EndNote Training & Certification Program
July 2023

Session 1: Be an Expert in EndNote Online - Introduction to EndNote Online and Bibliography creation.

Duration: 90 mins

Session goal: Attendees should be able to demonstrate expert knowledge and skills required to use EndNote online for importing, organizing, and citing references.

Agenda:

1. Log into or create an EndNote online account via myendnoteweb.com

2. Review the My References tab in EndNote online

3. Manually create a reference in EndNote online

4. Configure Online Search in EndNote online

5. Import references from different databases

6. Perform a search of a remote database via Online Search

7. Direct export references to EndNote online from Web of Science

8. Demonstrate how to export references and full-text articles at once using EndNote Click

9. Manage and organize new references in EndNote online

10. Find and remove duplicate references from your EndNote library

11. Share references from custom groups with other EndNote online users

12. Manually add a file attachment to an EndNote library reference

13. Install Cite While You Write in Microsoft Word for EndNote online

14. Demonstrate Cite While You Write functions: insert, remove, and modify in-text citations

15. Switch your EndNote output style to meet journal requirements

16. Demonstrate how to create a bibliography with Format Paper in Rich Text Format (.rtf) file

17. Investigate the use of Manuscript Matcher to identify journal submission recommendations