2023 UF/IFAS Annual Report of Peer-reviewed Journal Articles
– EndNote Basic Tutorials

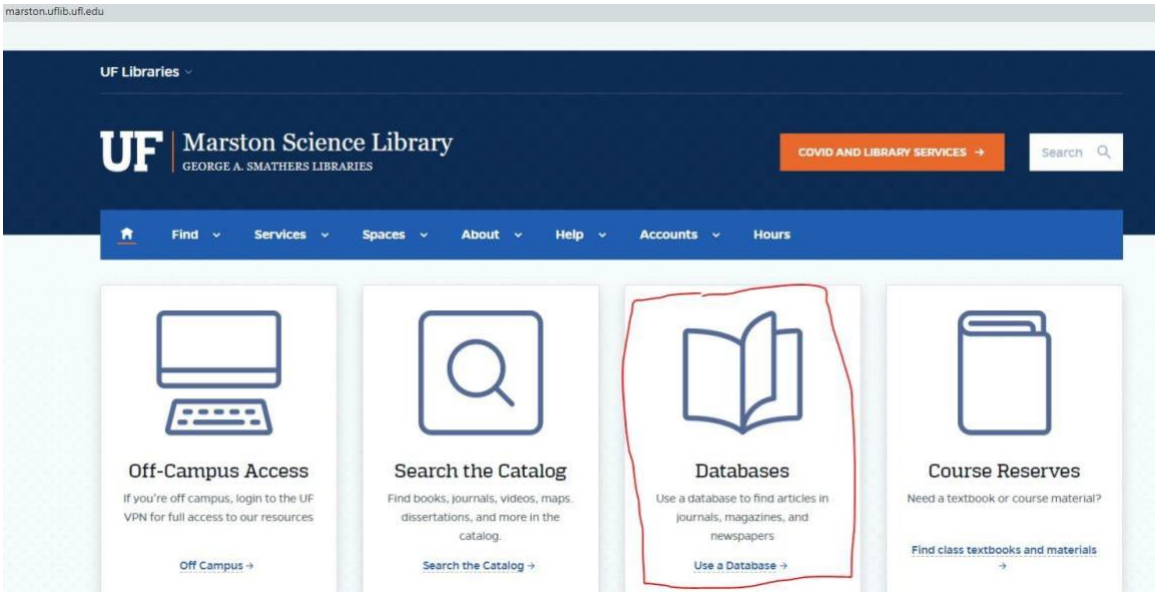
Importing references from *Web of Science*

(**NOTE**: Off-campus must connect to VPN before accessing UF Library electronic resources)

1. Log into EndNote Basic Account (https://access.clarivate.com/login?app=endnote)

Access Web of Science

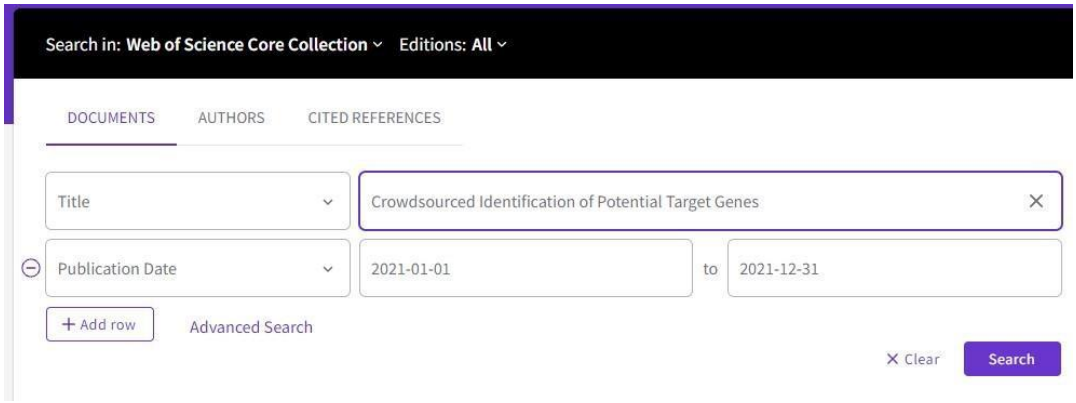
2. Open Marston Science Library home page (https://marston.uflib.ufl.edu/)
3. Select "Databases"



