

Endnote Online

Disclaimer: The terms 'online' and 'web' will be used interchangeably in this guide to accommodate various database or platform terminologies.



Swinburne Library EndNote resources page:

https://www.swinburne.edu.my/library/referencing/managereferences-with-endnote-4./

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1.0 About EndNote Online

EndNote Online is the web component of EndNote reference management software. There are four (4) versions of EndNote Online:

i. EndNote Online Classic

Available for free with limited capacity



ii. EndNote Online Classic linked to the University

• Includes features like online searching, and group sharing.

iii. EndNote Online Classic synchronized with Desktop EndNote

- This version can only be used with EndNote 20
- This version offers unlimited reference and storage capacity and the fullest functionality.

iv. EndNote Web synchronized with Desktop EndNote Version 21

- This version is only available once you have synchronized your EndNote 21 library.
- It looks very similar to the Desktop version but does not include all the options available on EndNote Online Classic.
- Able to integrate with Microsoft Words and Google Docs, but unable to perform direct export.

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EndNote Online is best suited to undergraduates and postgraduates by coursework students and Swinburne students involved in group work. EndNote Online enables you to collect, store, organise, and retrieve references using multiple devices.

2.0 Access EndNote Online

i. Go to EndNote Web login page at https://endnote.com/login/.

The right side is the older version, which is EndNote 20 and below, meanwhile the newer version, EndNote 21, is on the left side.

Click on 'EndNote Web' to access the EndNote 21.



ii. Enter your email address and password that you have created in your previous EndNote account. Then click 'Sign in'.

*Use your Swinburne email to sign in.



The homepage interface of Endnote Web

3.0 Adding references to EndNote Web

3.1 Direct export the references into EndNote Web

Direct export is the simplest method to transfer references from a database into your EndNote Web library.

- It allows you to save references directly from the database into your EndNote library by selecting the EndNote Online/Web export option.
- EndNote online will open automatically.
- The references will be added to your library.

However, this option is only available in a limited number of databases, currently just Web of Science. Here are the steps:

i. From the library A-Z database list, go to 'Web of Science'

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	Web of Science Leading database of peer-reviewed literature. Science citation index expanded (1900-present), Social sciences citation index (1901 and humanities citation index (1975-present), Also includes the Science book (citation index (2005-present) and the Social science (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former sources citation (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former sources citation (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former sources citation (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former sources citation (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former social science (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former social science (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former social science (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former science science for (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former science science for (2005-present) the Science and social sciences conference proceedings: citation index (2004-present) the Former science science science for (2005-present) the Science and social science proceedings: citation index (2004-present) the Former science scien	0-present) and Arts book citation index
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ii. Look for your desired topic and click the 'Search' button.

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iii. Click on the title of your desired article and click the 'Export' button on the top right of your screen.



iv. Select 'EndNote Online' and choose your desired EndNote group (just leave it Unfiled if you don't want to group it), then click the 'Export' button.

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v. Once the export is completed, a green thumbnail displaying 'Export Complete (100%)' will appear on your screen. Simply reload your EndNote Web, and the citation will be automatically added to your reference list.

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3.2 Importing the references into EndNote Online

If a database does not allow a direct export feature, you can save the reference details in a suitable format that can be imported into EndNote.

When you are searching for your database and have chosen your desired article, look for 'Export' option. In most cases you can choose either the 'EndNote' or 'RIS' export format and save the file.

Once you have downloaded the RIS file, follow these steps to import your downloaded references into EndNote Online.

Avoid clicking on the downloaded file, as this may lead to opening Desktop EndNote.

i. Open your 'EndNote Online' and click on the + symbol then choose 'Import from file'.

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ii. To import reference from file, you can choose two ways. Which is 'Choose file to upload' or 'Drop a file'. Then click 'Import'.

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Import reference from file	End-to-EndEdition.ris	Change Selected File
Choose file to upload	Import to:	
Or drop a file here. Supported file types:.pdf, .ris, .nbib Cancel Import	Create new group	Cancel Import

iii. When you open your EndNote Online, the citation will automatically appear in your 'EndNote library'.

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4.0 Create manual referencing

i. Open your 'EndNote Online' and click on the + symbol then choose 'Create manually'.

