

# EndNote<sup>®</sup> Web

NIH Library

Updated: April 21, 2008

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## Part 1: Introduction

*EndNote Web* (<http://www.endnoteweb.com/>) is a web-based program developed to store, edit, and manage up to 10,000 bibliographic references. Anyone involved in gathering references for research or producing bibliographies can use *EndNote Web* to make managing collections easier. *EndNote Web* is free for all NIH staff due to our license to the *Web of Science*®.

You build a library by:

- importing references from a text file,
- manually adding references to the library,
- copying references from an *EndNote*®, *Reference Manager*® or *EndNote Web* library,
- connecting remotely to a database such as *PubMed*®, *Scopus*™, and *Google Scholar*™ and importing references into the *EndNote Web* library, or
- exporting references directly from *Web of Science*.

The *Cite While You Write*™ feature works with Microsoft® Word (with free plug-in) to automatically format in-text citations and bibliographies into over 3,200 publishing styles. *EndNote Web* also allows online sharing of *EndNote Web* folders with colleagues.

A complement to the desktop-based *EndNote* program, *EndNote Web* allows users to access their references from anywhere. Users may add, edit or delete references, use *Cite While You Write*, search databases such as *PubMed*, and export references directly into *EndNote Web* folders.

**Important Note:** You can transfer references between *EndNote Web* and older versions of *EndNote*; however, direct import/export is only compatible with *EndNote X.0.2* or later.

**Remote Access to Your EndNote Web Account:** In order to use *EndNote Web* away from your institution, you must first register and login from an IP authenticated workstation at NIH. This confirms that you are a valid user with your institution and initiates roaming access for twelve months. After twelve months, you are required to login again from an IP authenticated workstation to re-establish your association with the institution. For more information, go to [http://www.myendnoteweb.com/help/ENW/hs\\_roaming.htm](http://www.myendnoteweb.com/help/ENW/hs_roaming.htm)

## Using EndNote Web

You may access *EndNote Web* from <http://www.myendnoteweb.com/> or from the *Web of Science* database. To access *Web of Science*, go to the NIH Library's homepage at <http://nihlibrary.nih.gov/> and click the *Web of Science* link from the grey 'Quick Links' column on the left.

### ① Register for Access

If you are already registered in the *ISI Web of Knowledge*, you do not have to register for *EndNote Web*.

If you are not already registered, go to <http://www.myendnoteweb.com/> and click **Sign Up** to register for an account. Once you have registered, you can access your *EndNote Web* folders from within *Web of Science* or the *ISI Web of Knowledge* platform.

### ② Install Toolbars

At the bottom of the *EndNote Web* page, click the **Download Installers** link. You will need to install the plug-ins for *Cite While Your Write* for Microsoft Word for Windows or Macintosh and the *EndNote Web* toolbars for Internet Explorer or Firefox.

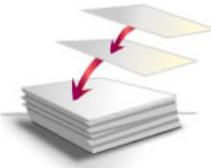
**Quick Search**

  
in

**My References**

All My References (0)  
[Unfiled] (0)  
Quick List (0)

## Getting Started with EndNote Web



**1 Collect**

Collect references from electronic and traditional sources.

- ◊ Search online database
- ◊ Create a reference manually
- ◊ Import references



**2 Organize**

Organize your references for your research topics and papers.

- ◊ Create a new group
- ◊ Share a group
- ◊ Find duplicate references



**3 Format**

Create a formatted bibliography for your paper or cite references while you write.

- ◊ Create a formatted bibliography
- ◊ Cite While You Write™ Plug-in
- ◊ Format a paper

[Privacy](#) | [Acceptable Use](#) | [Download Installers](#) | [Feedback](#)

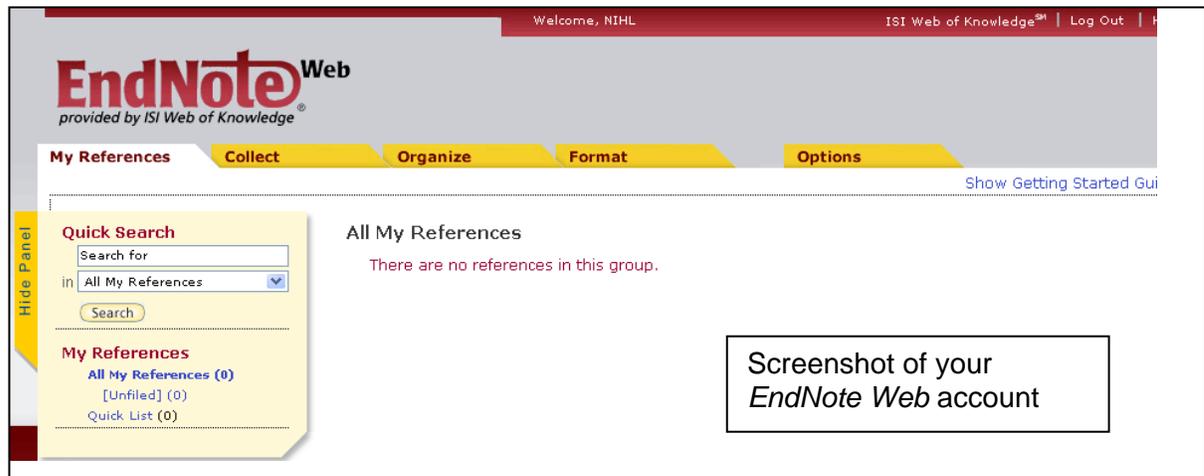
Copyright © 2008 ISI Thomson Corporation

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## Part 2: EndNote Web Interface and Creating Groups

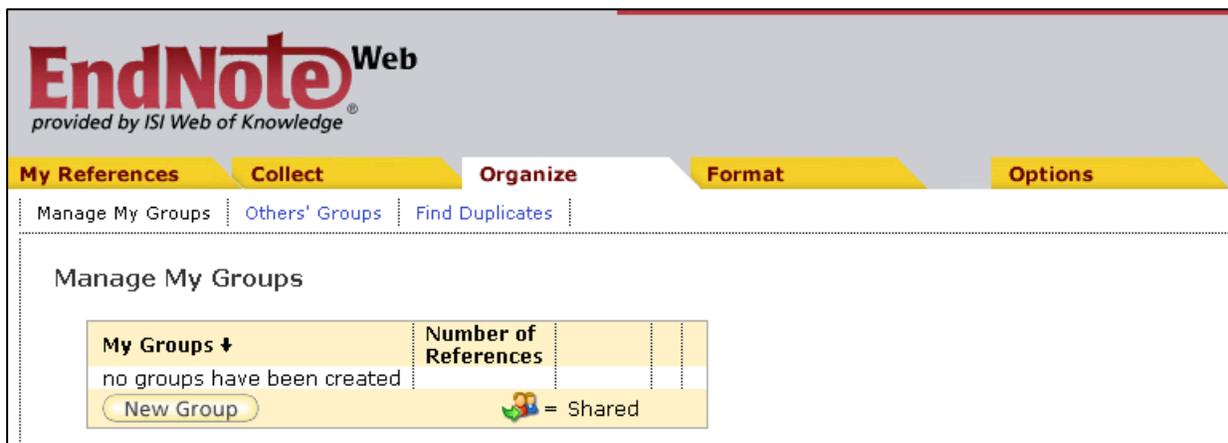
One library is assigned to each *EndNote Web* account. Multiple folders or groups can be created within your library to store references. References can belong to more than one group in your *EndNote Web* library.

