EndNote Online

(See EndNote Download for instructions on using that version)

EndNote is software that can organize, store, and input citations into Word documents to help you with your research. The College of St. Scholastica has a site license which offers two options for you to access EndNote and you can either pick one or use both as the situation warrants.

How to Get EndNote

Go to the Library Homepage css.edu/Library

Select *Citation Help* from the tabs at the top.

Next, look in the right column to see information about EndNote. You can get access to EndNote either by signing up for the online version or installing the download version onto your personal computer either for a Windows or Mac computer.

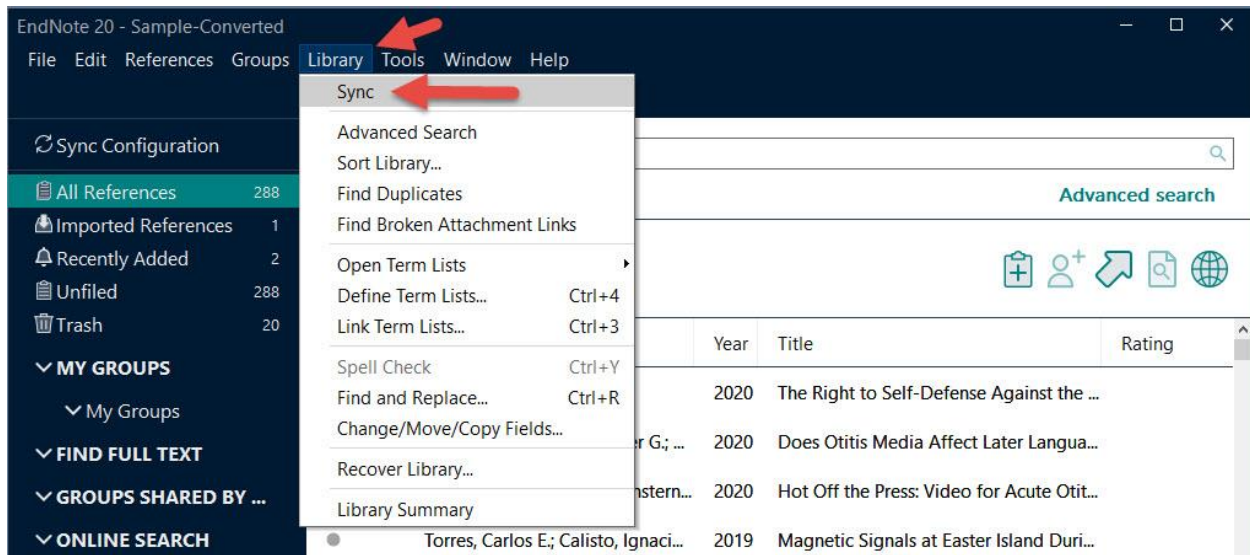To decide between the two versions, consider these questions:
Use EndNote Online if you answer yes to the following questions:
- Do you not want to worry about downloading the software onto your computer?
- Do you want to be able to access EndNote online from any computer anywhere?
- Are you just wanting something that can help you correctly format your citations for your paper?

Use EndNote Download if you answer yes to the following questions:
- Are you comfortable downloading the software on to your personal computer?
- Do you want to be able to use EndNote without being connected to the Internet?
- Do you want to use EndNote for a more in-depth, long term project and store and organize your research?

It is also possible to sync your downloaded version of EndNote with your online EndNote Online version or the EndNote App on your iOS smart device like an iPad. Click on *Library* in the top tool bar and then *Sync* to set that up.

Once you have decided which version (it is possible to do both), click on the Google doc for links to the version of EndNote to download or else to create an EndNote online version. Use the username and password you have to access your CSS email or Brightspace to authenticate and start the download or online process.

EndNote

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EndNote has its own YouTube channel to learn more advanced features of this incredibly powerful program:

https://www.youtube.com/user/EndNoteTraining

1. EndNote Download
To download EndNote, click on the link to the Google doc below for instructions

- Google doc with links and instructions on how to download EndNote for both and Macs and Windows

- Instructions
  How to download and set up your EndNote software

- EndNote Database Instructions
  How to export citations from some of the most commonly used databases

2. EndNote Online

- Online Registration for EndNote Online

- Instructions for EndNote Online from CSS

- PowerPoint Presentation from EndNote about EndNote Online

Authentication Required

The server https://www2.css.edu:443 requires a username and password. The server says: Network ID Required.

