EndNote Online

User guide

Subhasree Nag, PhD
March 2023

EndNote Online

- Accessing EndNote Online
- Importing and creating references
- Attaching PDFs
- Organizing and sharing references
- Inserting and formatting references in a document

Why EndNote?

An Endnote Online account is provided to each Web of Science user.
(Up to 50K references can be managed in your Endnote Online account. No limit in the desktop version)

COLLECT INFORMATION	Reduce your time in gathering all information needed without missing anything.
ORGANIZE DOCUMENTS	Exploit Endnote functionalities to use it as a powerful Content Management System. Store your pdf's.
WORK REMOTELY	Use Endnote wherever you are to access your information everywhere.
COLLABORATE	Improve Collaboration with your peers and global team, sharing libraries, documents and notes.
USE BIBLIOGRAPHIES	Exploit integration with word editors and spreadsheets and easily use bibliographies in your documents.
CUSTOMIZE	Define your styles the way you want and create your brand.

Clarivate™

EndNote Online

- Accessing EndNote Online
- Importing and creating references
- Attaching PDFs
- Organizing and sharing references
- Inserting and formatting references in a document

Clarivate™

Why should you be registering for Web of Science?

- To save your searches and create alerts

- To create lists of documents

- To get my searches and viewed records saved for a year in History

- To use the same account for EndNote Online, Master Journal List, Journal Citation Reports, Essential Science Indicators, My Research Assistant and navigate smoothly across the different platforms

- To export to EndNote

- To access the Web of Science remotely (http://www.webofscience.com/) for 6 months without VPN/Proxy/SSO

Clarivate™

Accessing EndNote Online

Use the same credentials as for the Web of Science – One Shared Account for all platforms

https://www.myendnoteweb.com/

Select your preferred interface language

Levels of EndNote access

EndNote basic (free version)

- Store up to 50,000 references and 2 gigabytes of file attachments
- Format with 21 of the most popular output styles
- Import references in three tagged formats
- Search five remote databases from EndNote online via Online Search

EndNote online for users with access to the Web of Science

- Store up to 50,000 references and 2 gigabytes of file attachments
- Web of Science links in EndNote online
- Identify captured references the Web of Science
- Designate EndNote online administrators to control content files

EndNote online for desktop users (premium)

- Unlimited online storage for two years from the time of enhancement
- Access to additional content files directly within EndNote online
- Import references in 500 tagged formats
- Search 1400 remote databases from EndNote online via Online Search

EndNote desktop (EndNote 20)

- Create virtually an unlimited number of libraries, references and file attachments
- Desktop software for both macOS and Windows
- Unlimited number of connection files, import filters and output styles.
- 40+ power features

EndNote Online

- Accessing EndNote Online
- Importing and creating references
- Attaching PDFs
- Organizing and sharing references
- Inserting and formatting references in a document

Clarivate™

Import references from the Web of Science

0/21,979 **Add To Marked List**

Export ^

EndNote online
EndNote desktop
Add to my Publons profile
Plain text file
RIS
BibTeX
Excel
Tab delimited file
Printable HTML file
InCites
FECYT CVN
More Export Options ?

☐ 1 Thermal transport in lith...
Xiang, CQ; Wu, CW; (...); Zhang, G...
Feb 2022 | FRONTIERS OF PHYSI...
In recent years, lithium ion (Li-i...
vehicles because of their high er...
batteries, in which thermal cond...
S·F·X Full Text at Publisher

☐ 2 Condition Monitoring an... on Motor in Electric Vehicle
Gundewar, SK and Kane, PV
4th International and 19th Natio... nes and Mechanisms (iNaCoMM)
2022 | MACHINES, MECHANISM 531-537
The twenty-first century is witnessing the growth of electric vehicles due to t...
concern for clean technology to take care of environmental pollution. Batter...
components in the electric vehicle. An electric motor is a prime component ...
S·F·X Full Text at Publisher ••• View PDF with EndNote Click

Export Records to EndNote Online

Record Options
◯ All records on page
◉ Records from: 1 to 500
No more than 500 records at a time
Record Content:
Full Record ⌄

Export **Cancel**

Exported records will be saved automatically in the [Unfiled] folder

My References
All My References (119)
[Unfiled] (47)
Quick List (0)

Exported records will be tagged as EN in the Web of Science

☐ EN 🔒 Power Battery Performance Detection System for Electric Vehicles
Wang, YN
9th International Conference of Information and Communication Technology [ICICT]
2019 | PROCEEDINGS OF THE 9TH INTERNATIONAL CONFERENCE OF INFORMATION AND COMMUNICATION TECHNOLOGY
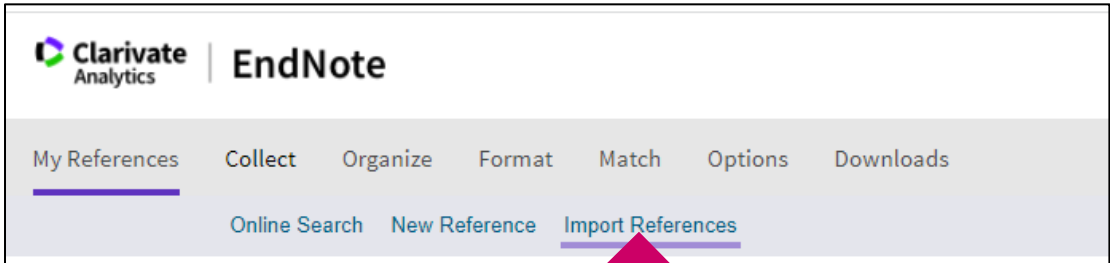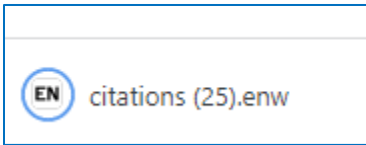[ICICT-2019] 154 , pp.759-763

