

# Emailing a List of References from Endnote Online

You can easily email one or more references from your Endnote online/EndnoteWeb account.

## Making a Group

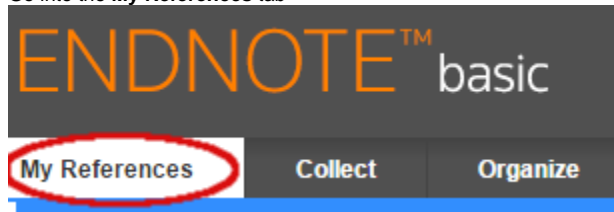
If you already have those references in a named group, you can skip this step.

## Searching Your References

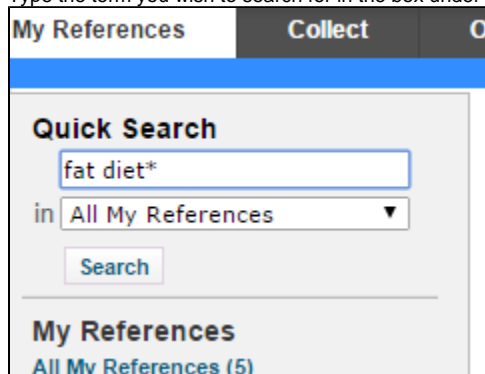
Once you've added your references to your MyEndnoteWeb account, they will form a searchable database.

To find a particular reference,

Go into the **My References** tab



Type the term you wish to search for in the box under "Quick Search", then click the search button:



Note that if you use multiple words in the search box, Quick Search will simply display all the records with ANY of your search terms. To search for a specific phrase, enclose the phrase in quotation marks. Boolean searching (with AND, OR, NOT etc.) is not supported but you can truncate terms of 3 or more characters with an asterisk: diet\* for diet, diets, dietary, dietetic, etc..

The search results will appear in the right column.

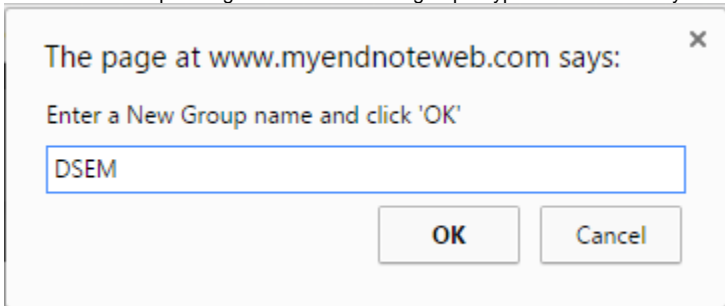
## Putting your References Into Group

To share your results with your instructor, or to print them, using Endnote Basic, you'll have to define them as a named group. To do this,

1. In either a search or a folder (such as "Unfiled") select the references you want to group by clicking the **checkboxes** next to them.

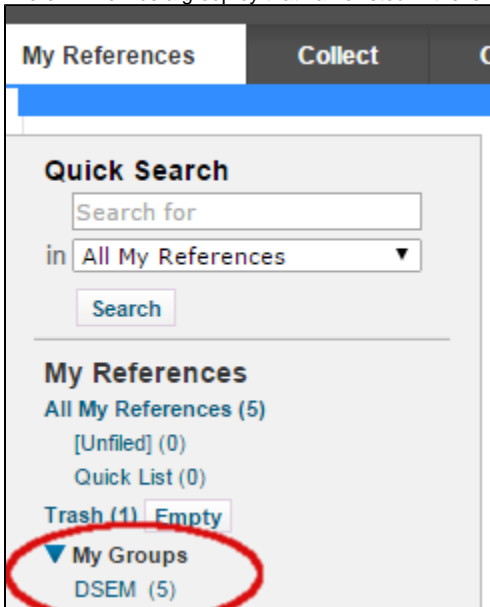


- At the top of your list of references you'll see a drop-down menu that says "**Add to Group.**" To create a new group to add your references to, choose "**New group**".
- A box will come up asking for the name of the group. Type in the **name** for your new group and click **OK**.

