



Quick Tip Guide

EndNote Web (ENW) is located in Publication Support on the Matas Library's Home Page, <http://medlib.tulane.edu>.

You must be on the TU network, i.e. log-in / authenticated in order to create an account. After registration, you can access your citations without logging in but must log-in on the TU network at least once every 12 months.

TOOLBAR:



- My References:** View or search your citation library and access groups
- Collect:** Search online library catalogs, manually add references, import references from online databases
- Organize:** Create, share, rename or delete groups, de-duplicate your library
- Format:** Create bibliographies, install Cite While You Write Plug-In, format paper [if not using Microsoft Word], and export references to another citation manager
- Options:** Change account information

Are you citing books from the Tulane libraries?

COLLECT --> ONLINE SEARCH --> Customize --> TULANE U --> CONNECT --> input book information and then import

Items that were not downloaded will have to be inputted manually

COLLECT --> NEW REFERENCE. Select appropriate reference type. Remember to add the ACCESS YEAR and DATE for web pages or documents.

Importing from some of our major databases:

- PubMed:** Select citations --> SEND TO FILE --> Under FORMAT select MEDLINE --> CREATE FILE. Items will be saved as a pubmed_result.txt

file. In ENW, COLLECT --> browse for PubMed file, Select PubMed as your filter and select a group.

•**EBSCO**: Select citation(s) and ADD TO FOLDER. Go to FOLDER, select all and click on EXPORT icon. Choose DIRECT EXPORT to ENW. Items will be added to UNFILED group.

•**Google Scholar**: Open the SCHOLAR PREFERENCES --> BIBLIOGRAPHY MANAGER and select RefMan. Search and click on IMPORT TO REFMAN. Save scholar.ris file. In ENW, COLLECT --> browse for file, select RefMan RIS filter --> select group --> IMPORT.

•**EMBASE**: Select citations, click EXPORT --> RIS FORMAT --> download. In ENW, COLLECT --> browse for file, select RefMan RIS filter --> select group --> IMPORT.

•**OVID**: select citations --> RESULTS MANAGER --> COMPLETE REFERENCE --> REPRINT/MEDLARS ->SAVE. Choose Windows or Mac linefeed and then continue. In ENW --> COLLECT --> IMPORT REFERENCES --> browse for cites.txt file. FILTER - MEDLINE (OVID SP), select group and IMPORT.

Writing the paper:

Download the Cite While You Write plug-in

PLEASE NOTE: the plug-in is not installed on any library computers

Place your cursor where you want to cite, click on the magnifying glass on the ENW toolbar, search by author and click INSERT. Citation styles can be adjusted on the ENW toolbar in Microsoft Word.

Working with EndNote (desktop application)

Easily transfer your ENW library or groups to EndNote and vice versa.

For further assistance:

Matas Library Reference Desk, medref@tulane.edu or (504) 988-5155
ENW Help Screen, http://www.myendnoteweb.com/help/en_us/ENW/help.htm