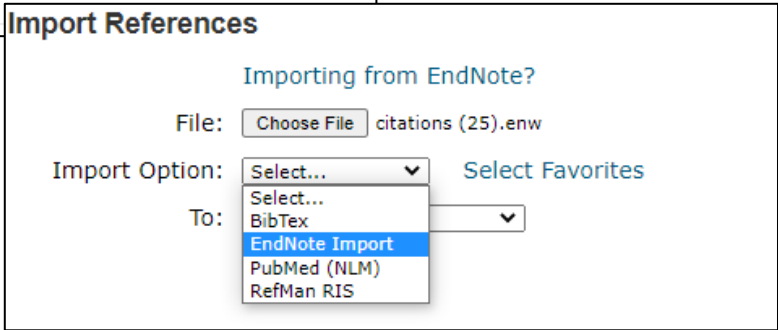Clarivate™

Import references from Google Scholar
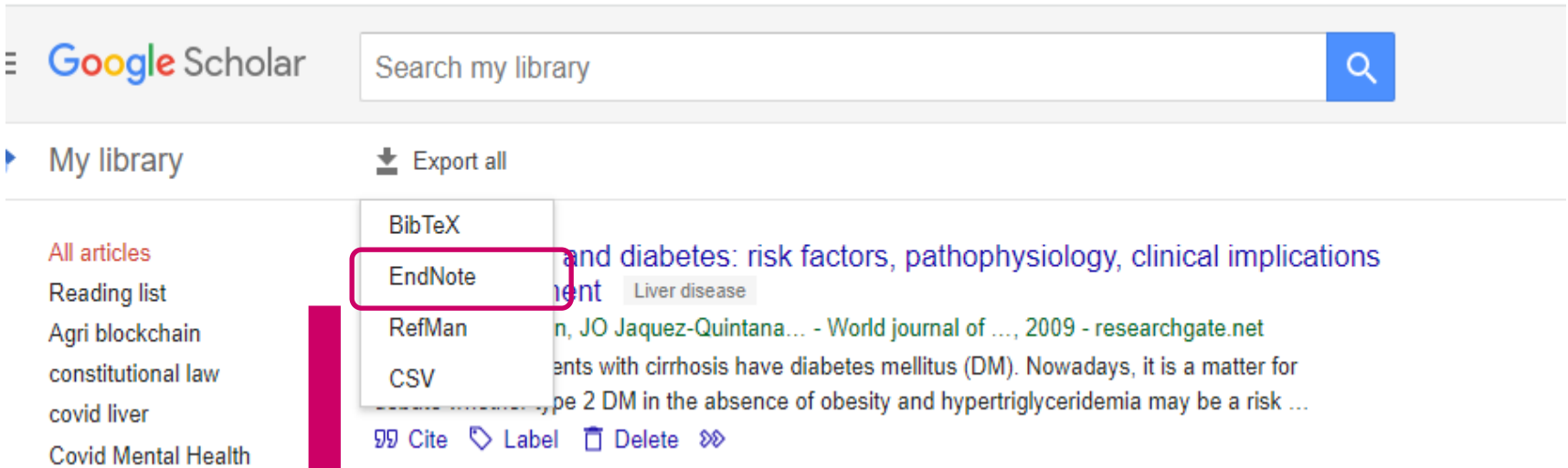
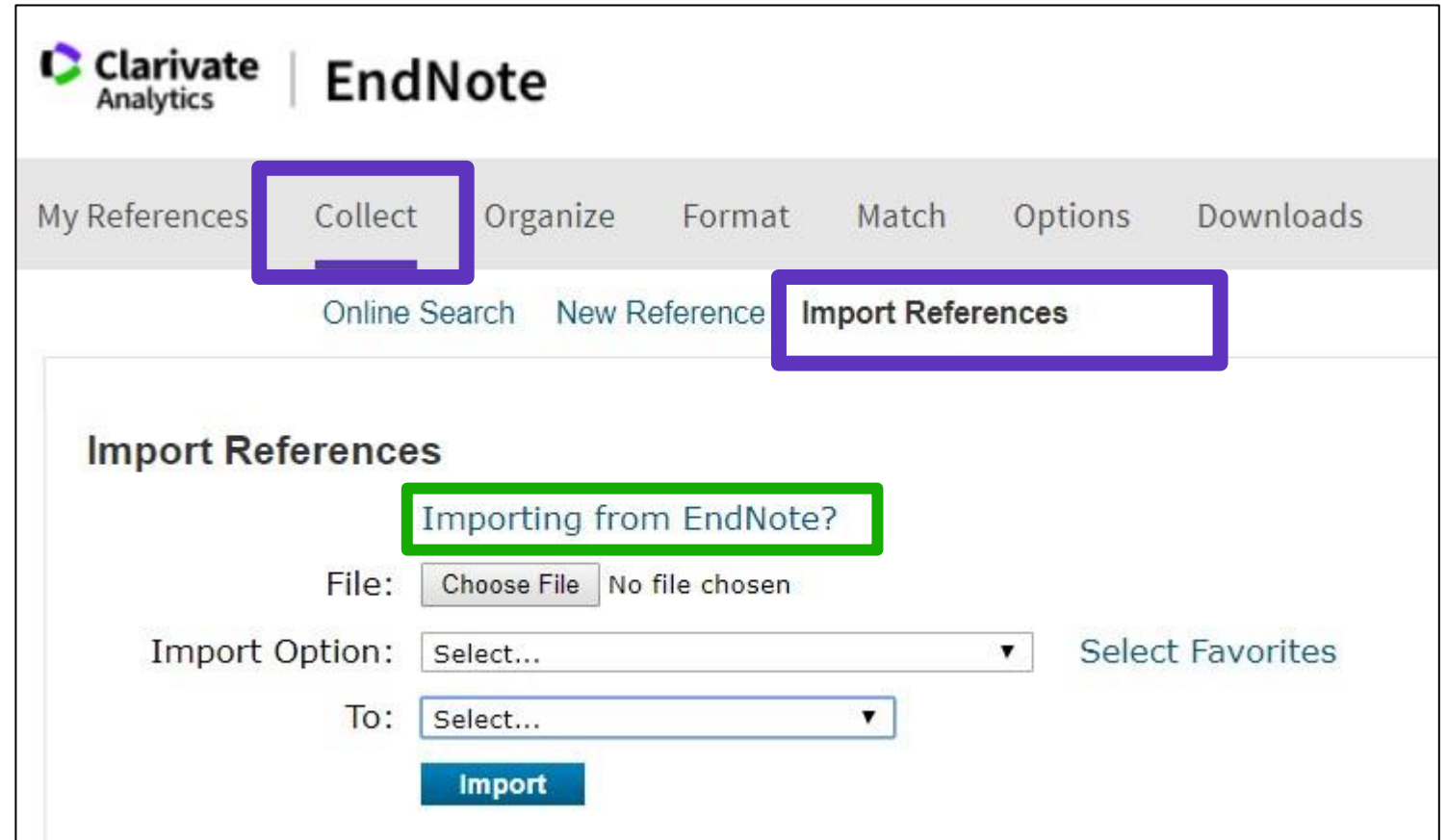**Search on Google Scholar→ Save to My Library→ Export to EndNote**

Use the correct IMPORT FILTER

Exported References folder saved as citations.enw. Import using COLLECT tab

Import files

To import references into your library it's important to use a file in the proper format

Need help about compatible import formats to EndNote Online?

Manage my references

Quick commands at the top of the page

Click on the title to open a reference

Edit a reference

View Reference in 'Electric vehicles'

◄ Record 2 of 10 ► | Return to list
Copy To Quick List | Delete

→Related Records → Source Record
Search Web of Science Core Collection for [Ajanovic, A. ▼] Go

Quick commands at the top of the page

Full Text | SFX Demo OpenURL Link
Hide Empty Fields

Bibliographic Fields:

Reference Type:	Journal Article
Author:	Ajanovic, A. 🔍 ;Haas, R. 🔍
Title:	On the Environmental Benignity of Electric Vehicles
Year:	2019
Journal:	Journal of Sustainable Development of Energy Water and Environment Systems-Jsdewes
Volume:	7
Part/Supplement:	
Issue:	3
Pages:	416-431
Start Page:	
Errata:	
Epub Date:	

▼ Attachments:

Files:	📎 Attach files
Figure:	📊 Attach figure

Label:	This is my label
Keywords:	

