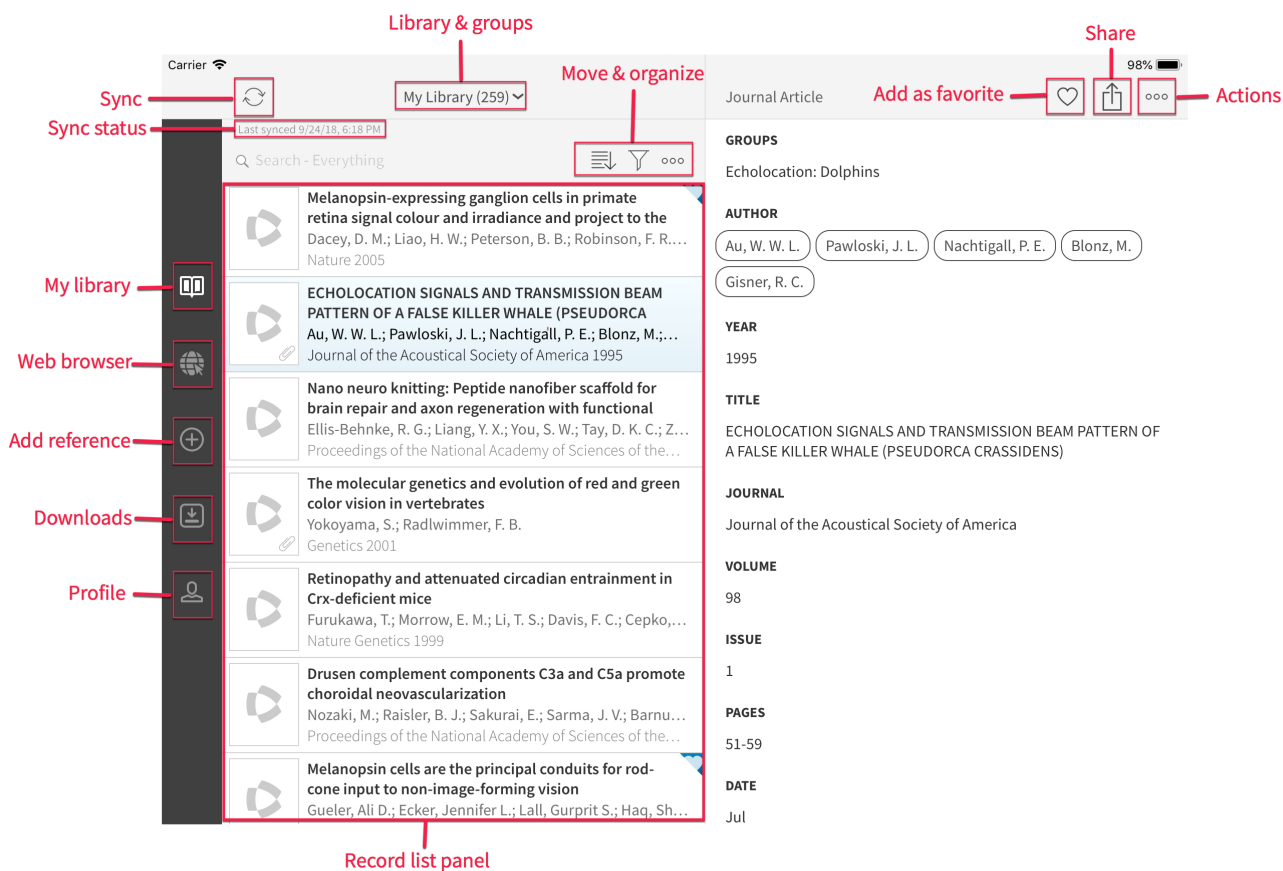


EndNote for iOS

Getting Started Guide

EndNote for iOS enables you to easily view, edit, organize, and share your research material and PDFs on your iOS device. Syncing your *EndNote* library between your iOS device, desktop (available separately), and online account extends the power of *EndNote for iOS* and allows for seamless access to your reference library from multiple devices and platforms.

