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# ENDNOTE ONLINE

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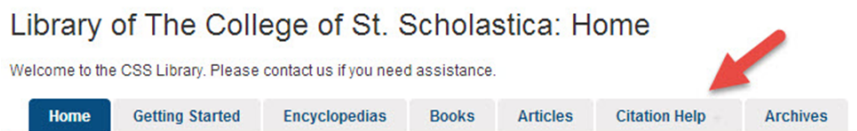
EndNote is software that can organize, store, and input citations into Word documents to help you with your research. The College of St. Scholastica has a site license which offers two options for you to access EndNote and you can either pick one or use both as the situation warrants.

See [Endnote 21 Download instructions](#) for information on how to use that.

## How to Get EndNote

Go to the Library Homepage [css.edu/Library](http://css.edu/Library)

Select Citation Help from the tabs at the top.



Next, look in the right column to see information about EndNote. You can get access to EndNote either by signing up for the online version or installing the download version onto your personal computer either for a Windows or Mac computer.

To decide between the two versions, consider these questions:

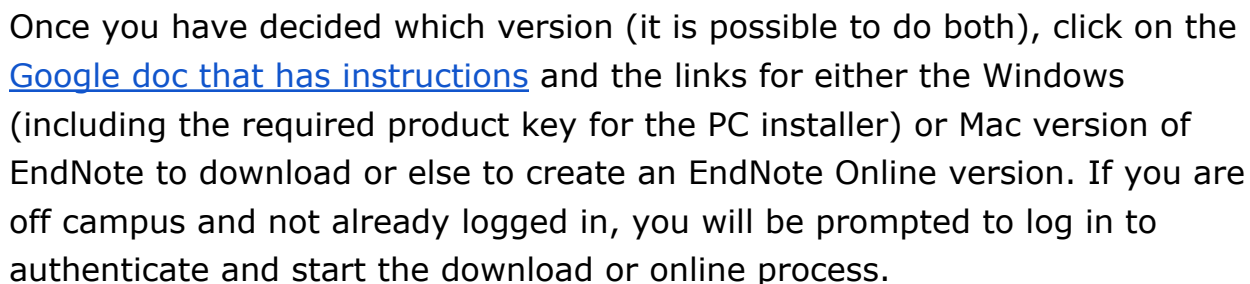
Use EndNote Online if you answer yes to the following questions:

- Do you not want to worry about downloading the software onto your computer?
- Do you want to be able to access EndNote online from any computer anywhere?
- Are you just wanting something that can help you correctly format your citations for your paper?

The College of St. Scholastica Library

- Last Revised June 18, 2025

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cssitservicedesk@css.edu or use their page in my.CSS

**EndNote**

EndNote is software that can organize, store, and input citations into Word documents to help you with your research. The College of St. Scholastica has a site license which offers two options for you to access Endnote and you can either pick one or use both as the situation warrants.

EndNote has its own YouTube channel to learn more advanced features of this incredibly powerful program:  
<https://www.youtube.com/user/EndNoteTraining>

**1. EndNote Download**  
To download EndNote, click on the link to the Google doc below for instructions

- [Google doc with links and instructions on how to download EndNote for both and Macs and Windows](#)
- [Instructions](#)  
How to download and set up your EndNote software
- [EndNote Database Instructions](#)  
How to export citations from some of the most commonly used databases

**2. EndNote Online**

- [Online Registration for EndNote Online](#)
- [Instructions for EndNote Online from CSS](#)
- [PowerPoint Presentation from EndNote about EndNote Online](#)

Authentication Required

The server <https://www2.css.edu:443> requires a username and password. The server says: Network ID Required.

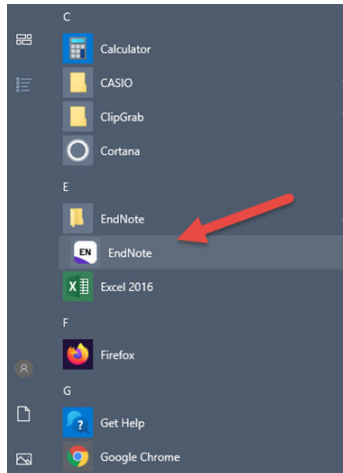
User Name:

Password:

Click on *Save* when it asks you if you wish to run or save the executable file.

## How to Set Up EndNote

Once you download EndNote, you can open the program by selecting it from the list of programs in the start menu on your computer.



## Instructions for Signing up for Endnote Online

To set up an EndNote Online account, you must sign up on the Duluth campus. This is because the College is only paying for current students, faculty, and staff to use this software and the only way it can be determined that you are a current member of the community is by signing up here in Duluth. After one year of off campus use, you will be prompted to verify your connection with St. Scholastica by logging in from on campus.

