

## Endnote X4 and Endnote Web

### Installation:

- Endnote X4 (desktop application)
  - Must purchase (e.g. from the UI Bookstore): student version around \$100; Full version around \$200
- Endnote Web (cloud service)
  - Freely available to UI students, staff and faculty
  - <http://www.myendnoteweb.com>
- Microsoft Word Integration – “Cite While You Write”
  - Installed automatically with Endnote X4
  - Installer available for Endnote Web at:  
<http://www.myendnoteweb.com/EndNoteWeb.html?func=showcwyw&>

### Customization:

Menu -> Edit -> Preferences

- To add Endnote Web compatibility, enter and save your login and password under “Endnote Web”. This will allow you to synchronize with your Endnote web library.
- To find the full-text of articles, enter the library’s proxy server information here. Contact the library to get help doing this. This will enable the search functions of Endnote to go through UI’s server and authenticate your access to journals and databases.
- There are lots of other options to customize your experience!

### Citation styles (a.k.a Output styles):

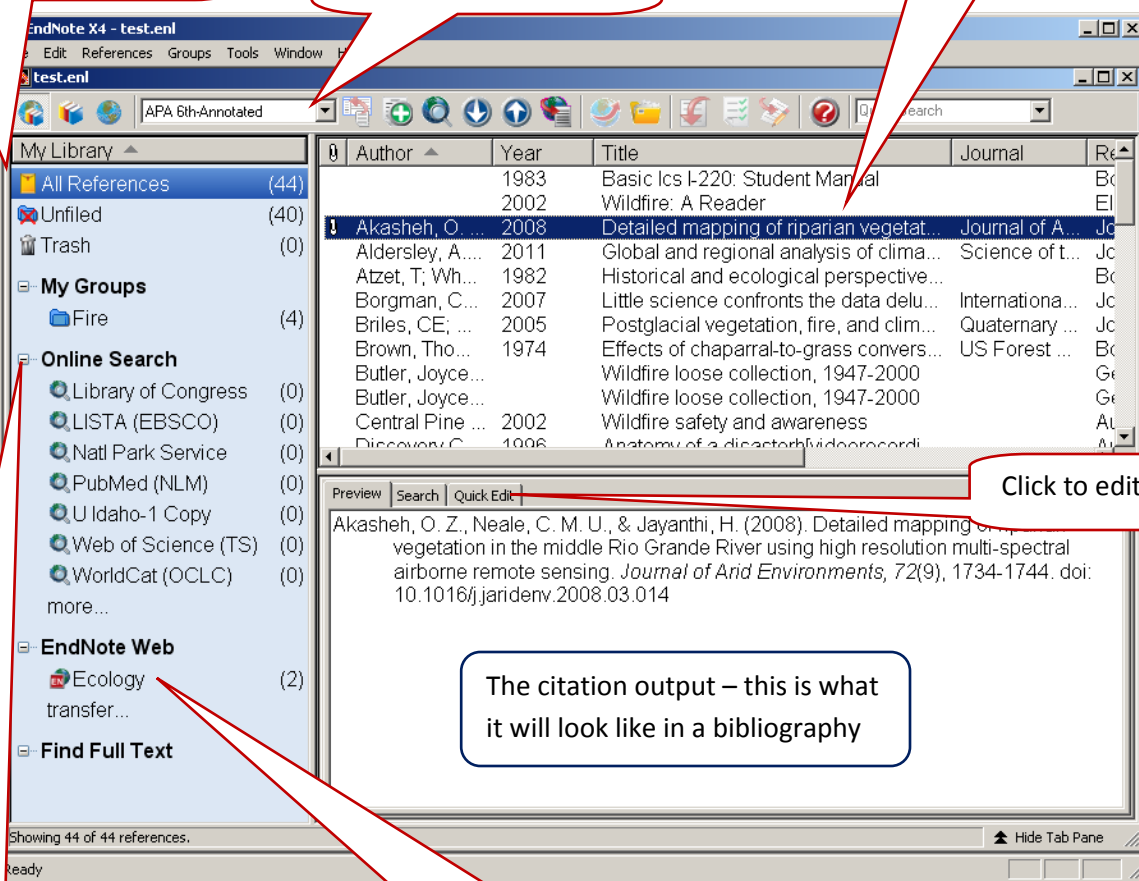
To modify the style, use the dropdown menu at the top left.

If you don’t see what you want there, click on Edit -> Output styles -> Open Style Manager. This will connect you to the online database with hundreds more citation styles available.

Organize your references here – sort them from “Unfiled” into custom groups

Adjust the citation style

Your list of references



Click to edit the citation

The citation output – this is what it will look like in a bibliography

You can search multiple catalogs and databases to collect references. Just download the “Connection File” first.

Transfer files from specific groups to Endnote Web folders, or your whole library.

## Collecting Citations:

- You can use the built-in search function by clicking on online search. You will need to install “Connection Files” for different catalogs and databases. Access these from Edit -> Connection Files

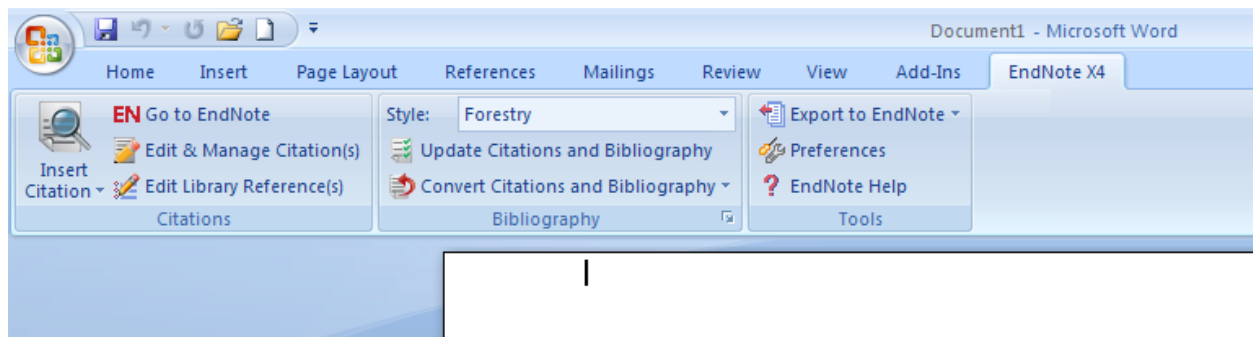
- You can also export citations from databases and import them directly. If Endnote is active, it will usually automatically grab the exported files and import them. Otherwise, you must save the file from your web browser and then go to Endnote and click File -> Import -> File...

### Organizing Citations:

Create groups to organize your references. By default, all newly added references will start in the “Unfiled” section.

### Integrating into a Microsoft Word document:

Cite While You Write (CWYW) is the name of the program. Upon installation, you will see the Endnote X4 menu at the top of Word.



### Collaboration:

- Create collaborative folders in Endnote Web. Then transfer from your Endnote program to Endnote Web as you find new references.
  - All users must have Endnote Web accounts.
  - Group creator must share access to other users