

EndNote Web

Frequently Asked Questions and Tutorials for IFAS Faculty

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EndNote Frequently Asked Questions (FAQs)

- **How Do I Access UF's EndNote Web Service?**
- **How Do I Login to My EndNote Web Account?**
- **How Do I Add citations to My Groups?**
- **How Do I Place a citation in my Shared Group So It Appears in My Unit Administrator's List?**
- **How Do I Add EDIS citations to My Groups?**
- **How do I import citations from Web of Science or Google Scholar into EndNote Web?**

EndNote Tutorials for IFAS Faculty

- **Step 1. Creating an EndNote Web Account**
- **Step 2. Creating a Group in EndNote to Share with your Unit Administrator**
- **Step 3. Adding Publications from Web of Science to EndNote Basic**
- **Step 4. Adding Publications from Google Scholar to EndNote Basic**

How Do I Access UF's EndNote Web Service?

Access to EndNote Web for University of Florida affiliated faculty, students and staff is provided by the George A. Smathers Libraries. EndNote Web can be accessed directly at <http://www.myendnoteweb.com/> or by clicking the "Endnote" link on Marston Science Library's home webpage under the "My Accounts" tab.

How Do I Login to My EndNote Web Account?

Faculty: From the login page, <http://www.myendnoteweb.com/>, enter your UF email address (username@ufl.edu) and your account password, then click the “**Sign In**” button.

New faculty: If you do not have an EndNote account yet, click “Sign up” (see image below) or view EndNote Tutorials for IFAS Faculty Step 1 below. Use your UF email address for this account.

Unit EndNote Administrators: From the login page, <http://www.myendnoteweb.com/>, enter the assigned email address for your department or unit for this report listed under Unit EndNote Administrators tab.

Sign in

Email address

Password

Forgot password?

Sign in

Sign in via your Institution / Shibboleth login

OR

Sign in with Facebook

Sign in with LinkedIn

Don't have an account? **Sign up**

We've updated our [Terms of Use](#) and [Privacy Statement](#). By signing in you acknowledge and agree to these new terms.

Having trouble with sign-in? Please contact [Customer Support](#).

How Do I Add Citations to EndNote?

There are two recommended ways citations can be added to your groups in EndNote: exporting the citations from Web of Science or importing using Google Scholar. Exporting citations from Web of Science is preferred since citations will include the most accurate and complete data. Instructions for exporting citations from Web of Science are available in EndNote Tutorials for IFAS Faculty Step 3.

If you have peer-reviewed journal articles not listed in Web of Science, then import them from Google Scholar. Instructions for importing citations from Google Scholar are available in EndNote Tutorials for IFAS Faculty Step 4.

If you are *unable* to import your citations using either of these methods, you may enter your citations manually. Please only use this option as a last resort and notify your unit EndNote Administrator if any citations have been manually entered into EndNote.

How Do I Place a Citation in My Shared Group So It Appears in My Unit Administrator's List?

To place a citation in a shared group so it appears in the unit administrator's list please follow the step by step instructions in EndNote Tutorials for IFAS Faculty Step 2.

How Do I Add EDIS citations to My Groups?

EDIS publications are not included in this report. Only externally peer-reviewed publications are included in this report.

How do I import citations from Web of Science or Google Scholar to EndNote Web?

Importing citations from Web of Science is preferred since citations include the most accurate and complete descriptions. If you have additional peer-reviewed publications not listed in Web of Science, then import from Google Scholar. To import citations using Web of Science, please follow the step by step instructions in EndNote Tutorials for IFAS Faculty Step 3 or for Google Scholar, visit Step 4.

EndNote Tutorials for IFAS Faculty

Step 1. Creating an EndNote Basic Account

1. To create a new account in EndNote Basic, go the Web site: <https://www.myendnoteweb.com>. Please note that EndNote Basic is also referred to as EndNote Web and EndNote Online.
2. Click **Sign up**

