

EndNote Basic is ISI's web-based tool to provide users with online storage for references and the ability to format bibliographies in a word processor. Citations can be imported from most sources (PubMed, Ovid Medline, CINAHL, etc.) and users can import/export up to 500 citations at a time. Each account may contain a maximum of 50,000 references and 2GB of attachments.

To Create a Personal Account:

1. Click **All Databases** on the Library's home page. Click **EndNote Basic** listed in the column on the left.
2. Click **Register**.
3. Complete the required fields.
4. Click **Register**.
5. You will receive a confirmation email from EndNote. Click on the link in the email to activate your account.
6. You will be directed back to the sign in page. Use your EndNote username and password to sign into Endnote.

Adding References

Add References from Common Databases:

Ovid (Medline, Health and Psychosocial Instruments, PsycInfo)

- Click **Export** (at the top of the results), choose RIS in the Format section and click **Export**.

PubMed

- From the **Send To:** option, select **Citation Manager** and click **Create File**.

EBSCO (CINAHL, Academic Search Complete, ERIC, etc.)

- Save references to the Folder in CINAHL. Click on **Folder** (next to Sign In, on top menu bar), click **Export**, select Direct Export in RIS Format and click **Save**.

Scopus

- Click **Export** (at the top of the results). Select the method of export and click **Export**.

Google Scholar

- Under Settings - Search Results, scroll down to Bibliography Manager, select Show links to import citations into, and change the selection to EndNote and click **Save**.

SciFinder (Chemical Abstracts)

- Click **Export** and choose Citation Export Format (*.ris).

Note: Newly added records will be stored as [Unfiled] references under My References, until they are moved to a named group.

To Add Records with the Capture Reference Tool:

1. Install the Capture Reference Tool under the “Downloads” tab. Use this tool for online resources that do not have options for direct export.
2. Click the **Capture Reference**, when on the resource you want to cite.
3. Some of the form will be completed for you. Fill out any other information you want recorded.
4. Click **Save To**.

To Add Records Manually:

1. Click on **New Reference** under the “Collect” tab.
2. Select the Reference Type from the pull-down menu (generic [default], book, journal article, etc.).
3. Fill in the blanks with the citation information.
4. Click the arrow next to Groups at the bottom of the page to select the group you want to save the reference in.

To Search Databases Using Endnote Basic:

Not recommended because the search functionality of individual interfaces are lost.

1. Click **Online Search** under the “Collect” tab.
2. Select the database you want to search from the pull-down menu and click **Connect**. You may only search one database at a time.
3. Enter search criteria in the search boxes, identify search field if necessary (default is Any Field), and click the **Search** button.
4. Click check marks next to the desired citations and use the pull-down menu next to “Add to Group” to select the group you want to save the references to.

Organizing and Sharing Your References

To Create a New Group:

1. Select **New Group** from the pull-down menu on the “All My References” page or use **Manage My Groups** under the “Organize” tab.
2. Give the group a name and click **OK**.

Note: Use “Manage My Groups” under the “Organize” tab to delete unnecessary groups.

To Share References with Other EndNote Users:

1. Select **Manage My Groups** under the “Organize” tab.
2. Select **Share** next to the group you want to share.
3. Click **Manage Sharing**.
4. Click on **Start Sharing this Group**.
5. Enter the email addresses of the people with whom you’d like to share this group with.
6. Choose whether to give your colleagues **Read Only** access or **Ready & Write** access.
7. Click **Apply**.

Note: Groups that you are sharing with others display the **Share** icon (). You can click the icon to view or modify user access. When another user shares a group with you, it appears under **Groups Shared by Others**. When the **Read & Write** icon () is present, you have permission to add, change, or remove references within that group.

Eliminate Duplicate References:

1. Select **Find Duplicates** under the “Organize” tab.
2. Click the check mark next to the reference you want to delete.
3. Click **Delete**.

Cite While You Write

Install Cite While You Write Plug-In:

1. Click the **Downloads** tab.
2. Select the appropriate download option for your computer (Windows or MAC).
3. Follow installation instructions to continue download.

Note: Installing this plug-in will add an EndNote tab in your Microsoft Word document. MAC users must have Microsoft Word installed for the Cite While Your Write Plug-In to work.

Using Cite While You Write to Add References in Word:

1. Open Microsoft Word.
2. Click on the **EndNote** tab at the top.
3. Sign in with your EndNote username and password.
4. When you are ready to insert a citation, click on **Insert Citations** at the top.
5. In the search box, enter an identifier for the reference you are citing (i.e., author, year, title, etc.).
6. Select the reference from the results and click **Insert**.

Using Cite While You Write to Change the Citation Style in Word:

1. Select the pull-down menu next to **Style** at the top.
2. Select the desired citation format.

Note: Select your favorite citation styles in EndNote Basic by selecting **Bibliography** under the “Format” tab. Click on **Select Favorites** and choose the citation formats you want to show up in the Style pull-down menu in Microsoft Word.

Match Your Manuscript to the Right Journal

Use manuscript matcher to make a more informed decision about the best potential journal for your manuscript.

1. Click the **Match** tab.
2. Enter the title and abstract of your manuscript and click **Find Journals**.
3. Compare your options.

Other Information

Format References:

- Use **Bibliography** under the “Format” tab to create a printout of references saved to your groups.

Options Tab:

- Change your password or email address.
- Change your name and other personal information.

Additional Help:

- Contact your librarians by phone (409-772-2372) or email (askus@utmb.libanswers.com)
- Excellent online help: http://www.myendnoteweb.com/help/en_us/ENW/help.htm