

# ENDNOTE WEB Guide for Importing Citations

EndNote Web is found at [www.endnoteweb.com](http://www.endnoteweb.com).  
Register for it at [www.myendnoteweb.com](http://www.myendnoteweb.com).  
Tutorials are at [www.endnoteweb.com/training](http://www.endnoteweb.com/training)

- **Follow these step-by-step instructions for importing citations from the databases listed below:**
- **Note:** Use the EndNote Online Search function to search for and import citations from **PubMed**. Use the EndNote tool in **CAB Abstracts** to import citations directly into EndNote.

## **EBSCO databases**

1. In an EBSCO database, add desired citations to folder by clicking on "Add" in the Results List view or "Add to Folder" in the Citation view.
2. Access folder of citations by clicking on the "Folder has items."
3. Click on "Export."
4. Select "Direct Export to EndNote, ProCite, or Reference Manager"
5. Click on "Save." File Download window pops-up.
6. Click on "Save."
7. Select folder and name for file.
8. Click on "Save."
9. When the download is complete (a second or two) click "Close."
10. In EndNote Web, select "Import References" from the "Collect" tab page.
11. Select "Customize this list." Skip this step and go to #13 if you previously added Procite RIS to your list of filters.
12. Select "Procite RIS" from the "All" column and click "Copy to Favorites."
13. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
14. Click on the pull down menu for the "Filter" box and select "Procite RIS."
15. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
16. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page.

## **Science Direct**

1. In Science Direct, select desired citations by clicking on box next to each citation in the Article list view.
2. Click on "Export Citations."
3. Select "Citation Only" or "Citation and Abstracts."
4. Select "RIS format (for Reference Manager, ProCite, and EndNote)"
5. Click on "Export." File Download window pops-up.
6. Click on "Save."
7. Select folder and name for file.
8. Click on "Save."
9. When the download is complete (a second or two) click "Close."
10. In EndNote Web, select "Import References" from the "Collect" tab page.
11. Select "Customize this list." Skip this step and go to #13 if you previously added Procite RIS to your list of filters.
12. Select "Procite RIS" from the "All" column and click "Copy to Favorites."
13. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
14. Click on the pull down menu for the "Filter" box and select "Procite RIS."
15. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
16. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page.

### **American Chemical Society (ACS)**

1. In ACS, select desired citations by clicking on "select citation" box next found above each citation in the results view.
2. Click on "Download Selected Citations."  
Select from "choose a citation manager format" one of the following: EndNote, Plain RIS Format, Procite, and click "Download"
3. Click on "Save."
4. Select folder and name for file.
5. Click on "Save."
6. When the download is complete (a second or two) click "Close."
7. In EndNote Web, select "Import References" from the "Collect" tab page.
8. Select "Customize this list." Skip this step and go to #10 if you previously added "Procite RIS" or "EndNote Import" to your list of filters.
9. Select "Procite RIS" or "EndNote Import" from the "All" column and click "Copy to Favorites."
10. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
11. Click on the pull down menu for the "Filter" box and select "Procite RIS" or "EndNote Import."
12. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
13. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page.

### **SpringerLink**

1. In Springer, select desired citations by clicking on "Add to Marked Items" found in the top right of every citation in the "All Search Results" view.
2. Click on "Marked Items" in the left margin under "My SpringerLink."
3. Under "**Export the citations from your current list of items**" click on "RIS."
4. Click on "Save."
5. Select folder and name for file.
6. Click on "Save."
7. When the download is complete (a second or two) click "Close."
8. In EndNote Web, select "Import References" from the "Collect" tab page.
9. Select "Customize this list." Skip this step and go to #11 if you previously added Procite RIS to your list of filters.
10. Select "Procite RIS" from the "All" column and click "Copy to Favorites."
11. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
12. Click on the pull down menu for the "Filter" box and select "Procite RIS."
13. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
14. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page.

### **Google Scholar**

1. In Google Scholar click on the "Scholar Preferences" link.
2. Under "Bibliography Manager" select the option "Show links to import citations into" and choose "RefMan" in the drop down box.
3. Click on the "Save Preferences" button.
4. Click on the "Import into RefMan" link for the reference you want to import.
5. When you are presented with a window asking if you want to "Open" or "Save" the file, choose to save the file.
6. In EndNote Web, select "Import References" from the "Collect" tab page.
7. Select "Customize this list." Skip this step and go to #9 if you previously added "RefMan (RIS)" to your list of filters.
8. Select "RefMan (RIS)" from the "All" column and click "Copy to Favorites."
9. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
10. Click on the pull down menu for the "Filter" box and select "RefMan (RIS)."

11. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
12. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page.

### **Wiley Interscience**

1. In Wiley InterScience, add desired citations by clicking on the box next to each citation.
2. Scroll to the bottom of the results page and click on "Download Selected Citations."
3. Select "EndNote" as the Format.
4. Select Export Type of either "Citation" or "Abstract and Citation." I recommend "Abstract and Citation." You may as well get the abstract.
5. Select the appropriate File Type: "PC", "Macintosh" or "Unix or Linux."
6. Click on "Go." File Download window pops-up.
7. Click on "Save."
8. Select folder and name for file.
9. Click on "Save."
10. When the download is complete (a second or two) click "Close."
11. In EndNote Web, select "Import References" from the "Collect" tab page.
12. Select "Customize this list." Skip this step and go to #14 if you previously added "EndNote Import" to your list of filters.
13. Select "EndNote Import" from the "All" column and click "Copy to Favorites."
14. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
15. Click on the pull down menu for the "Filter" box and select "EndNote Import."
16. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
17. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page.

### **Blackwell Synergy**

1. In Blackwell, select desired citations by clicking on the box next to each citation.
2. Select "Export Citations" from the top menu.
3. Select either one of the options for "Include."
4. Select "Endnote" for the "Format" option.
5. Click "Download references."
6. Note the file name. Click "OK" to "Save to Disk."
7. Your file has been saved to your desk top.
8. In EndNote Web, select "Import References" from the "Collect" tab page.
9. Select "Customize this list." Skip this step and go to #11 if you previously added "EndNote Import" to your list of filters.
10. Select "EndNote Import" from the "All" column and click "Copy to Favorites."
11. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
12. Click on the pull down menu for the "Filter" box and select "EndNote Import."
13. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
14. View your citations by clicking on "Unfiled" found on the "My References" tab page.

### **Sage Journals Online**

1. In Sage, select desired citations by clicking on the box next to each citation labeled "Check item."
2. Click on "Add to My Marked Citations" found in the right margin.
3. Click on "Email/Download/Save/Print My Marked citations" also in the right margin.
4. Click "Go."
5. Select one of the "Format" box options: citation or citation & abstract.
6. Click "EXPORT/DOWNLOAD to Citation Manager."
7. Click "EndNote." A "File Download" window pops up.
8. Click "Save."
9. Name & save your file.

10. In EndNote Web, select "Import References" from the "Collect" tab page.
11. Select "Customize this list." Skip this step and go to #13 if you previously added "EndNote Import" to your list of filters.
12. Select "EndNote Import" from the "All" column and click "Copy to Favorites."
13. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
14. Click on the pull down menu for the "Filter" box and select "EndNote Import."
15. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
16. View your citations by clicking on "Unfiled" found on the "My References" tab page.

### **JSTOR**

1. In JSTOR, select desired citations by clicking on the "Save Citation" link found under each citation on the results display or at the top of any open article.
2. Click on "View Saved Citations" found near the top right of your results page or at the top of any open article.
3. Click on "Directly export citations into Endnote..." A "File Download" window pops up.
4. Click "Save."
5. Select a name and location for your file and click "Save" followed by "Close" when popup indicates download is complete.
6. In EndNote Web, select "Import References" from the "Collect" tab page.
7. Select "Customize this list." Skip this step and go to #9 if you previously added Procite RIS to your list of filters.
8. Select "Procite RIS" from the "All" column and click "Copy to Favorites."
9. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
10. Click on the pull down menu for the "Filter" box and select "Procite RIS."
11. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
12. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page.

### **LiOn (Literature Online)**

1. In LiOn, select desired citations by clicking on the box next to each citation.
2. In the top left of your "List of Results" page, click on "Marked List."
3. Select a set of marked records from those listed under "Authors," "Texts," or "Criticism & Reference."
4. Click on "Download Citations."
5. Click on "Export directly to ProCite, EndNote or Reference Manager." A "File Download" window pops up.
6. Click "Save."
7. Select a name and location for your file and click "Save" followed by "Close" when popup indicates download is complete.
8. In EndNote Web, select "Import References" from the "Collect" tab page.
9. Select "Customize this list." Skip this step and go to #11 if you previously added Procite RIS to your list of filters.
10. Select "Procite RIS" from the "All" column and click "Copy to Favorites."
11. Click on the "Browse" button, find & select your file, and click on "open" which adds the file name & path to the "File" box.
12. Click on the pull down menu for the "Filter" box and select "Procite RIS."
13. Click "Import." The screen should indicate the number of records imported into your "Unfiled" folder.
14. View your citations by clicking on the "Unfiled" folder found on the "My References" tab page