EndNote\textsuperscript{Web}
Reference Management Software
Objective
To introduce you to EndNoteWeb – a reference management tool that is accessible via Research4life databases e.g. HINARI
What is EndNoteWeb?

- A commercial reference management software package, used to manage bibliographies and references when writing essays, articles, theses and dissertations.

- It is made by Thomson Scientific.

- Accessed via HINARI, OARE or AGORA
Accessing Hinari at University of Ghana
Click off-campus Access to E-resources
Welcome to Balme Library Off-Campus Access to Electronic Resources. Click here to login.

Register for Off-Campus Access by clicking here.
Select Hinari from the A-Z list of databases.
You are on HINARI content page.

Logged in from: Ghana.
Assures you of full text access from HINARI publishers.
Once you are logged in to the HINARI Content page, click on Reference sources to access EndNoteWeb.
Access EndNoteWeb Using the Reference Sources A-Z list.
Other EndNote Options

Using the Search inside HINARI full-text through database and article searching A-Z list, you also can access Web of Knowledge Special Edition – Current Contents and Web of Knowledge Special Edition - Medline. From these databases, you can save bibliographic citations to EndNote Web.
This is the Sign In page for an EndNoteWeb account. We will go through the steps to register.

You first click on the create an account - to complete this process.
The first registration step is to enter your E-mail Address twice and click on Continue.
You will need to fill the form and agree to the licence.

Note the complicated Password Guidelines and please make sure you save the password in a secure place, for subsequent use.
Exercise 1: Log on to HINARI and register for Endnote Web
From the initial EndNoteWeb page, you are given the options to My References, Collect, Organize and Format bibliographic citations. We will review all these sections.
From the Collect section, there are three options to obtain citations. The Online Search option retrieves references from a selected database or library catalogue.

The New Reference enables users to create new references by entering manually the relevant data in the bibliographic fields of the displayed template.

The Import References is used to collect references saved as text files (.txt) from databases or any other sources.
The Online Search option can be used to retrieve references from the PubMed (NLM) in the dropdown list; however, this option has limited functionality plus you are familiar with searching/saving in the HINARI/PubMed version.

We will search for references from the recommended HINARI/PubMed and use the Import References option to import the citations to EndNote Web.
We will access HINARI/PubMe from the HINARI Contents page.

In the PubMed Search box, do a keyword search for STDs and Ghana.

After the search is displayed, check the left-column boxes. These checked citations will be exported to EndNote Web.
In the Summary display, 7 citations that previously were checked are noted.

We will click on the Citation manager send to file option in order to save and export these files to EndNoteWeb.

Note that the Medline display lists the fields that will be transferred to EndNoteWeb.
Via the HINARI Reference Sources drop down menu, access and Login to EndNoteWeb.
In the Collect section, we will open the Import References option.

From the File drop down menu, browse for the previously saved .txt file, activate PubMed(NLM) from the import option menu and, in the To: Select menu, choose the new group option.
Click **import**. You’ll be required to give a name to the new group, then click **ok**.
In the **Enter a New Group Name option**, add the STDs and Ghana name and click on **OK**.

The final step is to **click on the Import box** and transfer the files from the .txt file.
This slide confirms that 7 references have been imported into the STDs and Ghana group that was previously created.
From the My References option, display the STDs group. Note that all the groups are displayed.

For all of these citations, you can view the Author, Year, Title and Journal information.

Also, you can Copy, Delete or Remove from Group any of the citations.
In the Collect section, you also can manually enter New References in the Bibliographic Fields. The key is to make sure you have entered all the relevant data so that they can be formatted correctly.
In the Organize/Manage My Groups section, you will see listed all groups with the number of references in them, including the STDs Group with 7 references. Also, you can create New Group(s) if you choose.
In the Format section, we have activated the Bibliographic style drop down menu. From this page, you can choose a specific journal or format (e.g. APA 6th).

In the Commonly Used Styles list, the Harvard Writing Style Guide is recommended for Science related bibliographic citations.
For this bibliography, we will organize the STDs References using the Harvard Bibliographic style with the TXT File Format.

You also have Save, Email and Preview & Print options.


We have displayed the Print option. Note that in the Harvard writing style, the citations are in alphabetical order by author and also include the year published, title, abbreviated journal title, volume and pages.
The E-Mail option is displayed.
You can send an email of this bibliography to a colleague or to yourself (if you do not have a flash or floppy drive available).
The Export References feature in the format section, allows you to export your references in one of several standard export styles to Save, E-Mail or Print for alternative use.
Format paper

The Format Paper option lets you save references to a document or file as a rich text file (.rtf) - for temporary citations. A new version of your paper is saved with formatted citations and a bibliography.

In this example we will select the Harvard Bibliographic style.
The **Format Paper** option lets you save references to a document or file as a rich text file (.rtf) - for temporary citations. A new version of your paper is saved with formatted citations and a bibliography.

In this example we will select the **Harvard Bibliographic style**.
In the Options section, you can choose to change your Password, E-mail Address and Profile Information. We have displayed the Change Password option.
Cite While You Write (CWYWW)
• Inserts EndNote commands into Word’s Tools menu in Word 2003, or on an EndNote tab in Word 2007

• Gives you direct access to your references while writing in Microsoft Word.

• The Cite While You Write commands enables EndNote to do bibliographic formatting to the document that is currently open in Word.
An important feature in the options section is cite while you write. You need to download it to use it.
Using CWYW…

• To insert a citation: First put the cursor where you want to insert the citation in your paper.

• Then in **Word 2003**: From the Tools menu, go to the EndNoteWeb submenu and then *Find Citation(s)*.

• The EndNote Find Citations dialog appears. Type the author name or any other search term in the “Find” box and click Search.

• Click Insert to insert the selected reference as a citation.

• NOTE: EndNote not only inserts a citation, but Instant Formatting formats the citation in the currently selected style and adds it to a formatted bibliography at the end of the paper).
Using CWYW…

• To insert a citation: First put the cursor where you want to insert the citation in your paper.
• Then in **Word 2007**: On the EndNote tab, in the Citations group, click the Insert Citation icon.
• The EndNote Find Citations dialog appears. Type the author name or any other search term in the “Find” box and click Search.
• Click Insert to insert the selected reference as a citation.
• **NOTE**: EndNote not only inserts a citation, but Instant Formatting formats the citation in the currently selected style and adds it to a formatted bibliography at the end of the paper.
To Edit Individual Citation…

- Go to EndNoteweb toolBar in WORD
- Select the citation you wish to edit.
- **Word 2003**: From the Tools menu, go to the EndNote submenu and then Edit Citations.
- **Word 2007**: On the EndNote tab, in the Citations group, select Edit Citations.
- In the Formatted Citation section, you can select the Exclude Author box, add a Prefix or a Suffix and add page numbers next to Pages.
- Click OK to update the citation in your paper.
Summary - Once you have registered for EndNoteWeb, you will be able to Login to the software from this page by entering your E-mail Address and Password. Remember to access EndNoteWeb from Reference Sources drop down menu on the HINARI Full text journals, databases, and other resources page.
Exercise 2-6
Practice makes Perfect