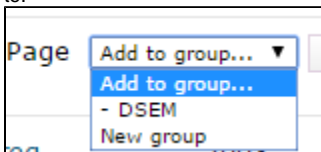


(Your instructor will tell you what to use for the group name. We used DSEM in this example, but you might need to use your last name or something similar.)

- There will now be a group by that name listed in the left-hand box in under **My References**:



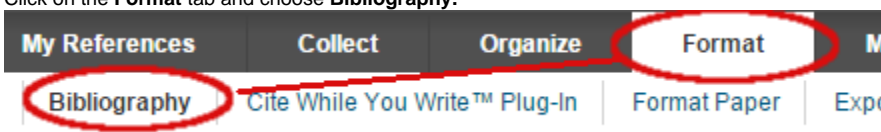
- To add more items to the group, repeat the process from step 1: you will see that the group name is now in the list of groups you can add the item to:



Once an item is added to a group, it will no longer appear in the Unfiled group.

## Formatting the Bibliography/List of References

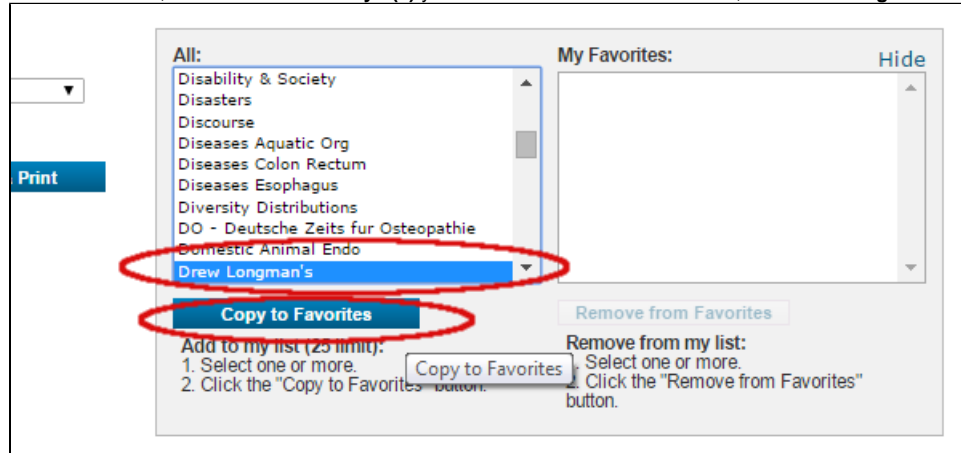
- Click on the **Format** tab and choose **Bibliography**.



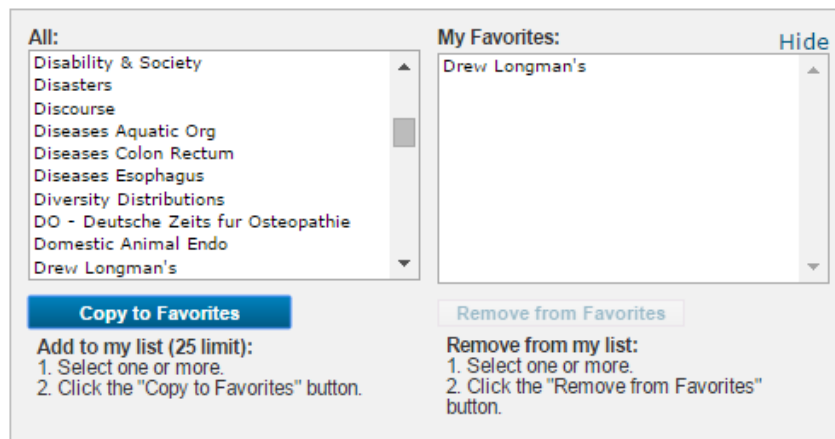
- In the **References** drop down menu, choose the **group name** you gave your references, (or choose Quicklist if you copied your references to a quicklist).
- In the next line, you need to choose the Bibliography Style.
  - If you haven't already done so, click on **Select Favorites** to choose which styles you'll use.