For example, adding your own labels

Clarivate™

Capture a reference from a webpage
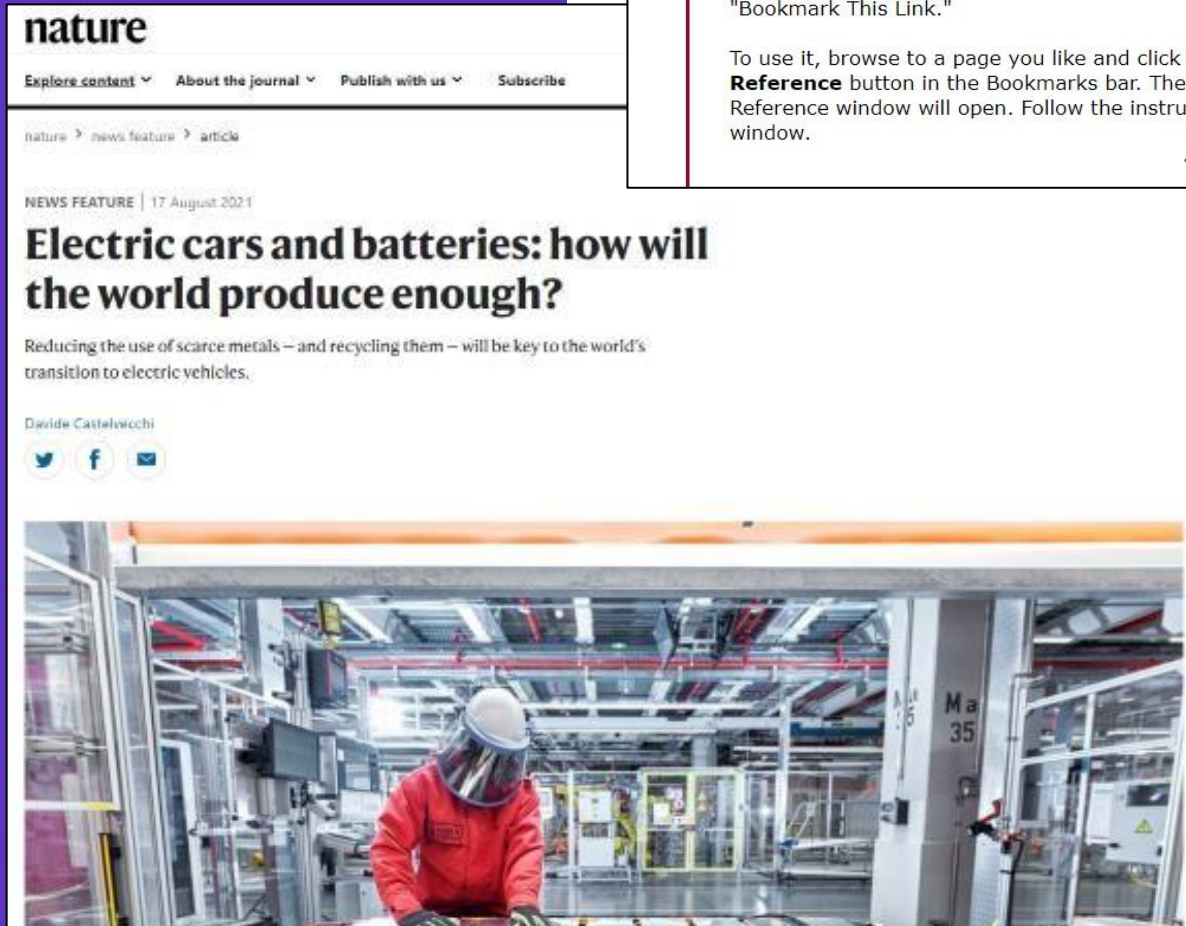
Capture: Capture Reference

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.

The Capture tool scans the bibliographic information presented on a web page and creates a reference that you can save to a new or existing group.
Capture Compatible Sources list available here: https://www.myendnoteweb.com/help/en_us/ENW/he_capture.htm.

nature

Explore content ∨   About the journal ∨   Publish with us ∨   Subscribe

nature > news feature > article

NEWS FEATURE | 17 August 2021

Electric cars and batteries: how will the world produce enough?

Reducing the use of scarce metals — and recycling them — will be key to the world's transition to electric vehicles.

Davide Castelvecchi

Capture New Reference

Close[x]

Save To   ● my.endnote.com   ○ EndNote
Bibliographic Fields | Optional Fields

Groups: Add or remove

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

Reference Type: Journal Article ∨

Author: Castelvecchi, Davide
Use format Last Name, First name. Enter each name on a new line.

Title: Electric cars and batteries: how will the world produce enoug

Year: 2021

Journal: Nature

Publisher: Nature Publishing Group

Volume: 596
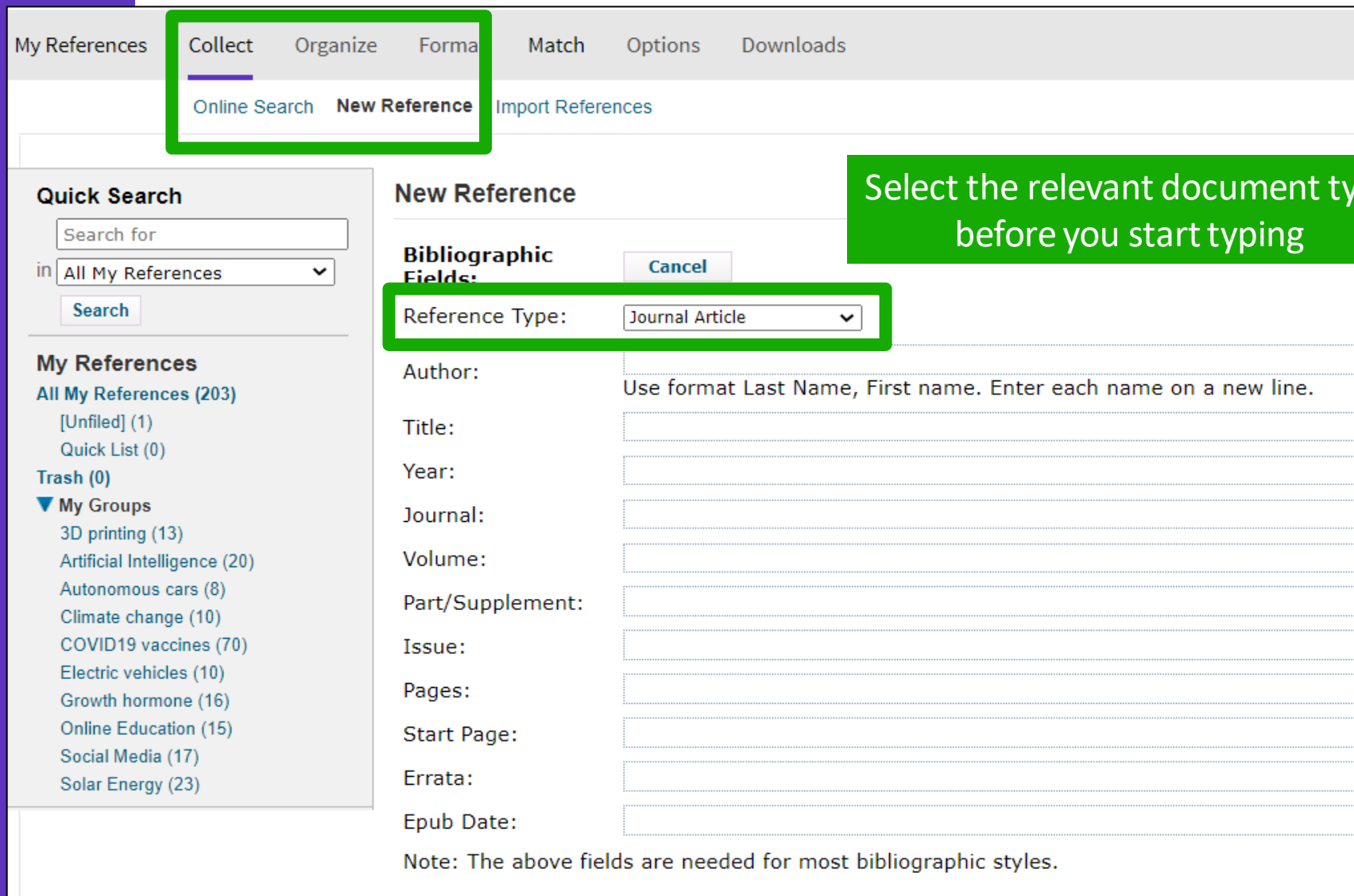
Part/Supplement:

