

# My Endnote Web



Accede: <http://www.myendnoteweb.com>

**EndNote Web delivers tools to:**

- Search online resources
- Save ISI Web of Knowledge records directly to an online library
- Collect and organize references
- Format citations and footnotes or a bibliography

**New to EndNote Web?** [Sign Up](#) for an account

Enter your e-mail address and password here:

E-mail Address:

Password:

Keep me logged in on this computer unless I log out.

[Forgot Your Password?](#) [Problems Logging-In?](#)

**Did you know, when you register for EndNote Web**

you can take advantage of any of these features:

- Use Cite While You Write™ in Microsoft® Word to easily cite references in your paper
- Transfer references to and from EndNote on your desktop
- Share references with others who have EndNote Web

... and if you are also an ISI Web of Knowledge subscriber, you are automatically re-advantaged of the following features:

- Citation Analysis
- Saved Searches
- Custom Journals
- Custom Lists of Contents
- Custom Reports

Si no tienes una cuenta de acceso, presiona el enlace de **Sign in** para crear una cuenta. De lo contrario, escribe el correo electrónico y la contraseña para acceder a tus referencias.

## 1. PESTAÑA DE "MY REFERENCES"

Welcome Wilmarie | ISI Web of Knowledge™ | Log Out | Help

**My References** | Collect | Organize | Format | Options

**Quick Search**

Search for

in All My References

**My References**

- All My References (6)
- Depression (6)
- [Unfiled] (0)
- Quick List (0)
- Trash (0)

**All My References**

Show 25 per page | Page 1 of 1 | Go

All  Page | Add to group... | Copy to Quick List | Delete

Author	Year	Title	Edit
<input type="checkbox"/> Bernal, G	1980	Multi-level couple therapy: applying a metacommunicational framework of couple interactions. Fam Process Online Link→ Go to URL <input type="button" value="Full Text"/>	<input type="checkbox"/> Edit
<input type="checkbox"/> Bernal, M	2007	Risk factors for suicidality in Europe: results from the ESEMED study. J Affect Disord Online Link→ Go to URL <input type="button" value="Full Text"/>	<input type="checkbox"/> Edit
<input type="checkbox"/> Bonilla, J	2004	A revised Spanish version of the Beck Depression Inventory: psychometric properties with a Puerto Rican sample of college students. J Clin Psychol Online Link→ Go to URL	<input type="checkbox"/> Edit

Para hacer una búsqueda rápida de las referencias

Grupos creados para organizar las referencias

Lista de referencias dentro de la biblioteca

2. PESTAÑA DE "COLLECT"  
a. **ONLINE SEARCH (Step 1)**

Para hacer la búsqueda de referencias en las Bases de Datos en línea

En el enlace de Customized this list, puedes seleccionar aquellas Bases de Datos en las que prefieras hacer las búsquedas.

**ONLINE SEARCH (Step 2)**

Presiona **Search** para realizar la búsqueda

Realiza la búsqueda de la/s referencia/s en la base de datos seleccionada. Adapta la búsqueda a tus necesidades utilizando las condiciones presentadas.

## ONLINE SEARCH (Step 3)

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**EndNote** Web  
provided by ISI Web of Knowledge®

My References | **Collect** | Organize | Format | Options

Online Search | New Reference | Import References

### Online Search

Step 3 of 3: Connecting to PubMed MEDLINE : PubMed (NLM)  
((Bernal) in Author (Smith AB)) and ((Depression) in Title)

Found 6 results:

Retrieve  through

**Retrieve**

Luego de realizar la búsqueda Endnote te presenta un resumen de la cantidad de referencias encontradas bajo las condiciones que se determinaron. Presiona **Retrieve** para ver las referencias

### Seleccionar referencias...

My References | **Collect** | Organize | Format | Options

Online Search | New Reference | Import References

### Online Search Results

PubMed MEDLINE 1 - 21 of 21 results  
((Bernal) in Any Field) and ((Depression) in Any Field)

