

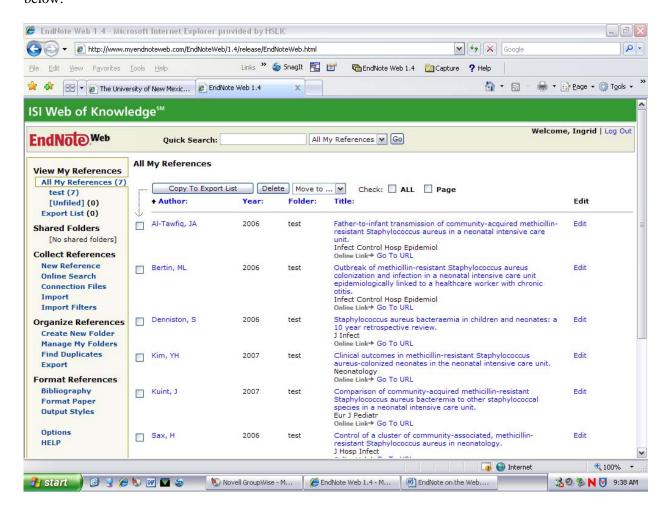
EndNote Web ©

EndNote Web allows you to set up an online account so that you can access EndNote from anywhere you have Internet access. It also allows you to share folders so that you can collaborate with other researchers in different locations. It is separate from EndNote libraries set up through the EndNote software on your computer, but you can transfer information between the two platforms.

Creating An Account

To sign up for EndNote Web, go to http://www.endnoteweb.com and click on EndNote Web Login under Quick Links on the left. Where it says 'New to EndNote Web? Sign Up for an account', Click on Sign Up.

When you get into your EndNote Web account, it will look a bit different from the version loaded on your computer, but it has most of the same functions listed on the left hand side of the screen. See figure below.



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Sharing Folders

To share references with other researchers, click on **Manage My Folders** under **Organize References.** Scroll down towards the bottom of the screen where you will see 3 steps to follow: Select the folder you want to share from the list displayed; then type in the list of email addresses you would like to share your references with; and finally click on Submit.

The people you are sharing folders must be able to create an account on EndNote Web. When they have an account set up, they will see the folder you have shared with them listed under Shared Folders.

Downloading Cite While You Write

In order to create in-text citations and a bibliography with your manuscript, you will need to download a utility program.

From within your EndNote Web account, click on **Download Installers** at the bottom of any page. You will be taken to a page giving you the option to <u>Download Windows</u> with Internet Explorer plug-in. Click on the Download link (or choose the Mac link if that is the system you have. Click on **Run** when the dialog box pops up.

A tool bar will now appear in your Word program as will a link to EndNote Web in your internet browser window. This will facilitate creating a bibliography and accessing your EndNote Web program.

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