



Endnote Online



Swinburne Library EndNote resources page:

<https://www.swinburne.edu.my/library/referencing/manage-references-with-endnote-4.php>

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Contents

1.0 About EndNote Online	1
2.0 Access EndNote Online	1
3.0 Adding references from a database	2
3.1 Direct export	2
3.2 Import from a text file	4
Step 1: Download the .ris or text file	4
Step 2: Importing the references into EndNote Online	5
4.0 Create manual referencing	6
5.0 Creating references to groups	7
6.0 Create new groups	7
7.0 Export references from EndNote Online	8
8.0 Edit reference information	8

1.0 About EndNote Online

EndNote Online (also called EndNote Web) is a web-based referencing program that enables you to:

- Organize and store your references (for individual or group projects)
- Create bibliographies in popular referencing styles to add to Word documents.

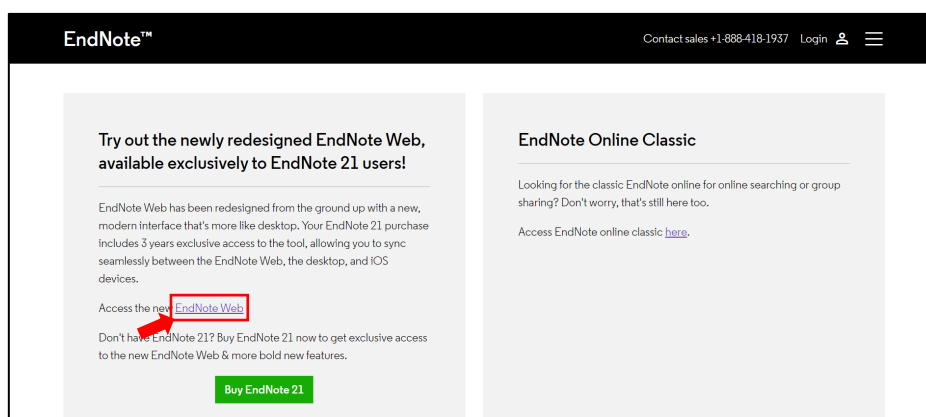
EndNote Online is best suited to undergraduates and postgraduates by coursework students and Swinburne students involved in group work.

2.0 Access EndNote Online

i. Go to EndNote Web login page at <https://endnote.com/login/>.

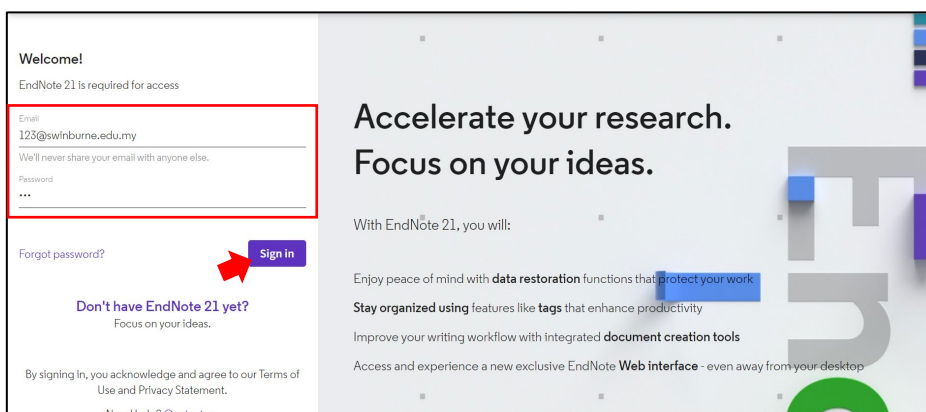
The right side is the older version, which is EndNote 20 and below, meanwhile the newer version, EndNote 21, is on the left side.

Click on 'EndNote Web' to access the EndNote 21.



ii. Enter your email address and password that you have created in your previous EndNote account. Then click 'sign in'.

*Use your Swinburne email to sign in.