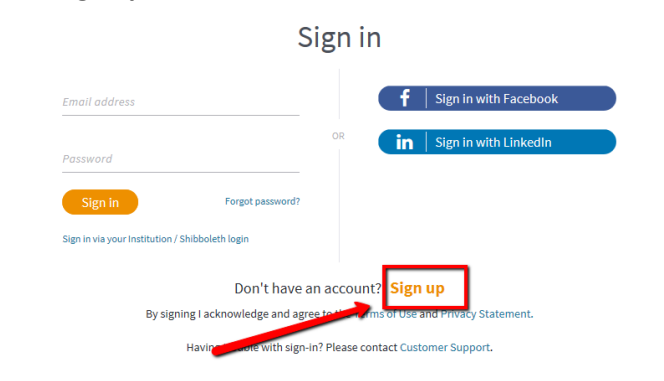


Figure 1.1

3. Enter information in the required fields – use UF email address – then click **Sign up**.

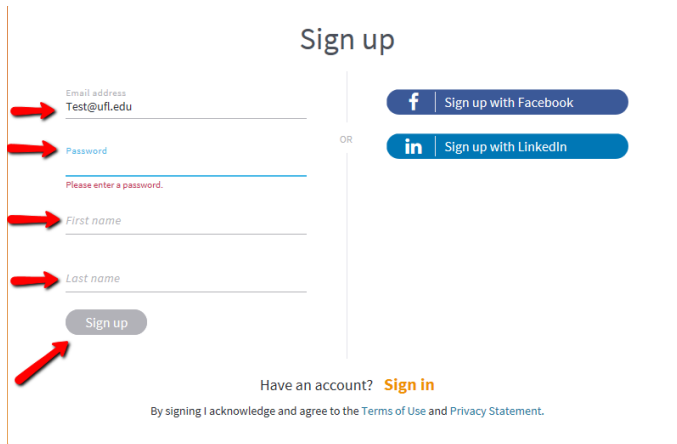


Figure 1.2

4. A confirmation message will be sent to the UF email addressed entered to create the account.

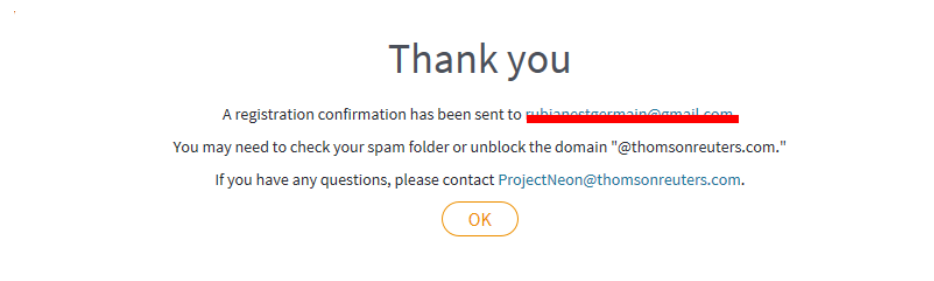


Figure 1.3

- To activate the new account, click the link provided in the message.

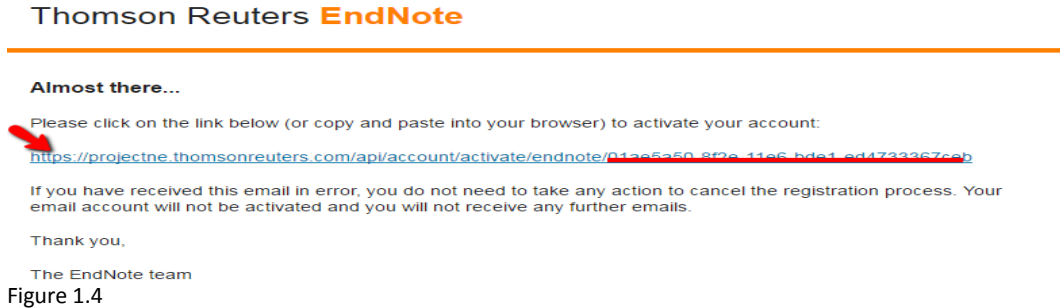


Figure 1.4

- Log into EndNote, acknowledge and accept the EndNote End User License Agreement. This is a one-time step during completion of account set-up.

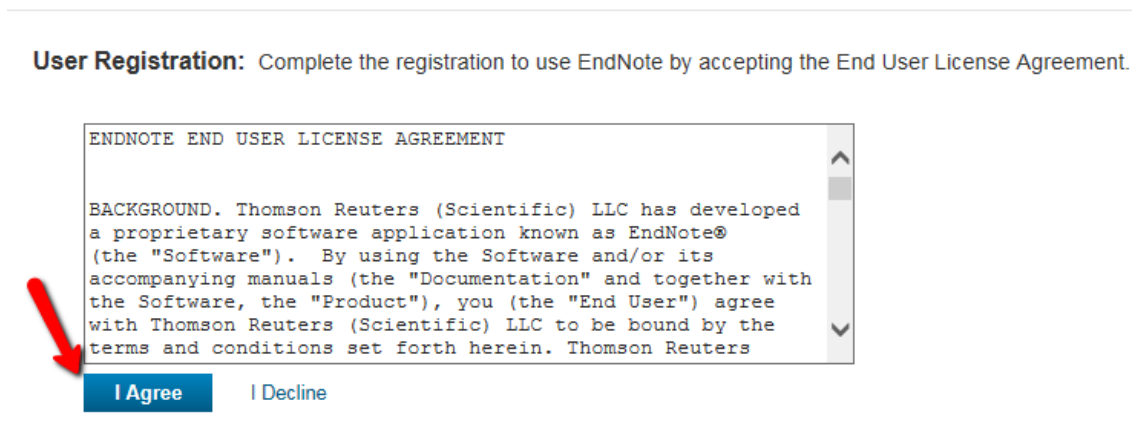


Figure 1.5

- Use the same UF email address and password each time you log into EndNote Basic.