Show 25 per page | Page 1 of 1 | Go | (All results retrieved)

<input type="checkbox"/> All <input type="checkbox"/> Page	Author	Year	Journal Title
<input checked="" type="checkbox"/>	Jiménez Chafey, MI		Clinical case study: CBT for depression in a Puerto Rican adolescent: challenges and variability in treatment response. Depress Anxiety Online Link→ Go to URL
<input checked="" type="checkbox"/>	Rosselló, J	2008	Individual and group CBT and IPT for Puerto Rican adolescents with depressive symptoms. Cultur Divers Ethnic Minor Psychol Online Link→ Go to URL Full Text
<input type="checkbox"/>	Bernal, M	2007	Risk factors for suicidality in Europe: results from the ESEMED study. J Affect Disord Online Link→ Go to URL Full Text
<input type="checkbox"/>	Haro, JM	2006	[Prevalence of mental disorders and associated factors: results from the ESEMED-Spain study] Med Clin (Barc) Online Link→ Go to URL

Referencias seleccionadas

Grupos creados

Al presionar Retrieve aparecerán todas las referencias de las cuales debes seleccionar aquellas que interesen e incluirlas en algún grupo creado, crear un nuevo grupo o guardarlas en "Unfiled" que es el grupo general de Endnote Web.

## b. NEW REFERENCES

The screenshot shows the 'New Reference' form in EndNote Web. The form is titled 'New Reference' and has 'Save' and 'Clear' buttons. Below the title, there are tabs for 'My References', 'Collect', 'Organize', 'Format', and 'Options'. The 'Collect' tab is active, and the 'New Reference' sub-tab is selected. The form contains the following fields:

- Bibliographic Fields:** A note states '\* At least one of these fields must be filled out.'
- Reference Type:** A dropdown menu currently set to 'Journal Article'.
- \* Author:** A text input field with a note: 'Use format Last Name, First name. Separate with ";".'
- Title:** A text input field.
- \* Year:** A text input field.
- Journal:** A text input field.
- Volume:** A text input field.
- Issue:** A text input field.
- Pages:** A text input field.
- Start Page:** A text input field.

Annotations include:

- An arrow pointing to the 'Reference Type' dropdown with the text: 'Selecciona el Tipo de Referencia para que se desplieguen los campos apropiados'.
- A bracket on the right side of the form with the text: 'Completa todos los campos necesarios para crear la referencia'.
- An arrow pointing to the 'Save' button with the text: 'Presiona **Save** para guardar la referencia'.

**NOTA:** En Endnote Web NO se pueden adjuntar archivos o imágenes como se puede hacer en Endnote

## c. IMPORT REFERENCES

The screenshot shows the 'Import References' form in EndNote Web. The form is titled 'Import References' and has 'Import' and 'Browse...' buttons. Below the title, there are tabs for 'My References', 'Collect', 'Organize', 'Format', and 'Options'. The 'Collect' tab is active, and the 'Import References' sub-tab is selected. The form contains the following fields:

- Importing from EndNote?** A section header.
- File:** A text input field with a 'Browse...' button.
- Filter:** A dropdown menu set to 'Select...' with a 'Customize this list' link.
- To:** A dropdown menu set to 'Select...'.

An annotation includes:

- A bracket on the right side of the form with the text: 'Esta sección se utiliza para importar referencias que están almacenadas en la computadora, pero en formatos predeterminados'.

3. PESTAÑA DE "ORGANIZE"  
 a. Manage My Groups

Welcome Wilmarie | ISI Web of Knowledge™ | Log Out | Help

**EndNote** Web  
 provided by ISI Web of Knowledge®

My References | **Collect** | **Organize** | Format | Options

Manage My Groups | Others' Groups | Find Duplicates

**Manage My Groups**

My Groups+	Number of References	Share
Depression	6	<input type="checkbox"/> Manage Sharing   Rename   Delete

New Group

En esta sección se pueden crear y compartir los grupos de referencias

Presiona el botón de **New Group** para crear un nuevo grupo

Para compartir un grupo de referencias, debes seleccionar la caja de cotejo del grupo a compartir y presionar el botón de **Manage Sharing**.