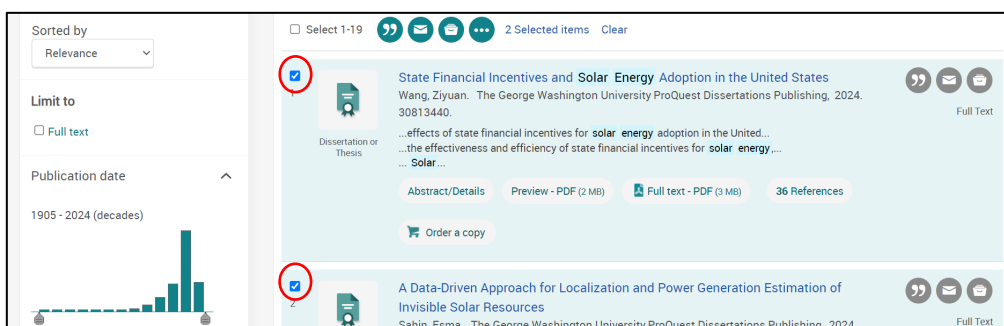
3.0 Adding references from a database

Most databases allow you to transfer references directly from the database to your EndNote Online library. This is called 'exporting' or 'direct export'. There is a separate guide for our popular databases.

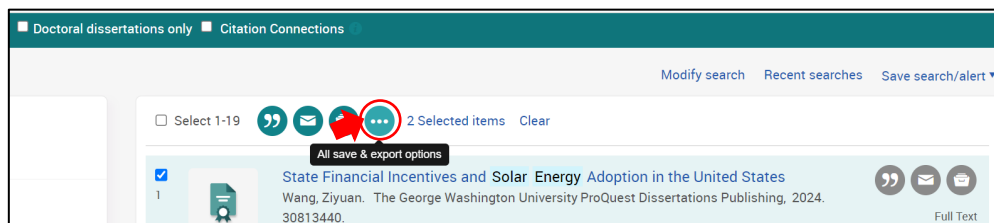
3.1 Direct export

You can export directly from some database via the Library website into EndNote Online. Below is the example from 'Proquest' database.

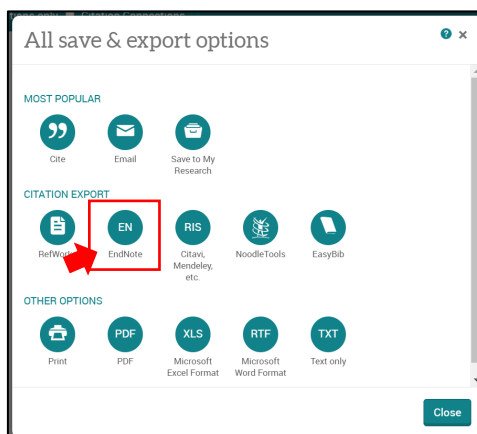
- i. Go to [A-Z database list](#) from the Library website, and look for 'Proquest' database.
- ii. Search for a [topic](#) of your choice.
- iii. In your result list, [select the article or paper](#) that you are interested in by clicking the checkbox on the left side of the title.



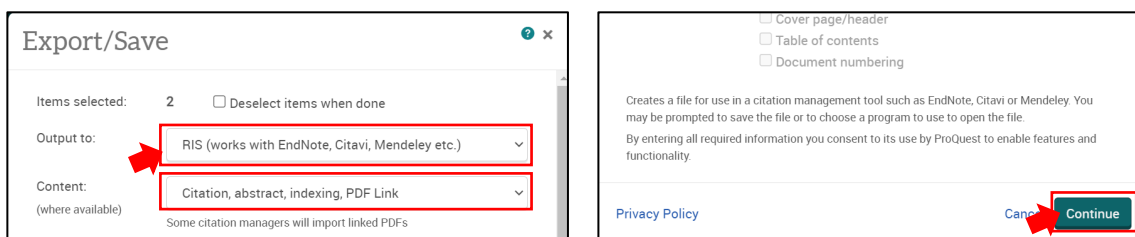
- iv. Then, click on the [3 dots button \(All save & export options\)](#) at the top of your result.



