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](https://access.clarivate.com/login?app=endnote))

Access Web of Science

2. Open Marston Science Library home page ([https://cms.uflib.ufl.edu/msl/Index.aspx](https://cms.uflib.ufl.edu/msl/Index.aspx))
3. Select “Science Databases”
4. Select *Web of Science*

5. *Web of Science* search interface displays

6. Enter search terms and settings
   a. Select a database: Web of Science Core Collection (default)
   b. Basic Search (default)
      i. Type search term and select search type - Use lowercase or uppercase
         1. First words of article title and select “Title” as search type
2. Faculty member name and select “Author” as search type

c. Update “Timespan”
   i. Custom year range – 2019 to 2019
   ii. Year to date
      1. Optional, if searching during 2019
      2. Do not use if searching in 2020
d. Click “Search”
e. List of results displays
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7. There are two options for moving references out of Web of Science and into EndNote Basic. **Export** (This is the easiest process and is described here)
   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. Export Progress window appears
   g. When Export is completed, Progress window disappears and results list is updated
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1. The icon indicates the reference(s) have been successfully exported into EndNote Basic.

These steps are repeated until all references are exported into 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)
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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