

# EndNote™ Online Classic

EndNote™ is a bibliographic citation manager available from Clarivate. There are several different versions of the program. The free version is EndNote Online Classic or EndNote Basic is available here:

<https://access.clarivate.com/login?app=endnote>

## I. Register for account

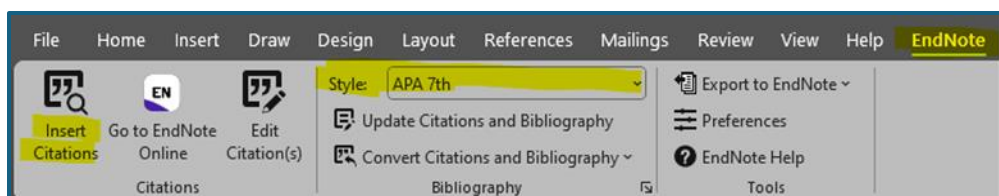
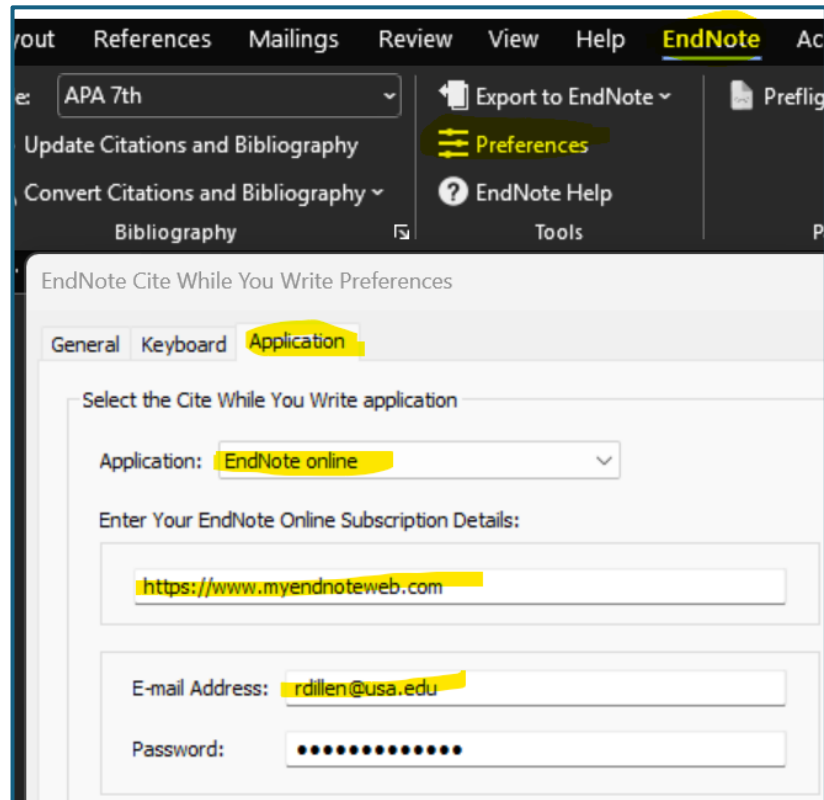
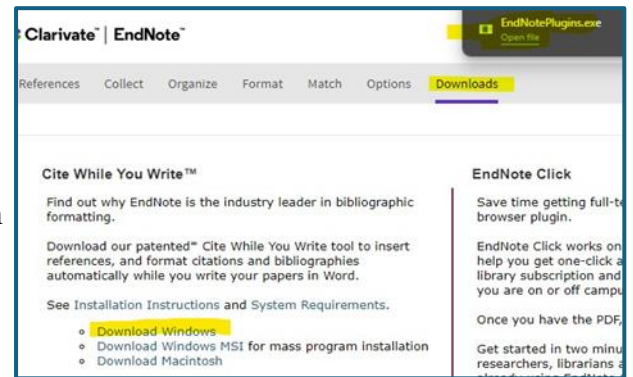
- a. Use your USAHS email address
- b. Use a different password for this third party software. Do not use a % symbol in the password
- c. Check your email for confirmation
- d. Log in to EndNote Online Classic



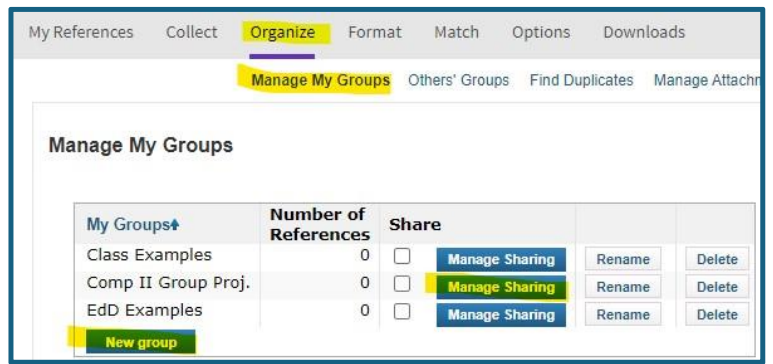
The screenshot shows a registration form with the following elements: 'Email address \*' and 'Password \*' input fields, a 'Forgot Password?' link, a 'Sign in' button, and a 'Register' button. A link for 'Not a member yet?' is also present.