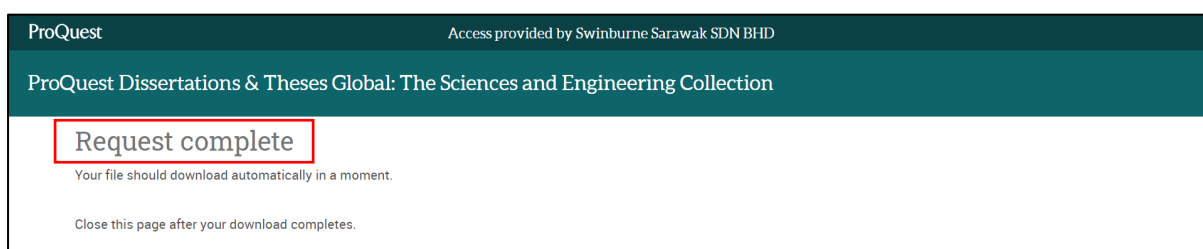
- v. From the citation export option, click on 'EndNote'.



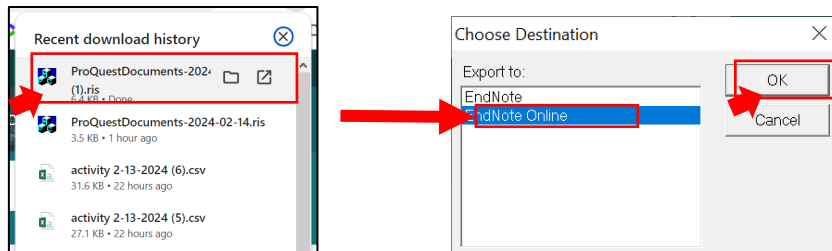
vi. Make sure that the output is in 'RIS' form for EndNote. Then click 'continue'. You can choose your content type, whether 'Citation, abstract, indexing, PDF link' or 'Citation, abstract, indexing' or 'Citation and abstract only'.



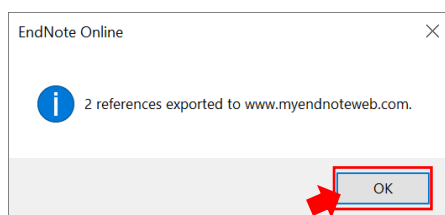
vii. EndNote will prompt you to new web browser as shown below. Wait until the download is completed.



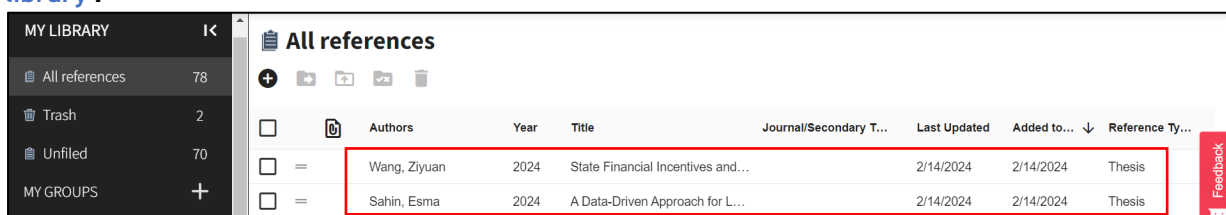
viii. The file will appear in your download history. Click on the downloaded file with .ris written at the end of the file name. When the 'Choose Destination' window appear, click on 'EndNote Online', and click 'OK'.



ix. Upon completing the export process, EndNote Online will give notifications as shown below. Simply click on 'OK'.



x. When you open your EndNote Online, the citations will automatically appear in your 'EndNote library'.