Sharing Group

**EndNote** Web  
 provided by ISI Web of Knowledge®

My References | **Collect** | **Organize**

Manage My Groups | Others' Groups | Find Duplicates

**Manage Sharing for 'Depression'**

0 E-mail Addresses

[Start sharing this group.](#)

Presiona el enlace de **Start sharing this group** para compartir el grupo de referencias con otro usuario de Endnote Web

View in | 简体中文 | English

**Add E-mail Addresses to 'Depression'**

Enter e-mail addresses. Use the Enter or Return key to separate addresses.

- OR -

Select a text file with e-mail addresses separated by commas.

Read only | Read & Write

Apply

Close window.

View in | 简体中文 | English

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Escribe la dirección electrónica de/las persona/s con quien quieres compartir el grupo de referencias.

Presiona Apply para enviar

## b. Other's Group

The screenshot shows the EndNote Web interface. At the top, there is a navigation bar with "Welcome Wilmarie" and "ISI Web of Knowledge® | Log Out | Help". Below this is the EndNote Web logo. The main navigation tabs are "My References", "Collect", "Organize", "Format", and "Options". Under the "Organize" tab, there are sub-tabs: "Manage My Groups", "Others' Groups", and "Find Duplicates". The "Others' Groups" sub-tab is selected and highlighted in red. The main content area displays the heading "Others' Groups" and the message "No groups are currently shared with you." in red text. An arrow points from this message to a text box on the right.

Others' Groups  
No groups are currently shared with you.

Esta sección se presentan los grupos de referencias que han sido compartidos contigo a través de Endnote Web

## c. Find Duplicates

The screenshot shows the EndNote Web interface. At the top, there is a navigation bar with "Welcome Wilmarie" and "ISI Web of Knowledge® | Log Out | Help". Below this is the EndNote Web logo. The main navigation tabs are "My References", "Collect", "Organize", "Format", and "Options". Under the "Organize" tab, there are sub-tabs: "Manage My Groups", "Others' Groups", and "Find Duplicates". The "Find Duplicates" sub-tab is selected and highlighted in red. The main content area displays the heading "Find Duplicates" and the message "There are currently no duplicate references." in red text. An arrow points from this message to a text box on the right.

Find Duplicates  
There are currently no duplicate references.

Esta sección se presentan las referencias que el sistema reconoce como duplicadas, las cuales puedes eliminar.

#### 4. PESTAÑA DE "FORMAT"

##### a. Bibliography

Welcome Wilmarie | ISI Web of Knowledge<sup>SM</sup> | Log O

**EndNote<sup>Web</sup>**  
provided by ISI Web of Knowledge<sup>®</sup>

**My References** | **Collect** | **Organize** | **Format** | **Options**

**Bibliography** | [Cite While You Write Plug-In](#) | [Format Paper](#) | [Export References](#)

### Bibliography

References: - Depression\*  
Bibliographic style: APA 5th  
File format: TXT (plain text file)

[Save](#) | [E-Mail](#) | [Preview & Print](#)

[Customize this list](#)

Examples of Commonly Used Styles	
Area of Study	Writing Style Guides
Biosciences	CBE
Science	Harvard
Chemistry	ACS
Medicine	NLM
Medicine	Vancouver or UNIFORM Requireme
Psychology	APA 5th
Sociology	ASA Style Guide
Physics/Chemistry	AIP Style Manual 4th Edition

Esta sección se utiliza para guardar, imprimir o enviar por email todas las referencias o aquellas seleccionadas de algún grupo en particular.