## II. Configure EndNote to interact with Word

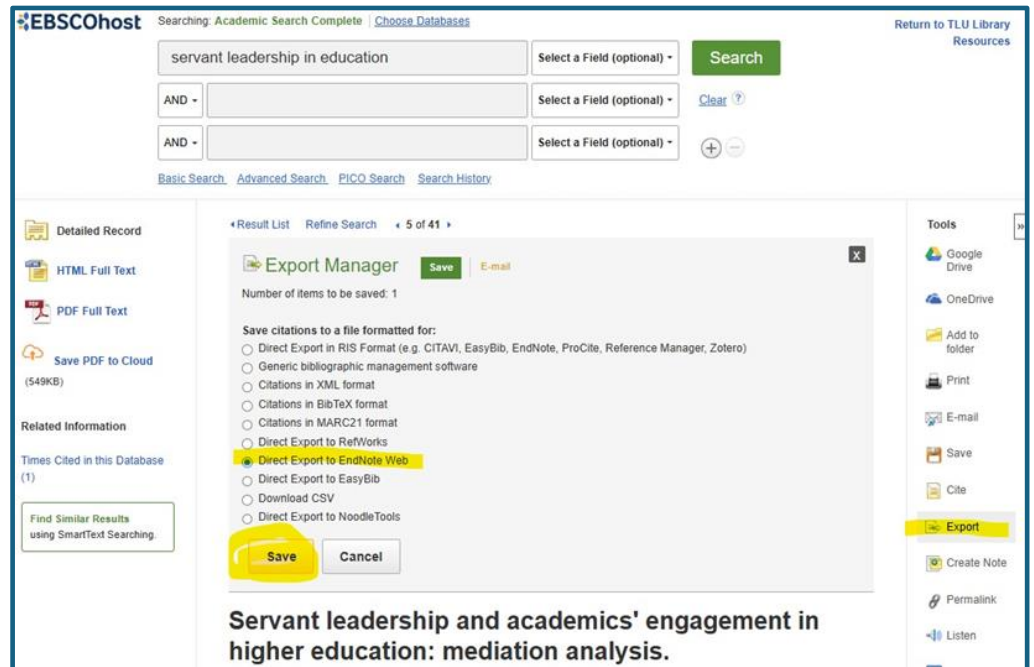
- a. Go to the Downloads tab
- b. Choose the Cite While You Write™ plug in for your system
- c. Close all Microsoft applications such as Word and Outlook
- d. Open the .exe file
- e. Once installed, open Word
- f. There should now be an EndNote Tab.  
Proceed to click on the EndNote tab, and if it is showing as EndNote 21 instead of EndNote, click on Preferences > Applications > EndNote Online.
- g. You may also need to change the URL to <http://www.myendnoteweb.com>
- h. Ensure that your e-mail address and password are the ones for your new EndNote account.
- i. Do not use the red Word Add-ins to attempt to set up this plug in. It defaults to the new, not-free version of EndNote.
- j. If you are logged into EndNote Basic, Word and EndNote will now share citations you have collected into your EndNote groups.
- k. You should be able to begin inserting citations in the style of your choosing.



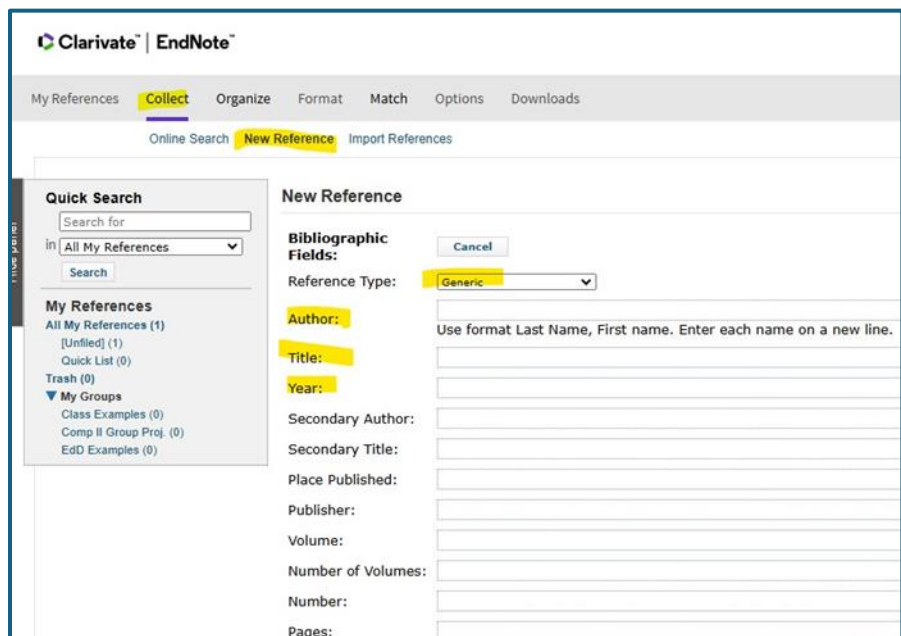
- III. Organize in EndNote™ by groups
  - a. Groups will be the folders for citations
  - b. Create a new group under Organize>Manage My Groups
  - c. Share the group with others by Manage Sharing