At this time, no document storage is available. You cannot attach PDFs or other documents to an *EndNote Web* reference. However, you can put a link to a file on your computer in the reference's **Notes** field.



### To Create a Group

1. Click the **Organize** tab.
2. From the Manage My Groups box, choose **New Group**.
3. Enter a name for the new group. Click **OK**.
4. Your folder will now appear under the listing of **My Groups**.



## Part 3: Creating References Manually

One way to add references is to type them into your library. All reference fields have a 64,000-byte size limit.

1. From the **Collect** tab, click **New Reference**. New references are assigned the Generic reference type by default.
2. Enter information into each field as needed. Required reference fields are indicated with asterisks.
3. Scroll to the 'Groups' section at the bottom of the webpage and select a group for the reference. All available groups will be listed, in addition to the option of creating a new group.
4. When finished entering text into each field, click **Save** to save your reference.

New references can also be created by importing from other databases, using direct export, searching from within *EndNote Web*, or importing references from *EndNote*, *Reference Manager* or *RefWorks*.

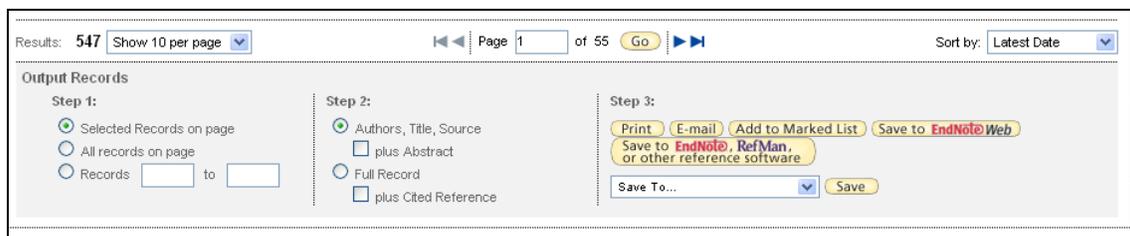


The screenshot shows the 'New Reference' form in EndNote Web. At the top, the EndNote Web logo is displayed, along with the text 'provided by ISI Web of Knowledge'. Below the logo is a navigation bar with tabs for 'My References', 'Collect', 'Organize', 'Format', and 'Options'. The 'Collect' tab is active, and the 'New Reference' link is selected. The form itself is titled 'New Reference' and has 'Save' and 'Clear' buttons. Under the 'Groups' section, there is a link to 'Add or remove'. The 'Bibliographic Fields' section contains a dropdown menu for 'Reference Type' set to 'Journal Article'. Below this are several text input fields for 'Author', 'Title', 'Year', 'Journal', 'Volume', 'Issue', 'Pages', 'Start Page', and 'Epub Date'. The 'Author' field is marked with an asterisk and includes a note: '\* At least one of these fields must be filled out.' and 'Use format Last Name, First name. Separate with ";"'. The 'Year' field is also marked with an asterisk.

## Part 4: Directly Exporting References

Directly export references from *Web of Science* to your *EndNote Web* library.

1. Connect to *Web of Science* and search for references. Select references to export to *EndNote Web* by marking the check box or indicating the range of references at the bottom of the webpage under **Output Records**.



Screenshot from bottom of *Web of Science* results page.

2. Select the amount of citation information for each reference – author, title, source and abstract, full record, or full record plus cited references.
3. Click the **Save to EndNote Web** [Save to EndNote Web](#) button.
4. An intermediary screen will appear indicating that your selected references are exporting to *EndNote Web*.
5. All exported references are deposited into the **Unfiled Group**. These references must be moved to the appropriate group to be saved. If they are not moved, they will be lost when you exit your *EndNote Web* library.

Upon returning to your search results in *Web of Science*, all exported references will have a small icon  appearing under the reference number. This icon indicates the reference was added and is a shortcut to your *EndNote Web* library.

**EndNote<sup>Web</sup>**  
provided by ISI Web of Knowledge<sup>®</sup>

My References   **Collect**   Organize   Format   Options   Show Ge...

**Quick Search**  
Search for  
in All My References  
Search

**My References**  
All My References (205)  
Dengue (0)  
Farmer (79)  
Malaria (19)  
Marco 4/1/08 para 40 (36)  
Moore-DCEG (44)  
Moore-DCEG 2008 (14)  
Riddle test (3)  
Traveling Library (0)  
**[Unfiled] (10)**  
Quick List (0)  
You have shared this group.

[Unfiled]

All    Page   Add to group...   Copy to Quick List   Delete

<input type="checkbox"/>	Author	Year	Title
<input type="checkbox"/>	Emerich, D. F.	2008	Multifunctional peptide-based nanosystems for improving deliv molecular imaging Current Opinion in Molecular Therapeutics ISI Web of Knowledge <sup>SM</sup> → Source Record, Related Records, Times Cited: 0 NIH LIBRARY FULL-TEXT PLUS!
<input type="checkbox"/>	Gerelli, Y.	2008	Structure and organization of phospholipid/polysaccharide nanoparticles Journal of Physics-Condensed Matter ISI Web of Knowledge <sup>SM</sup> → Source Record, Related Records, Times Cited: 0 NIH LIBRARY FULL-TEXT PLUS!
<input type="checkbox"/>	Hartman, K. B.	2008	Detecting and treating cancer with nanotechnology Molecular Diagnosis & Therapy

References exported from *Web of Science*, *PubMed*, *Scopus* or other databases are deposited in the **Unfiled Group**. They must be moved from the Unfiled Group to another in order to be saved.

## Moving References Between Groups

1. Under the **My References** tab, click the group containing the references you want to move.
2. Use the check boxes to select specific references or only those on the page. Check **All** to move a complete collection of references at once.

**EndNote<sup>Web</sup>**  
provided by ISI Web of Knowledge<sup>®</sup>

My References   **Collect**   Organize   Format   Options   Show Getting Started Gu...

**Quick Search**  
Search for  
in All My References  
Search

**My References**  
All My References (10)  
Malaria (0)  
**[Unfiled] (10)**  
Quick List (0)

[Unfiled]

All    Page   Add to group...   Copy to Quick List   Delete

<input type="checkbox"/>	Author	Year	Title	Edit
<input type="checkbox"/>	Anyanwu, E. C.	2007	Health effects of long-term exposure to insecticide-treated mosquito nets in the control of malaria in endemic regions, revised Thescientificworldjournal ISI Web of Knowledge <sup>SM</sup> → Source Record, Related Records, Times Cited: 0 NIH LIBRARY FULL-TEXT PLUS!	Edit
<input type="checkbox"/>	Babu, B. V.	2007	Personal-protection measures against mosquitoes: a study of practices and costs in a district, in the Indian state of Orissa, where malaria and lymphatic filariasis are co-endemic Annals of Tropical Medicine and Parasitology ISI Web of Knowledge <sup>SM</sup> → Source Record, Related Records, Times Cited: 0 NIH LIBRARY FULL-TEXT PLUS!	Edit

3. Select the group from the **Add to group...** drop-down menu.
4. All references will be moved automatically to the new group you have selected. The references will be removed from the Unfiled or original group.