Se debe seleccionar el estilo de referencia dentro de la lista. Esta lista de puede adaptar a las necesidades particulares

##### b. Cite While You Write

Welcome Wilmarie | ISI Web of Knowledge<sup>SM</sup> | Log Out | Help

**EndNote<sup>Web</sup>**  
provided by ISI Web of Knowledge<sup>®</sup>

**My References** | **Collect** | **Organize** | **Format** | **Options**

**Bibliography** | **Cite While You Write Plug-In** | [Format Paper](#) | [Export References](#)

### Cite While You Write Plug-In

Use the EndNote Web Plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. The EndNote Web Plug-in also allows you to save online references to your library in Internet Explorer for Windows.

See [Installation Instructions](#) and [System Requirements](#).

- o [Download Windows with Internet Explorer plug-in](#)
- o [Download Macintosh](#)

En esta sección se tiene disponible el plug-in que se deben instalar en la computadora para poder usar Endnote Web en el programa de Word. Si ya se tiene Endnote en la computadora no es necesario instalar este plug-in

### c. Format Papers

The screenshot shows the 'Format Paper' section of the EndNote Web interface. At the top, there is a navigation bar with 'My References', 'Collect', 'Organize', 'Format', and 'Options'. Below this, there are sub-tabs: 'Bibliography', 'Cite While You Write Plug-In', 'Format Paper', and 'Export References'. The 'Format Paper' sub-tab is active. The main content area is titled 'Format Paper' and contains the following elements:

- A heading: 'Format Paper'
- Text: 'For Rich Text Format documents (.rtf) (See a sample paper):'
- A 'File:' input field with a 'Browse...' button.
- A 'Bibliographic style:' dropdown menu with 'Select...' and a 'Customize this list' link.
- An unchecked checkbox labeled 'ignore unmatched citations'.
- 'Format' and 'Clear' buttons.
- A link: 'Show format paper preferences'.
- Text: 'For Microsoft® Word documents (.doc) use: Cite While You Write™ plug-in.' with a Word icon.

Three Spanish annotations are present:

- Annotation 1 (pointing to the 'Format Paper' heading): 'En sección te ayuda a establecer el formato del documento que tiene las referencias insertadas.'
- Annotation 2 (pointing to the 'Customize this list' link): 'Puedes editar la lista de estilos de bibliografías para que solo aparezcan las que utilizas con más frecuencia.'
- Annotation 3 (pointing to the 'Cite While You Write™ plug-in.' text): 'Observa el ejemplo para conocer más detalles'

### d. Export References

The screenshot shows the 'Export References' section of the EndNote Web interface. At the top, there is a navigation bar with 'My References', 'Collect', 'Organize', 'Format', and 'Options'. Below this, there are sub-tabs: 'Bibliography', 'Cite While You Write Plug-In', 'Format Paper', and 'Export References'. The 'Export References' sub-tab is active. The main content area is titled 'Export References' and contains the following elements:

- A 'References:' dropdown menu with '- Depression\*' selected.
- An 'Export style:' dropdown menu with 'EndNote Export' selected.
- 'Save', 'E-Mail', and 'Preview & Print' buttons.

A Spanish annotation is present:

- Annotation 1 (pointing to the 'Export References' heading): 'En esta sección se pueden exportar las referencias a diversos formatos incluyendo Endnote de PC. Puedes guardar las referencias, enviarlas por email e imprimirlas.'



## 5. PESTAÑA DE "OPTIONS"

### a. Password

The screenshot shows the 'Change Password' form in the EndNote Web 'Options' tab. The form includes three input fields: 'Current Password', 'New Password', and 'Retype New Password', followed by a 'Save' button. A 'Password Guidelines' box lists requirements: 8+ characters, at least one numeral (0-9), one alpha character (case-sensitive), and one symbol (!@#\$%^\*~`{}[]\&\_). An example is '1sun%moon'. Annotations include a bracket under the 'Save' button pointing to a text box: 'En esta pantalla puedes hacer el cambio de la contraseña para acceder a Endnote Web'. Another arrow points from the 'Password Guidelines' box to a text box: 'Recuerda cumplir con las condiciones para crear la contraseña'.

