

Albin O. Kuhn Library & Gallery

Using *EndNote Web* with CSA Databases

(PAIS, Philosopher's Index, Social Services Abstracts, Worldwide Political Science Abstracts, etc.)

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 CSA Databases:

1. Select citations from search results list (use checkboxes)
2. Select **Save/Print/Email** from the options menu
3. Select record format: **Full Format** (use drop-down menu)
 - Use EndNote Web **Help > Import Formats** to verify proper format
4. Select Text as the document format
5. Select saved file format: **PC** (or **Macintosh**)
6. Click **Save > Save** (or **Save to Disk > OK**)
7. Name file (IE browser) or click **OK** (Firefox browser - file named automatically)
8. File saved in **Desktop** by default, unless another location is chosen

Import CSA Database 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: [**appropriate CSA database**]
 - Use EndNote Web **Help > Import Formats** to verify proper filter
6. Select the group to import the citations into
7. Click **Import**