4. Select *Web of Science*

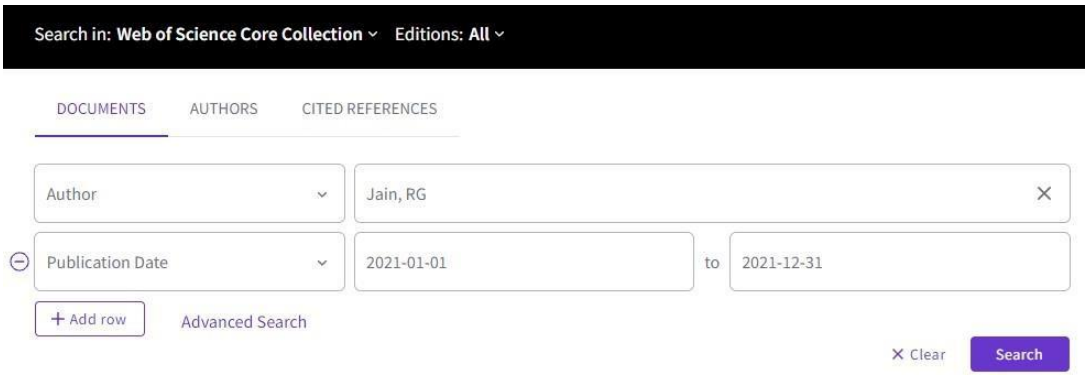
5. *Web of Science* search interface displays

6. Enter search terms and settings
    a. Search in: Web of Science Core Collection (default). Editions (All) (default).
    b. Basic Search (default)
        i. Type the first words of the article's title and select "Title" as search type



-OR-

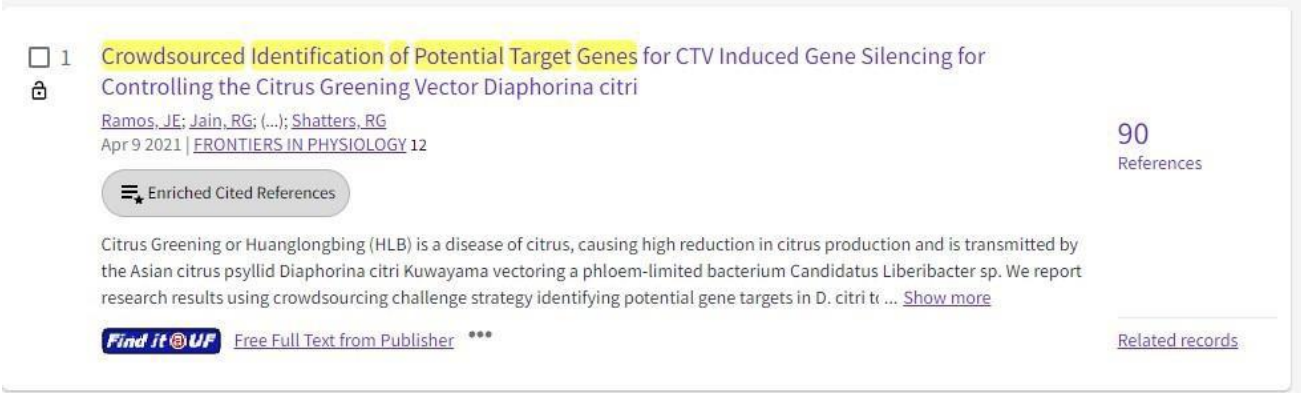
ii. Faculty name and select "Author" as search type



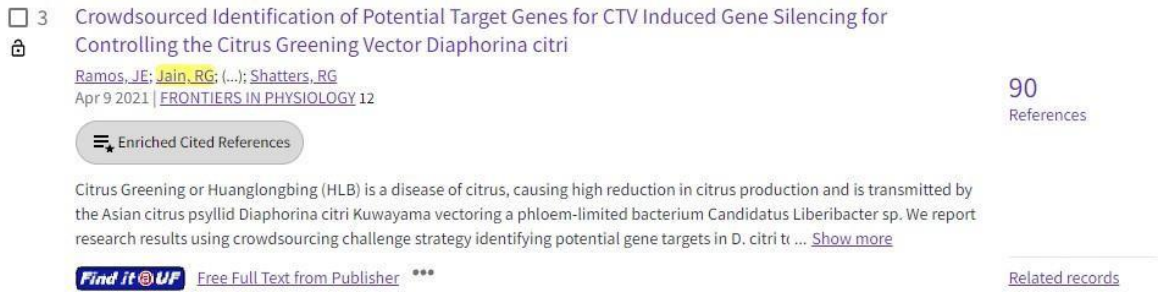
c. Add a date range- select "Add date range"
   i. Publication Date>Custom - 2021-01-01 to 2021-12-31 -or-
   ii. Year to date
      1. Optional, if searching during 2021
      2. Do not use if searching in 2022

d. Click "Search"

