

Albin O. Kuhn Library & Gallery

Using *EndNote Web* with Library Catalog

EndNote Web is a web-based citation manager that allows for gathering, storage and management of citations in a web-based environment. EndNote Web accounts can be accessed from any computer with internet access. Citations can be directly transferred from selected databases (Web of Science, PubMed, Library catalog), imported from saved (exported) records, or entered individually.

Export Citations from Library Catalog:

While citations can be transferred directly to EndNote Web by searching the library catalog *via* EndNote Web (see **Search Catalog/Collect Citations via EndNote Web** below), the extensive search functionality of the catalog is lost. To maintain maximum search functionality, it is recommended that the user *export citations* from the library catalog and *import* those citations into EndNote Web.

1. Use checkboxes to select items in search results list
2. Click **save/e-mail** in options menu along top of results list
3. Choose **format: RefWorks/EndNote/ProCite**
4. Click **send > confirm** (to save file to PC)
5. From browser window menu, choose **File > Save As** (or **Save Page As**)
6. Name file (*must* include **.txt** extension in file name if using Firefox browser)
7. Save as file type: **text file**
8. Choose file location (e.g. **Desktop** or **My Documents**)
9. Click **Save**

Import Library Catalog Citations into EndNote Web:

1. Login to EndNote Web
2. Select **Collect** tab > **Import References**
3. Click **Browse** to locate and highlight text file to import
4. Click **Open**
5. Choose **Filter: RefMan RIS**
6. Select the group to import the citations into
7. Click **Import**

Search Catalog/Collect Citations via EndNote Web:

While it is easy to search the library catalog and collect references via EndNote Web, the extensive search functionality of the catalog is lost.

1. Select **Collect** tab > **Online Search**
2. Choose **U Maryland**
3. Click **Connect**
4. Input search terms; define search fields
5. Click **Search**
6. **Retrieve** results [x] through [x] (choose range)
7. Review results; select results to add to EndNote Web (use checkboxes)
8. **Add to group** (select appropriate group)