

CREATING AN ACCOUNT

ENDNOTE®

1. Go to <http://www.myendnoteweb.com>
2. Click **Create An Account**
3. Complete the form (register with your UMBC email address)
Endnote Web account is valid as long as you have an active UMBC email account

CREATING GROUPS (FOLDERS)

1. Click **Organize** tab
2. Click **Manage My Groups** tab
3. Click **New Group** button under **My Groups** column
4. Enter a new group name and click **OK**



SHARING GROUPS

1. Click **Organize** tab
2. Click **Manage My Groups** tab
3. Click **Manage Sharing** next to the group you want to share
4. Click **Start sharing this group**
5. Enter an email address
you can only share a group with another endnote user
6. Click **Apply** button
7. You can see which groups are shared by = Shared



ADDING REFERENCES

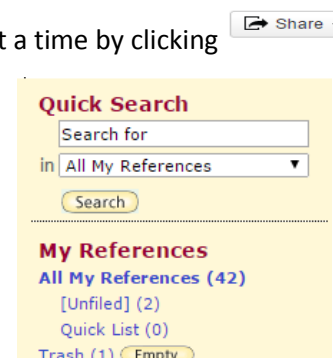
ADDING REFERENCES: MANUALLY

1. Click **Collect** tab
2. Click **New Reference**
3. Select **Reference Type** from the drop down menu
4. Enter reference's author, year, etc
5. At the bottom of the page, click **Group** and select which group to save the reference in
6. Click **Save**



ADDING REFERENCES: EXPORTING (EBSCO DATABASE)

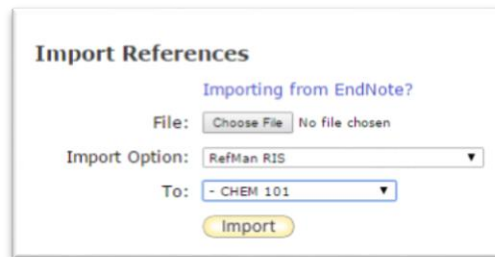
1. Go to library website <http://www.umbc.edu/aok/main/index.html>
2. Select Ebsco database
3. Perform search query
4. Select references by clicking **Add to Folder** icon or select more references at a time by clicking **Share**
5. Click **Folder icon** at the top of the screen next to Signin icon
6. Click **Select/Deselect All**
7. Click **Export**
8. Click **Direct Export to Endnote Web**
9. Click **Save**
10. Log into your Endnote Web account
11. Under My References, click **Unfiled**
12. Select references



13. Open **Add to group** box and select where you want the references filed

ADDING REFERENCES: IMPORTING (NON-EBSCO DATABASE)

1. Select non-ebSCO database from library website
2. Perform search query
3. Select article of interest
4. Select **export, download, output**, etc...
5. Select **RIS outgoing format**
6. Open Endnote Web account
7. Click **Collect** tab
8. Click **Import References**
 - **File:** Locate article (look within Downloads)
 - **Import Option:** RefMan RIS
 - **To:** Select group



ADDING REFERENCES: CAPTURING

1. Click **Option** tab
2. Click **Download Installers**
3. Drag **Capture Reference** button to your **bookmark bar/favorites bar/bookmark toolbar**. You may need to right-click and select **“Add to Favorites”** or **“Bookmark this Link.”**
4. To use, identify a website of interest
5. Click the **Capture Reference** button in the bookmark bar
6. **Reference window** will open and fill in the necessary fields
7. Click **Save**
8. Click **Close**

CREATING BIBLIOGRAPHIES

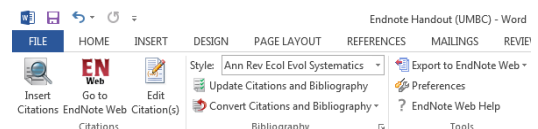
WITHIN ENDNOTE WEB

1. Click **Bibliography** tab under **Format** tab
 - **References:** Select group (folder)
 - **Bibliographic style:** Select citation style
 - **File format:** Select HTML, RTF or TXT (recommended)
2. Select **Save To, E-mail, or Preview & Print**



CITE WHILE YOU WRITE: ADD-IN FOR MICROSOFT WORD

1. Click **Format tab** and click **Cite While You Write Plug-in**
2. Click **Download Windows** or **Download Macintosh**
3. Follow instructions
4. Open Word document and place the cursor in the location where you want the citation
5. Click **Endnote Web** in the toolbar
6. Enter Endnote Web username and password
7. Click **Find Citation(s)** button
8. Enter a search term in the **search field** to find the reference
9. Click **Find**
10. Select the reference



11. Click **Insert**