How to export citations from EBSCOHost and Proquest databases into EndNote Web
(Action items are numbered)

1. Click on the link for the E.S. Farley Library.

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2. Scroll down and click on the Databases & Indexes link.
3. Use the Navigation Bar to select the first letter of the resource you want to use. In this case, “E.”

4. Scroll down the page and select “EndNote.”
5. First time users click here and create an account for EndNote Web. Use your Wilkes e-mail address and create a password.
EndNote allows you to export citations from library databases directly into EndNote Web.

Example:

6. Select CINAHL (EBSCOHost) from the Databases & Indexes link (see Steps 2-4).
7. Run a search.
8. Click on the title link on a citation in the Results List.

This brings up the bibliographic record for the citation.

9. Click on “Export.”
10. In the Export Manager window, Select “Direct Export to EndNote Web.”

11. Click on “Save.”

  The login screen for EndNote Web will appear.

12. Login.

  Wait a few seconds, and this message will appear, confirming that you have exported the record successfully to EndNote Web.
13. Open EndNote Web in a new tab in your browser. Click on My References.

14. Click on “Unfiled.” The citation you just imported will be in this folder. You can move it to any folder you choose.
15. Run a search.

16. Click on a title link in the Results Set.

17. Click “Save.”

18. Select “RIS (Works with EndNote, Citavi, etc.).
19. Click on “Continue.”
20. Click once on the RIS document that is loaded in the bottom left tray of the screen.

21. When you click on the RIS document, a pop-up box will appear. Enter your EndNote Web credentials.
After you enter your EndNote Web credentials, the record export will automatically start. This pop-up box appears when the export was successful.

22. Open EndNote Web in a new tab in your browser. The citation will be in the “Unfiled” folder. From there you can move it into any folder you choose.