, desktop users can select the Sync button to have their EndNote library available online.

Using Sync will ensure that changes made to your library on the desktop or online are made available immediately and on any platform. This sync capability extends to the EndNote for iPad app.

DIRECT EXPORT



In some online resources, such as the Web of Knowledge, you can save search results directly to your EndNote library by selecting my.endnote.com from the drop down menu. References will be automatically placed in the Unfiled group.

CAPTURE

You can use the Capture Reference feature for online resources that do not have buttons for direct export. Capture Reference scans the bibliographic information presented on a web page and creates a reference for you to save to a new or existing group.

Click on the Download Installers link at the bottom of the page in EndNote online, and drag and drop the Capture Reference button to your browser's Bookmarks bar.

ENDNOTE®

My References Collect Organize Format Options

Password | E-mail Address | Profile Information | Language | Download Installers | Account Information

Download Installers

Capture: Capture Reference

To install the Capture tool, just drag the **Capture Reference** button to your Bookmarks bar (also known as "Favorites Bar" or "Bookmarks Toolbar"). In some browsers, you may need to right-click and select "Add to Favorites" or "Bookmark This Link." To use it, browse to a page you like and click the **Capture Reference** button in the Bookmarks bar. The Capture Reference window will open. Follow the instructions in the window.

Cite While You Write™

Use the EndNote plug-in to insert references, and format bibliographies automatically while you write your papers. The plug-in also allows you to save online references to your 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

Capture New Reference

Bibliographic Fields: at least one of the fields must be filled out.

Reference Type: [Dropdown menu]

Author: [Text field]

Title: [Text field]

Journal: [Text field]

Volume: [Text field]

Issue: [Text field]

Pages: [Text field]

Start Page: [Text field]

Epub Date: [Text field]

DOI: [Text field]

ONLINE SEARCH

ENDNOTE®

My References Collect Organize Format Options

Online Search | New Reference | Import References

Online Search

Step 2 of 3: Connecting to Library of Congress : Library Catalog

oregano in: Any Field [And]

in: Any Field [And]

in: Any Field [And]

in: Any Field [And]

retrieve all records

select a range of records

Search

Online Search Results

Library of Congress 1 - 10 of 20 results
(oregano) in Title

Show 10 per page Page 1 of 2 Go (All results retrieved)

Author	Year	Title
<input checked="" type="checkbox"/> Kintzios, Spiridon E.	2002	Oregano : the genera Origanum and Lippia Medicinal and aromatic plants--industrial profiles Online Link* Go to URL
<input checked="" type="checkbox"/> Casilla Garcíá, Eloy	2000	Proyectos agro industriales, 2001 : para el desarrollo del MACROSUR : proyectos agroindustriales para el desarrollo del Sur, aceitunas, vinos, pisco, damasco, orégano
<input type="checkbox"/> Pepper, Art	1991	Surf ride
<input checked="" type="checkbox"/> 2nd Planet.,	2003	Beyond the surface

You can search many library catalogs and databases through the EndNote interface.

- Click the Collect tab, then click Online Search.
- Select a resource you are entitled to access (some are proprietary).
- Perform your search.
- Mark desired references, and use the drop-down menu to add them to your library.

IMPORT TEXT FILE

To import references in a plain text file, data in the file must be tagged in machine-readable format.

- Click Import References under the Collect tab.
- Browse to select the text file.
- Select the import filter that matches the database where you created the file.
- Click the Import button.

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My References Collect Organize Format

Online Search | New Reference | Import References

Import References

Importing from EndNote?