Now, all 10 references from the Unfiled Group are located in the Malaria group folder.



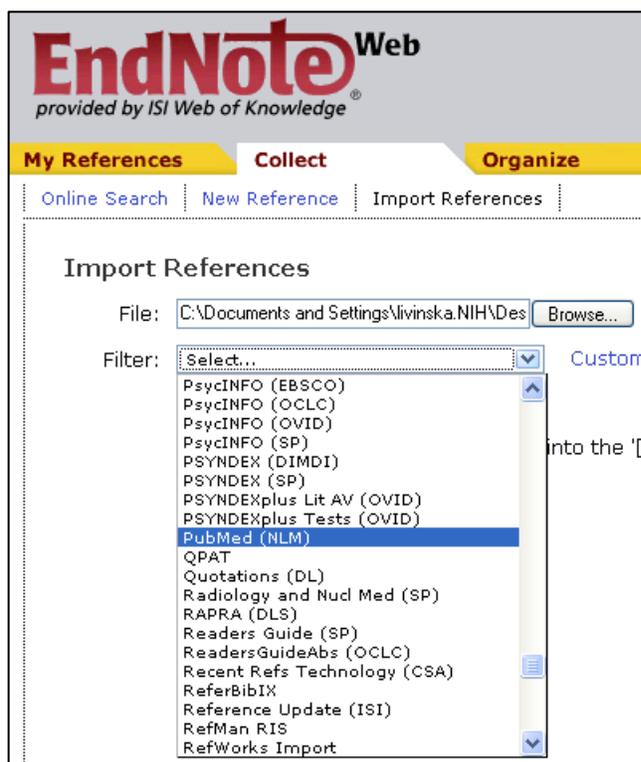
## Part 5: Importing References from Databases Using Filters

One of the easiest ways to build your *EndNote Web* library is to import references from standard sources such as online bibliographic databases and library catalogs. *EndNote Web* can import references from many different sources and formats.

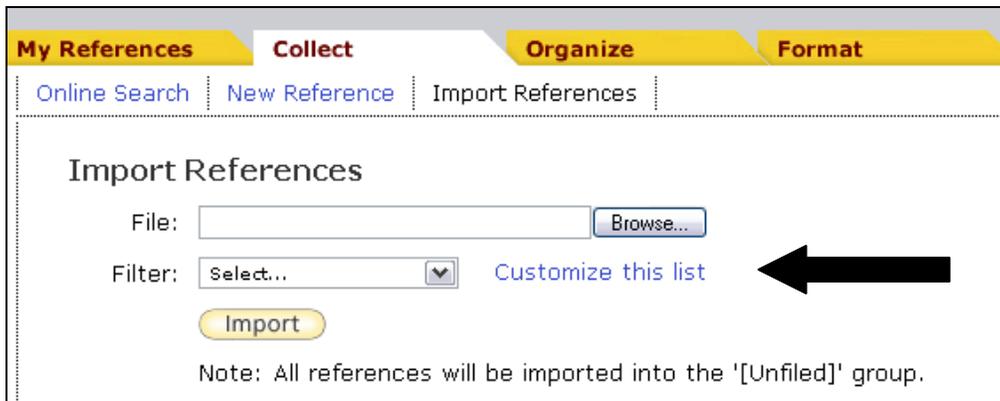
### Importing References from the *PubMed* Database via the NIH Library Link

1. In *PubMed*, select the specific references you want to save to your library. Select items by clicking on the box to the left of a citation. If no references are selected, the default is to download all references.
2. In the pull-down **Display** menu, choose **MEDLINE** to replace the default format of Summary.
3. Choose **File** as the destination and click the **Send To** button to save the file to a folder on your hard drive or to your desktop.
4. Change the file name to something relevant (e.g., medicine.txt) from the default pubmed-result.txt.
5. In *EndNote Web*, click the **Collect** tab. Then select **Import References**.
6. Click **Browse** to locate the saved text file you just created.
7. From the **Filter** menu, select the **PubMed (NLM)** filter.
8. Click **Import**.

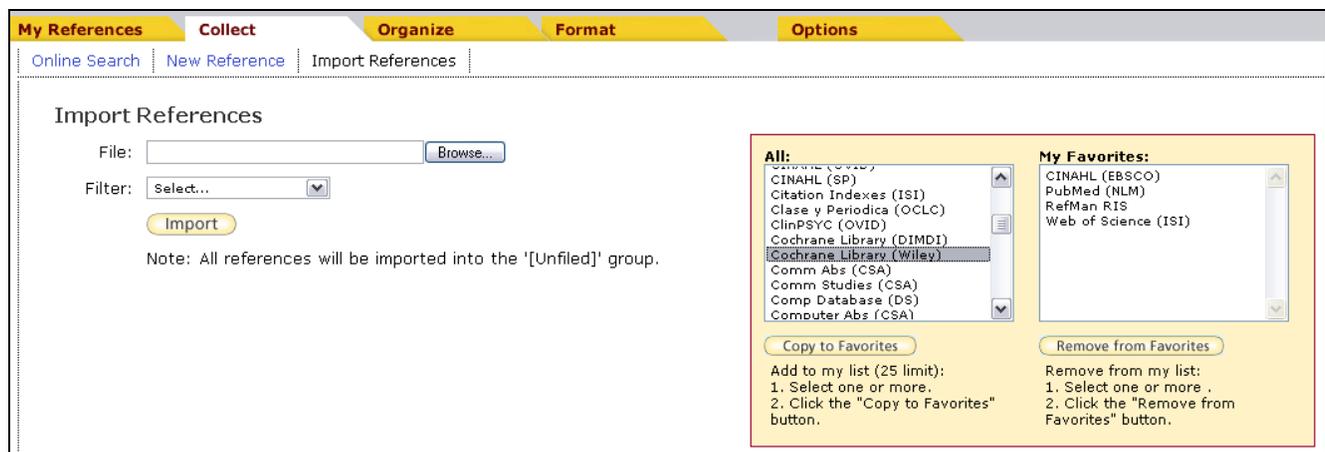
All imported references will be filed in the **Unfiled Group** and must be moved to the appropriate group to be saved. See Part 4 to learn how to move references between groups.



Create a customized list of frequently used Import Filters by clicking on the **Customize this list** link from the Import References feature.



Next, select the import filters most frequently used (e.x., PubMed (NLM), RefMan RIS, Web of Science (ISI), CINAHL (Ebsco)), and copy them to the **My Favorites** column.

