



Endnote Web Express Learning Session






Exercise 2: Adding citations and creating groups


(for this exercise EBSCO's CINAHL database will be used; the process is the same with all EBSCO databases)

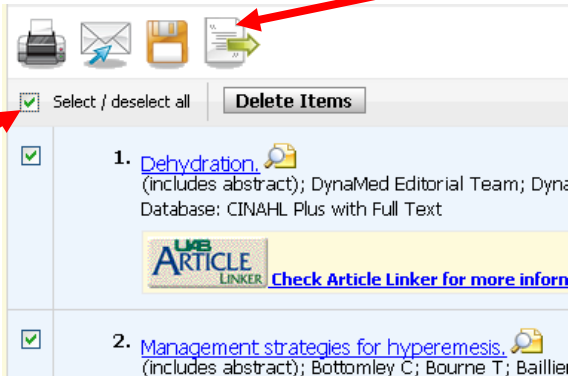
1. Go to the library homepage (<http://www.uab.edu/lister>)
2. Click on "Quick Links"
3. Click on "CINAHL"
4. Enter search terms into the search field and click "Search"
5. Below at least two citations click the "Add to folder" links

1. [Dehydration](#) 
(includes abstract); DynaMed Editorial Team; DynaMed, 2009 Aug 18 (other - review) CINAHL AN: 2009734476
Database: CINAHL Plus with Full Text
 [Add to folder](#)

ARTICLE LINKER [Check Article Linker for more information](#) Find it  [Check SFX for full text](#)

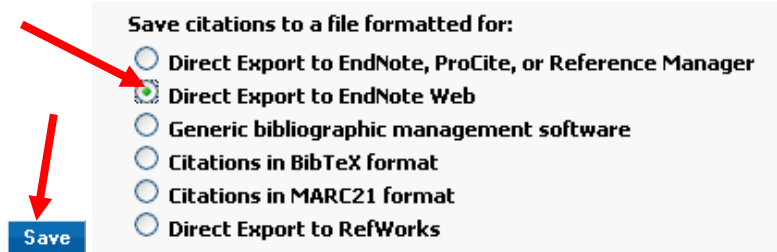
2. [Management strategies for hyperemesis](#) 
(includes abstract); Bottomley C; Bourne T; Bailliere's Best Practice & Research in Clinical Obstetrics & Gynaecology, 2009 Aug; 23 (4): 549-64 (journal article) ISSN: 1521-6934 PMID: 19261546 CINAHL AN: 2010367975
Database: CINAHL Plus with Full Text
 [Add to folder](#)

6. Click the  **Folder** icon (in blue bar top right hand corner)
7. Check "Select all" and click on the "Export" icon

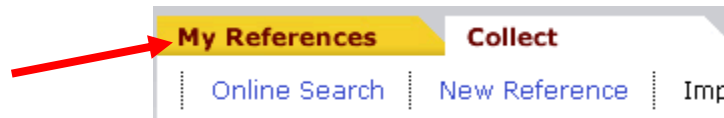


The screenshot shows the Endnote Web Express interface. At the top, there is a toolbar with icons for printing, emailing, saving, and exporting. Below the toolbar is a row of checkboxes for selecting items, with the first checkbox checked. To the right of the checkboxes is a "Delete Items" button. Below this is a list of two citations, each with a checked checkbox in the left margin. The first citation is "Dehydration" and the second is "Management strategies for hyperemesis". Red arrows point to the "Export" icon in the toolbar and the "Select / deselect all" checkbox.

8. Mark the radial button next to “Direct Export to Endnote Web” and click “Save”



9. In Endnote Web click on the “My References” tab to view your imported citations



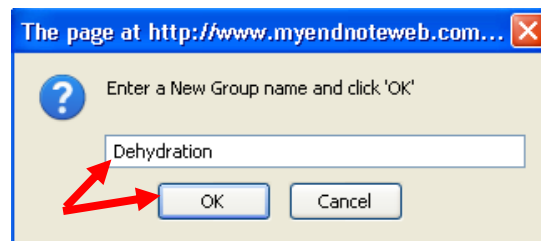
(the next portion is on creating GROUPS of citations)

10. In Endnote Web click on the “Unfiled” link on the left side

11. Check “All” and select “New group” from the drop down menu



12. Name the new group and click “OK”



13. See your new group under “My References” on the left side *(the “Unfiled” group should now have no citations in it)*