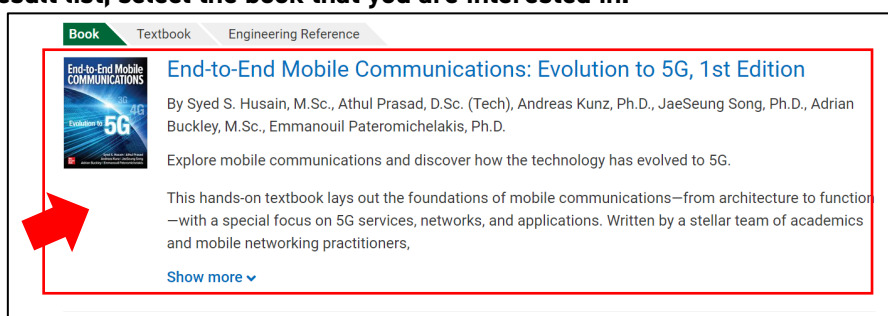


3.2 Import from a text file

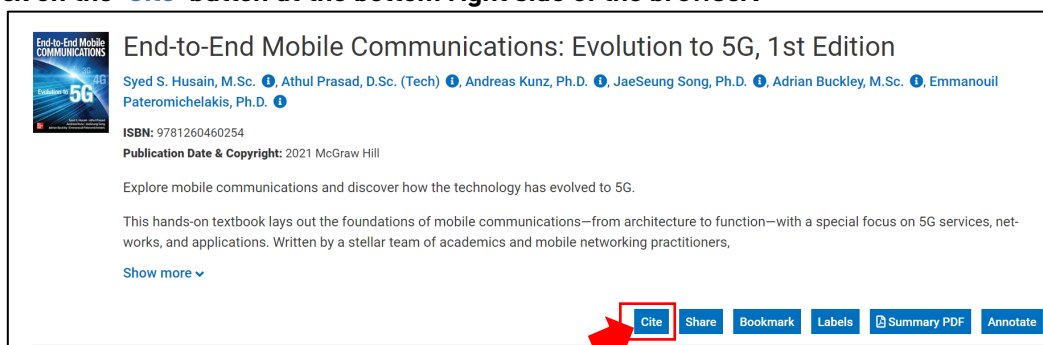
For databases that do not support direct export to EndNote Online, the other way is to save reference details in the form of .ris or text file, and subsequently import them into EndNote Online. In this guide, we use 'Access Engineering' as an example.

Step 1: Download the .ris or text file

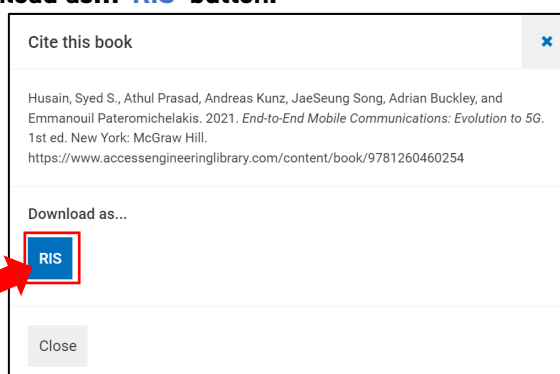
- i. Go to [A-Z database list](#) from the Library website, and look for 'Access Engineering' database.
- ii. Search for a **topic** of your choice.
- iii. In your result list, select the book that you are interested in.



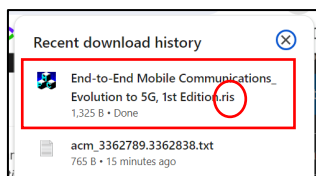
- iv. Click on the 'Cite' button at the bottom right side of the browser.



- v. Next, click on the Download as... 'RIS' button.