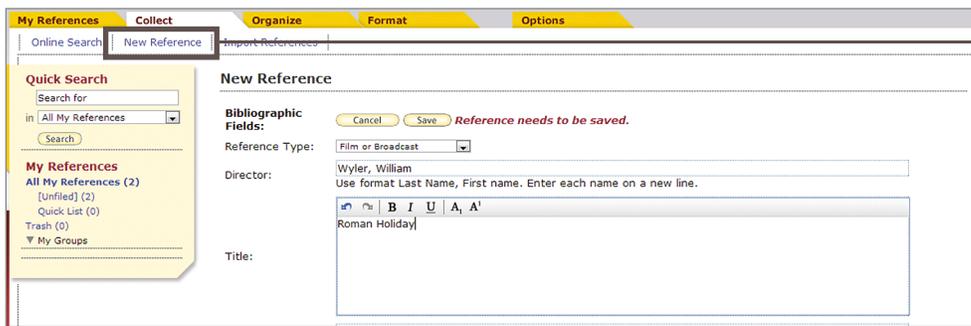
File: Choose File No file chosen

Import Option: Select... Select Favorites

To: Select...

Import

MANUAL ENTRY



To enter a reference manually:

- Click New Reference under the Collect tab.
- Select the appropriate reference type.
- Enter data into the desired fields. Fields commonly used by major style guides will appear first.

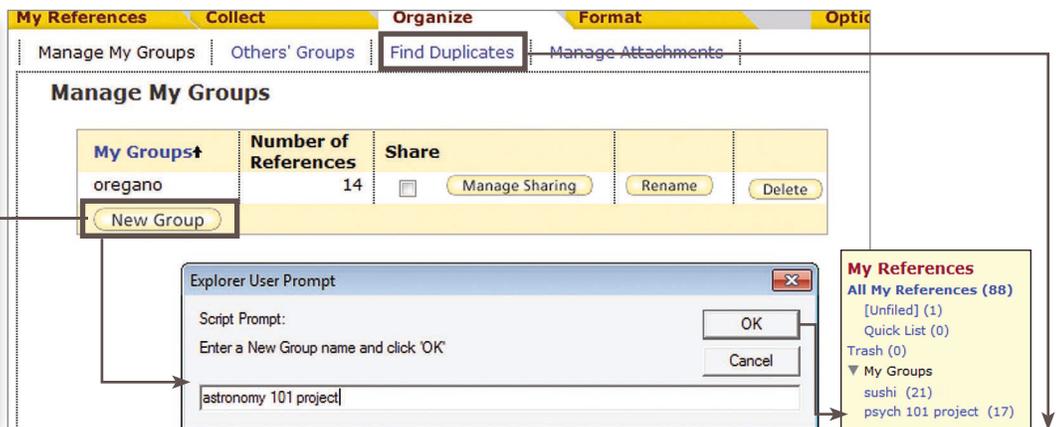
STEP 4: ORGANIZE & SHARE YOUR REFERENCES

CREATE GROUPS

By default, EndNote places references into the Unfiled folder. You can create up to 5000 groups to organize your references in whatever way best supports your work habits.

- Click Manage My Groups under the Organize tab.
- Click the New Group button.
- Name the new group.

Note: You can place a reference in a given reference in multiple groups. To see which group(s) a given reference is currently in, click the Folder icon.