Step 2. Creating a Group in EndNote to Share with your Unit Administrator

Each UF IFAS author should create a personal 'Group' in EndNote that will contain citations of eligible *reporting year* articles to be submitted in the annual report. The Group will be shared with the local Unit Administrator (IFAS Department Chairs, REC Directors, or Unit Secretaries) responsible for compiling a Unit Group. Citations may be added to a personal group at any time. The Unit Administrator should be notified when a personal Group contains **all** of the citations to be submitted in the annual report. An EndNote 'Group' functions as a folder of citations.

- Login to EndNote Basic at myendnoteweb.com
- Click **Organize** then click **Manage My Groups** as shown below.

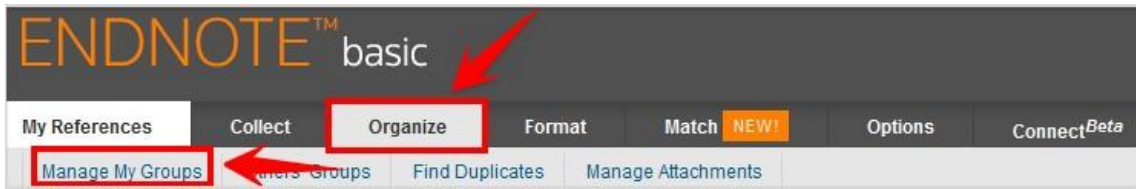


Figure 2.1

3. Click **New Group**



Figure 2.2

4. Name the Group with the *reporting* year + your last name then click **OK**

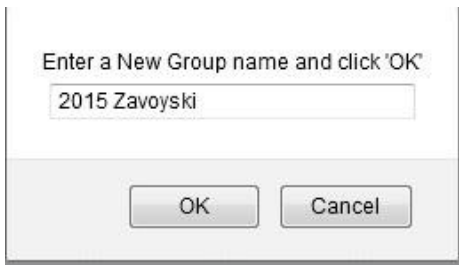


Figure 2.3

5. The personal Group must be shared with the department Unit Administrator, who compiles all of the faculty Groups into a master Unit Group.

- a. Click the box under "Share." An icon of people appears next to the new Group name which indicates the group is set to be shared. Click **Manage Sharing**



Figure 2.4

- b. Click **Start sharing this group**



Figure 2.5

Sharing is accomplished by adding the email address of the Unit Administrator.

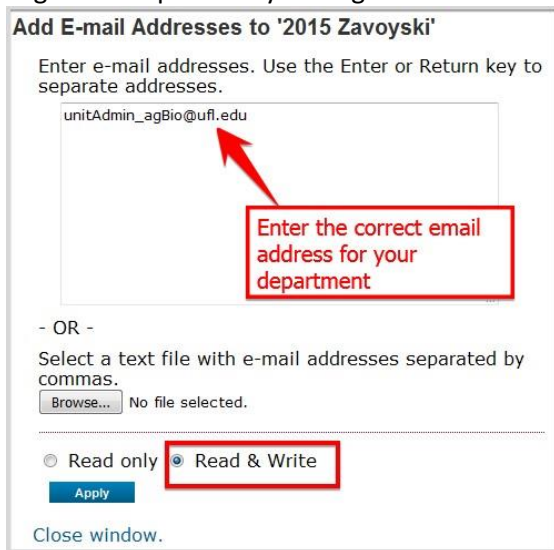


Figure 2.6

- c. In the “Add E-mail Addresses ...” window, enter the UF email address for the department Unit Administrator from the table below. *Note: this is an **assigned** email address specifically used for this report – it is not a personal UF email address.*