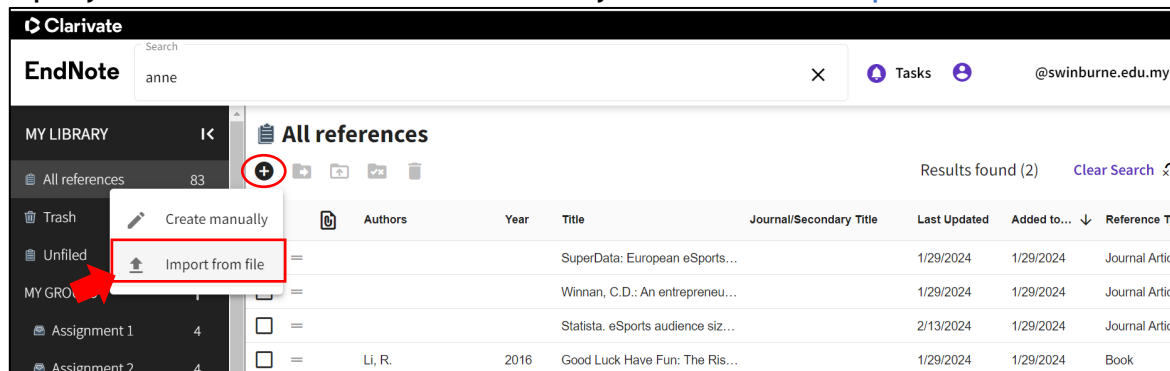
- vi. The file will appear in your download history. The file should have .ris written at the end of the file name.



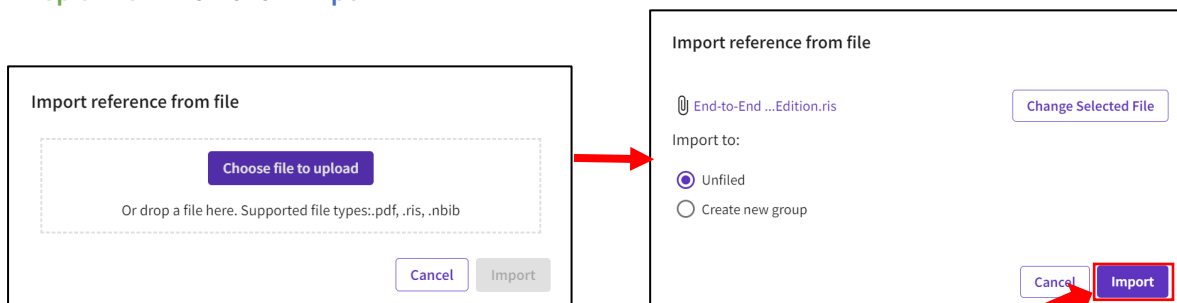
Step 2: Importing the references into EndNote Online

Next are the steps to import your downloaded references into EndNote Online. Avoid clicking on the downloaded file, as this may lead to open Desktop EndNote.

i. Open your 'EndNote Online' and click on the + symbol then choose 'Import from file'.



ii. To import reference from file, you can choose two ways. Which is 'Choose file to upload' or 'Drop a file'. Then click 'Import'.



iii. When you open your EndNote Online, the citation will automatically appear in your 'EndNote library'.

The screenshot shows the EndNote Online interface. The top navigation bar includes the Clarivate logo, a search bar, and user information. The left sidebar shows 'MY LIBRARY' with options like 'All references' (84), 'Trash' (2), and 'Unfiled' (76). The main area displays 'All references' with a table of entries. The first entry is highlighted with a red box:

Authors	Year	Title	Journal/Secondary Title	Last Updated	Added to...	Reference Ty...
Husain, Syed S.; Pra...	2021	End-to-End Mobile Communic...		2/14/2024	2/14/2024	Book
Macey, J.; Hamari, J.	2018	Investigating relationships bet...	Comput. Hum. Behav.	1/29/2024	1/29/2024	Journal Article
Lim, Fei Victor; Cope...	2022	A metalanguage for learning: ...	Frontiers in Communication	1/29/2024	1/29/2024	Journal Article
		Franke, T.: The perception of ...		1/29/2024	1/29/2024	Journal Article
		Wilson, J.L.: How I Learned to ...		1/29/2024	1/29/2024	Journal Article
Mandar Kadam; Nish...	2017	Climate Change: Relationship...	Proceedings of the 6th An...	2/14/2024	2/14/2024	Conference ...
		Griffiths, M.: The psychosocial...		1/29/2024	1/29/2024	Journal Article
Callus, P.; Potter, C.	2017	Michezo video: Nairobi's gam...	Crit. Afr. Stud.	1/29/2024	1/29/2024	Journal Article

4.0 Create manual referencing

i. Open your 'EndNote Online' and click on the + symbol then choose 'Create manually'.