Complete the online form to register:

Register to continue with EndNote

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*Email address*

---

*Password*

---



*First name*

---

*Last name*

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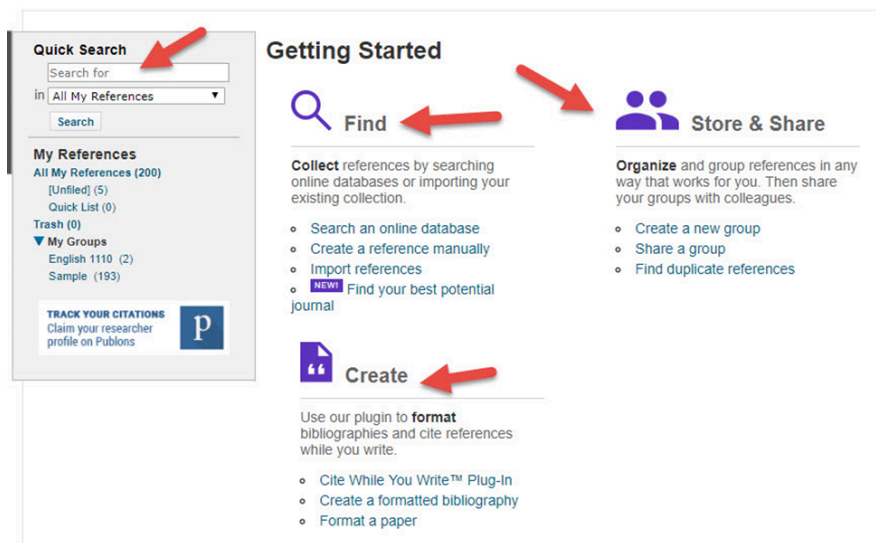
Register

or register using  

After creating an account, you can access EndNote Online from any computer either on or off campus by navigating to [www.myendnoteweb.com](http://www.myendnoteweb.com) and logging in.

## Entering Citations into EndNote

Once you log in, you will then get this window. Initially you will need to collect citations that you are using for works cited or references page by either searching online databases, creating a reference manually by typing in the source's information such as the author, title, etc. or import from existing files such as from EndNote download.



Usually you will be entering in your sources' information. Click on *Create a reference manually* and enter the appropriate information into each bibliographic field in this online form.

## New Reference

### Bibliographic Fields:

Cancel

Reference Type: Generic

Author: Use format Last Name, First name. Enter each name on a new line.

Title:

Year:

Secondary Author:

Secondary Title:

Place Published:

Publisher:

Volume:

Number of Volumes:

Number:

Pages:

Section:

Tertiary Author:

Tertiary Title:

Edition:

Note: The above fields are needed for most bibliographic styles.

Once you have added your references, you can click on the *All My References* link to view them.

### Quick Search

in All My References

### My References

All My References (200)

[Unfiled] (5)

Quick List (0)

Trash (0)

▼ My Groups

English 1110 (2)

Sample (193)

### Sample

Show 10 per page

Page 1 of 20 Go

☐ All
 ☐ Page

Sort by: First Author -- A to Z

Author	Year	Title
<input type="checkbox"/>	2009	The Gale Encyclopedia of Senior Health: A Guide for Seniors and Their Caregivers Added to Library: 18 Feb 2014 Last Updated: 18 Feb 2014
<input type="checkbox"/>	2009	The Gale Encyclopedia of Senior Health: A Guide for Seniors and Their Caregivers (E-Book from Virtual Reference Library) Added to Library: 18 Feb 2014 Last Updated: 18 Feb 2014
<input type="checkbox"/>	2009	The Greenwood Encyclopedia of Asian American Literature Added to Library: 18 Feb 2014 Last Updated: 18 Feb 2014
<input type="checkbox"/>	2009	The Greenwood Encyclopedia of Asian American Literature Added to Library: 18 Feb 2014 Last Updated: 18 Feb 2014
<input type="checkbox"/>	2010	Bigger brains.(In The News: Short news items of interest to the scientific community) Science and Children Added to Library: 18 Feb 2014 Last Updated: 18 Feb 2014 Online Link Go to URL

## Filing Your References

Click on the boxes in front of the author column on references you need for a particular paper or assignment. There are two ways in which you can file them so you can format them and then print, save, or email them.

You can organize your citations in groups. You may wish to have separate groups for each assignment, class, or research project or just keep all your citations in one group. Click on the boxes in front of the author column on references you wish to move to a folder. Then click on the dropdown arrow after the *Add to group...* field to do those actions.