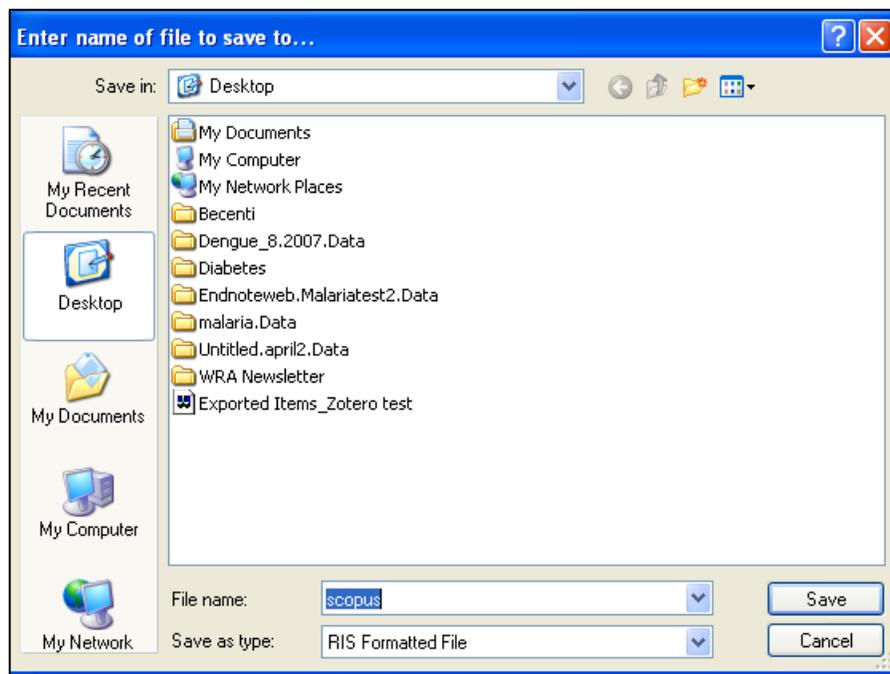
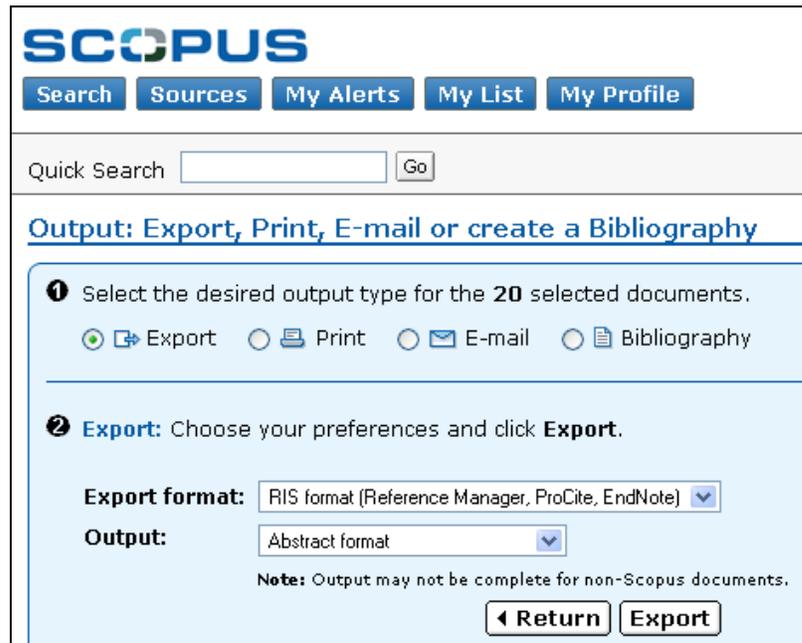


## Importing References from the Scopus Database via the NIH Library Link

1. In *Scopus*, click to mark specific references you want to save to your library.
2. Click the **Output** button.
3. Click the **Export** radio button.
4. Select the **Export format**: 'RIS format (Reference Manager, ProCite, EndNote)'.
5. Select the **Output**: (citation, abstract only, etc.).
6. Click **Export**. Select **Save to Disk**.
7. Name the file and save it as a RIS Formatted File (.ris).
8. In *EndNote Web*, click the **Collect** tab. Then select **Import References**.

9. Click **Browse** to locate the text file you just created.
10. From the **Filter** menu, select the **RefMan RIS** filter.
11. Click **Import**.

All imported references will be filed in the **Unfiled Group** and must be moved to the appropriate group to be saved. See Part 4 to learn how to move references between groups.

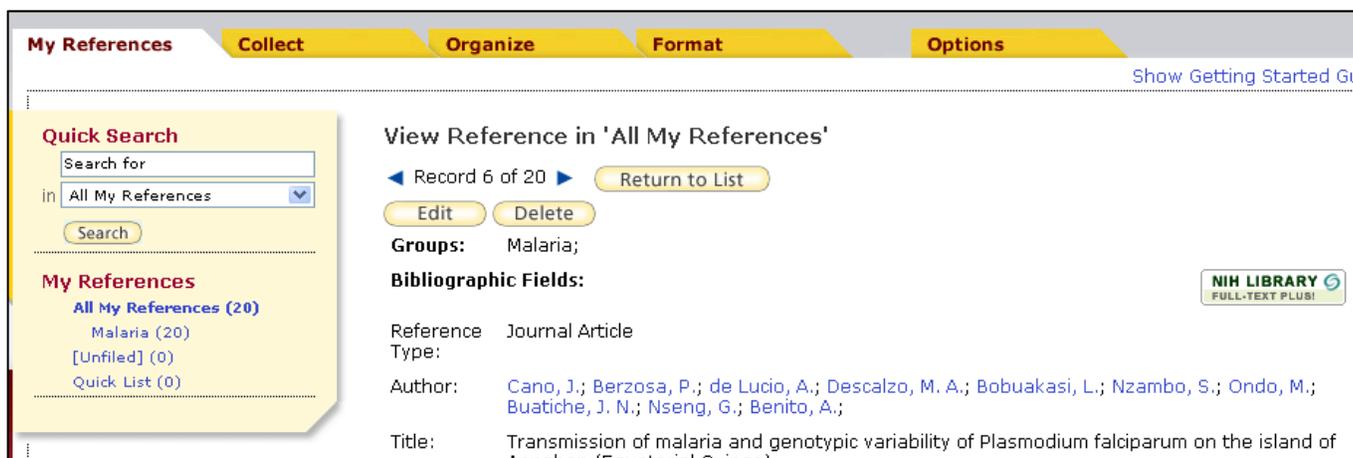


## Part 6: Editing, Sorting, and Finding Duplicate References

Editing references in *EndNote Web* is easy.

### Editing References

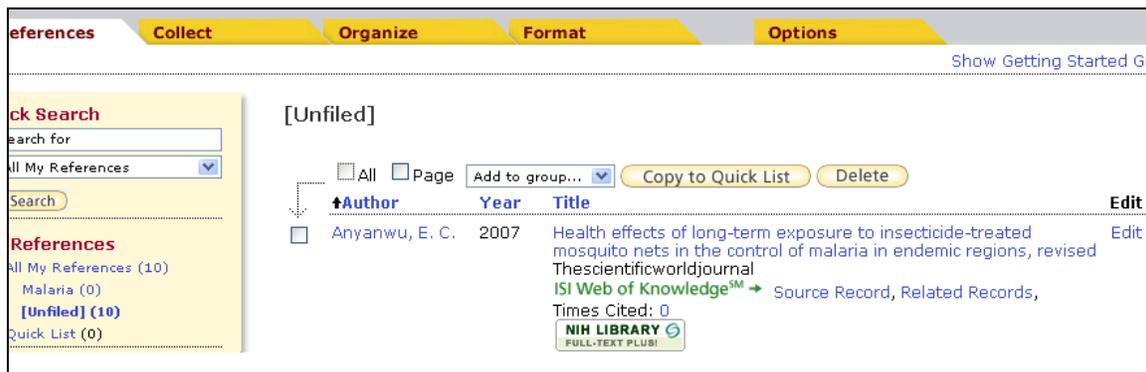
1. Click on the **Edit** button to the right of the title, or open a reference by clicking on the hyperlinked title. Then select Edit.
2. Make needed changes or additions.
3. Click **Save** when changes are completed.