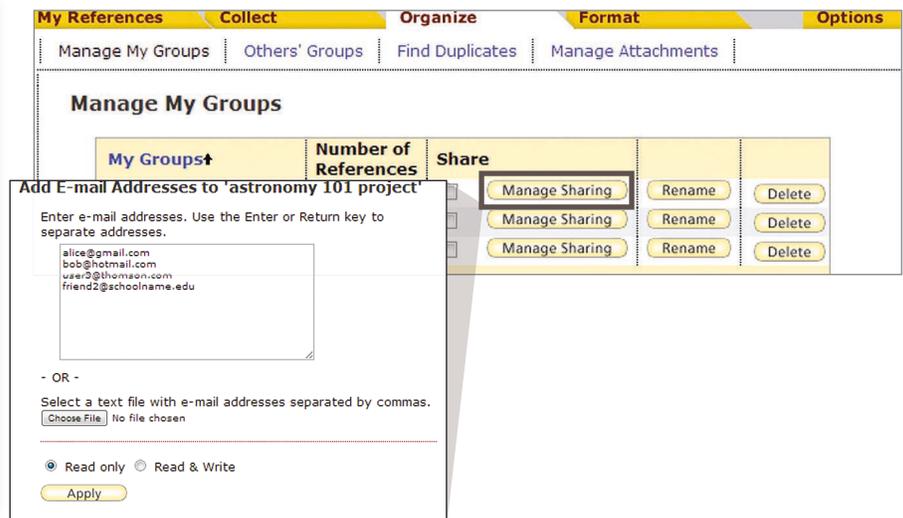
ELIMINATE DUPLICATE REFERENCES

It is possible to have duplicate records in your library. To identify and delete them, use the 'Find Duplicate' link under the Organize tab. EndNote compares the Author, Year, Title, and Reference Type fields when identifying duplicates.



SHARE REFERENCES WITH OTHER ENDNOTE USERS

- Click the Manage Sharing button next to the group you'd like to share.
- Enter the email addresses of the people you'd like to share with.
Note: Any individual you share your group with MUST have an EndNote account in order to view references. Enter the email address they use to access EndNote.
- Choose whether to give your colleagues read-only access, or read & write access.
 - Read & write access allows designated users to add and delete references in this group.
 - Read-only access allows designated users to view references only.
- Click Apply.



My References
All My References (142)
 [Unfiled] (0)
 Quick List (0)
 Trash (0)
 ▼ My Groups
 astronomy 101 project (50) 
 oil spills (78)
 oregano (14)
Groups Shared by Others
 allergies (28) 
 architecture (44)

Groups that you are sharing with others display the share icon.

When another user shares a group with you, it appears under the "Groups Shared by Other" heading.

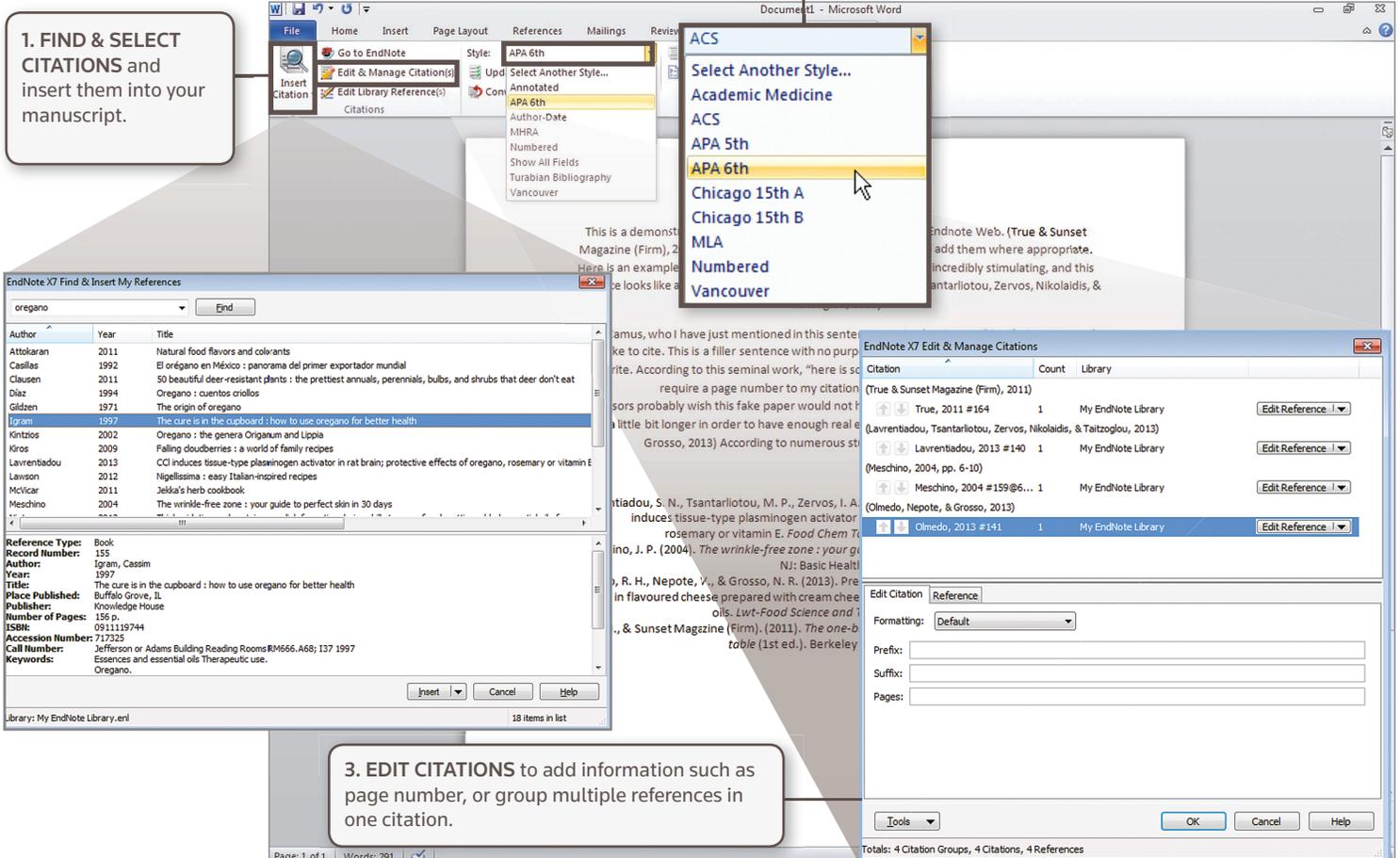
The book and pencil icon indicates that you have permission to add & delete references in a group. If no icon is present, you have read-only access.