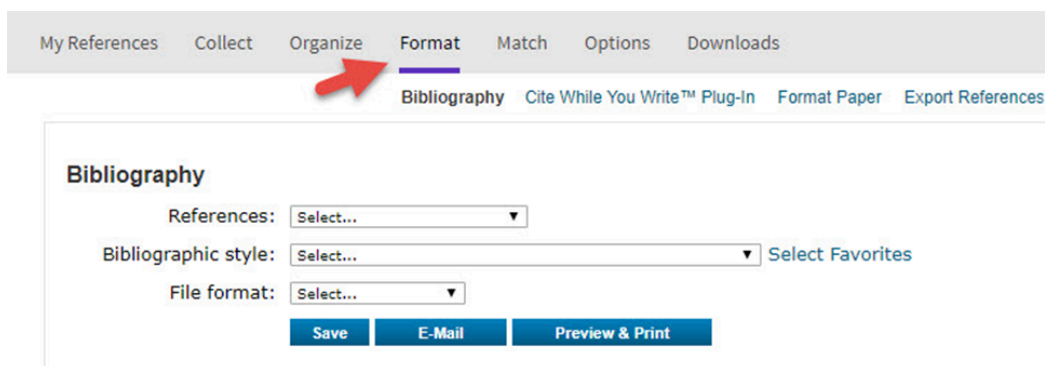
You can also Copy to Quick List by clicking on the boxes in front of the author column and then clicking on the Copy to Quick list button.

For both options, look at the column to the left to select the Quick List or the groups you have created for citations that have been filed.

## Formatting Your References

Click on *Format* tab at the top in order to get your references in the right format for your assignment.

Get your references by clicking on the dropdown arrow after *References* and selecting either your Quick List, a group, or all your references – wherever you have filed the references you need for this particular assignment.



My References Collect Organize **Format** Match Options Downloads

Bibliography Cite While You Write™ Plug-In Format Paper Export References

**Bibliography**

References: Select...

Bibliographic style: Select... [Select Favorites](#)

File format: Select...

Save E-Mail Preview & Print

Select which citation style you need for your assignment by clicking on the dropdown arrow after *Bibliographic style*. Usually this will either be APA or MLA. Ask your professor if you don't know.



Select the file format you would like your references to be in. The suggested format is HTML as this is most universally accepted.

Next, click on *Save* if you wish to save this to your computer, *E-mail*, or *Preview & Print*. It is suggested to save it to your computer as then you can copy it and put it in your Word document for your assignment.

Here is what the HTML file looks like:

- Abu-Hamdan, M. D. (2003). *Hidden disabilities among University students*. (63), ProQuest Information & Learning, US. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&db=psyh&AN=2003-95012-064&site=ehost-live>
- Ageberg, E., Engström, G., Gerhardsson de Verdier, M., Rollof, J., Roos, E. M., & Lohmander, L. S. (2012). Effect of leisure time physical activity on severe knee or hip osteoarthritis leading to total joint replacement: A population-based prospective cohort study. *BMC Musculoskeletal Disorders*, 13, 73-73. doi:10.1186/1471-2474-13-73
- Aghamohammadi, A., Moin, M., Karimi, A., Naraghi, M., Zandieh, F., Isaeian, A., . . . Sazgar, A. A. (2008). Immunologic evaluation of patients with recurrent ear, nose, and throat infections. *American Journal of Otolaryngology*, 29(6), 385-392.
- Alison, M. R., Lim, S. M., & Nicholson, L. J. (2011). Cancer stem cells: Problems for therapy? *The Journal of Pathology*, 223(2), 148-162. doi:10.1002/path.2793 [doi]
- Anttila, A., & Ronco, G. (2009). Description of the national situation of cervical cancer screening in the member states of the European Union. *European Journal of Cancer*, 45(15), 2685-2708. doi:http://dx.doi.org/10.1016/j.ejca.2009.07.017
- Azibo, D. A. y., & Dixon, P. (1998). The theoretical relationship between materialistic depression and depression: Preliminary data and implications for the Azibo Nosology. *Journal of Black Psychology*, 24(2), 211-225.
- Backels, K., & Wheeler, I. (2001). Faculty perceptions of mental health issues among college students. *Journal of College Student Development*, 42(2), 173-176.
- Baker, H. S. (1989). If Rocky goes to college: Dilemmas of working-class college students. In S. C. Feinstein, A. H. Esman, J. G. Looney, G. H. Orvin, J. L. Schimel, A. Z. Schwartzberg, A. D. Sorosky, & M. Sugar (Eds.), *Adolescent psychiatry: Developmental and clinical studies, Vol. 16*. (pp. 70-91). Chicago, IL US: University of Chicago Press.

From here you can copy it and paste it into a Google or Word doc. Obviously you will have to do some editing to make it correct.