

EndnoteWeb

REFERENCE MANAGEMENT SOFTWARE

Overview of Contents :

- EndNoteWeb and how to register
- Searching for articles/citations
- Saving bibliographic citations to EndNoteWeb
- Selecting Format for the saved citations

This exercise continues the mastering of the skills necessary to utilize the EndNoteWeb Reference Management Software, a commercial reference management software package used to manage bibliographies and references when writing essays and articles. This software will enable you to save bibliographic citations for use in publishing scholarly articles or writing papers.

Note: EndNoteWeb is made available to you free through HINARI.

You must login to HINARI and then, from the **Full-text journals, databases and other resources** page, go to 'Reference Sources' drop down menu and click on **EndNoteWeb**

1. Connecting to PubMed

HINARI users can search and access full-text articles directly from the PubMed database. You will need to have your HINARI log in details to do this.

- First access HINARI website through the off campus access at <http://library.ug.edu.gh>
- You will be automatically logged in. You will see at the top right hand, *logged in from Ghana.*
- If you do not access HINARI using your off campus User Name and Password, you will **not have** access to the HINARI publishers' full-text articles at the completion of your PubMed search.
- From the **Full-text journals, databases and other resources page/ 'Reference Sources' drop** down menu, click on **EndNoteWeb**.

2. EndNoteWeb and how to register (for Exercise#1)

To register, click on Create an Account from the initial Log-in page

You then will be sent to the registration page where you will enter your Email Address twice and then click on continue. This will bring you to a second sign up page where you will complete the User Registration (all fields that have a *) and then read and 'agree' to the license agreement.

Note: The Password Guidelines are quite complicated so follow the instructions carefully and also save the Password in a secure place.

Exercise 1

- Open and login to HINARI, proceed to the Reference Sources drop down menu and click on **EndNoteWeb**
- From the initial **EndNoteWeb Login** page, proceed to the **create an Account** Page
- Enter your **E-mail Address** twice in the blank boxes and click on the **Continue** button
- Once the next screen appears, complete all the boxes with * This will include entering your **First and Last Names**, a **Password** and answer questions about your **Primary Role/Title** and **Subject Area**
- After reading the **Licence Agreement**, you will click on the **'I Agree'** icon
- Make sure you save your **Password** in a secure place

You now will proceed to the **EndNoteWeb Login** page, complete the **Login** process and view the **Getting Started with EndNoteWeb** page. In the following exercises, we will **Collect, Organize and Format** bibliographic citations using EndNoteWeb.

Exercise 2

- From the the HINARI **Fulltext journals, databases and other resources** page, click on the **Search HINARI journal articles through PubMed** option.
- In the **PubMed** search box, enter **diabetes AND developing countries**
- When the results of the search are displayed, **check the left-column boxes** for the citations (a minimum of 5) you want to export to **EndNoteWeb**
- Click on **File** in the **Send to** drop down menu. Under **Format**, select **MEDLINE**. In this format, note the list of references that you previously checked.
- Click **Create File**. Open the downloaded file. Give it a name with a **.txt** file extension and save the file to the computer's hard drive (C:) or flash drive.

You now will proceed to **EndNoteWeb**.

Exercise 3

- From the **Reference Sources** drop down menu, access **EndNoteWeb** and complete the **Log-In** process.
- From the **Collect** section of **EndNoteWeb**, open the **Import References** option. In the **File** drop down menu, browse for the previously saved **.txt** file and click on it.

Note: this file will be where you saved it either on the C: drive or flash drive

- From the **Import** menu, activate the **PubMed(NLM)** option.
- From the **To: Select** menu, choose the **New Group** option.
- In the **Enter a New Group name** box, enter a name for the **Group** (e.g. **Diabetes**) and click on **OK**
- Click on **Import** to transfer the references from the **.txt** file.
- What is the name of your Group and how many references have you imported?

Exercise 4

- Proceed to the **Organize** option of **EndNoteWeb**
- From the **Manage My Groups**, note that the **Diabetes** (or name you used) **Group** will have the references that you previously saved.
- If you choose, you can **Delete** some of the citations or **Rename** the Group
- Confirm that the named **Group** and the imported references are accessible in the **Organize** option.

Exercise 5

- Now proceed to the **Format** option of **EndNoteWeb**
- From the **References** drop down menu, select the **Diabetes** Group
- From the **Bibliographic Style** menu, select **Harvard**
- From the **File Format** menu, select **TXT (plain text format)**
- View the **Save, E-Mail** and **Print & Preview** options.
- Complete one of these options for the **EndNoteWeb** bibliography that you have created.
- Did you **Save, E-Mail** and **Print & Preview** the bibliography?

Exercise 6

- Repeat this process:
 - Complete **PubMed** search with a subject that is of interest to you; save and export as a **.txt** file (exercise 2)
 - Login to **EndNoteWeb**, proceed to the **Collect** option, import the files and create a **New Group** (exercise 3)
 - Proceed to the **Format** option and save the citations in a Bibliographic Style **Format** that you choose (exercise 5).
- What is the name of this **New Group**?
- How many citations/articles did you save?
- What Bibliographic Style **Format** did you choose?
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You now have completed six exercises. You have learned how to Search, Organize and Format bibliographic citations in the **EndNoteWeb** reference management software and this will be quite useful when you are developing a bibliography for a potential publication, research project, dissertation or thesis.

Enjoy using EndNoteWeb. !!!!