ANNOTATED SCREEN VIEW



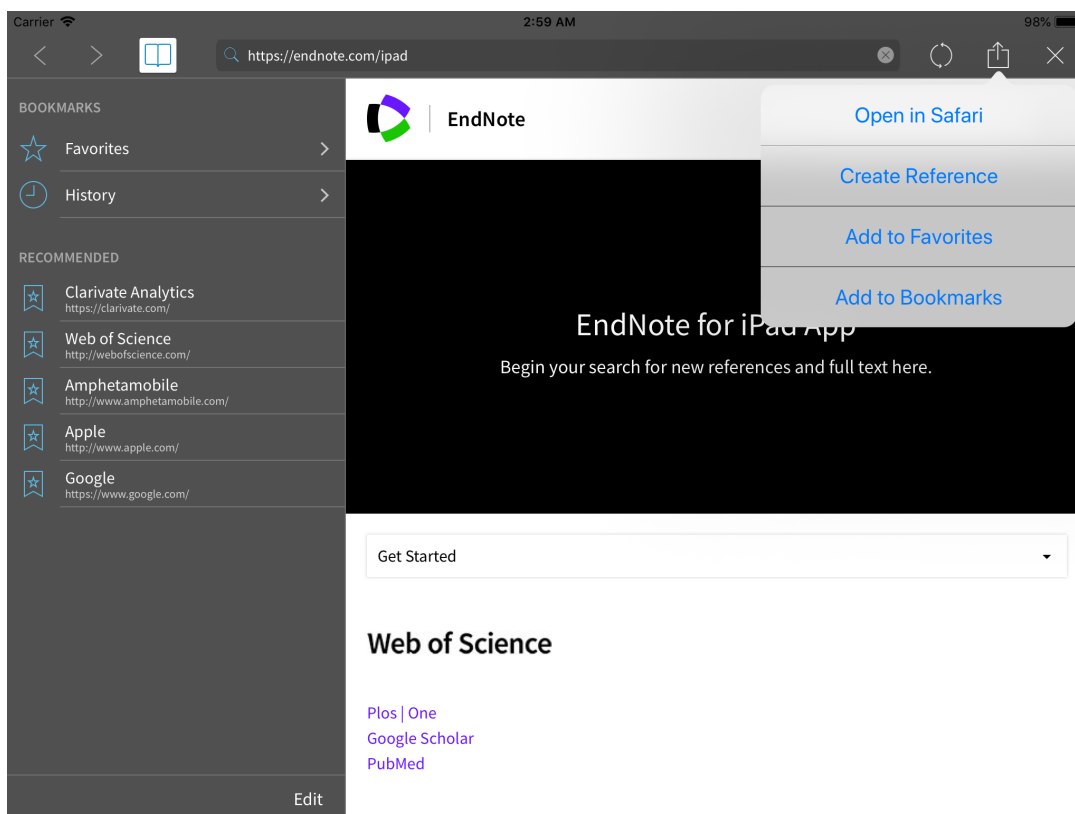
FEATURES & FUNCTIONS



Account (*EndNote Online Account*)

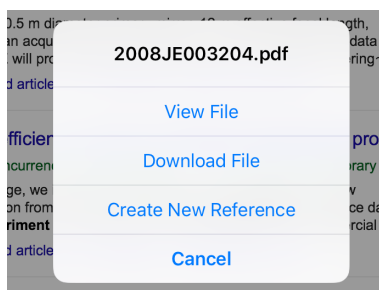
- Log in or create an *EndNote* online account to sync your EndNote library with your desktop and online accounts.
- With *EndNote for iOS* you can register for a free basic online account, which gives you online access with 2 GB of file attachment storage. You may also log in using your *EndNote* desktop account. *EndNote* desktop users receive unlimited online storage and have access to more robust desktop features such as full *Cite While You Write*® functionality, advanced PDF handling, and Find Full Text. To learn more, go to <http://endnote.com>.

Browser (Web Browser)

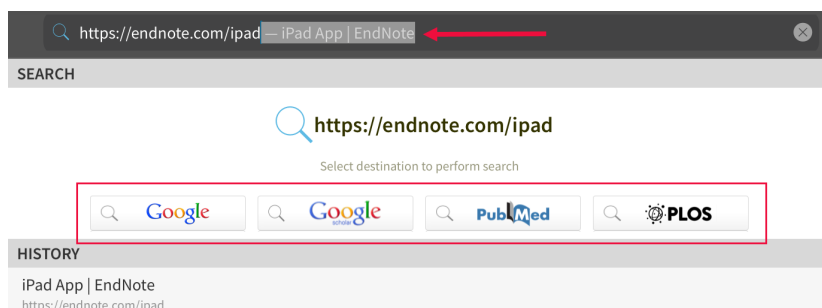
- The built-in Web browser has links to the *Web of Science*™, *PubMed*, and *Google Scholar*, and allows you to search and collect references from most online databases.






- The built-in Web browser has links to the *Web of Science*™, *PubMed*, *Google Scholar*, and *PLoS*, and allows you to search and collect references from these and most other online databases.
- To access the browser, tap the **Web Browser** icon .
- To change the default browser homepage, tap the **Profile** icon  and scroll to **Homepage**.
- Reference URLs launch in the built-in web browser.
- “Direct Export” functions (e.g. “Export to EndNote” or “Save to Bibliography Software”) in most online databases are supported to enable import into your *EndNote for iPad* library. NOTE: Similar import functionality is supported using the Safari browser on iPad.
- When you save a citation or PDF from within the browser, the following options are available to enable you to control the downloaded file:



- The built-in browser also includes Smart Search with filtered Recommended links, History, URL auto-complete, and Quick Search in *Google*, *Google Scholar*, *PubMed*, and *PLoS*.



