

Albin O. Kuhn Library & Gallery

Transfer *EndNote Web* Citations to EndNote

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 Web

1. In EndNote Web, click on the **Format** tab
2. Select **Export References**
3. Use the **Reference** drop down menu to select the group of citations to export
4. Choose **Export Style: EndNote Export** or **RefMan (RIS) Export**
5. Click **Save > Save to Disk**

Import EndNote Web Citations into EndNote

1. Open EndNote
2. Click **Choose File** to browse for the import file
3. Click **Open**
4. Choose **Import Option: Endnote Import** or **Reference Manager (RIS)**
NOTE: This needs to correspond to the Export format selected above
5. Click **Import**
6. Citations will display in the open EndNote library