Issue: 7872

Pages: 336-339

Start Page:

Clarivate™

Create a new reference manually

My References   Collect   Organize   Forma   Match   Options   Downloads

Online Search   **New Reference**   Import References

Select the relevant document type before you start typing

Quick Search

Search for

in All My References

Search

New Reference

Bibliographic Fields: Cancel

Reference Type: Journal Article

My References

All My References (203)
  [Unfiled] (1)
  Quick List (0)
Trash (0)
▼ My Groups
  3D printing (13)
  Artificial Intelligence (20)
  Autonomous cars (8)
  Climate change (10)
  COVID19 vaccines (70)
  Electric vehicles (10)
  Growth hormone (16)
  Online Education (15)
  Social Media (17)
  Solar Energy (23)

Author: Use format Last Name, First name. Enter each name on a new line.

Title:

Year:

Journal:

Volume:

Part/Supplement:

Issue:

Pages:

Start Page:

Errata:

Epub Date:

Note: The above fields are needed for most bibliographic styles.

15

EndNote Online

- Accessing EndNote Online
- Importing and creating references
- **Attaching PDFs**
- Organizing and sharing references
- Inserting and formatting references in a document

Clarivate™

Attach PDFs to my references

Bibliographic Fields:

Reference Type:	Journal Article
Author:	Chatman, Seymour 🔍
Title:	What Novels Can Do That Films Can't (And Vice Versa)
Year:	1980
Journal:	Critical Inquiry
Publisher:	University of Chicago Press
Volume:	7
Part/Supplement:	
Issue:	1
Pages:	121-140
Start Page:	
Errata:	
Epub Date:	

▼ **Attachments:**

Files: 🔗 Attach files

Chatman-1980-What-novels-can-do-that-films-can.pdf

Figure: 📊 Attach figure

What Novels Can Do That Films Can't (And Vice Versa)
Critical Inquiry
Added to Library: 15 Dec 2019   Last Updated: 15 Dec
Online Link ➔ Go to URL

📎 📶 S·F·X Full Text

File Attachments   📎

Ch...
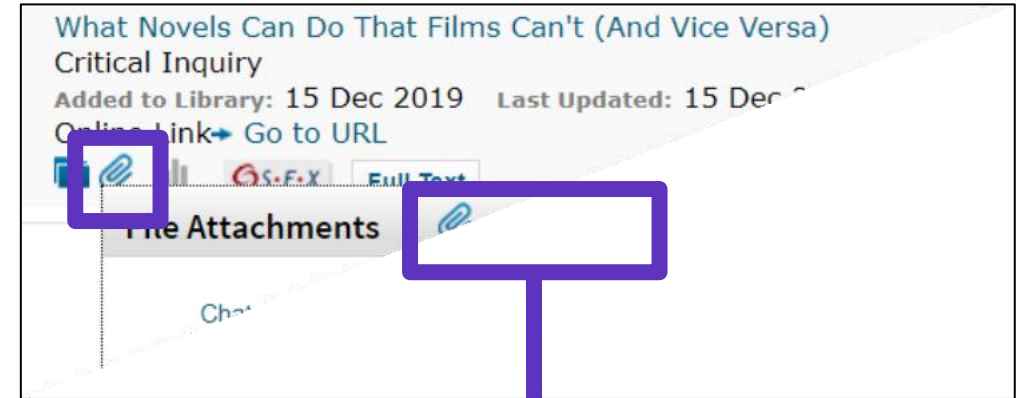
Upload File Attachments

Used Space: **64.66 MB**   Available Space: **Unlimited**

Select the files you would like to upload by clicking browse.

A maximum of 5 files can be uploaded at a time.

File: [Choose File] No file chosen

File: [Choose File] No file chosen

File: [Choose File] No file chosen

File: [Choose File] No file chosen

File: [Choose File] No file chosen

0 Attachment(s) Selected

PDF or other file type

C Clarivate™

Manage my files and available space

Space limited to 2GB for files
Limit of 50,000 references for EndNote Online

Import references from EndNote Click

Configure your EndNote Click settings

Reference manager integration

Select your preferred reference manager.

Reference manager

EndNote

Use the Push to EndNote Account button when you access PDFs to automatically sync PDFs to EndNote.

Revoke connection to EndNote account

EN My Locker

V.-B. Vu et al.
IEEE Transactions on Industria... (2021)

☑ Saved in Locker

⬇ Download PDF

➤ Share PDF

↗ Export to EndNote Desktop

☁ Push to EndNote Web

IEEE TRANSACTIONS ON INDUSTRIAL ELECTRONICS

A hybrid charger of conductive and inductive modes for Electric Vehicles

M. González-González, Volker Pickert, *Member,*
ior Member, IEEE, and Alicia Triviño

direct DC currents into the battery, on-board chargers require
the installation of all of the AC to DC power electronics inside
the vehicle. On-board conductive chargers typically

Push to EndNote Web close ✖

When you login with your EndNote account, we can push references and PDFs directly to a group of your choosing. You can sync EndNote Desktop to your EndNote Account by going to Edit > Preferences > Sync.

EndNote™ Connect to EndNote **C Clarivate™**

Email address _____   Authorize Access

Password _____

Sign in

Forgot your password?

Login to connect the 2 platforms

Push to EndNote Web

Group

Electric vehicles ▼

Export

Select the folder where you want to import this reference

The reference and the PDF are imported into EndNote Online

Vu, Van-Binh   2021   A Hybrid Charger of Conductive and Inductive Modes for Electric Vehicles
IEEE Transactions on Industrial Electronics
Added to library: 19 Sep 2021   Last Updated: 19 Sep 2021
📎   SFX Demo OpenURL Link

C Clarivate™

EndNote Online

- Accessing EndNote Online
- Importing and creating references
- Attaching PDFs
- **Organizing and sharing references**
- Inserting and formatting references in a document

Clarivate™

Organize references in groups

We recommend adding new references to a group (new or existing) just after importing them in the [Unfiled] folder, so you leave the [Unfiled] folder empty before the next import

Share groups of references

Manage Sharing for 'Artificial Intelligence_general'

0 E-mail Addresses

Start sharing this group.

Add E-mail Addresses to 'Artificial Intelligence_general'

Enter e-mail addresses. Use the Enter or Return key to separate addresses.

List of emails your colleagues are using for EndNote

- OR -

Select a text file with e-mail addresses separated by commas.
Choose File No file chosen

○ Read only   ○ Read & Write

Note: Attachments are not shared, regardless of access privileges.