Citations

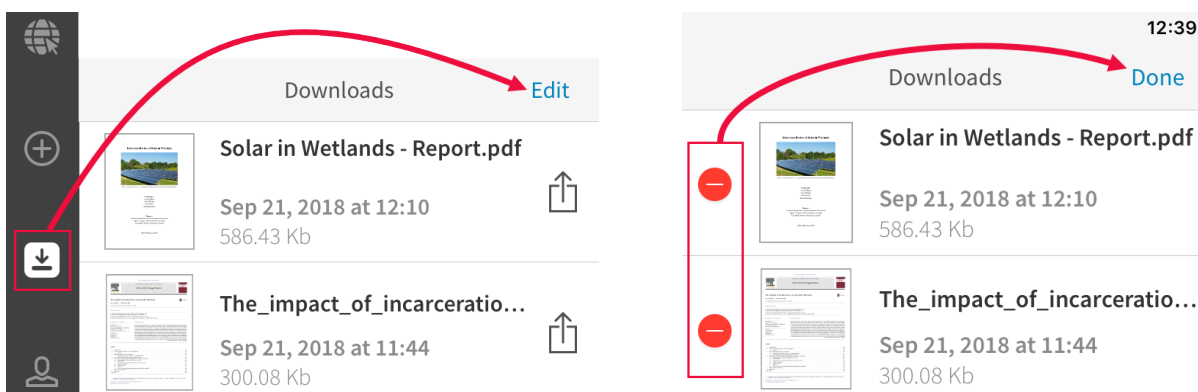
- Tap the **Share** icon  from the Reference Details view to share individual citations in the default Author-Date format using standard iOS sharing options like email, text message, print or another installed app.
- Tap the **Actions** icon  from the *Reference Details* view and tap **Copy Temporary Citation** to copy a temporary citation using the first author's last name and then the year of publication (e.g., Smith, 2001), so you can manually paste it into a word processing app. You can format it later using *Cite While You Write®* on *EndNote* for desktop or *EndNote* online.
- You can also use the **Actions** icon  to copy citations and paste them into other apps, to edit the current reference, or move it to the trash.

Contact us

You can contact the *EndNote* team for Technical Support, product suggestions, or other questions by using the **Contact Us** link in **Profile** (<http://endnote.com/iOS/contact>).

Downloads

- Downloads is a temporary holding place for full-text journal article and citation export files opened in *EndNote for iOS*, imported from the built-in web browser, or added from iTunes®.
- You can import references from .ris, .ciw, .enw, and .nbib files by tapping on them.
- You can delete files from Downloads when you are finished using them by tapping **Edit** and tapping the red circle with the minus sign in the middle and tapping **Done**:

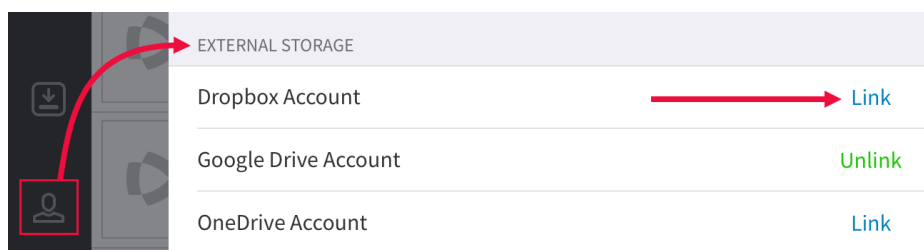


Email


- You can email citations from the Reference List and Reference Details views. By default, all file attachments will be included.
- You can email PDFs directly from the PDF view.
- You can use the standard iOS sharing options on file attachments in *Mail*, *Outlook*, or other mail program to add files and references to *EndNote for iOS*.

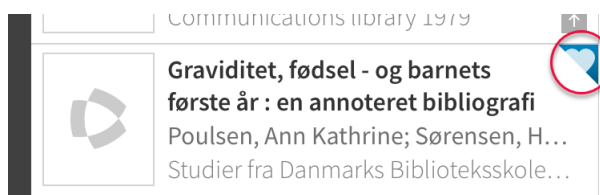
External Storage

- *EndNote for iOS* enables you to add files as attachments from popular, third-party storage services including *Dropbox*, *Google Drive*, and *OneDrive*. These services are available separately and allow you to store and access files from the Cloud.
- You can set up access to your external storage accounts by tapping the **Profile** icon and scrolling to **External Storage**; tap **Link** and provide your third-party account credentials:



Favorites

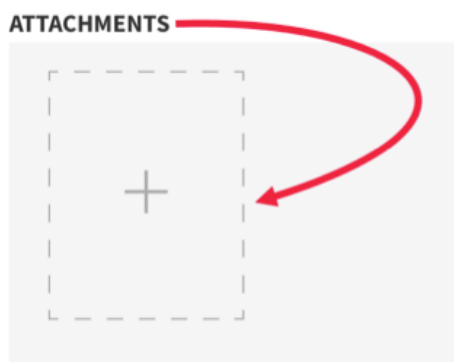
- Add a reference to your Favorites group by tapping the heart icon  in the Reference Details view.
- You can identify a favored reference in the References List from the heart on the top-right of the reference:



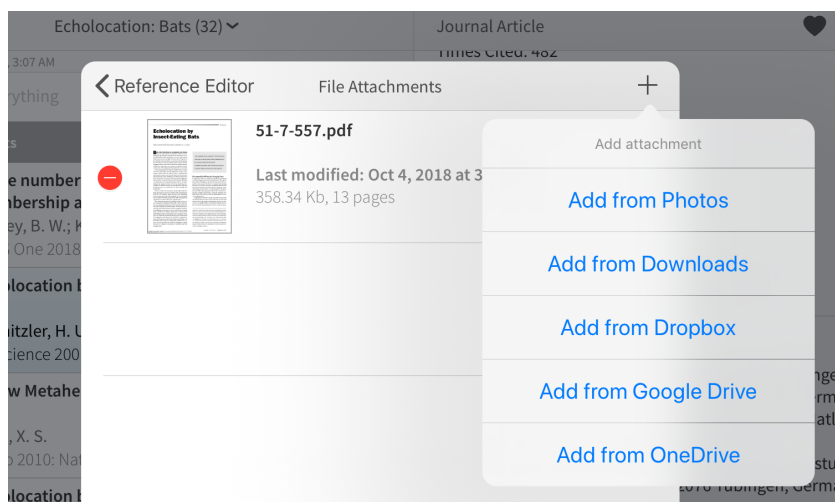
- By default, the Favorites group is configured to automatically download attachments for offline availability (see **Offline Attachment Access** located under **Profile**).

File Attachments

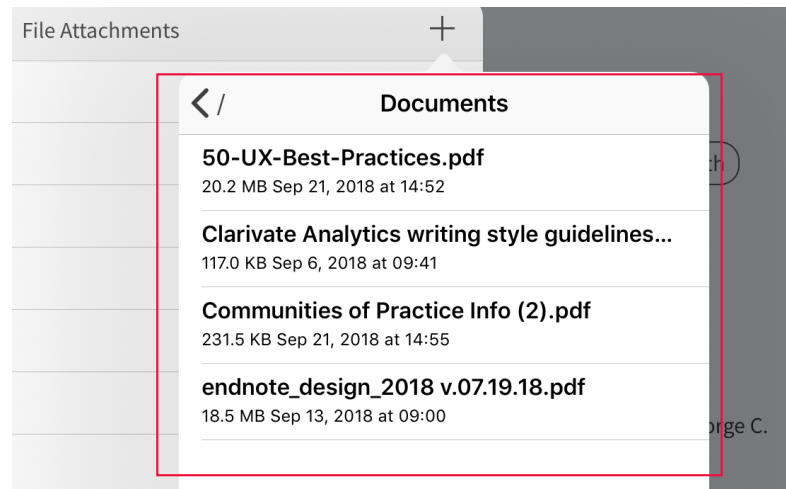
- You can add PDFs, graphics, and video files as attachments to a reference.
- Most file types supported by iOS can be used in *EndNote for iOS*.
- You can use standard iOS sharing option in other apps to send files to *EndNote for iOS*. You will have the option of simply placing the file into the Downloads list, or of creating a new reference with the file as an attachment.
- There are multiple ways to add a file attachment to a reference in *EndNote for iOS*:
 - Tap on the plus (+) sign in the **Attachments** field in Reference Details view.



- Tap on the **File Attachments** field in the Reference Editor.
- Either way, you arrive at the File Attachments dialog where you can tap the plus (+) sign in the upper right-hand corner. Five options display in the pop-up menu:



- If you tap one of the external storage options (*Dropbox*, *Google Drive*, or *OneDrive*), a file browser will open that will allow you to navigate through your External Storage folders and select a file to attach to the reference.

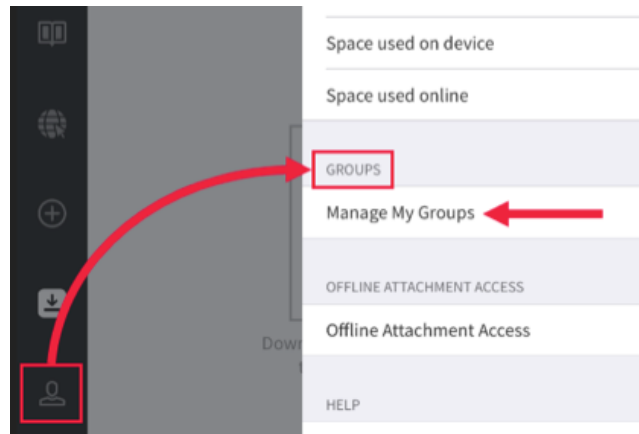


- File attachments are represented by icons in the Attachments field at the bottom of the Reference Details view.
 - Each PDF attachment is represented with a preview. Other file types may be represented by either a preview or a generic icon.
 - Attachments that have not yet been downloaded to your local library are represented by a placeholder icon. Tapping the anywhere in this icon will download the file.