### b. Email Address

The screenshot shows the 'Change E-mail Address' form in the EndNote Web 'Options' tab. It includes fields for 'Current E-mail Address' (pre-filled with 'wsantiago@ipsi.uprrp.edu'), 'New E-mail Address', 'Retype New E-mail Address', and 'Password'. A note states: 'Note: Password must be entered to change your e-mail address.' Below the fields is a 'Save' button. A bracket under the 'Save' button points to a text box: 'Este espacio se debe utilizar para hacer el cambio de la cuenta de correo electrónico que se utiliza para acceder al sistema de Endnote Web'.

Visita la pestaña de OPTIONS para ver otras alternativas.

# Cite While You Write en Microsoft Word

The image shows a screenshot of Microsoft Word with the EndNote Web ribbon active. The ribbon includes sections for Citations, Bibliography, and Tools. The Citations section has buttons for Find Citations, Go to EndNote Web, and Edit Citation(s). The Bibliography section has buttons for Update Citations and Bibliography and Convert Citations and Bibliography. The Tools section has buttons for Export to EndNote Web, Preferences, and EndNote Web Help. A dialog box titled "EndNote Web Cite While You Write Preferences" is open, showing the Application tab. The dialog box has three tabs: General, Keyboard, and Application. The Application tab is selected and contains the following fields: "Select the Cite While You Write application" with a dropdown menu showing "EndNote Web" selected; "Enter Your EndNote web Subscription Details:" with a text box containing "http://www.myendnoteweb.com:80/"; "E-mail Address:" with a text box containing "wsantiago@ipsi.uprrp.edu"; "Password:" with a text box containing "\*\*\*\*\*"; and a checkbox labeled "Remember my address and password" which is unchecked. At the bottom of the dialog box are buttons for "OK", "Cancel", and "Help".

En esta sección buscas, editas e insertas referencias al documento en Word

Selecciona el estilo de referencia que quieres utilizar para tu documento Ej: *APA5th*

Dentro del menú de Preferences en la pestaña de Application, puedes intercambiar entre las referencias que se encuentran en Endnote Web y las que están en Endnote de tu PC.

Puedes escribir el correo electrónico y la contraseña con la cual está registrada la cuenta de Endnote Web para acceder a las referencias.

# Transferir Referencias para / de Endnote

The image shows the EndNote X2 software interface. The main window displays a list of references with columns for Title, Journal, and Ref. The 'Tools' menu is open, and the 'EndNote Web...' option is highlighted with a red circle and the number '1'. A text box points to this option with the text: "Para conectarte a Endnote Web te requerirá el correo electrónico y la contraseña que tienes registrada."

The 'EndNote Web Transfer References' dialog box is also shown, with a red circle and the number '2' pointing to the 'Transfer References from Desktop to Web' option. A text box points to this option with the text: "Selecciona la librería o el grupo de referencias que quieres transferir de Endnote Web a Endnote Desktop o viceversa."

The dialog box shows the following options:


- Desktop: Paleo
- Web: Unfiled
- Transfer References from Web to Desktop
- Transfer References from Desktop to Web
- Showing Reference(s)
- All References in Library
- All References in the Group: Extinction

Buttons at the bottom include 'Web Library Info', '< Back', 'Transfer', and 'Cancel'. A red circle with the number '3' is located near the 'Transfer' button.

**NOTA:** Puedes transferir hasta 500 referencias.

# Quick Search

Guías para realizar una mejor búsqueda de las referencias en Endnote Web



**EndNote<sup>®</sup> Web**

**In Review...**

- Use **Quick Search** to search all fields in all references or selected groups.
- Search operators refine your search...

* <i>Asterisk</i>	for truncation at end of word
<SPACE>	= OR
+ <i>Plus sign</i>	in front of word = find it
- <i>Minus sign</i>	in front of word = exclude it
() <i>Parentheses</i>	group terms together
"" <i>Quotation marks</i>	find exact phrases

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