Department	Unit Admin Email for EndNote	Unit Administrator
Agricultural and Biological Engineering	unitAdmin_agBio@ufl.edu	Max Williams
Agricultural Education and Communication	unitAdmin_agEd@ufl.edu	Catherine Clark
Agronomy	unitAdmin_ag@ufl.edu	Theresa Martin
Animal Sciences	unitAdmin_animalSci@ufl.edu	Geoff Dahl
Entomology and Nematology	unitAdmin_entNem@ufl.edu	Nancy Sanders
Environmental Horticulture	unitAdmin_envHort@ufl.edu	Dee Boyle
Family, Youth, and Community Sciences	unitAdmin_fycs@ufl.edu	Betsy Duncan
Food and Resource Economics	unitAdmin_fre@ufl.edu	Spiro Stefanou
Food Science and Human Nutrition	unitAdmin_foodSci@ufl.edu	George Baker
Horticultural Sciences	unitAdmin_hortSci@ufl.edu	Lisa Tomlinson
Microbiology and Cell Science	unitAdmin_micro@ufl.edu	Javier Real
Plant Pathology	unitAdmin_plantPath@ufl.edu	Megan Brown
Sch. of Forest Resources and Conservation	unitAdmin_sfrc@ufl.edu	Kimberly Scotto
Soil and Water Science	unitAdmin_soil@ufl.edu	Angela Petringelo

Wildlife Ecology and Conservation	unitAdmin_wildEco@ufl.edu	Elaine Culpepper
Citrus REC	unitAdmin_citrus@ufl.edu	Jennifer Dawson
Everglades REC	unitAdmin_everglades@ufl.edu	Brandi Schoenfeld
Florida Medical Entomology Lab	unitAdmin_fmel@ufl.edu	Jorge Rey
Fort Lauderdale REC	unitAdmin_ftLauderdale@ufl.edu	Robin Giblin-Davis
Gulf Coast REC	unitAdmin_gulfCoast@ufl.edu	Christine Cooley
Indian River REC	unitAdmin_indRiver@ufl.edu	Velma Spencer
Mid-Florida REC	unitAdmin_midFlorida@ufl.edu	Pamela Hicks Caroline Roper
North Florida REC	unitAdmin_northFlorida@ufl.edu	David Wright
Range Cattle REC	unitAdmin_rangeCattle@ufl.edu	Andrea Dunlap
Southwest Florida REC	unitAdmin_swFlorida@ufl.edu	Julie Carson
Tropical REC	unitAdmin_tropical@ufl.edu	Angelo Daniels
West Florida REC	unitAdmin_westFlorida@ufl.edu	Wes Wood

- d. After entering the corresponding email address for the department Unit Admin, select “Read & Write” then click **Apply**.
 - e. The message, **1 e-mail address added** appears to confirm the personal Group has been successfully shared with the Unit Administrator.
 - f. Click **Close window**.
6. Click **My References** at the top left of the page to refresh the EndNote screen, the shared group will now appear under the heading, “My Groups”.

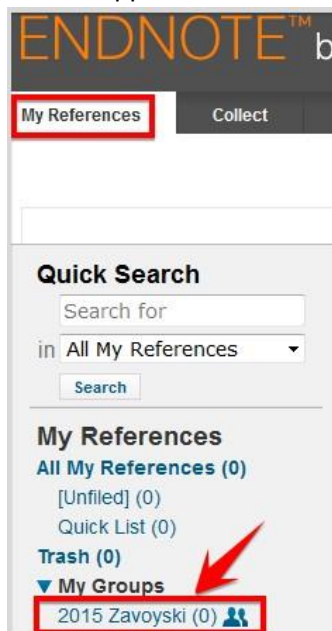


Figure 2.7

Step 3. Adding Publications from Web of Science to EndNote Web

Follow these steps to add publication citations to the Group shared with the EndNote Unit Administrator.

1. The libraries license agreement for *Web of Science* limits access to current students, faculty and staff of UF. Unrestricted access to the database is available through any UF network. To access Web of Science and other electronic resources outside of the UF network, connect to the virtual private network (VPN). Download and install VPN software from <http://cms.uflib.ufl.edu/offcampus>.
2. You will be adding **only** your **refereed journal articles* with an official publication date of 2017** to EndNote. Log into EndNote www.myendnoteweb.com and Web of Science www.webofscience.com.
*** Please do not add extension documents, book chapters, or abstracts.**
3. Search Web of Science for the appropriate publications.
 - a. One option is to select “Author” and adjust the timespan to be from 2017 to 2017 (Figure 3.1). Publications can also be searched by title, DOI, etc.



The screenshot displays the Web of Science search interface. At the top, the text "WEB OF SCIENCE™" is visible. Below it, a search bar contains the text "bloomquist, jeffrey". To the right of the search bar, a dropdown menu is set to "Author". Below the search bar, there are options for "Add Another Field" and "Reset Form". In the "TIMESPAN" section, the "From" field is set to "2016" and the "to" field is set to "2016". A red box highlights the "Author" dropdown and the "From 2016 to 2016" timespan selection. A red arrow points to the "Author" dropdown menu.