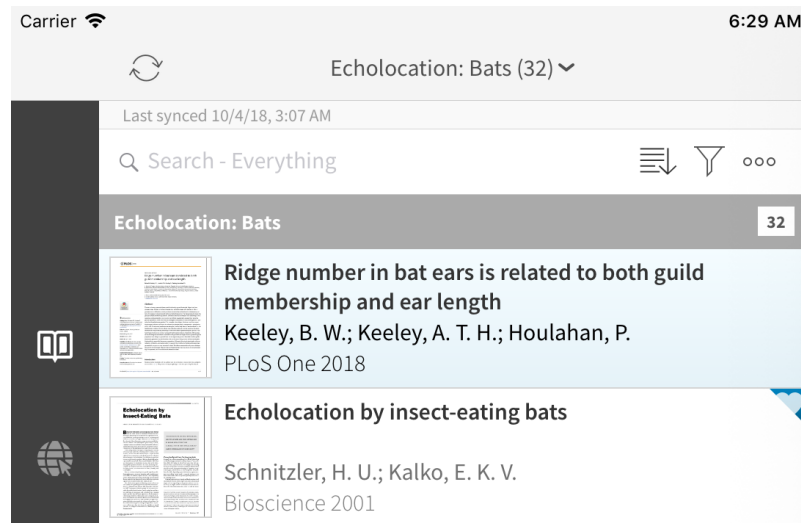


Groups

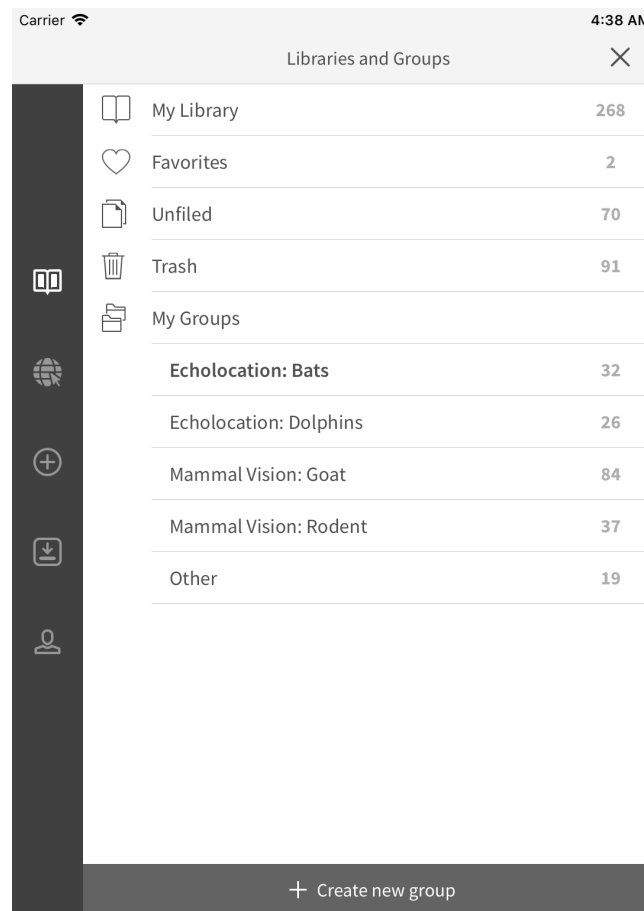
- You can organize your references into groups within My Library as you would with *EndNote* for desktop or *EndNote* online.
- You can use **Manage My Groups** under **Profile** to add, edit or delete groups:




- Groups will be synchronized with *EndNote* desktop and *EndNote* online.
- You can edit the group membership of a reference in the Reference Editor.
- Each reference can belong to as many groups as you like.
- In the Reference List view, the name of the currently selected group is displayed at the top of the list, along with the number of references that group contains. You can tap on this title to open the Libraries and Groups view, which display a list of all of your groups.