User Name: _____

Password: _____

Log In   Cancel

Instructions for Signing up for Endnote Online

To set up an EndNote Online account, you must sign up on the Duluth campus. This is because the College is only paying for current students, faculty, and staff to use this software and the only way it can be determined that you are a current member of the community is by signing up here in Duluth. After one year of off campus use, you will be prompted to verify your connection with St. Scholastica by logging in from on campus.

Complete the online form to register:

Register to continue with EndNote

Email address

Password

First name

Last name

Register

or register using

After creating an account, you can access EndNote Online from any computer either on or off campus by navigating to **www.myendnoteweb.com** and logging in.

Using EndNote Online

Entering Your References

Once you log in, you will then get this window. Initially you will need to collect citations that you are using for works cited or references page by either searching online databases, creating a reference manually by typing in the source's information such as the author, title, etc. or import from existing files such as from EndNote download.

Usually you will be entering in your sources' information. Click on *Create a reference manually* and enter the appropriate information into each bibliographic field in this online form.

Once you have added your references, you can click on the *All My References* link to view them.

Filing your References

Click on the boxes in front of the author column on references you need for a particular paper or assignment. There are two ways in which you can file them so you can format them and then print, save, or email them.

You can organize your citations in groups. You may wish to have separate groups for each assignment, class, or research project or just keep all your citations in one group. Click on the boxes in front of the author column on references you wish to move to a folder. Then click on the dropdown arrow after the *Add to group…* field to do those actions.

You can also Copy to Quick List by clicking on the boxes in front of the author column and then clicking on the Copy to Quick list button.

For both options, look at the column to the left to select the Quick List or the groups you have created for citations that have been filed.

Formatting Your References

Click on *Format* tab at the top in order to get your references in the right format for your assignment.

Get your references by clicking on the dropdown arrow after *References* and selecting either your Quick List, a group, or all your references – wherever you have filed the references you need for this particular assignment.

Select which citation style you need for your assignment by clicking on the dropdown arrow after *Bibliographic style*. Usually this will either be APA or MLA. Ask your professor if you don't know.

Select the file format you would like your references to be in. The suggested format is HTML as this is most universally accepted.

Next, click on *Save* if you wish to save this to your computer, *E-mail,* or *Preview & Print*. It is suggested to save it to your computer as then you can copy it and put it in your Word document for your assignment.

Here is what the HTML file looks like:

From here you can copy it and paste it into Word. Obviously you will have to do some editing to make it correct.

Combining EndNote with Word

It is possible to insert references, and format citations and bibliographies automatically while you write your papers in Word. The plug-in also allows you to save online references to your library in Internet Explorer for Windows. Click on *Format* tab and then the *Cite While Your Write Plug-in* link for more instructions.
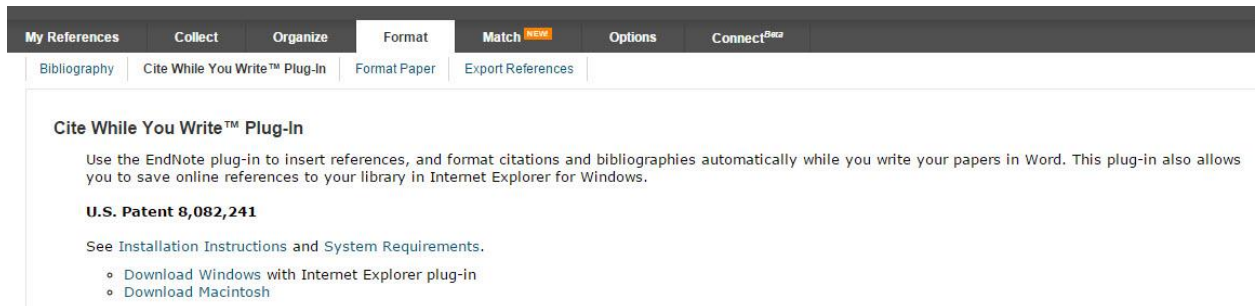
Things to keep in mind:

EndNote does make mistakes, so you will need to change them. Remember – a computer only matches, it does not think. EndNote still requires you to proofread it. Use the Library's citation LibGuides found on the homepage of the Library's website, published handbooks, or ask a Librarian for more help.