Figure 3.1

4. To add the results to EndNote check **Select Page** and then click **Save to EndNote online**.

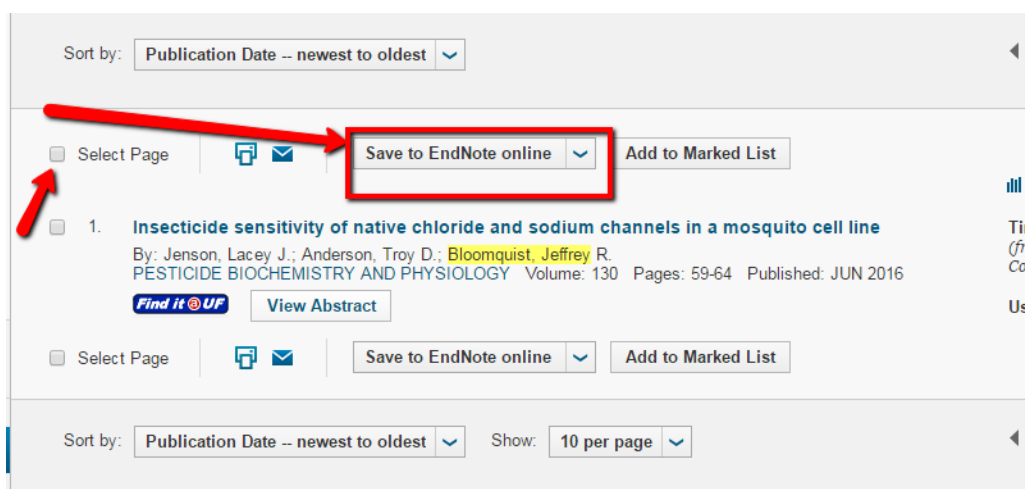


Figure 3.2

In the pop-up menu, select **Full Record** for Record Contents. Then **Send**.

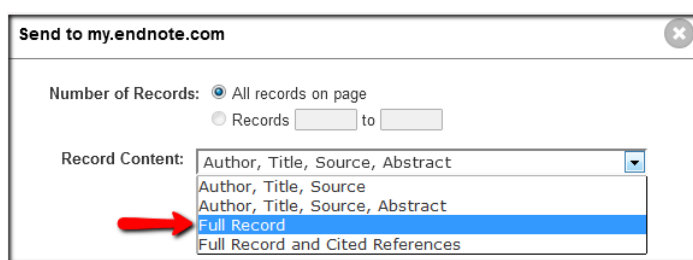


Figure 3.3

Citations copied to EndNote are indicated by a little Orange EN icon in Web of Science.

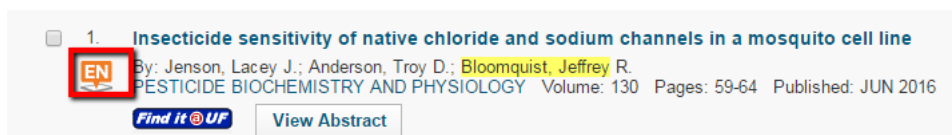


Figure 3.4

5. Log in to EndNote or refresh EndNote if the account is open. The new citations will appear in the [Unfiled] folder. Move the citations from the [Unfiled] folder to the personal Group shared with your unit administrator. The name of this Group should be 2017+your last name.
- Refresh your EndNote screen by clicking the "My References" tab in the upper left corner.
 - Click the "[Unfiled]" folder. If the newly added references are the only ones in the [Unfiled] folder, check **All** and then select the drop down **Add to group...** Select the group shared with your unit administrator.

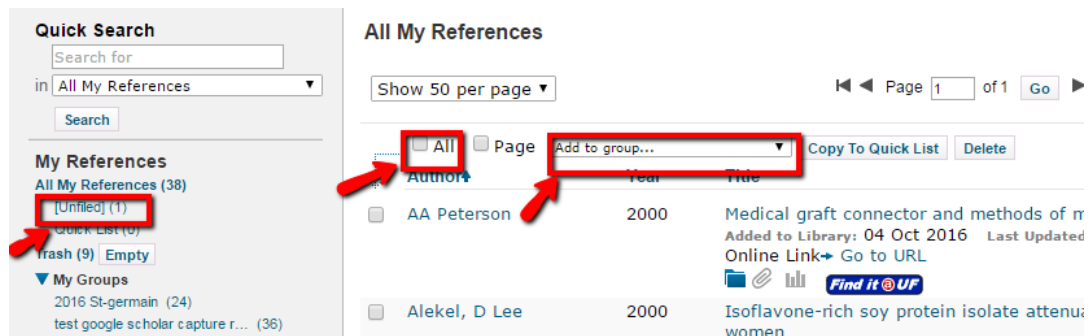


Figure 3.5

If the [Unfiled] folder includes other publications, use **Sort by** feature in upper righthand corner to sort by **Added to Library –Newest to Oldest**. Check appropriate publications for this report and then select the drop down Add to group... Select the group shared with your unit administrator.