The screenshot shows the EndNote Web interface with the 'Organize' tab selected. On the left, there is a 'Quick Search' box and a 'My References' sidebar. The main area displays 'View Reference in 'All My References'' for 'Record 6 of 20'. It includes 'Edit' and 'Delete' buttons, and shows the reference details: 'Groups: Malaria;', 'Bibliographic Fields: Reference Type: Journal Article', and 'Author: Cano, J.; Berzosa, P.; de Lucio, A.; Descalzo, M. A.; Bobuakasi, L.; Nzambo, S.; Ondo, M.; Buatiche, J. N.; Nseng, G.; Benito, A.; Title: Transmission of malaria and genotypic variability of Plasmodium falciparum on the island of Anopheles (Equatorial Guinea)'. A 'NIH LIBRARY FULL-TEXT PLUS!' logo is visible on the right.

### Sorting References

Sort references by author, year, or title by clicking the column heading in the folder view.



The screenshot shows the EndNote Web interface with the 'Organize' tab selected. The main area displays a list of references under the '[Unfiled]' folder. The list is sorted by author, with the column heading 'Author' highlighted. The first reference is: 'Anyanwu, E. C. 2007 Health effects of long-term exposure to insecticide-treated mosquito nets in the control of malaria in endemic regions, revised Thescientificworldjournal ISI Web of KnowledgeSM - Source Record, Related Records, Times Cited: 0'. A 'NIH LIBRARY FULL-TEXT PLUS!' logo is visible below the reference.

## Finding Duplicate References

*EndNote Web* lets you check for and identify duplicate references. You select a reference to be compared with all other references in that library or in all other libraries. You are notified if one or more duplicate references are found anywhere in your groups.

The **Find Duplicates** command is used to identify duplicate references in a library. Once the duplicate reference is removed it is permanently deleted from your library.

When using **Find Duplicates**, *EndNote Web* compares references based on the following fields: Author, Year, Title, and Reference Type.

## To Check for Duplicates

1. Click the **Organize** tab, and then click **Find Duplicates**.
2. A list of all duplicates identified from your entire library is listed. Any reference identified as a duplicate will have a yellow background and a checkmark.
3. To delete duplicates, click the **Delete** button. You also may move the duplicates to another group.

Duplicate records should be compared to determine which reference in a pair of duplicates should be deleted.

Find Duplicates

ALL  Duplicates

	Author	Year	Title	Edit
<input type="checkbox"/>	Aplogan, A.	2007	[Population's behaviour and expectations concerning malaria control in Ouidah, Benin, April 2006]] Bull Soc Pathol Exot	Edit
<input checked="" type="checkbox"/>	Aplogan, A.	2007	[Population's behaviour and expectations concerning malaria control in Ouidah, Benin, April 2006]] Bull Soc Pathol Exot	Edit
<input type="checkbox"/>	Brentlinger, P. E.	2007	Prevalence and predictors of maternal peripheral malaria parasitemia in central Mozambique Am J Trop Med Hyg	Edit
<input checked="" type="checkbox"/>	Brentlinger, P. E.	2007	Prevalence and predictors of maternal peripheral malaria parasitemia in central Mozambique Am J Trop Med Hyg	Edit
<input type="checkbox"/>	Cano, J.	2007	Transmission of malaria and genotypic variability of Plasmodium falciparum on the island of Annobon (Equatorial Guinea) Malar J	Edit
<input checked="" type="checkbox"/>	Cano, J.	2007	Transmission of malaria and genotypic variability of Plasmodium falciparum on the island of Annobon (Equatorial Guinea) Malar J	Edit
<input type="checkbox"/>	Etang, J.	2007	A preliminary test of the protective efficacy of permethrin-treated bed nets in an area of Anopheles gambiae metabolic resistance to pyrethroids in north Cameroon Trans R Soc Trop Med Hyg	Edit
<input checked="" type="checkbox"/>	Etang, J.	2007	A preliminary test of the protective efficacy of permethrin-treated bed nets in an area of Anopheles gambiae metabolic resistance to pyrethroids in north Cameroon Trans R Soc Trop Med Hyg	Edit

## Part 7: Organizing and Sharing References

You can share groups with colleagues in *EndNote Web*. Colleagues with access to your shared groups will see them under **My References**. An icon  will appear for each shared group. A limit of 500 groups is set. Each group name is limited to 255 characters.

### Important Points about Sharing Groups

- You can share groups with *EndNote Web* users at any institution.
- You can share groups with individuals who have not yet created an *EndNote Web* account. The group will automatically appear after the individual registers and logs in.
- Access to shared groups is read-only\*.
- References in shared groups can be searched.
- References in shared groups cannot be copied to your 'Quick List'.
- Shared groups are available to generate a bibliography or an export file.
- Deleting groups does not delete references in the group.

### Sharing Groups

1. Click the **Organize** tab, which will display the **Manage My Groups** page.
2. Find the group you wish to share and click the **Share Group** button.
3. Enter up to 1,000 e-mail addresses in the Share Group dialog. Separate each address by pressing the Enter or Return key. You can also use the **Browse** feature to upload a text file with e-mail addresses separated by commas.
4. Click the **Apply** button.



To modify the sharing settings for a group, click the **Modify Sharing** button and update the settings as needed.

\*See page 7 "Moving References Between Groups" to add references in a shared group(s) to your own library.

### Unsharing Groups

1. Click the **Organize** tab, which will display the **Manage My Groups** page.
2. Find the group you wish to unshare and click the **Modify Sharing** button.
3. Select all the e-mail addresses for Step 1 in the Share Group dialog and press **Delete**.
4. Click the **Apply** button.

### Hiding Groups Shared from Others

1. Click the **Organize** tab, and then click the **Others' Groups** link.
2. Uncheck the group you wish to hide. Click the **Apply** button.

## Part 8: Transferring References to/from *EndNote* or *Reference Manager*

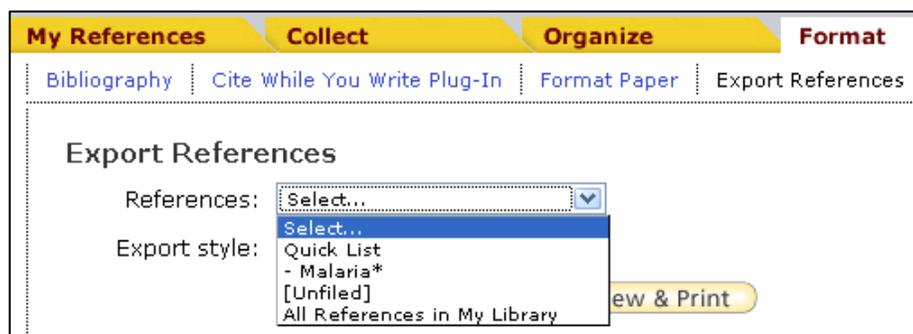
References can be transferred to or from *EndNote Web* to *EndNote* desktop libraries (version *EndNote X.0.2* or later). In addition, references can be transferred to *Reference Manager 11* libraries from *EndNote Web* using the RIS format and filter.