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ii. Select an appropriate reference type from the reference type drop-down menu. Choose carefully, because the reference type will influence what information is displayed in each citation.

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Reference Type	
Journal Article	*

iii. Once a reference type is chosen, the form will be redisplayed to suit the reference type selected.

- iv. Write the reference details in the appropriate fields.
- v. After you have completed the form, click the "Save" button.

Create new reference			
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DOI https://doi.org/10.1108/COMPEL-12-2016-0576	•		
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Author Li, Jingsong			
Wang, Lixiang Yang, Qingxin Wang, Shanming Li, Yongjian	-	Fill in the the appro	details in priate fields.
Zhang, Changgeng Qu, Baojun			
Please enter authors on separate lines			
2017			
Title			
Measurement and modelling of rotational anomalous loss considering skin effect of electrical steel sheets			
Journal	-		
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5.0 Creating groups

Creating groups allows you to manage and organize your references. For example, you can create groups for research projects or assignment topics.

i. To create a new group, click the wrgroups + button and select • Create new group . Enter your group name and click Create.

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ii. To copy references to your group, click the "All references" page, and tick the box of any reference you want to file in a group. Next, click the "Add selected references to groups" icon.

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Help Center	C] =	David Rolnick; Priya L. Donti; Lynn	2022	Tackling Climate Change with	ACM Comput. Surv.	2/14/2024	2/14/2024	Journal Article

iii. Choose the selected group and click "Add to group".

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Note: The 'Group Sharing' functionality in EndNote is primarily available through EndNote Online Classic.

6.0 Adding citations into a Word document using EndNote

The Cite While You Write tool simplifies the process of inserting EndNote references into Word Desktop/Online. It automatically generates and formats in-text citations and reference lists. The EndNote 21 Cite While You Write add-in for Word Online now offers native integration, making it ideal for collaborative research. It enables you to combine your references with those of your collaborators.

To use Cite While You Write, you need an activated EndNote Web account with EndNote 21. The tool integrates seamlessly with your EndNote 21 Web account.

There are two ways to install Cite While You Write Tools, which is from 'Add-ins' and from the 'Home' tab on the Menu bar.

6.1 Installing Add-ins in Microsoft Word

- 1. Open a blank Word Desktop/Online document.
- 2. Click on Add-ins from the Home tab.

From Microsoft Word Desktop/Online

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Undo	Clipboard	Font	Paragraph	G L	Styles	Select → Editing	Voice Proofi	→ Add-ins	Close

3. Search and locate for EndNote 21 Cite While You Write plugin. Add the add-ins and click 'Get started'.



4. Enter your EndNote 21 email address and password and click the 'Sign in' tab.

Cite While You Write	\sim	×
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EndNote 21 is required for access		
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5. Once the installation is completed, you will be automatically directed to the 'My references' tab with the EndNote 'Cite While You Write' Desktop/Online panel at the right side of your screen.

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Important: To access Cite While You Write in Word Desktop/Online, you must have an EndNote 21 web account. If you haven't registered for an online account with EndNote 21, please <u>click here</u>.

6.2 Inserting citations with EndNote Online

1. From Words Desktop/Online, choose References > Cite with EndNote.

2. This opens a tab at the right side of the screen which is the 'Cite While You Write' column. From there you can choose the citations that you wish to add into your words document.



7.0 Export references from EndNote Online

Exporting references from EndNote is helpful because it allows for easy tool switching, efficient collaboration, data security through backups, offline access, and simplified formatting for academic writing. Exporting creates a file which can be opened in EndNote desktop, or other EndNote in other devices. You can also share the export references with another user without giving them access to your EndNote library.

i. From the 'All references' page, tick the box of any reference you want to export. ii. Click the 'Export selected references' icon

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iii. Rename the file name and click 'Export'.

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8.0 Edit reference information

It is best to recheck and review the reference that EndNote has generated. If the information saved is incomplete or incorrect, you can edit it manually or update the information using metadata update.

- i. Select the reference you wish to edit and click to highlight it.
- ii. Click on the 'Edit' button.
- iii. Edit as necessary in the right-hand pane OR click 'Update reference' and let EndNote find the updated reference information.
- iv. Lastly, click 'Save' when you have finished editing.

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