Apply

▼ My Groups
Artificial Intelligence (10)
Autonomous cars (14)
Bioplastics (19) 👥
Bioprinting (8) 👥
Growth Hormone (7)
Online education (11)
Solar energy (20)
Groups Shared by Others
Social Media (17)

I am sharing these 2 groups with other EndNote users

An EndNote user is sharing this group with me

Clarivate Analytics | EndNote

My References | Collect | Organize | Forma | Match | Options | Downloads

Manage My Groups   Others' Groups   Find Duplicates   Manage Attachments

Manage My Groups

My Groups↑	Number of References	Share			
Artificial Intelligence	10	☐	Manage Sharing	Rename	Delete
Autonomous cars	14	☐	Manage Sharing	Rename	Delete
👥 Bioplastics	19	☑	Manage Sharing	Rename	Delete
👥 Bioprinting	8	☑	Manage Sharing	Rename	Delete
Growth Hormone	7	☐	Manage Sharing	Rename	Delete
Online education	11	☐	Manage Sharing	Rename	Delete
Solar energy	20	☐	Manage Sharing	Rename	Delete

New group

Note that when you delete a group, its content (the publications) are moved to the [Unfiled] folder

Clarivate™

Find and delete duplicates

When using Find Duplicates, EndNote online compares references based on the following fields:
- Author
- Year
- Title
- Reference Type

Duplicates (the most recently imported files) are already marked and can be deleted

Search references in my online library

Quick Search

Search for

in All My References ▼

Searches all indexing fields

You can search only one group

Search

My References
All My References (52)
[Unfiled] (2)
Quick List (0)
Trash (135) Empty
▼ My Groups
Artificial Intelligence_ge
Climate change (13)
Energies (1)
Growth hormone (6)
Nobel Prize_general (1
Oceanography (10)

Searches are different from the Web of Science:

growth hormone will search (growth OR hormone)

+growth +hormone will search (growth AND hormone)

"growth hormone" will look for exactly what's within the quotes

hormone -growth will search (hormone NOT growth)

Export references

EndNote allows you to output your references in a specified bibliography output style and in a specified file format to e-mail, save or print.
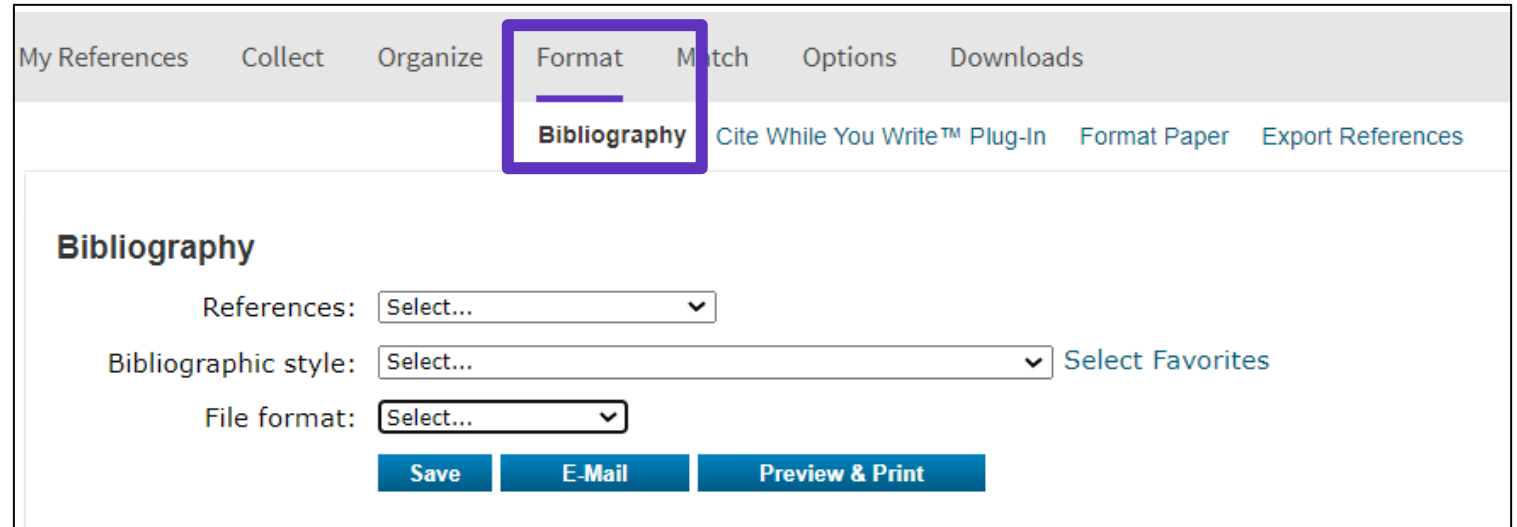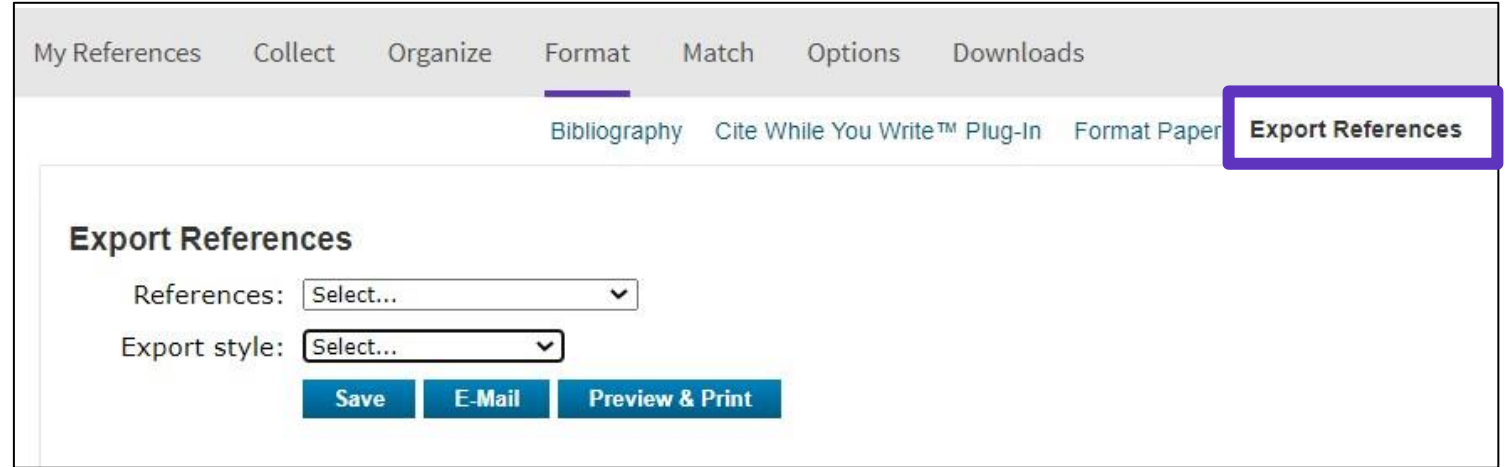
EndNote Online

- Accessing EndNote Online
- Importing and creating references
- Attaching PDFs
- Organizing and sharing references
- Inserting and formatting references in a document

Clarivate™

Install the application "Cite While You Write"

The Cite While You Write plug-in allow you to instantly insert references and format citations and bibliographies while you write your manuscript in Word. The plug-in is available for download in your EndNote basic account.