### Important Points about Transfer with *EndNote*

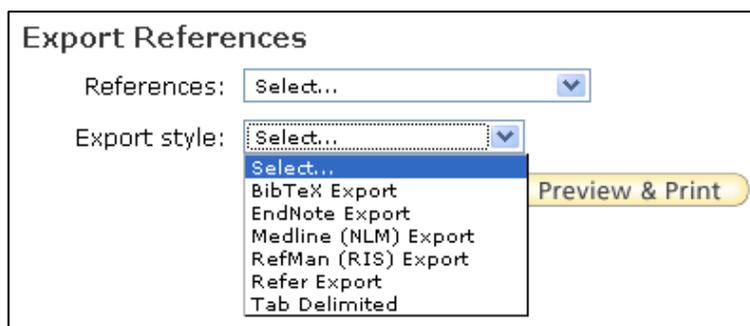
- Styled text is not supported in *EndNote Web*. References containing manually applied formatting will lose the formatting upon transfer to *EndNote Web* and when transferred back to *EndNote* on your desktop.
- Fields containing links to files in the *EndNote .Data* folder are not editable in *EndNote Web*. These fields are File Attachments and Figure (e.g., PDFs or images).

### Exporting Groups

1. To export a group, click the **Format** tab and then click **Export References**.
2. Select the group of references to export from the drop-down menu.



3. Next, select the **Export Style** from the second drop-down menu. To export to *Reference Manager*, select the RefMan (RIS) Export style. To export to *EndNote 9* or earlier select the **RefMan (RIS) Export** style. A direct export option is available for *EndNote X.0.2* or later.



4. Rename the text file to something you will remember and save.

5. In **EndNote**, open a library and then click **File > Import**.
6. Locate the exported *EndNote Web* text file on your computer.
7. Select the **Reference Manager (RIS)** as the **Import Option** filter. At this point, you can elect to import or discard any duplicate references.

### Direct Export from *EndNote X.0.2*

If using *EndNote X.0.2* or greater, a Direct Export feature is available for moving references between the desktop and web-based *EndNote* programs. The Direct Export feature is found in the desktop *EndNote* program.

1. In **EndNote**, go to **Tools > EndNote Web**.
2. Add in the **e-mail address and password** for your *EndNote Web* and the URL to *EndNote Web* use - <http://www.myendnoteweb.com>. Select the checkbox to remember your e-mail and password. Click **Next**.

3. Now select whether you want to transfer references from *EndNote Web* to *EndNote* desktop or *EndNote* desktop to *EndNote Web*. Select whether to allow duplicates. Select which *EndNote Web* group you are transferring references to or from.

4. Click **Transfer**.
5. A message box will appear when transferring references is completed.

## Importing Citations from EndNote or Reference Manager

1. In *EndNote*, go to the **Output Style** list on the toolbar and choose **Select Another Style**. Select the *RefMan (RIS)* style.
2. Go to the **File** menu and select **Export** to export your library as a plain text file.
3. In *EndNote Web*, click the **Collect** tab, and then click **Import References**.
4. Browse and select your text file.
5. From the **Filter** drop-down menu, select the *RefMan (RIS)* style. Click **Import**.

All imported references will be filed in the **Unfiled Group** and must be moved to the appropriate group to be saved. See Part 4 to learn how to move references between groups.

## Part 9: Using *Cite While You Write* (CWYW)

With *Cite While You Write*, you can link to references in your *EndNote Web* library without leaving your word processor and build a bibliography for your paper. You insert citations into your manuscript wherever you need to reference a statement. Once you insert a citation, it is permanently linked to a reference in the *EndNote Web* library. When you generate the bibliography, the unformatted citations turn into formatted citations and the bibliography appends to the end of the word processing document.

Bibliographic styles are used to control the appearance of references in a bibliography. The style takes care of all text styles, punctuation, and sorting required for the citations and bibliography, as well as which fields are included in the bibliography. A set of standard styles is included with the *EndNote Web* program.

### Setting Bibliographic Styles

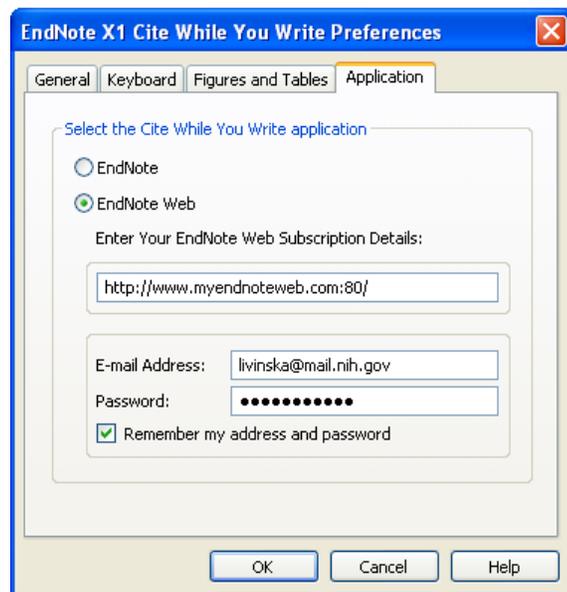
In Microsoft Word, the bibliographic style selected in the **Format Bibliography** sub-menu of the *EndNote Web* menu under Tools determines how *EndNote Web* formats the citations in your paper and the references in the bibliography. You can select a different style and reformat the document at any point.

### Installing the *EndNote Web* Toolbar in Microsoft Word

**IMPORTANT:** If you have *EndNote X.0.2* or later installed for the desktop, you do not need to install the *Cite While You Write* plug-in. It is installed by default.

If you do not have *EndNote X.0.2* or later, you must install the *Cite While You Write* toolbar. If you did not install the toolbars earlier, you need to download the *Cite While You Write* toolbar to use this feature. *EndNote Web*'s CWYW is only compatible with Microsoft Word at this time. See Part 1 for instructions.

1. After installing the CWYW toolbar, go to Word. Click **Tools**, and then *EndNote Web* or *EndNote* (if you have this installed already).
2. Select **Cite While You Write Preferences**.
3. Click the **Application** tab, and select **EndNote Web**.
4. Type your e-mail address and password into the boxes for your *EndNote Web* account.
5. Checkmark **Remember my address and password**.