- References for this reporting year will now appear in the correct group. If an article cannot be located, search using Google Scholar, EndNote Tutorial for IFAS Faculty Step 4. Contact the Libraries EndNote Coordinator if you have questions (endnoteweb@uflib.ufl.edu).

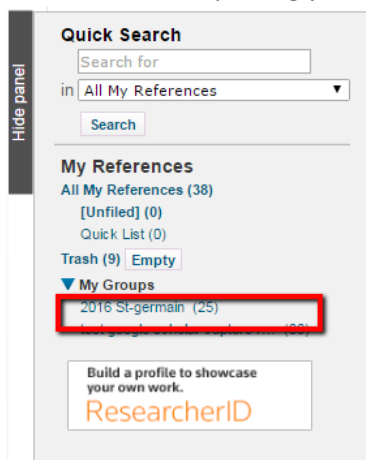


Figure 3.6

- Notify your Unit EndNote Administrator** after ALL of your 2017 refereed journal articles appear in the shared Group, 2017 Your last name. Each Unit EndNote Administrator will compile all publications from faculty in the unit and submit one unit list to the libraries EndNote Coordinator.

Notify your Unit Endnote Administrator if any publications are added to the Group after this point; these late citations may not be included in the annual report for this year.

Step 4. Adding Publications from Google Scholar to EndNote Basic

Follow these steps to add publications to the Group shared with the EndNote Unit Administrator.

- Connect to the virtual private network, VPN, if working off of the UF wireless network. Download and install the VPN from <http://cms.uflib.ufl.edu/offcampus>.

2. Add **only** your **referred journal articles*** to EndNote through Google Scholar if they cannot be located in Web of Science. Citations imported from Web of Science are more accurate and complete. Login to EndNote at www.myendnoteweb.com. Open Google Scholar from scholar.google.com

* Please do not add extension documents, book chapters or abstracts.

3. On the Google Scholar page, click **Settings**.

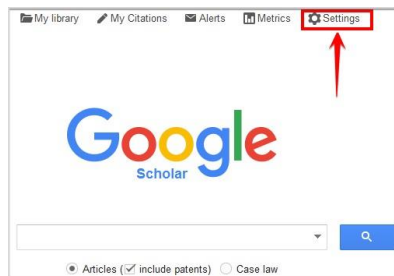


Figure 4.1

4. Under *Bibliography manager* select the **Show links to import citations into...** and select **EndNote** from the dropdown. **Save**. Turn on cookies to retain these new settings in Google Scholar.

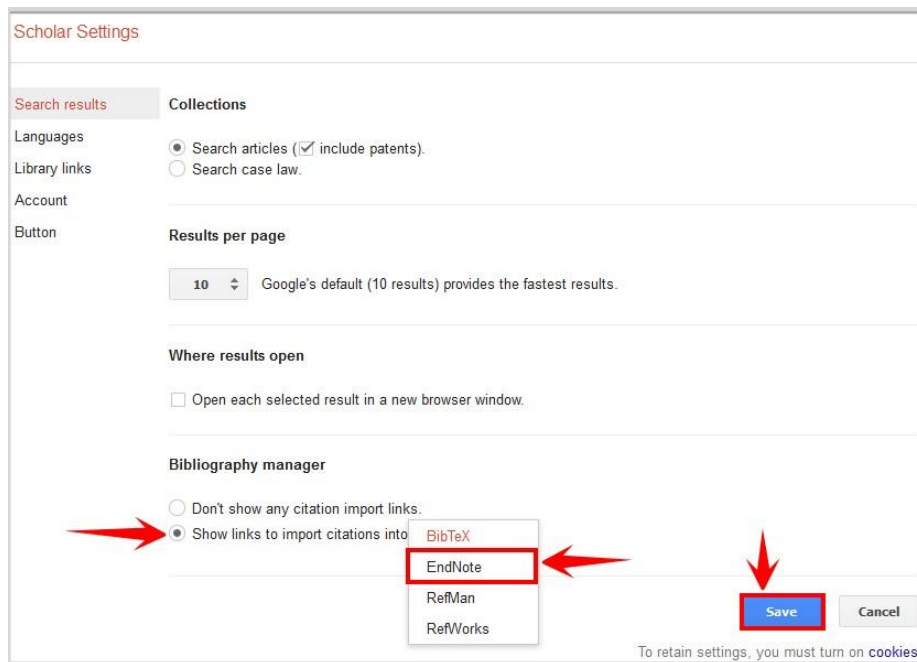


Figure 4.2

5. Search for refereed articles (by author, article title, etc.) in the search or advanced search box.



Figure 4.3

Limit the results by selecting Anytime on the left side of the page to **Since 2017**.