The Cite While You Write plug-in is compatible with:

- Microsoft Word
- Windows OpenOffice Writer
- Windows LibreOffice
- Apple Pages

More details about compatibility: https://endnote.com/product-details/compatibility/

Clarivate™
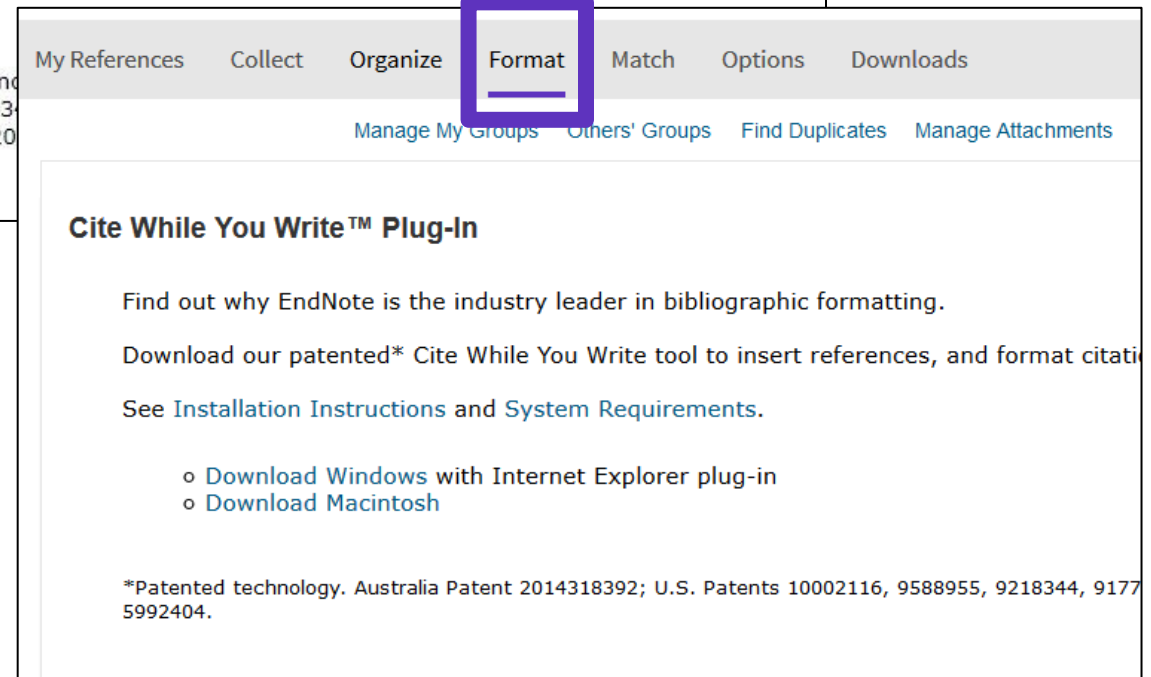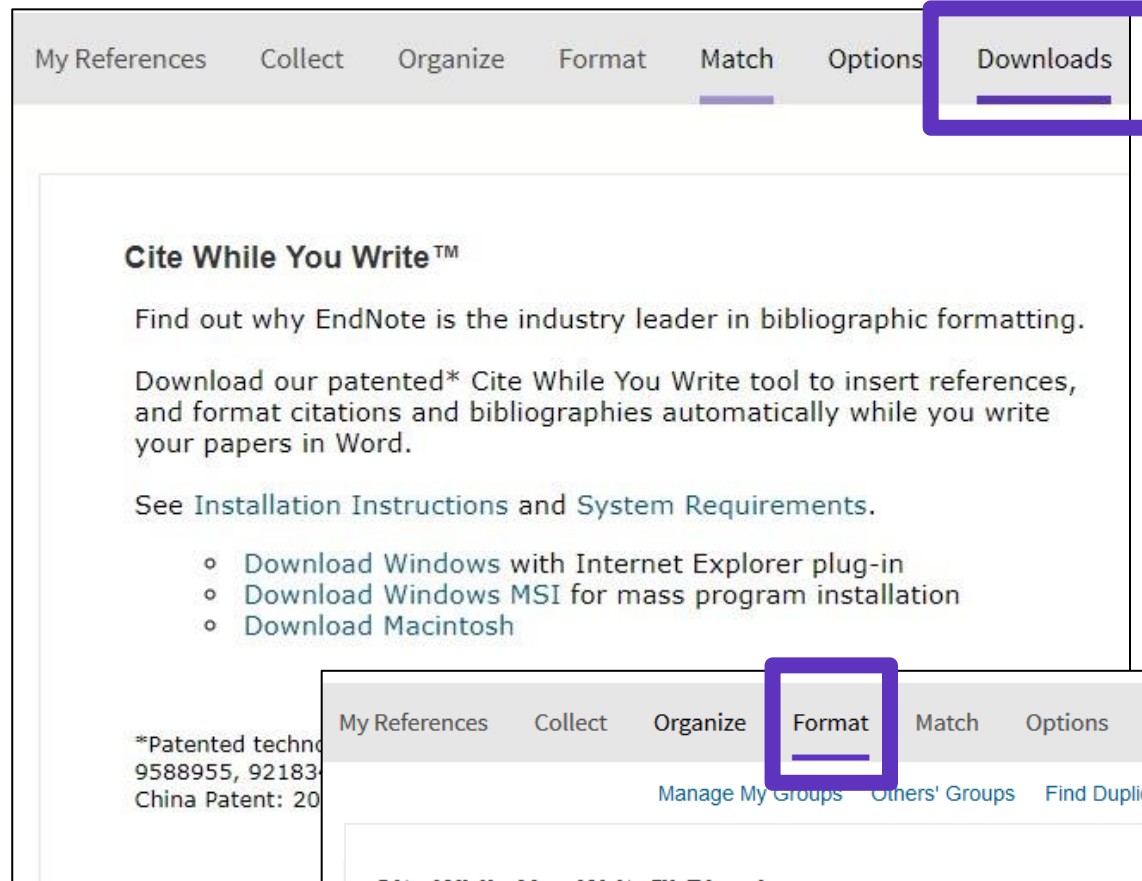
Configure my preferences in Word
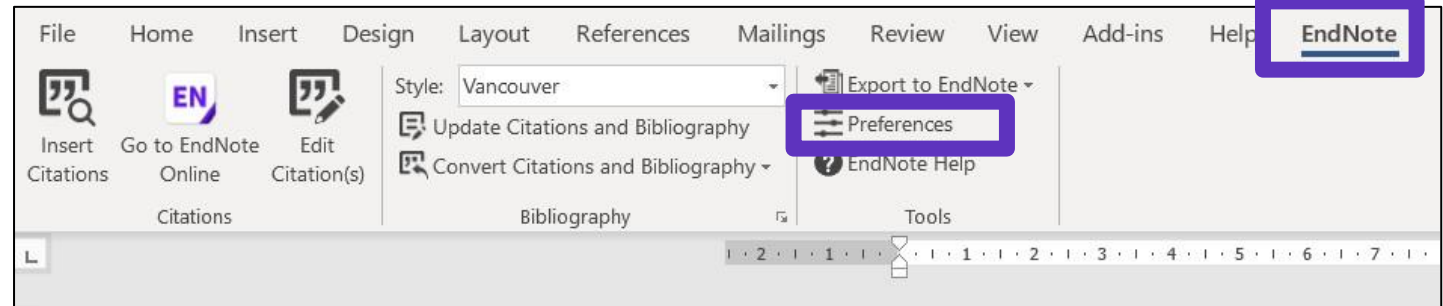
You can select your preferred option (EndNote Online or EndNote Desktop)

Insert references in my document

Early MOOCs (cMOOCs) often emphasized open-access features, such as open licensing of content, structure and learning goals, to promote the reuse and remixing of resources. Some later MOOCs (xMOOCs) use closed licenses for their course materials while maintaining free access for students (1, 2).