e. List of results displays



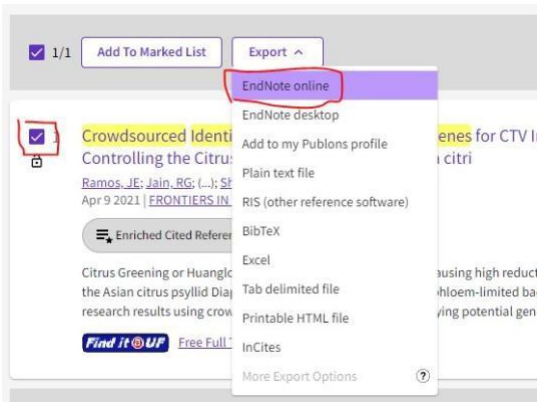
Title Search results



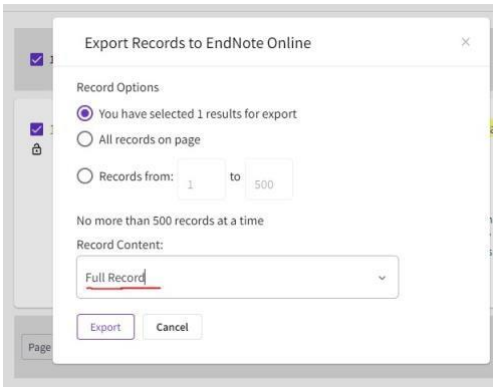
Author Search results

f. Search terms are highlighted in results

7. Export references out of *Web of Science* and into EndNote Basic.
   a. Confirm and select the correct reference(s)
   b. Click “Export”
   c. Select “EndNote Online” (aka: EndNote Basic)
      i. This will become the ‘default destination’ for the duration of the *Web of Science* session



   d. “Export Records … ” window displays
      i. Select “Full Record” from “Record Content” drop down menu



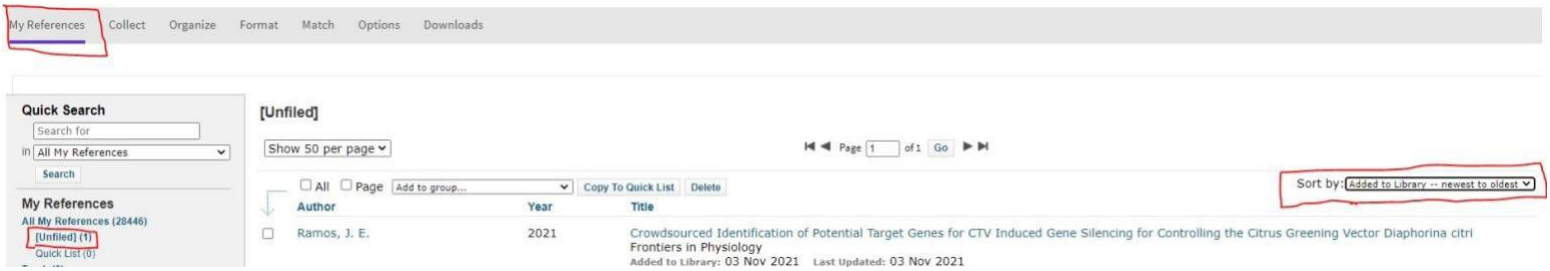
   e. Click “Export”
      i. EndNote Basic account **must** be open for export to be successful
   f. The icon "EN" indicates the reference(s) have been successfully exported into EndNote Basic

These steps are repeated until all references are exported into EndNote Basic.

References are exported into the “Unfiled” group in EndNote Basic

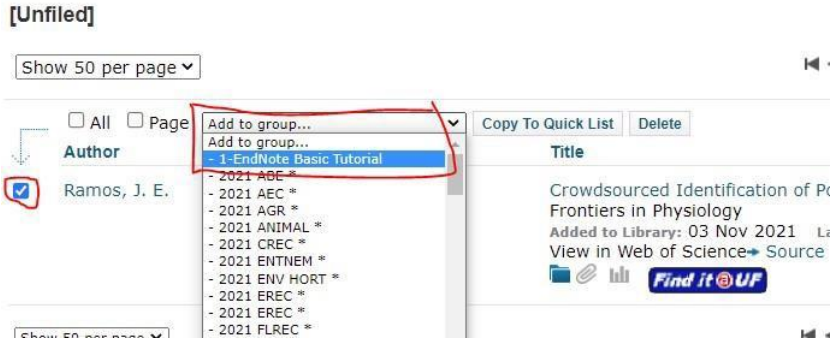
Access EndNote Basic

8. Select “My References”
9. Select “Unfiled”



10. Change “Sort by:” to “Added to Library – newest to oldest”
    a. The most recently exported references will appear at the top of the group list
        i. This is very helpful when there are a lot of references in “Unfiled”

11. Move reference(s) from “Unfiled” by clicking the box for the reference(s) and selecting the desired group from the "Add to group..." dropdown



    a. The reference is moved from “Unfiled” to the selected group
        i. “Unfiled” decrements by the number of references moved

ii. The number of references in the group increments by the number of references moved

12. Click on the group name to see the references now listed in the group