Tips for EndNote Web

EndNote Web and Cite While You Write™ help researchers generate, gather, manage, store, and share bibliographies. *Last updated: January 2, 2019*

Retrieve your saved EndNote Web citations: Go to myendnoteweb.com

Add articles to EndNote Web from the library's databases

- ◆ *If using your own laptop*: Turn off the popup blocker, or be ready to allow popups for EndNote Web and the databases.
- ◆ At lfc.edu/library, click the Articles/Databases tab, select a database, and enter search terms, then follow the steps below.
  - ➢ **EBSCO databases:** Click the title of an article you might use. On the right, click the Export icon 📤 Export and then click Save.
  - ➢ **Web of Science database:** Click the title of an article or check the box next to the title. Click the Save to EndNote online button, select Save to EndNote online, and then click Send.
  - ➢ **For other databases:**
    - ❖ **If using your own PC/Windows laptop: First Install the Direct Export citation export plugin**:
      1. Login to myendnoteweb.com
      2. In the dark gray toolbar, click Downloads.
      3. Install Cite While You Write™ which includes software to directly download citations into EndNote on PCs.
      4. Drag the Capture Reference icon to your browser's bookmark toolbar.
  - • **Google Scholar (on a PC with the EndNote plugin installed, which has already been done in the PC computer labs):**
    1. In the search result list, under the article, click the Cite icon 𝄃𝄃 and then select RefMan and click OK.
    2. Login with your EndNote Web login (password includes a special character) and click OK.
  - • **Google Scholar (on a Mac, ChromeBook, or on a PC without installing the Direct Export plugin):**
    1. In the search result list, under the article, click the Cite icon 𝄃𝄃 and then select RefMan. Save.
    2. In EndNote Web, select Collect and then select Import References, browsing to your saved .ris files.
  - • **JSTOR**: 1) Click Cite this item. 2) Under Export Citation, click Export a RIS file. 3) Either click OK, or: Click Save, login to myendnoteweb.com, choose Collect, and then Import References.
  - • **ProQuest** (*Chicago Tribune, Philosopher's Index*): 1) In the list of search results, check boxes, or click on an article. 2) Click Save, select RIS, and click the Continue button. 3) Either click OK, or: Click Save, login to myendnoteweb.com, choose Collect, and then Import References.
  - • **PubMed**: 1) Click the title of the article or check boxes for articles. 2) Click Send To, select Citation Manager, and click Create File. 3) Either click OK, or: Click Save, login to myendnoteweb.com, choose Collect, and then Import References.
  - • **Project MUSE**: 1) Click Save, which will reveal a link to MyMuse library. 2) Click MyMuse library and click Cite Library Items. 3) Select the articles, click Export to EndNote. 4) Either click OK, or: Click Save, login to myendnoteweb.com, choose Collect, and then Import References.
  - • **BioOne**: 1) Click on the article's title. 2) Click on GET CITATION, select Endnote, and click on DOWNLOAD CITATION. 3) Either click OK, or: Click Save, login to myendnoteweb.com, choose Collect, and then Import References.
  - • **NewsBank** (*Chicago Sun Times*, etc): 1) Click on an article. 2) Click the Cite icon 𝄃𝄃𝄃 and then click EndNote/Zotero. 3) On a Mac or without the Export plugin installed: Click OK and then login to myendnoteweb.com, choose Collect, and then Import References. On a PC with the EndNote plugin installed: Change Open with Notepad to EndNote online Export Helper and click OK.

Add books to EndNote Web:
1. Login to myendnoteweb.com and click the Collect tab to select Online Search
2. Select: I-Share, Lake Forest Coll, WorldCat, or Library of Congress, and then click the Connect button.
3. Enter the main title of the book and/or the author or year of publication, selecting the corresponding field.
4. Click the Search button.
5. Check the box next to the book you are citing.
6. At the top of the list of results, click the "Add to group…" arrow and make a selection.

Add websites to EndNote Web:
If the Capture Reference bookmark 🌐 Capture Reference is not already in your bookmark toolbar:

Login to myendnoteweb.com, then, in the dark gray toolbar, click Downloads, and drag the Capture Reference icon into your Favorites or Bookmarks toolbar.
Then:
1. On the web page, click the Capture Reference bookmark,
   or in EndNote Web mouse over the Collect tab, click New Reference, and for ReferenceType, select *Web Page*
2. Enter data into the fields using the date format for the citation style you are going to be using.
   - ➢ Use the Series Title field for a website or blog title, and use the Title field for the title of the web page or the blog entry.
   - ➢ In the Optional Fields, use the Last Update Date field for the month and day of the last update.
3. Click the *Save* button.

To see your most recently added references

1. Click the My References tab
2. Change the Sort by option to: Added to Library – newest to oldest

Create a bibliography from your imported references

1. Mouse over the Format tab
2. Click Bibliography
3. For References, select either "unfiled," "All References," or the name of the group you have created
4. For Bibliographic style, select the style your professor recommends
5. For File format, select RTF (this will make it open in Word; you could also select something else and then copy and paste it into Word)
6. Click the Save button (if necessary, click to allow popups).

➢ *To make an annotated bibliography…*
   After each reference:
   1. Strike the enter key to create a new paragraph.
   2. Strike the Tab key twice, and then type information about the reference.

To edit or change authors, publishers, dates, remove line breaks or extra spaces, etc.

1. Find the reference in EndNote Web
2. Click the title of the reference (not the author)
   Note: the first time you do this, on the right side of the screen, you will need to click Show Empty Fields.
3. Make changes and click the Save button

Use Cite While You Write™ to insert citations and the bibliography into your paper
(If using your own PC or Mac computer, Install the Cite While You Write™ app as directed above)

1. Open your Word document.
   On a Mac, the first time: Go to Tools > EndNote > Preferences, select the Applications tab, and select the EndNote Web button.
2. At the top of the Word window (or in Tools on a Mac), click EndNote Web and login.
3. Choose the style you will be using.
4. Go to the end of your document and insert a new page so the bibliography starts on the last page.
5. Place the cursor in the location where the citation should appear.
   (For Chicago Style, now click the References tab and choose Insert Footnote or Insert Endnote.)
6. With the EndNote tab selected, click the Find Citations button.
7. Enter the last name of the author or a key word of the title to find the correct citation, and click Insert.
➢ To add page numbers:
   Click on the in-text citation, footnote, or endnote to highlight it, and click the Edit Citations button.

When using Microsoft Edge

• Enable the EndNote Capture Add-On.

For additional help citing sources or using EndNote

• Click Ask a Librarian on the library home page
• The Reference Desk in the library (847-735-5074) during the academic year:
  M: 9-5 and 7-10; T-R: 9-5; F: 9-3; Some Sundays: 1-5 and 7-10pm
• lfc.edu/library/cite
• The "Hacker guide," *A Pocket Style Manual*, is on Permanent Reserve at the Circulation Desk
• On the shelves beside the reference desk, see the shelf of books labeled, "Citation Guides and Style Manuals."
• In EndNote Web: Click the person icon in the upper right corner and then click Help to see tutorials and more
  Or: Go to https://community.endnote.com and then:
      Enter into the search box the word *Basic* followed by a relevant keyword, such as *Author* or *Date*.
• Call EndNote Web technical support at 800-336-4474 x4