- Place the cursor where you want to insert the references and click [Insert Citations]
- Search the references using keywords, author names, publication year, etc. The [Find] operation searches all fields in all references in your library.
- Select the references that you want to insert and click [Insert] at the bottom
- When inserting new references in my document, the list of references in automatically renumbered ☺
- Go to "Edit Citations" to edit or remove any citation

TIP - Save a "Plain Text" copy of your document before sharing your manuscript for review

File   Home   Insert   Design   Layout   References   Mailings   Review   View   Add-ins   Help   **EndNote**

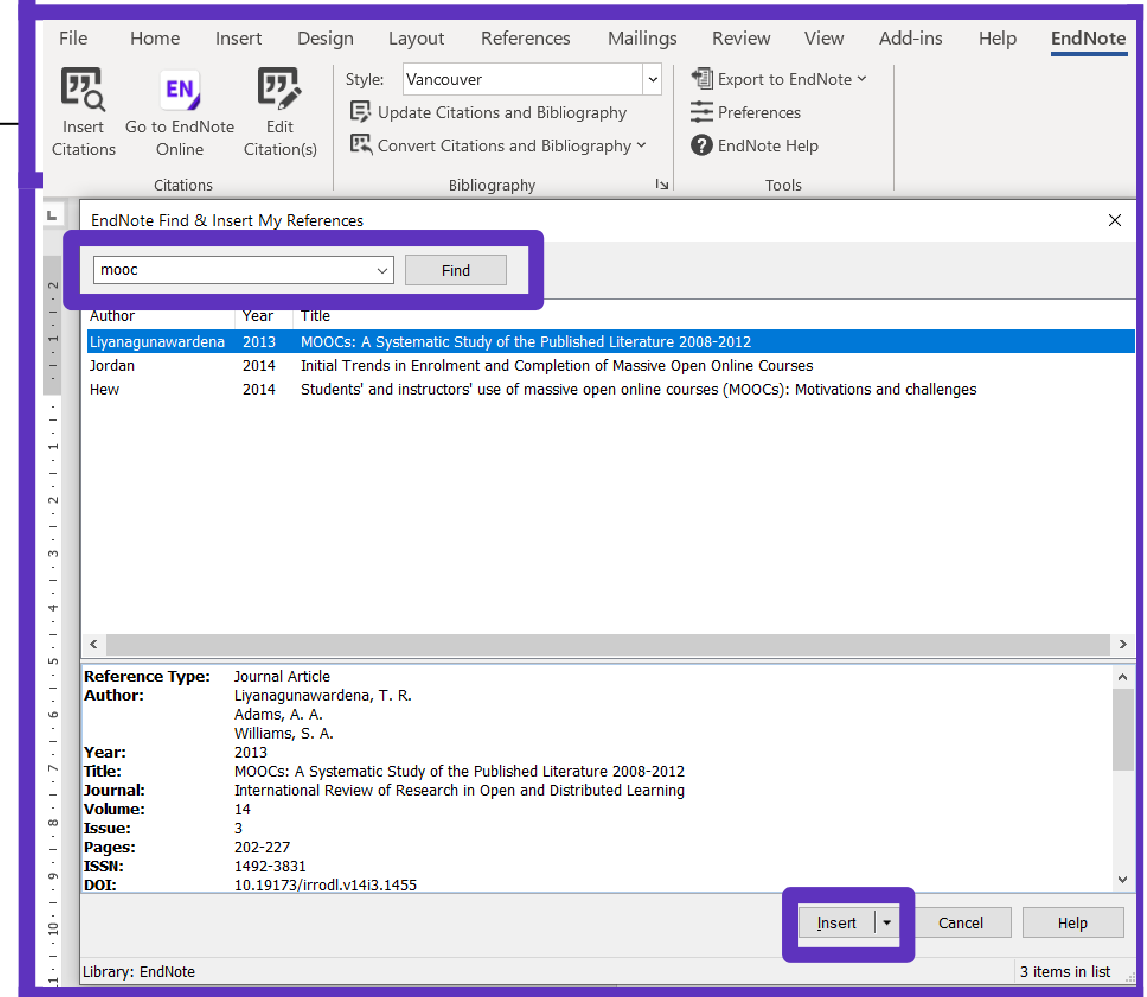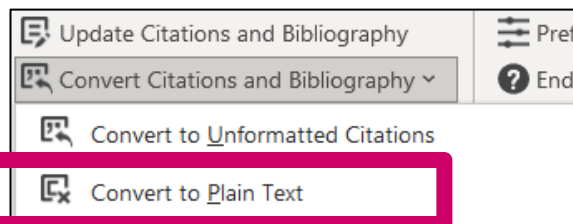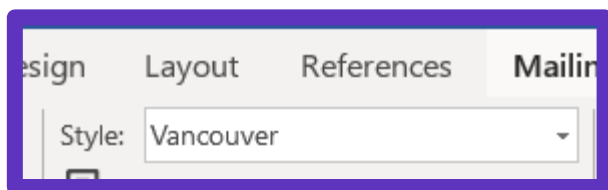Insert Citations   Go to EndNote Online   Edit Citation(s)   Style: Vancouver   Export to EndNote ▾   Preferences   EndNote Help

Update Citations and Bibliography
Convert Citations and Bibliography ▾

Citations   Bibliography   Tools

EndNote Find & Insert My References   ✕

mooc   ▾   Find

Author	Year	Title
Liyanagunawardena	2013	MOOCs: A Systematic Study of the Published Literature 2008-2012
Jordan	2014	Initial Trends in Enrolment and Completion of Massive Open Online Courses
Hew	2014	Students' and instructors' use of massive open online courses (MOOCs): Motivations and challenges

Reference Type: Journal Article
Author: Liyanagunawardena, T. R.
                  Adams, A. A.
                  Williams, S. A.
Year: 2013
Title: MOOCs: A Systematic Study of the Published Literature 2008-2012
Journal: International Review of Research in Open and Distributed Learning
Volume: 14
Issue: 3
Pages: 202-227
ISSN: 1492-3831
DOI: 10.19173/irrodl.v14i3.1455

Library: EndNote   3 items in list

Insert ▾   Cancel   Help

Update Citations and Bibliography   Pref
Convert Citations and Bibliography ▾   End
Convert to Unformatted Citations
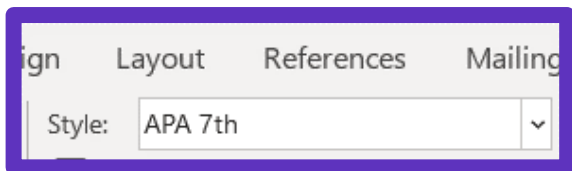**Convert to Plain Text**

