

## Swinburne Library

# EndNote Online

### About EndNote Online

---

EndNote Online (also called EndNote Web) is a web-based referencing program that enables you to:

- Organise and store your references (for individual or group projects)
- Create bibliographies in popular referencing styles to add to Word documents.

EndNote Online is best suited to undergraduates and postgraduate by coursework students and Swinburne students involved in group work.

### Creating a login

---

To use EndNote Online, first create an account:

- Go to the Swinburne Library homepage [www.swinburne.edu.au/library](http://www.swinburne.edu.au/library)
- Click the Web of Science link (under the main search box).
- Log in using your SIMS Username and password.
- Once connected, click the EndNote link at the top of the screen. You can then register for an EndNote Online account.

You can link to Facebook or use an email to register. You will be sent a confirmation email before you can use your online account.

Your username will be your email address.

Your password **must** be 8 characters long and **include at least one letter, number and symbol.**

### Exporting references from databases

---

Most databases allow you to transfer references directly from the database to your EndNote Online library. This is called 'exporting' or 'direct export.' There is a separate guide for our popular databases.

### Exporting references from Library Search

- You can transfer references from the Library Search to your EndNote Online library.
- Click the ellipsis to the right of the item. 
- Click the EndNote Online image
- The reference will be imported into your EndNote Online library. (If your EndNote online account is not open, you will be asked to sign into your account).
- Click My References to refresh your EndNote Online page.

### Manually adding new references to EndNote Online

---

- Roll your mouse over the **Collect** tab and select **New Reference**.
- Select an appropriate reference type from the Reference Type drop-down menu. Choose carefully, because the reference type will influence what information is displayed in each citation.
- Once a reference type is chosen the form will redisplay to suit the reference type selected.
- Type the reference details in the appropriate fields.
- After you have completed the form, click the Save button.

### Tips for selecting a reference type

- Use **Book** for books written by one or more authors.
- Use **Edited Book** for books edited by one or more editors.
- Use **Book Section** for references to parts of edited or non-edited books (a chapter, for example, or one article in published conference proceedings).
- Use **Journal Article** for journal articles from a library database.
- Make sure you add the webpage address and date you found it to **Web Page** entries.
- The **Conference Proceedings** reference type is best used for unpublished proceedings.
- Use the **Figure:** field for tables, graphs and images from webpages.

### Tips for entering Author information

- Put a comma at the end of the family name.
- When adding a corporate author, add a comma after the name, eg: Apple Computer Inc.,. Otherwise "Melbourne Water Board" will appear in a reference list as Board, MB

### Creating references to groups

---

Creating groups allows you to organise your references. You can create groups for research projects or assignment topics.

- From the My References page, tick the box of any reference you want to file in a group
- Click in the Add to group drop down list and select the desired group. You can create a new group from here or select an existing one.

## **Sharing a group**

---

You can set up sharing of folders with anyone who has an EndNote Online account.

- Click **Organise > Manage My Groups**.
- Tick the box in the Share column next to the group or groups you want to share.
- Click the link Manage Sharing next to your selected group or groups, then click the link **Start sharing this group**.
- A new window will open. Enter the email address of those people with whom you want to share references, and tick either Read Only or Read Write to nominate their level of access.
- Click the **Apply** button.

## **Shared groups and Cite While You Write**

---

If you want to use the Cite While You Write feature (inserting references into word as you write your document) with a group of references that has been shared with you in EndNote online:

- Click **Organize > Manage my Groups > Other's Groups**.
- Next, tick the box **Use for Cite While you Write**.
- Now you can use those references in Word.

Popular styles include APA 6<sup>th</sup>, APA 7<sup>th</sup> and a style commonly used at Swinburne, Harvard(Swinburne). These styles are available in EndNote online. However, always check with your lecturer before using a style, they may recommend that you use a different style

## **The easiest way to create a bibliography and add it to a Word document.**

---

- You need to type in your in-text references.
- Add the assignment references to a group in EndNote Online.
- Click **Format > Bibliography**.
- Select the group for the assignment
- Select the bibliographic style from your Favorites
- Select the file format RTF
- Click Save. A Word document will be created with a formatted bibliography. Copy and paste that at the end of your assignment.

## **Need to do a numbered bibliography? Use Cite While You Write**

### **Installing the plugin**

---

When we use EndNote Online to create an updateable bibliography with Word, it is called Cite While Your Write. This is useful if you have lots of references or need to use a numbered style. You need to install the CWYW plugin.

- The plugin is available from the Downloads option of the menu bar.
- You will need to close any Microsoft Office apps during installation.
- You need to download the installers on each computer you use.

### **Using EndNote Online with Word**

---

- To use EndNote Online with Word, make sure the EndNote tab is displayed in Microsoft Word. (If it isn't, run the installer again).
- The toolbar enables you to use the Cite While You Write feature in EndNote Online (inserting references as you write your document). The style menu will display any reference styles you have added to EndNote Online.
- Click Insert Citations when you want to find a citation to insert into your document.
- Click Edit Citations to change information in citations you have inserted in your document such as adding page numbers, removing an author name or deleting a citation.

### **Selecting and adding styles to EndNote Online**

---

You have to choose a bibliographic (publication) style or styles before you can create bibliographies.

- To select a style, roll your mouse over the Format tab and select Bibliography.
- Next, click the link Select Favorites.
- From the list of styles, click and select the styles you want.
- Select Copy to Favorites. The style/s will appear in the bibliographic pull-down menu.

### **Ready to submit your work? Convert to plain text**

---

To convert your document to a plain text file ready for submission:

- In the EndNote tab in Word, click the arrow next to Convert Citations and Bibliography.
- Select Convert to Plain Text and save the file with a different filename.

### **Help with EndNote Online**

---

Library staff are unable to provide technical support for EndNote Online at the service desks. Please contact us via email at [library@swin.edu.au](mailto:library@swin.edu.au)