You need to register with Web of Science to use Endnote Web – you only have to do this ONCE but you will need to do this first.

1. Go to [http://wok.mimas.ac.uk/](http://wok.mimas.ac.uk/)
2. Click ‘Alternative Link’

3. Once you have been taken to the Web of Science page, click the ‘Sign-in’ button on the right-hand side of the top toolbar, then **Register**.
4. Follow the on-screen instructions to **Register** and press **Continue**. Use your Essex email address.

5. Verify your email address by entering the code enclosed in the e-mail sent to your Essex address.

**NOTE:**
Do not close this verification box.
Allow sufficient time for the code to arrive in your inbox. Avoid the temptation to resend too soon!
6. Follow registration instructions and click **submit changes**

7. You can now log in via [www.myendnoteweb.com](http://www.myendnoteweb.com) (Bookmark this page so you can easily access it later!)

8. Sign in via your Essex login and Endnote password. If you are new to endnote, click on ‘**Show Getting Started Guide**’.
**ACTIVITY 1**

1. **Import references**

   Click in the top right hand corner of your Endnote homepage (under My Apps). This will open WOS in a new Tab. Find the following references and add them to your marked list (by ticking the square boxes on the left of the reference). Click the ‘Export…’ button on top of the list and choose **EndNote Online**. You can then click ‘Export’.

**References for direct import using Web of Science**


**ACTIVITY 2**

2. **Create a reference manually**

   You can add references manually (usually only if you can’t import them directly!) When you create a reference list, EndNote will format it correctly for you. Select ‘Collect’ from the menu bar at the top of your homepage. Select ‘New Reference’ from the options available. Choose your reference type (e.g. journal article) from the drop down menu, then complete the information required. Once you have finished click the ‘Save’ button.

**Reference to enter in manually**

ACTIVITY 3

Search an online database

You can search an online database within EndNote Web. For example, PubMed. To do so:
Click the ‘Collect’ tab and ‘Online Search’ then select ‘PubMed’ from the drop down menu.
Click ‘Connect’

Try running some searches. You may wish to type in an author surname, key words or title to retrieve records of relevance. Tick the box of the reference you want to add then select ‘Add to group’ (e.g. to ‘unfiled’ or a group if you have already created one)

ACTIVITY 4

Organising References

Sorting references
1. In ‘My references’, click ‘sort by’ in the top right hand corner, then selecting from the drop down menu. For example, you can sort by the date you added them to the library, newest to oldest.
2. If you want to sort by Author, Year, or Title, simply click the heading. A little arrow will appear, if you click it more than once it will reorder them by either ascending or descending order.

Creating groups
1. You can organise your references into groups, and add a reference directly to its group.
2. Click ‘Organise’ tab from the menu at the top of the page, then select ‘Manage My Groups’ and then ‘New group’. Enter a name for your group then click ‘Ok’.
3. You can then go to ‘My References’, check the ones you want to add, and select the group you want to add them to from the drop down menu.

Sharing references
1. To work on a shared project you can share your groups with other EndNote users.
2. Click ‘Organize’ and ‘Manage my groups’.
3. Tick the ‘Manage Sharing’ box next to the references group you want to share.
4. Select ‘Start sharing this group’, then enter the email address of the person you want to share with into the pop-up window. You can allow them to edit it, or set it to read only. The groups you are sharing will have a silhouette icon
Using Cite While you Write with Microsoft Word

Linking the tool-bar to your EndNote Online account using a lab PC:

- Open Microsoft Word and select the EndNote tab in the top toolbar.
- Select ‘Preferences’ then ‘Application’ and select ‘EndNote Online’.
- Enter your email address and your EndNote password, then check the box to remember your details and keep you logged in.
- This will now connect to your EndNote Online account.

Linking the tool-bar to your EndNote Online account using your own computer:

- In EndNote Online, click Downloads. Here, you can download the Cite While You Write plugin. Follow the instructions for downloading to your device type.
- Once you’ve downloaded and installed Cite While You Write, open Microsoft Word on your laptop/other device. You should see an EndNote tab in the top toolbar.
- Follow the instructions from Linking the tool-bar to your EndNote Online account using a lab PC (as above)

Setting your referencing style:

- Click the ‘Style’ option in the toolbar, then select the style you want to use: Essex-Biological Sciences (Harvard Cite them Right)

Inserting a citation into the text:

- Click the mouse in the position where you want to add your citation, and then select ‘insert citation’ on the top bar.
- A box will pop up. Type in a detail of the reference, such as the author’s name, then click find.
- Relevant references will pop up. Select the correct one and click ‘insert’. You can change the settings here if you need to.
- The citation will be inserted into the text as well as the bibliographical reference at the end of your document.

ACTIVITY 5

Type some text and then try using ‘cite while you write’ by inserting citations into the text.