The screenshot shows the EndNote Online interface with the 'Create manually' option highlighted in a red box in the top-left menu. The main area displays the same list of references as the previous screenshot.

ii. Select an appropriate **reference type** from the reference type drop-down menu. Choose carefully, because the reference type will influence what information is displayed in each citation.

The screenshot shows the 'Create new reference' form. The 'Reference Type' dropdown menu is open, and 'Journal Article' is selected. A red arrow points to the dropdown arrow. The form includes fields for 'DOI' (with a 'Lookup' button), 'Reference Type', and 'Author'.

iii. Once a reference type is chosen, the **form will redisplay to suit the reference type** selected.

iv. Write the **reference details** in the appropriate fields.

v. After you have completed the form, click the 'Save' button.

Create new reference

B I U X₂ X²

DOI
<https://doi.org/10.1108/COMPEL-12-2016-0576> Lookup

Reference Type
 Journal Article

Author
 Li, Jingsong
 Wang, Lixiang
 Yang, Qingxin
 Wang, Shanming
 Li, Yongjian
 Zhang, Changgeng
 Qu, Baojun

Please enter authors on separate lines

Year
 2017

Title
 Measurement and modelling of rotational anomalous loss considering skin effect of electrical steel sheets

Journal

Cancel Save

Fill in the details in the appropriate fields.

Click 'Save'.

5.0 Creating references to groups

Creating groups allows you to organize your references. You can create groups for research projects or assignment topics.

- i. From the 'All references' page, tick the box of any reference you want to file in a group.
- ii. Click the 'Add selected references to groups' icon.

MY LIBRARY

← Add selected references to groups

All references 85

Trash 2

Unfiled 77

MY GROUPS +

Assignment 1 4

Assignment 2 4

My Groups 0

Help Center

Authors	Year	Title	Journal/Secondary Title	Last Updated	Added to ...	Reference Type
<input checked="" type="checkbox"/> = Li, Jingsong; Wang, Lixiang; Yang,...	2017	Measurement and modelling of ...	COMPEL - The International jou...	2/14/2024	2/14/2024	Journal Article
<input checked="" type="checkbox"/> = Husain, Syed S.; Prasad, Athul; K...	2021	End-to-End Mobile Communica...		2/14/2024	2/14/2024	Book
<input checked="" type="checkbox"/> = Mandar Kadam; Nisha Kanoo; Yon...	2017	Climate Change: Relationships ...	Proceedings of the 6th Annual ...	2/14/2024	2/14/2024	Conference P.
<input checked="" type="checkbox"/> = Anne-Marie Ballegeer; Miguel Ang...	2019	The University facing the challe...	Proceedings of the Seventh Int...	2/14/2024	2/14/2024	Conference P.
<input checked="" type="checkbox"/> = Mandar Kadam; Nisha Kanoo; Yon...	2017	Climate Change: Relationships ...	Proceedings of the 6th Annual ...	2/14/2024	2/14/2024	Conference P.
<input checked="" type="checkbox"/> = Anne-Marie Ballegeer; Miguel Ang...	2019	The University facing the challe...	Proceedings of the Seventh Int...	2/14/2024	2/14/2024	Conference P.
<input type="checkbox"/> = David Rolnick; Priya L. Donti; Lynn...	2022	Tackling Climate Change with ...	ACM Comput. Surv.	2/14/2024	2/14/2024	Journal Article

- iii. Choose the selected group and click 'Add to group'.