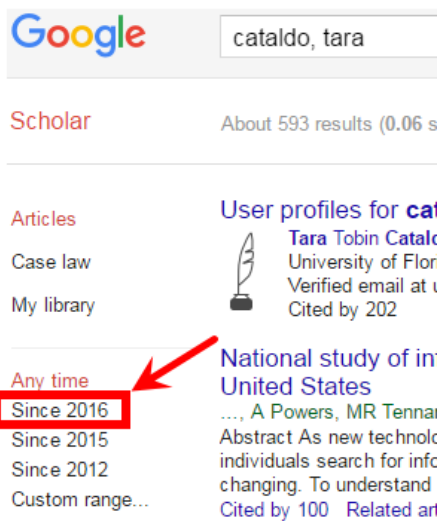


Figure 4.4

6. For each appropriate article, select **Import to EndNote**.

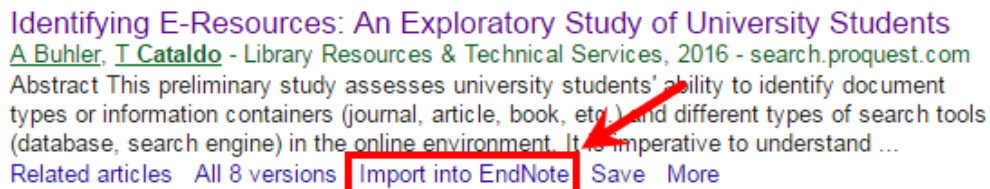


Figure 4.5

7. Click Save File from the popup menu.

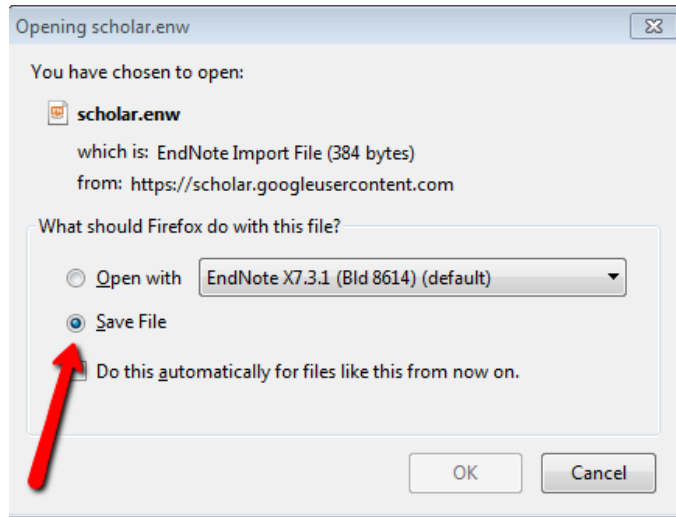


Figure 4.6

- Citations from Google Scholar must be imported into EndNote. Log in to EndNote. Select **Collect** and then **Import References**.

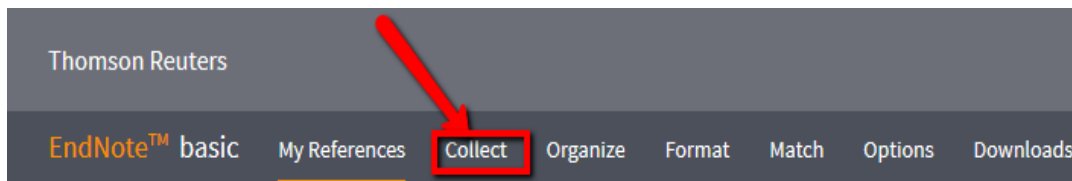


Figure 4.7

- Browse** for the EndNote Import File, scholar.enw, from Google Scholar in Downloads. Click **Open**.