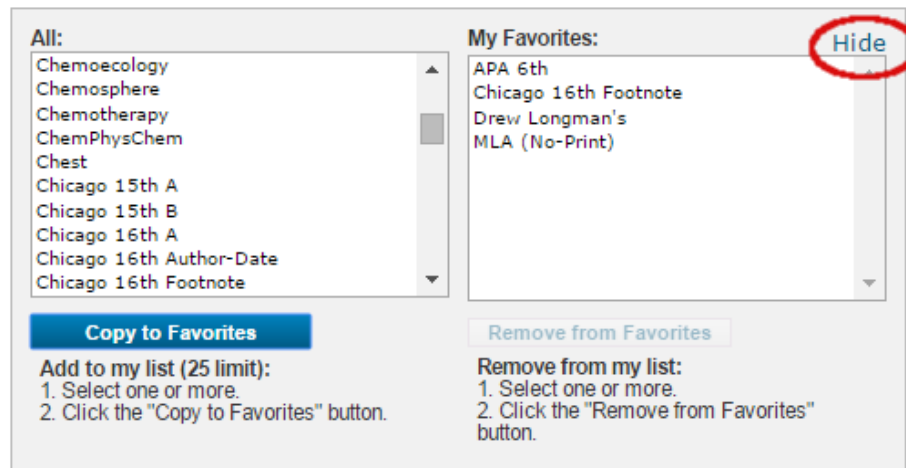
- i. In the **All** column, find and **select the style(s)** you want to use-- for Drew Seminar, use **Drew Longman's**.



- ii. Then click the **Copy to Favorites** button.
- iii. The style will come up in the **My Favorites** list.



- iv. Repeat for each style you want. (MLA No-Print, APA 6th, Chicago 16th are all popular additional choices)
- v. Click on **Hide** in the upper right corner of the box to close it:



- b. From the **Bibliographic Style** line, choose the style you want. **Drew Seminar** should choose **Drew Longman's**.

The screenshot shows the 'Bibliography' interface. The 'References' dropdown is set to '- DSEM\*'. The 'Bibliographic style' dropdown is open, showing options: 'Drew Longman's' (selected), 'Select...', 'APA 6th', 'Chicago 16th Footnote', 'Drew Longman's', and 'MLA (No-Print)'. The 'File format' dropdown is not yet open. A 'Preview & Print' button is visible on the right.

4. Finally, choose the format you want to send your bibliography in. We suggest **HTML**.

The screenshot shows the 'Bibliography' interface. The 'References' dropdown is set to '- DSEM\*'. The 'Bibliographic style' dropdown is set to 'Drew Longman's'. The 'File format' dropdown is open, showing options: 'HTML' (selected), 'Select...', 'HTML', 'TXT (plain text file)', and 'RTF (rich text file)'. A 'Preview & Print' button is visible on the right.

5. You can test to see whether the bibliography looks the way you want by choosing **Preview and Print** (you may need to change your pop-up blocker settings to allow endnoteweb.com).
6. To send the bibliography to your instructor, click the **E-Mail** Button.

The screenshot shows the 'Bibliography' interface. The 'References' dropdown is set to '- DSEM\*'. The 'Bibliographic style' dropdown is set to 'Drew Longman's'. The 'File format' dropdown is set to 'HTML'. The 'E-Mail' button is highlighted with a red circle. Other buttons include 'Save' and 'Preview & Print'.

7. In the window that pops up, enter your professor's email address in the **To** line. Be sure to include some identifying information (whatever your professor has asked for) in the Subject and Message lines.

The screenshot shows the 'E-mail References' form. The 'To' field contains 'professoremail@drew.edu' with a red arrow pointing to it and the text 'Professor's Email'. The 'From' field contains 'myemail@drew.edu' with a red arrow pointing to it and the text 'Your email address'. The 'Subject' field contains 'My Citations'. The 'Message' field contains 'My Name' with a red arrow pointing to it and the text 'Be sure to include your name!'. The 'Send' button is highlighted with a red circle. Below the form, there is a section for 'Type: Book' with the text 'Critser, Greg. *Fat land: how Americans became the fattest people in the world*. Boston'.

8. Click the **Send** button.
9. You should get a message saying **References have been successfully sent in an e-mail to "professor'semail@drew.edu"**.
10. You can click the Close Window link to close the window.