Choose among the +4600 styles

Change the style of the reference in the text

Style: Vancouver

Early MOOCs (cMOOCs) often emphasized open-access features, such as open licensing of content, structure and learning goals, to promote the reuse and remixing of resources. Some later MOOCs (xMOOCs) use closed licenses for their course materials while maintaining free access for students (1, 2).
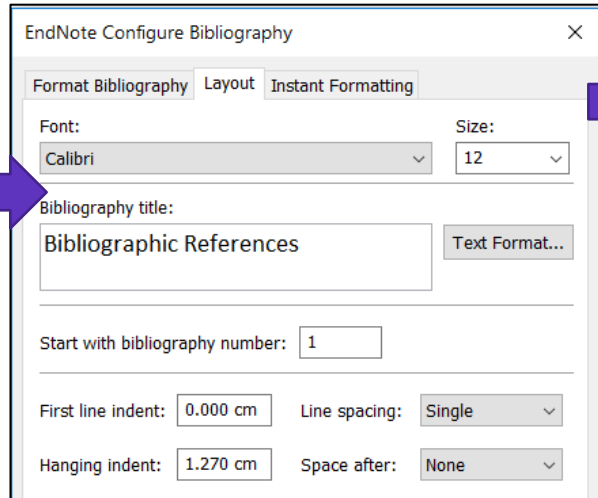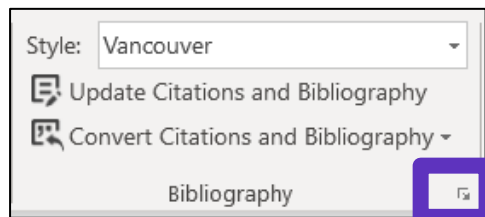
Style: APA 7th

Early MOOCs (cMOOCs) often emphasized open-access features, such as open licensing of content, structure and learning goals, to promote the reuse and remixing of resources. Some later MOOCs (xMOOCs) use closed licenses for their course materials while maintaining free access for students (Hew & Cheung, 2014; Margaryan et al., 2015).

Change the style of the reference list

Style: Vancouver
- Update Citations and Bibliography
- Convert Citations and Bibliography
Bibliography

Click on the small arrow down to the right

EndNote Configure Bibliography

Format Bibliography | Layout | Instant Formatting

Font: Calibri   Size: 12

Bibliography title:
Bibliographic References   Text Format...

Start with bibliography number: 1

First line indent: 0.000 cm   Line spacing: Single

Hanging indent: 1.270 cm   Space after: None

Bibliographic References

1. Liyanagunawardena TR, Adams AA, Williams SA. MOOCs: A Systematic Study of the Published Literature 2008-2012. International Review of Research in Open and Distributed Learning. 2013;14(3):202-27.
2. Margaryan A, Bianco M, Littlejohn A. Instructional quality of Massive Open Online Courses (MOOCs). Computers & Education. 2015;80:77-83.
3. Hew KF, Cheung WS. Students' and instructors' use of massive open online courses (MOOCs): Motivations and challenges. Educational Research Review. 2014;12:45-58.

Clarivate™

Extra Features in EndNote Desktop

UNLIMITED STORAGE

EndNote web is limited to only 2GB of attachment space and 50,000 references.

FULL LIBRARY SHARING WITH UP TO 100 ENDNOTE USERS

Activity feed to check who has been making changes to the shared library and what sort of changes were made. With EndNote web only private group sharing.

IMPORT PDFS
- Find Full Text, download PDFs and attach them to your existing records.
- Read and annotate PDFs attached to records. Find Reference Updates to find missing information for references you already have.

In EndNote web you can't annotate attachments.

7,000+ PREDEFINED BIBLIOGRAPHIC FORMATTING STYLES

Or create your own custom styles.
21 predefined bibliographic formatting styles in EndNote web.

CREATE CUSTOM DATABASES
- Create connection files or filters for custom databases
- Select a custom sort order
- Create backups easily with the Compressed Library feature.

In EndNote web you can sort your library according to a limited set of options.

CREATE CUSTOM GROUPS
1) group sets to organize groups under project or topic headings
2) smart groups, based on a search of the library as a whole 3) combined groups, showing references drawn from a combination of other groups.
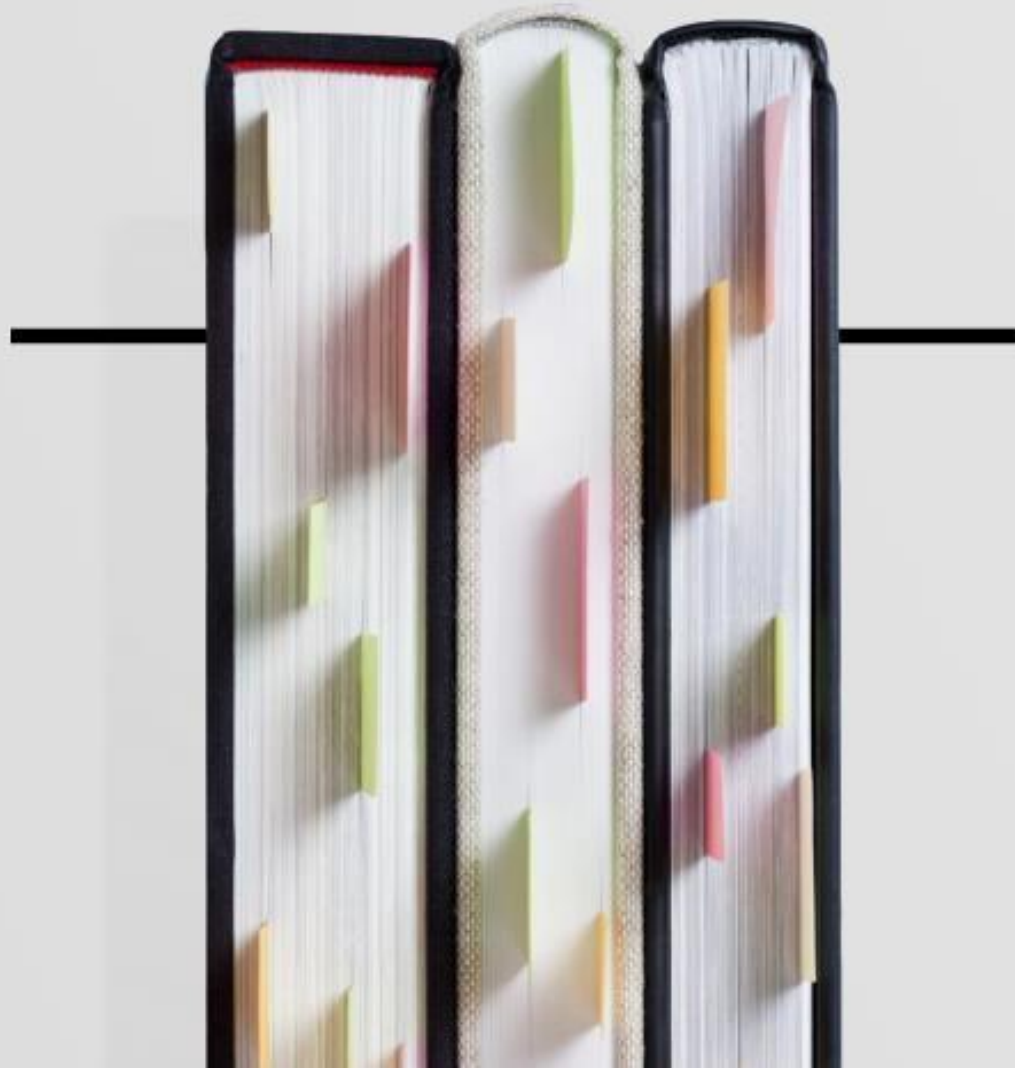
EndNote web only has one group set, My Groups, and can only show custom groups that require you to add the reference to each group manually.

Clarivate™

EndNote Resources

- EndNote Online Resources

- Search the Knowledgebase: http://endnote.com/support

- Submit a ticket: EndNote.support@clarivate.com

Every researcher

Needs his own library

Clarivate™