

About EndNote online

EndNote online is a web-based referencing program that enables you to:

- Organise and store your references (for individual or group projects)
- Create bibliographies in many different referencing styles using Word.

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. 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**.

On campus

If you are using a computer on a Swinburne campus, go to www.myendnoteweb.com and click [Sign Up](#) for an account.

From a home computer / off campus

If you are using a computer at home, start at the library webpage. Click the Search image, then click the link to the **Web of Science** database. 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.

Downloading the Installers

To enable the transfer of records between databases and EndNote online, first download the installers.

- Click Downloads
- Drag the 'Capture Reference' button into your Bookmarks toolbar. This will enable you to create new references for webpages, blogs and other research materials.
- Install the appropriate Cite While You Write plug-in (Microsoft Word must be closed for this install).



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.'

*See the handout for Endnote online database exporting for examples

Exporting references from Library Search

You can transfer references from Library Search to your EndNote online library.

- Click the ellipsis to the right of the item.



- Click the EndNote Web 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).

Creating and sharing groups

Creating groups allows you to organise your references.

To create a group in EndNote online:

- Roll your mouse over the Organize tab and select the tab Manage My Groups.
- Click on New Group
- A pop-up box will open. Type in the name of your new group and click **OK**

Adding a reference to a group

- 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. (Note that you can also create a new group from here).

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, go to Manage my Groups and select Other's Groups.
- Next, tick the box Use for Cite While you Write.
- Now you can use those references in Word.

Selecting and adding styles to EndNote online

Before using EndNote online with Word, first select a bibliographic style or styles.

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.

Popular styles include Numbered and APA 6th. A style commonly used at Swinburne is Harvard(Swinburne). This style is available in EndNote online. However, always check with your lecturer before using a style, they may recommend that you use a different style.

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, download the installers 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.

*For more information on Cite While You Write, see our training videos EndNote online.

Creating and formatting a simple bibliography

Endnote online can be used to generate a bibliography or reference list.

- From your Endnote online account roll your mouse over the Format tab and select the link Bibliography.
- From the References pull-down menu, select a group.
- Next, choose a Bibliographic style.
- Now choose RTF (rich text format) as your file format.
- Click Save.
- From the file download box, select Open with. The file will open in Word in your chosen bibliographic style.
- Copy this bibliography into your assignment. Always check it against the style guide.

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.
- The Conference Proceedings reference type is best used for unpublished proceedings.
- Use figure 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.,

Example:

Melbourne Water Board appears as
Board, MB

Use – Melbourne Water Board,

Troubleshooting EndNote online

Library Staff are unable to provide technical support for EndNote online at the service desks. Please contact us via email at endnote@swin.edu.au

You can also refer to our training videos:

<http://www.swinburne.edu.au/library/referencing/references-endnote/endnote-online/>