Add selected references to groups

Assignment 1

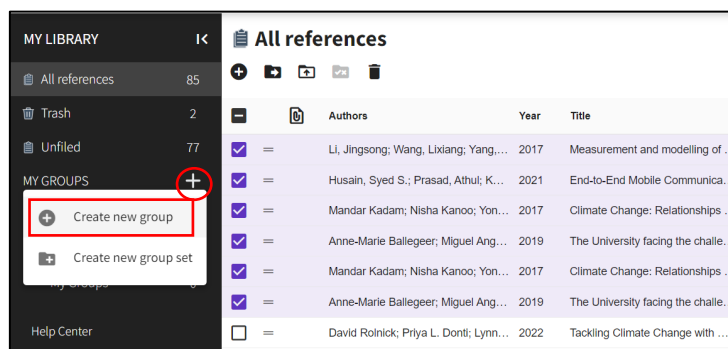
Assignment 2

Mv Groups

Cancel Add to group

6.0 Create new groups

- i. Click on the + symbol next to 'My Groups', then click '+ Create new group'.



ii. Write your **group name**, and click **'Create'**.

Create new group

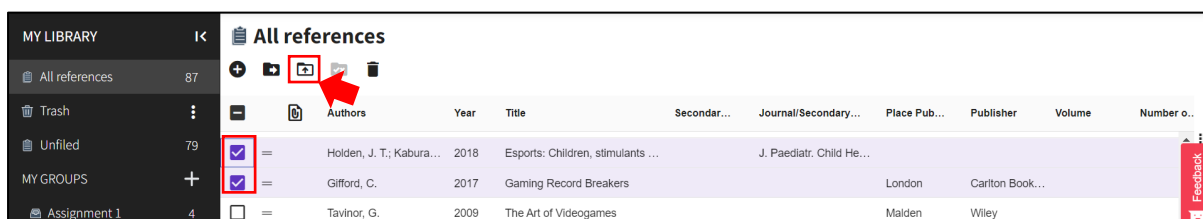
Group name

To review

7.0 Export references from EndNote Online

Exporting references from the EndNote is advisable to prevent loss of information from the EndNote library. Exporting creates a file which can be opened in EndNote desktop, or other EndNote in other devices. You can also share the export references to another user without giving them access to your EndNote library.

- i. From the 'All references' page, **tick the box** of any reference you want to export.
- ii. Click the **'Export selected references'** icon.



iii. Rename the file name and click **'Export'**.

Export reference

Save as

Assignment 5

Extension

.ris

8.0 Edit reference information

It is best to recheck and review the reference that EndNote has generated. If the information

saved is incomplete or incorrect, you can edit it manually or update the information using metadata update.

- i. **Select** the reference you wish to edit and click to highlight it.
- ii. Click on the **edit** button.
- iii. Edit as necessary in the **right-hand pane**, OR click '**update reference**' and let EndNote to find the updated reference information.
- iv. Lastly, click '**Save**' if you're done with the editing.

The screenshot illustrates the EndNote Online interface with the following components and annotations:

- Left Sidebar:** Contains navigation options like 'MY LIBRARY', 'All references (87)', 'Trash (2)', 'Assignment 1 (4)', 'Assignment 2 (4)', 'My Groups (0)', 'Help Center', 'Terms of Use', and 'Privacy Policy'.
- Central Panel:** Titled 'All references', it displays a table of references with columns for 'Authors', 'Year', and 'Title'. The first reference is highlighted. A red box labeled '1. Select the reference' points to this row.
- Right-Hand Pane:** Titled 'Macey, 2018', it shows the details of the selected reference. It includes an 'Edit' button (highlighted by a red box labeled '2. Click 'Edit''), a 'Metadata update is available' notification (with an 'Update reference' button highlighted by a red box labeled 'Another option, update reference'), and a form for editing the reference information (highlighted by a red box labeled '3. Edit the information'). The form includes fields for 'Reference Type' (set to 'Journal Article'), 'Author' (Macey, J. Hamari, J.), and 'Year' (2018). A 'Save' button (highlighted by a red box labeled '4. Click 'Save'') and a 'Save Automatically' checkbox are at the bottom.