STEP 5: USE CITE WHILE YOU WRITE

Using the Cite While You Write plug-in installed in Step 2, you can easily insert references and format citations and bibliographies instantly while you write your papers in Word.

2. REFORMAT YOUR ENTIRE PAPER and bibliography with one click. Choose from thousands of available styles.

1. FIND & SELECT CITATIONS and insert them into your manuscript.



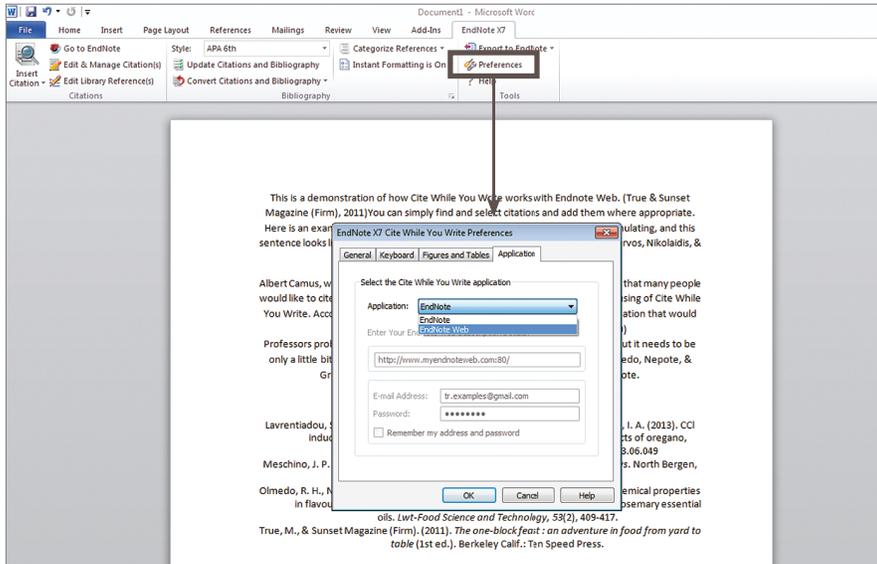
2. REFORMAT YOUR ENTIRE PAPER and bibliography with one click. Choose from thousands of available styles.