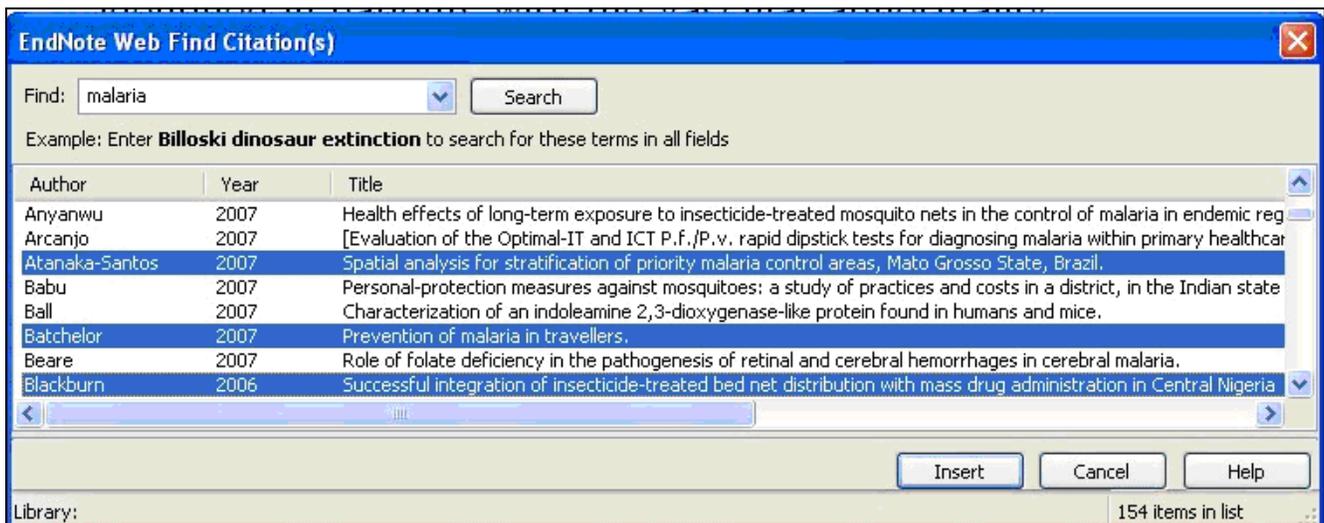
This eliminates the need to sign in and out each time you want to use *EndNote Web* and *Cite While You Write*.

The *EndNote Web* toolbar will now appear in Word. However, if you have the *EndNote* desktop program installed, you will need to select the toolbar for the version of *EndNote* used.

## Inserting a Reference into a Manuscript

To insert references into your manuscript, make sure that your *EndNote Web* account is open.

1. To insert a reference, position the cursor in the sentence you want the reference to appear. If it is at the end of sentence, place the cursor before the period, with a space before and after the cursor.
2. From Word's **Tools** menu, choose *EndNote Web* then **Find Citation** (or use the shortcut toolbar and click on the magnifying glass icon).
3. Type in any word to retrieve references of interest in the **Find** box (ex., author last name, year, title keyword, journal name). You may select more than one citation by holding the CTRL key and clicking on each citation.
4. Select the reference of interest by highlighting it. Then, click on the **Insert** button.



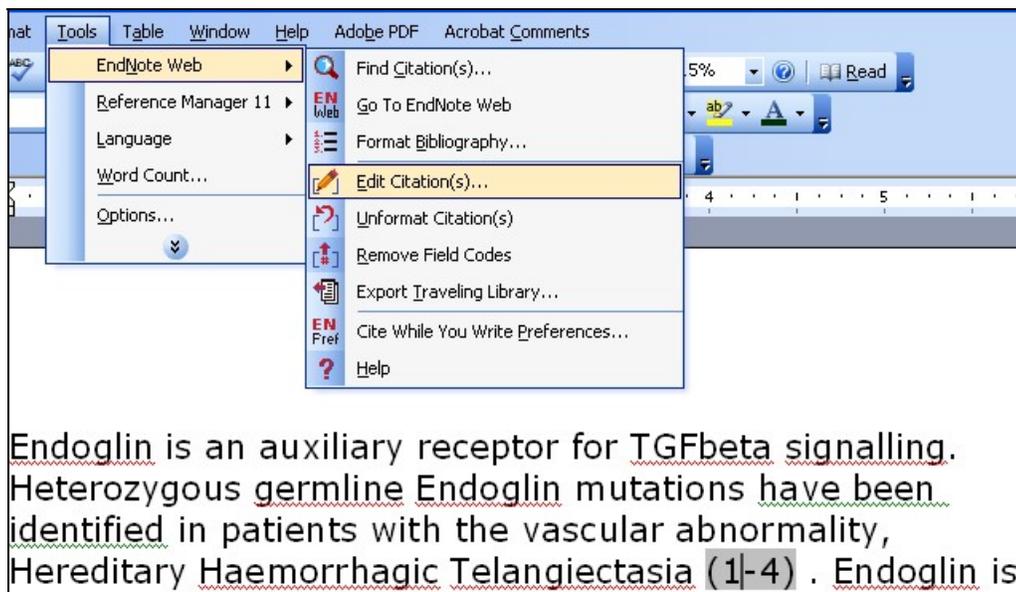
The reference will now be in *EndNote Web*'s temporary citation format, using { } with the author last name and year of the article cited.

Endoglin is an auxiliary receptor for TGFbeta signalling. {Atanaka-Santos, 2007; Batchelor, 2007; Blackburn, 2006} Heterozygous germline Endoglin mutations have been identified in patients with the vascular abnormality, Hereditary Haemorrhagic Telangiectasia. Endoglin is upregulated in endothelial cells during angiogenesis and loss of Endoglin in the mouse results in embryonic lethality at mid-gestation {Enato, 2007; Enato, 2007; England, 2007; England, 2007; Farmer, 2002}. This phenotype points to an important role of Endoglin in new blood vessel formation but

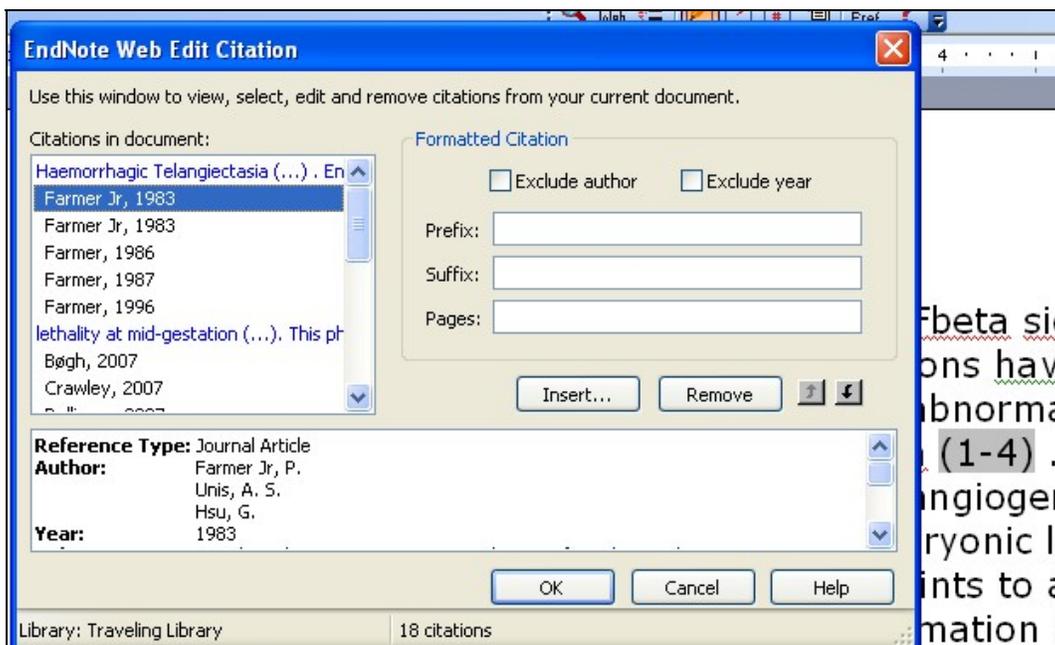
### Moving or Deleting a Reference from Your Manuscript

References can only be deleted at the point of insertion. This will prompt a re-ordering of your bibliography.

