

# EndNote Web



## What is EndNote Web?

EndNote Web is a web-based reference organizer and collaboration tool that enables EndNote users to collect references when away from their desktop, and collaborate easily with others.

## How do I set up an EndNote Web account?

Note: If you already have a Web of Knowledge account, you don't need to set up an EndNote Web account – the same user ID and password may also be used to access EndNote Web.

Choose one of the methods below to set up your EndNote Web account.

You will notice that the password guidelines are quite stringent, so make a note of your password here:

### Password Guidelines.

Must be 8 or more characters (no spaces) and contain:

- at least 1 numeral: 0 - 9
- at least 1 alpha character, case-sensitive
- at least 1 symbol: ! @ # \$ % ^ \* ( ) ~ ` { } [ ] | \ & \_

Example: 1sun%moon

### My EndNote Web password:

- If you are on a computer on campus, go to <http://www.myendnoteweb.com/> Register using your email address and choose a password.
- If you are on a home computer using a commercial Internet Service Provider, you can set up an account by going to the Web of Knowledge database from the Bond University Library Electronic Resources page. Use your Bond username and password to connect to that database. Once connected, register as a user and choose a password.

## How do I access my EndNote Web account?

Once you have set up your account, you can access EndNote Web at <http://www.myendnoteweb.com> from any computer with an Internet connection for a period of twelve months. Login using your email address and the password which you chose when you registered.

## How long will my account be valid for?

If at any time you access EndNote Web from a computer with a Bond University IP address, your account is automatically extended for a further twelve months.

## Getting help

There is plenty of help available online. The following are recommended:

- The EndNote Web Quick Reference Card is good for a concise overview: <http://www.endnote.com/support/helpdocs/EndNoteWebQRC.pdf>
- The Help file in EndNote Web provides detailed and comprehensive help on all aspects of using EndNote Web, including Cite While You Write, and downloading references from databases to EndNote Web: [http://www.myendnoteweb.com/help/en\\_us/ENW/help.htm](http://www.myendnoteweb.com/help/en_us/ENW/help.htm)
- You can also contact the technical support staff at EndNote Web: <http://science.thomsonreuters.com/techsupport/>

## Limitations / things to think about...

- **There is no automatic synchronisation between the desktop and the web.** If you are also using the full desktop version of EndNote, you can transfer references from the desktop to the web (and vice versa), but these will be separate databases of references. If you add or edit a reference in one database, you have to transfer the new or edited reference to the other database. The EndNote manual advises:

*"You should plan to edit references in only one place — either the Web library or the desktop library. Duplicate references, found in both the EndNote web library and the desktop library, cannot be synchronized. When you copy references from one library to another, the reference in the target library is overwritten."*

- You cannot modify filters, output styles or connection files.
- You cannot create your own reference types.
- You cannot use journal term lists to convert abbreviated journal titles into full titles (and vice versa).
- Your references will be stored on a server in the United States. United States government agencies are able to access your data at any time, without notice. You should consider the privacy implications of this.

Acknowledgement:

Information herein is based on that provided by the University of Queensland Library in their guide [Getting started with EndNote Web](#)