3. EDIT CITATIONS to add information such as page number, or group multiple references in one citation.

The screenshot shows the Microsoft Word interface with the EndNote X7 Find & Insert My References dialog box open. The search term is "oregano". The results table is as follows:

Author	Year	Title
Attokaran	2011	Natural food flavors and colorants
Casillas	1992	El orégano en México : panorama del primer exportador mundial
Clausen	2011	50 beautiful deer-resistant plants : the prettiest annuals, perennials, bulbs, and shrubs that deer don't eat
Díaz	1994	Oregano : cuentos criollos
Gildzen	1971	The origin of oregano
Igram	1997	The cure is in the cupboard : how to use oregano for better health
Kintziou	2002	Oregano : the genera Origanum and Lippia
Kiros	2009	Falling douberries : a world of family recipes
Lavrentiadou	2013	CCI induces tissue-type plasminogen activator in rat brain; protective effects of oregano, rosemary or vitamin E
Lawson	2012	Nigellissima : easy Italian-inspired recipes
McVicar	2011	Jekka's herb cookbook
Meschino	2004	The wrinkle-free zone : your guide to perfect skin in 30 days

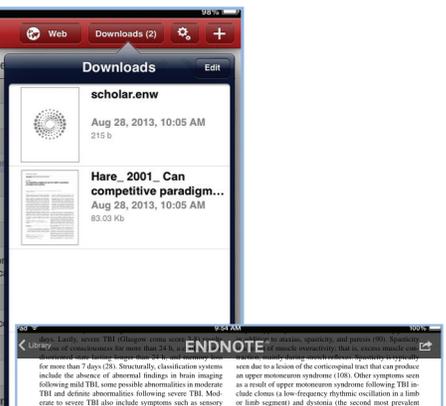
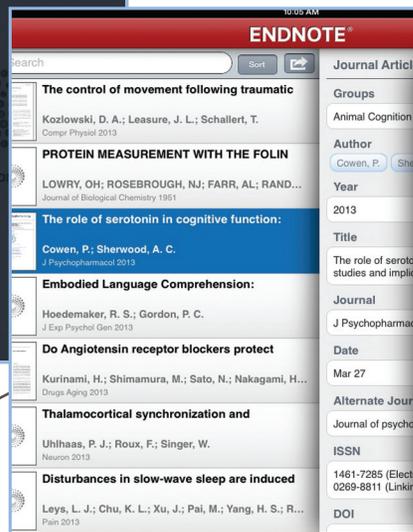
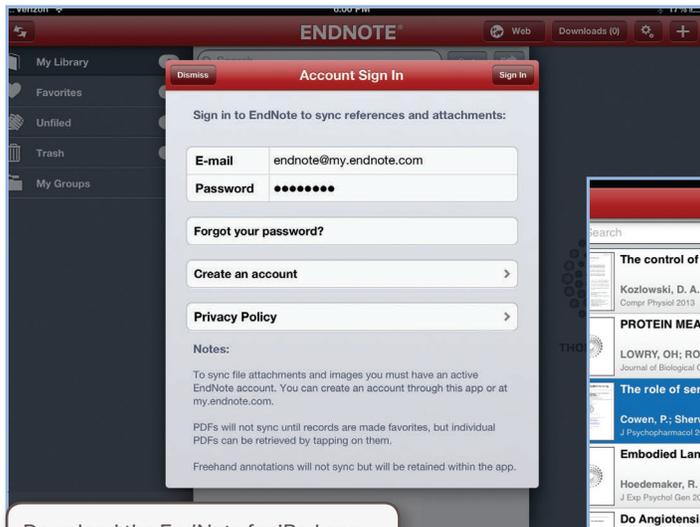
The EndNote X7 Edit & Manage Citations dialog box is also open, showing a list of citations with columns for Citation, Count, and Library. The citation "Olmedo, 2013 #141" is selected.



CITE REFERENCES FROM BOTH ONLINE AND DESKTOP

Cite While You Write is compatible with EndNote both online and desktop. Start a document using your library in one product, then switch to the other under Preferences.