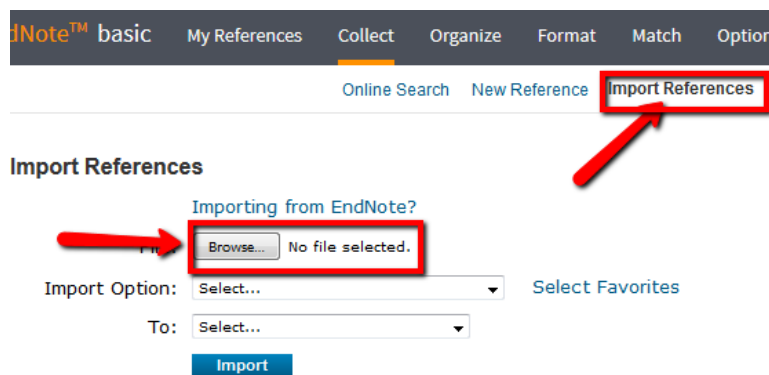


Figure 4.8

- For **Import Option**, select **EndNote Import**. In **To**, select the Group folder shared with your Unit EndNote Administrator. Then click the blue **Import**.

Import References

Importing from EndNote?

File: scholar(10).enw

Import Option: **EndNote Import**

To: **- 2017_Alden**

Figure 4.9

11. Imported references will be confirmed in red text.



Figure 4.10

12. Return to My References tab in EndNote to see the references added from Google Scholar.

If the references were imported into the "[Unfiled]" folder, move them to the group you shared with your Unit EndNote Administrator. The name of this group should be 2017+your last name.

Move the citations from the [Unfiled] folder to the personal Group shared with your unit administrator. The name of this Group should be 2017+your last name.

- a. Refresh your EndNote screen by clicking the "My References" tab in the upper left corner.
- b. Click the "[Unfiled]" folder. If the newly added references are the only ones in the [Unfiled] folder, check **All** and then select the drop down **Add to group...** Select the group shared with your unit administrator.

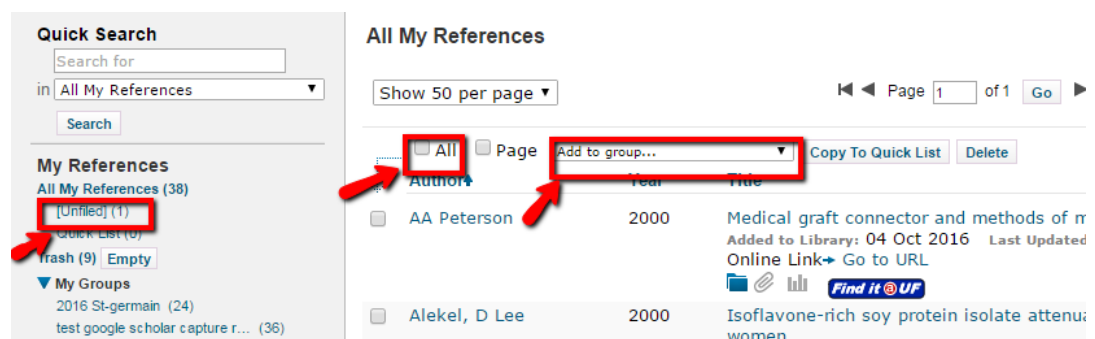


Figure 4.11

If the [Unfiled] folder includes other publications, use **Sort by** feature in upper righthand corner to sort by **Added to Library –Newest to Oldest**. Check appropriate publications for this report and then select the drop down Add to group... Select the group shared with your unit administrator. References for this reporting year will now appear in the correct group.

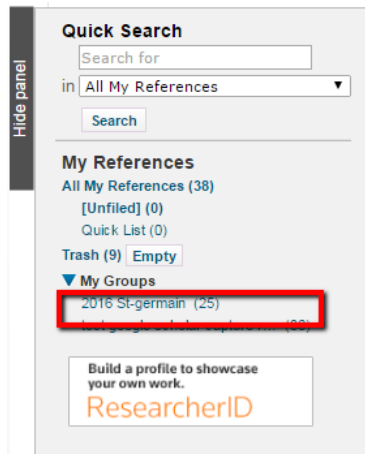


Figure 4.12

13. If an article cannot be located using Web of Science and Google Scholar, the citation may be manually entered into EndNote. Please notify your Unit EndNote Administrator that citations were manually entered. Contact the Libraries EndNote Coordinator if you have questions (endnoteweb@uflib.ufl.edu).
14. **Notify your EndNote Unit Administrator** after ALL of your 2017 refereed journal articles appear in the shared Group, 2017+Your last name. Each EndNote Unit Administrator will compile all publications from faculty in the unit and submit one unit list to the libraries EndNote Coordinator.

Notify your Endnote Unit Administrator if any publications are added to the Group after this point; these late citations may not be included in the annual report for this year.