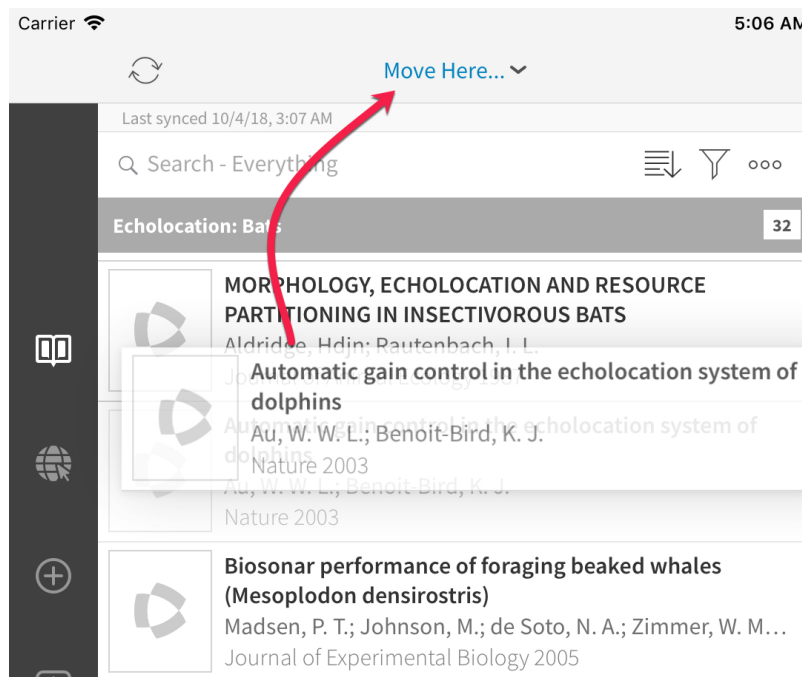
- In the Libraries and Groups view, then select the desired group to display.

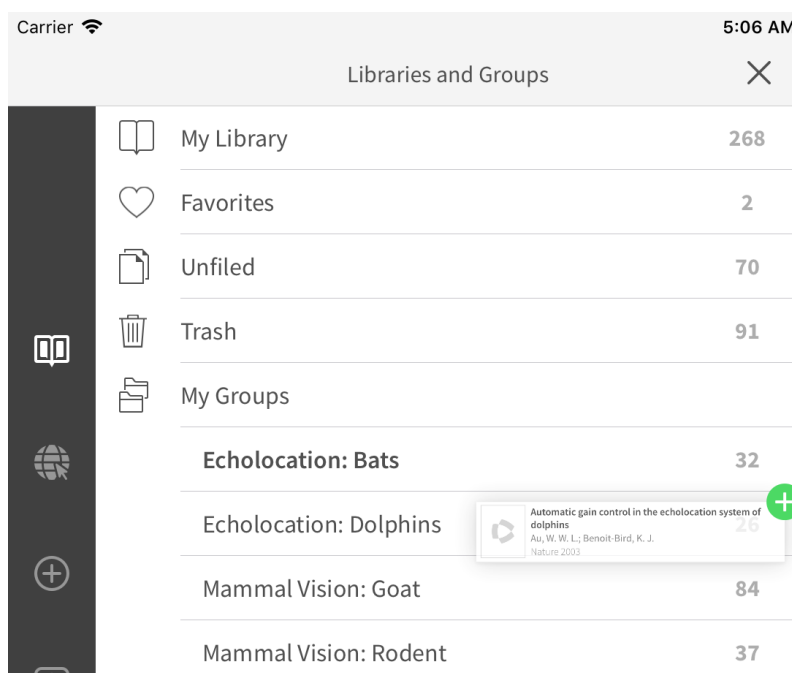


- You can also add, rename and delete your custom groups from within the Libraries and Groups view.
- You can move or copy one or more references to a group by tapping the **Actions** icon  in the Reference List view, selecting the references, tapping **Move to** or **Copy to** and then selecting the desired group.
- To quickly edit the group membership of a reference, select the reference in the *Reference List* and drag it upwards. This will cause the group name at the top of the list to change to

Move Here. Drag the reference onto the **Move Here** text to open the Libraries and Groups view. Continue dragging the reference and drop it onto the desired selection.

- Dropping the reference on a specific group will add it to that group.
- Dropping the reference on **My Library** will remove it from the group currently being viewed.
- Dropping the reference on **Unfiled** will remove it from all previously assigned groups.
- Dropping the reference on **Trash** will move it to the Trash.





NOTE: Dragging and dropping to and from groups (including trash) is only available in iOS 11+.

NOTE: EndNote for iOS does not support the Group Sets feature present in EndNote online or desktop.

Help

To get more help using *EndNote for iOS*, get answers from others on the User Forum:

<https://community.endnote.com/t5/EndNote/ct-p/endnote>

Importing Data



- You can import data from your *EndNote* desktop or online library onto your iOS device by syncing your library.
- You can import most .ciw, .ris, .enw, and .nbib files into your *EndNote for iOS* library.
- From other apps you can use **Share** or **Open In** to add files and import references. The most common file types and workflows are:
 - .pdf** – will add to Downloads

- **.enw**, **.nbib**, and **.ris** – will add to Downloads and attempt to import references in the file
- You can also add files as attachments from popular, third-party storage services including *Dropbox*, *Google Drive*, and *OneDrive*. You can link your accounts for these services from your **Profile**.


My Library





- *EndNote for iOS* supports one *EndNote* reference library.
- You can quickly and easily populate your library with references and attachments from your *EndNote* desktop or online library by using Sync.
- Most My Library tools are hidden in PDF view; tap the **X** on the top-left of the screen to go back to My Library.

