

Albin O. Kuhn Library & Gallery

Transfer EndNote Citations to *EndNote Web*

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 EndNote (version 10 or earlier)

1. In EndNote, click on the **style selection dropdown menu** from the main EndNote toolbar
2. Click **Select Another Style**
3. Select **RefMan (RIS) Export** > click **Choose**
4. From the file menu, select **Export**
5. Name file
6. Choose file location
7. Click **Save**

Import EndNote 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. Click **Import**
7. Successful import = *[x] references were imported into the "[Unfiled]" group*
8. Move citations to appropriate group (existing group or create new group)