1. Find the reference where it occurs in the text of your paper (i.e., the superscript number or parenthetical reference) and insert your cursor.
2. Go to **Tools**, then **EndNote Web**, and then **Edit Citation(s)**.
3. Select the reference from the list in the left-hand column. The manuscript text appears in blue font color, and references in black. Author last name and year is shown for each reference.



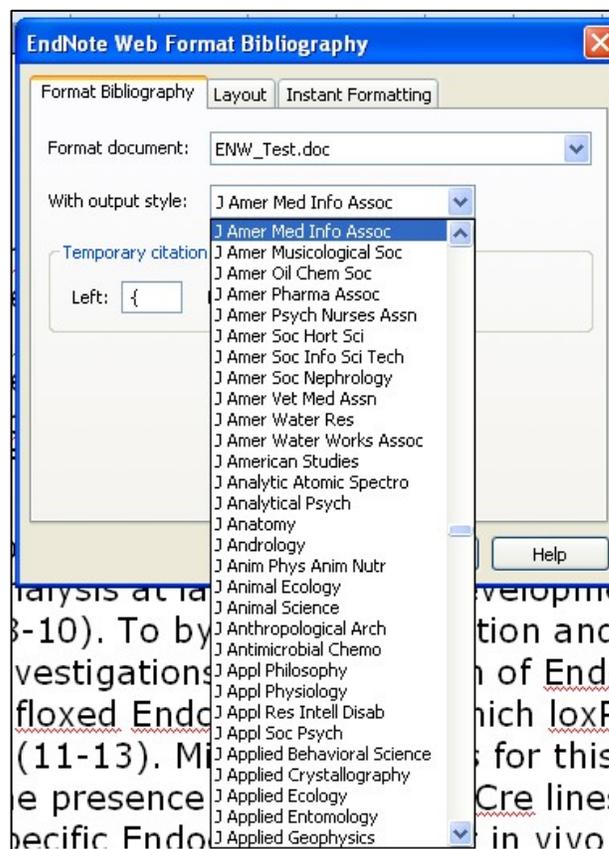
- Click the **Remove** and **OK** buttons to delete the reference.



## Changing the Output Style

- In Word, go to **Tools**, then **EndNoteWeb**, and select **Format Bibliography**.
- From the **With Output Style** drop-down menu, select the journal citation style.
- Click **OK** to begin formatting the paper.

*EndNote Web* includes over 3,200 output styles. However, some journals are not included or may have recently been updated. In these cases, contact the NIH Library for assistance in creating a new output style for the journal of interest, or in editing an existing output style. Unfortunately, with *EndNote Web* you cannot do this yourself.



## Removing Field Codes

Each formatted reference in your document is saved with field codes that embed reference data in the document. Before sending a manuscript to an editor or publisher, the field codes embedded within an *EndNote* or *EndNote Web* document usually are removed. This deletes the underlying codes but preserves the layout, allowing the publisher or editor to make copy changes.

Once field codes are removed, they **cannot be reinserted** and the reference style and bibliography cannot be automatically reformatted to another style.

1. Create a back-up copy of your manuscript in Word.
2. In Word, from the **Tools** menu go to **Endnote Web** and then to **Remove Field Codes**.
3. A prompt will appear and a copy of the manuscript will open in a new window without the field codes. Click **OK**. This new copy no longer contains field codes linking the references and bibliography back to *EndNote Web* and the output style cannot be changed.

## Part 10: The Traveling Library

Each formatted reference in your document is saved with field codes that embed reference data in the document. The paper contains a “traveling library” of references cited.

The first time a reference is formatted; *EndNote Web* looks in the open library and finds the corresponding reference. If you later reformat, *EndNote Web* again looks for the library and that reference. However, if the library is not available or not open, *EndNote Web* will use the Traveling library for reference information. The data saved with each reference includes the database name and location and all fields except Notes and Abstract. Because reference data are kept with each formatted reference, you can collaborate with other authors on a paper without each author having the same library of references.

If you are co-authoring a paper with someone who is also using an *EndNote* or *EndNote Web* library, you can send a copy of the manuscript and your co-author can generate an *EndNote* or *EndNote Web* library of the references inserted into the manuscript. The co-author can then insert references and send the manuscript back to you, and a new Traveling Library is generated.

### To Create a Traveling Library

1. In Word, select **Tools**, then **EndNoteWeb**, and then **Export Traveling Library**.
2. A box will appear stating export is complete. Click **OK**.
3. In *EndNote Web*, these references are placed in the **Unfiled Group**. You have to move these references to another folder to save them for future use.

Using the Traveling Library, both authors can maintain an *EndNote Web* library that is up-to-date with all the references in the shared paper.

## Part 11: Accessing Full-Text from Within EndNote Web



As EndNote Web recognized your account as originating from the NIH, you automatically see the **NIH Library FULL-TEXT PLUS!** button (green) below the reference information in the folder view of EndNote Web.

To access the full-text of an article, click on the FULL-TEXT PLUS! button and an intermediary screen will appear indicating whether the Library has purchased access to the journal article, or whether you must order it via Document Delivery. For the example below, we provide access to the article from 4 different vendors or sources.

Whatever database you are searching, the NIH Library's **FULL-TEXT PLUS!** button should appear. Always use this button to access the full-text of an article, or request it via document delivery if we do not have it.

If you do not see it, please contact the NIH Library for assistance. Sometimes it is a matter of your computer's IP address not being recognized as originating from NIH.

**Full Text Plus! from the NIH Library**

**LIBRARY**  
Amazing Research. Amazing Help.

Full Text Plus! services available for this record:

**Title:** Infectious disease in Haiti - HIV/AIDS, tuberculosis and social inequalities

**Source:** EMBO reports [1469-221X] Castro yr:2003 vol:4 pg:S20 -S23

**2**

**Full Text**

- > Full text available via [Nature](#)  
Year: 2003 Volume: 4 Issue: Start Page: S20 **GO**
- > Full text available via [ProQuest Health and Medical Complete](#)  
Year: 2003 Volume: 4 Issue: Start Page: S20 **GO**
- > Full text available via [ProQuest Research Library](#)  
Year: 2003 Volume: 4 Issue: Start Page: S20 **GO**
- > Full text available via [PubMed Central](#)  
Year: 2003 Volume: 4 Issue: Start Page: S20 **GO**

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- Malaria
- melanoma

To Citations Add to QUOSA

EndNote Web 2.1 "oral health" AND "heart disease" - Pu...  
ISI Web of Knowledge<sup>SM</sup>

**Options** Show Gettin

.. **Copy to Quick List** **Delete** **Remove from List**

**Title**

Infectious disease in Haiti - HIV/AIDS, tuberculosis and social inequalities  
EMBO REPORTS  
ISI Web of Knowledge<sup>SM</sup> → Source Record, Related Records,  
Times Cited: 3  
**NIH LIBRARY FULL-TEXT PLUS!** **1**

Understanding and addressing AIDS-related stigma: From anthropological theory to clinical practice in Haiti  
AMERICAN JOURNAL OF PUBLIC HEALTH  
ISI Web of Knowledge<sup>SM</sup> → Source Record, Related Records,  
Times Cited: 37  
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