Notes

- You can type comments into the Notes field of a reference using the Reference Editor.
- To quickly access the Notes field, tap the **Actions** icon  in the Reference Details view, and then tap **Add note**.
- You can add a Sticky Note annotation to a PDF attachment by using the **Sticky Note** tool  in the PDF viewer.
- Contents of both types of notes are fully searchable.

PDF Viewer and Annotations



- You can view, share and annotate attached PDFs in full-screen mode.
- Swipe horizontally to move between multiple files attached to the same reference.
- PDF annotations made in *EndNote* desktop or other applications can be viewed, edited, deleted, and searched in *EndNote for iOS*.
- PDF annotations made in *EndNote for iOS* are available on *EndNote* desktop and *EndNote* online after they are synced.
- Tap the **Share** icon  on the top-right side of the screen to print, email or open PDFs in other installed iOS applications that support PDF files.

- Tap the **Annotate** icon  on the top-right side of the screen to display the PDF annotation tools sidebar.
- Press and hold on an empty area of the PDF to reveal the floating PDF annotation toolbar.
- Press and hold on any text of the PDF to select it and open some text specific controls, including:
 - Highlighting
 - Text-to-speech
 - Full PDF search
- The PDF annotation toolbars provide shape, drawing and text tools. The size, color, and opacity of tools can be customized. Text tools offer the ability to customize font faces and alignment.
- The *Undo*  and *Redo*  controls are available while in the Reader and are erased upon exit.
- The *Speak Rate*  control on the toolbar controls text-to-speech rate.

Profile

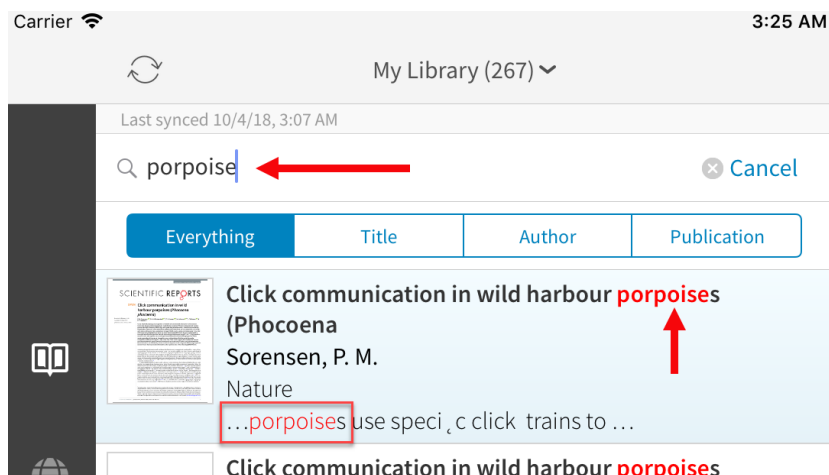
- Your profile (previously labeled *Settings*) allows you to change basic elements of the app and set preferences for certain features.
 - **Sync** – create a new EndNote online account or sign into your existing account to review the space used online and on your device.
 - **Groups** – create or delete an existing group within your library.
 - **Offline Attachment Access** – access attachments offline by selecting groups to save attachments for offline access.
 - **Help** – access this Getting Started Guide and tap **Contact Us** for support questions and suggestions.
 - **External Storage** – link *EndNote for iOS* to your *Dropbox*, *Google Drive*, or *OneDrive* account (available separately).
 - **In-App Browser** – set the homepage for the in-app web browser.
 - **Privacy** – review our Privacy Policy and Credits; you can also choose to send anonymous usage data.

References and Reference Editor

- Import, manually add, edit, view, sort, delete, organize into groups, and search references in EndNote for iPad.
- To create a new reference, access the Reference Editor by selecting the **Add Reference** icon  on the left navigation panel.
- To edit an existing reference, select the reference, then access the Reference Editor by tapping the **Actions** icon  in the Reference Details view, and tap **Edit reference**.

Search

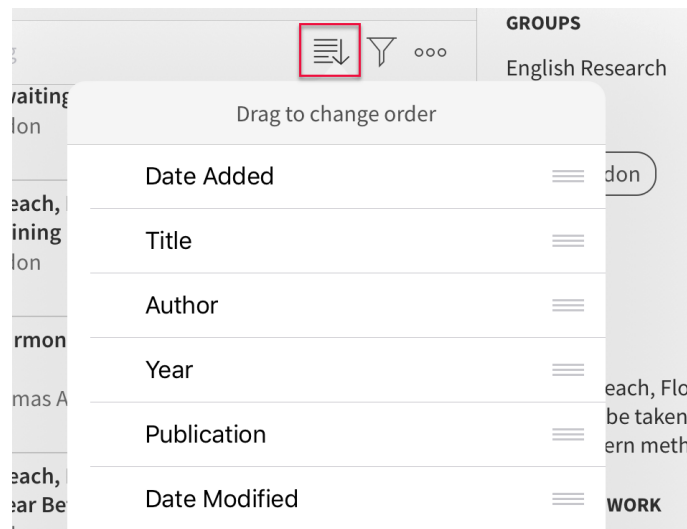
- You can use the search field in the Reference List view to find items in your EndNote library.
- Limit searches to specific fields (Title, Author, Publication) or search Everything including the text in Notes, PDF attachments and their annotations.