STEP 6: ACCESS AND EXPAND YOUR ENDNOTE LIBRARY FROM THE IPAD APP

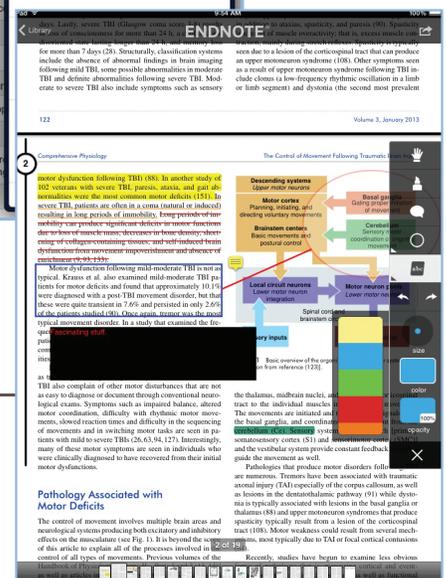


Download the EndNote for iPad app from the Apple store, and access your library from anywhere. The EndNote app allows you to log into your account and continue working on your library. With the EndNote app, you can:

- Use the app's built in browser to search Web of Knowledge, Google Scholar, or PubMed to expand your library, and even pull in full text PDFs.
- Organize references and create new groups.
- Email PDFs to your collaborators.
- Sync changes made to the desktop and online.

ANNOTATE PDFS

Add notes, highlighting, underlining and text to your articles right from within the iPad, and sync them to your desktop.



CAPACITY AND CAPABILITIES

	Reference Storage	File attachment storage	Cite While You Write (Microsoft Word)	Bibliographic styles	Web of Science data and links
EndNote basic users	50,000	2GB	Limited Feature Set	21	-
EndNote basic & Web of Knowledge users	50,000	2GB	Limited Feature Set	3300+	✓
EndNote desktop users	Unlimited	5GB	Full Feature Set	3300+	-
EndNote desktop & Web of Knowledge users	Unlimited	5GB	Full Feature Set	3300+	✓

ENDNOTE[®] basic

This user is similar to what used to be the ResearcherID or **free user**. But, now they have the top 21 styles and 2GB of storage.

ENDNOTE[®]

This user has **EndNote installed on their desktop**, but does not have access to Web of Knowledge — which means 5Gb of storage and all of the import, export and style options.

ENDNOTE[®] basic

This user has Web of Knowledge. In addition to the basic features, this users has extra styles and will see Times Cited counts and other Web of Knowledge data and links in their library.

ENDNOTE[®]

This user has Web of Knowledge and EndNote desktop. So in addition to 5Gb of storage and additional capabilities, they will see Times Cited counts and other Web of Knowledge data and links in their online library.

NEED HELP?

ADDITIONAL TRAINING

Whether you want to get the basics or fine tune your skills, Thomson Reuters can help with a variety of targeted training opportunities which include recorded trainings, live expert-led WebEx sessions and downloadable materials at endnote.com/training

GETTING TECHNICAL HELP

Search our Frequently Asked Questions Knowledgebase or contact our expert technical support staff at endnote.com/support/

One of the most important benefits of EndNote is our knowledgeable and committed user base. Follow us on Twitter, Like us on Facebook or join our customer forum to ask questions and get feedback from our millions of users around the world.

<http://community.thomsonreuters.com/>

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Once you know the basics, complex research projects no longer seem insurmountable. Moving from writing a research paper to creating a CV, funding application, or manuscript is as easy as moving from EndNote basic — our web based, online-only version — to EndNote desktop (and online).

Additional features only available in EndNote desktop:

- Targeted and advanced search capabilities
- Automatically update the references in your library
- Automatically find the full text for your references
- Find duplicates and update your references
- Add annotations and comments to your PDFs and attachments
- Email references and attachments
- Easily import PDFs, folders, and sub-folders
- Designate a watch folder for automatically adding PDFs as your working
- Auto-suggest for key fields to ease entry process
- Pre-built lists for journals let you to use journal titles or abbreviations in your bibliography, regardless of which one appears in the reference
- Create and customize bibliography styles to fit your need
- Create your reference type if we don't already have it
- Create bibliographies with sub heading or sections, organized any way you want. Or add multiple bibliographies in one document
- Filing and categorizing tools to assist in organization



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