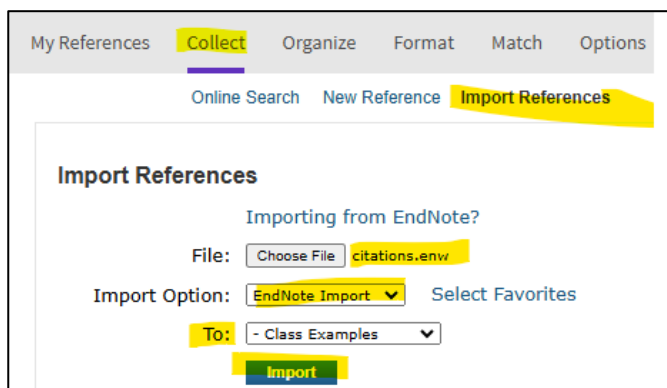
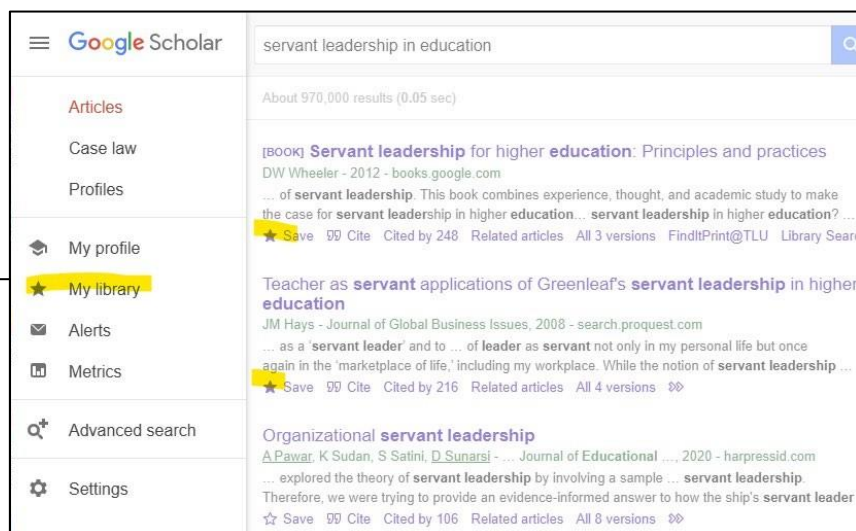
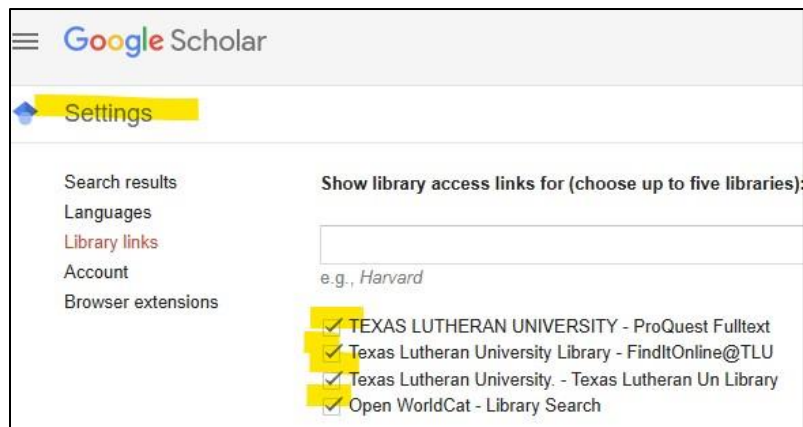
- IV. Begin collecting citations
  - a. There are several ways to get citations into EndNote
  - b. One efficient way is to export citations from databases. Each database interface will be slightly different
    1. Click on a title of an article
    2. Have EndNote open in the browser



- c. Create a citation manually in EndNote
  1. Web pages will often need to be input manually
  2. Click on Collect
  3. New Reference
  4. Type in all the information



- d. Use Google Scholar
  1. Log in to Google
  2. Under Setting click TLU
  3. Search
  4. Click the stars next to the citations to save in folders you created
  5. After adding all the citations to the folder, then export them
  6. Choose Export all>EndNote> Export all articles in my library
  7. This creates a download file
  8. Go back to Endnote
  9. Click Collect>Import References
  10. Choose the download file with .enw
  11. Import to a group



- V. Other tools
  - a. After finding and importing many citations, you will want to find duplicates and get rid of them. Use Find Duplicates under the Organize tab
  - b. You can create a quick bibliography by choosing a group, a style and a format under the Format tab
  - c. You can try the plugin EndNote Click, if you want to try finding full texts of articles on the Internet
  - d. There are many EndNote tutorials online to help learn the software