- In the Reference Details view, tap author names and keywords to search for them in other records.
- You can search for specific text within a single PDF file attachment by opening that PDF in the viewer and pressing and holding on any text to open the text specific controls.

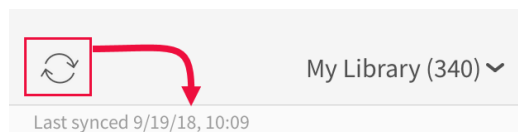
Sort

- You can control the sort order of the Reference List in the main Library display using the **Sort** button.
- You can drag the following sort options to arrange your references by: **Date Added, Title, Author, Year, Publication, or Date Modified.**





Sync

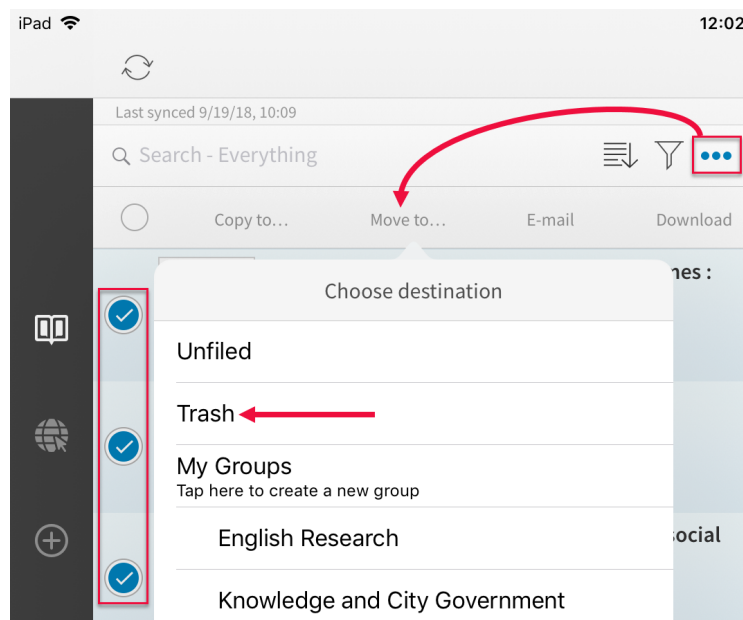
- Sync keeps your *EndNote for iOS* library up to date with your online and desktop libraries, including references and attachments.
- You can manually sync your *EndNote for iOS* library by tapping the **Sync** icon  at any time.
- While working in the app, your library regularly syncs in the background.
- You can see your last sync time and date under the sync icon:




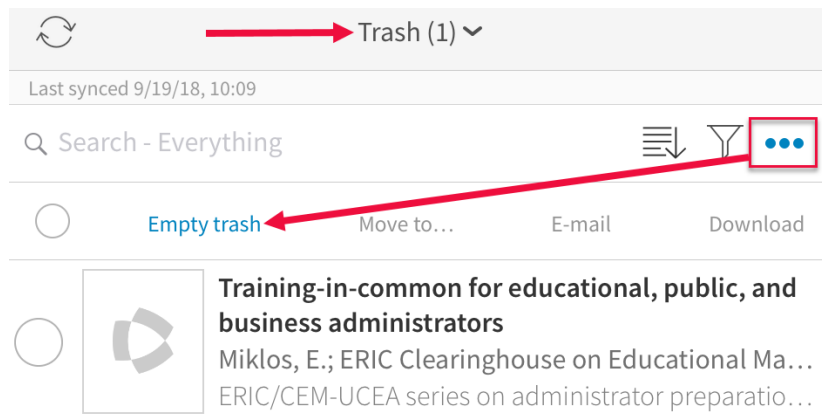
- Control which file attachments are automatically downloaded in **Offline Attachment Access** settings under **Profile**.

Trash

- You can move an individual reference to the Trash by tapping the **Actions** icon  in the Reference Details view, then selecting **Move reference to trash**.
- You can move multiple references to the Trash by tapping the **Actions** icon  in the Reference List view, selecting one or more references, tapping **Move to** and selecting **Trash**:



- View the contents of the Trash by opening the Libraries and Groups view and selecting **Trash**.
- Empty the trash by navigating to the Trash, tapping the **Actions icon** , and tapping **Empty trash**.



Web (*EndNote* online)

- You can access your *EndNote* online account directly – <http://myendnoteweb.com>