

# Albin O. Kuhn Library & Gallery

## Exporting Citations in Microsoft Word Document 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.

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Citations in a Microsoft Word document created using EndNote v. 5 or newer can be exported out of the document directly into EndNote Web. . This process is also called “Exporting a Travelling Library.” This *cannot* be done if the EndNote version used to create the citations was older than v.5

### Install Cite While You Write™

1. Login to EndNote Web
2. Click the **Download Installers** link at the bottom of every EndNote Web page
3. Download and install **Cite While You Write™ plugin**
4. Select **Preferences** on the MS Word EndNote Web toolbar



5. Select **Application > EndNote Web** as the location from which you will pull references
6. Enter EndNote Web **username/password** information to allow auto login and access
7. Click **OK**

### Export Citations out of Microsoft Word document into EndNoteWeb (Export Travelling Library)

1. Open the Word document with the citations you wish to export
2. Click the **Export Travelling Library** icon on the EndNote Web toolbar



3. The citations in the open document will be automatically transferred to your EndNote Web account; a dialog box with the message “Export Complete” will pop up upon successful completion of the transfer process
4. The transferred citations will be located in the [Unfiled] group