EndNote™

How to use EndNote Online to synchronize your desktop library for back up or multi-access
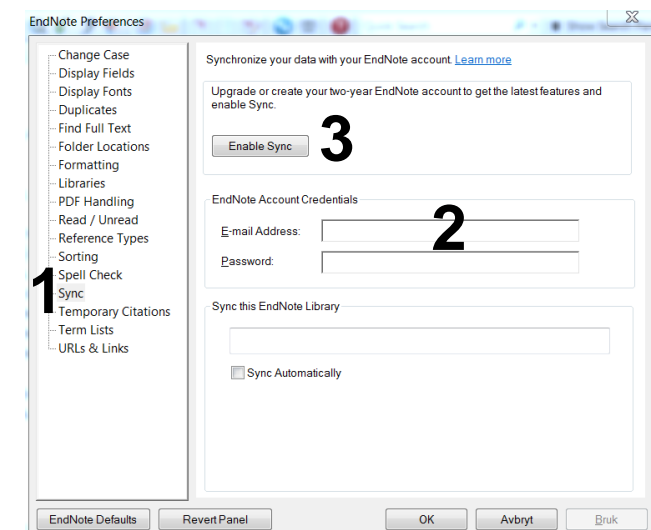
Make a back up of your EndNote library before doing major changes or imports to EndNote!

Don't store and run your EndNote library from cloud services like Dropbox, iCloud and OneDrive and from memory sticks. This may destroy your library, It is safe to save the library files or the back up in these locations, but transfer them to the hard drive or server before using them in EndNote.

EndNote offers a cloud service, EndNote Online, that can be used to save and synchronize your library for back up or access to your library from different computers. This service can also be used if you want to share your library with others (Library Sharing). A special guide for using Library Sharing can be found on the page your found the guide you are reading now.

Please note that you can only synchronize one EndNote library from EndNote desktop. If you use EndNote online to synchronize your personal library, you can not use it to make a shared library. And visa versa.

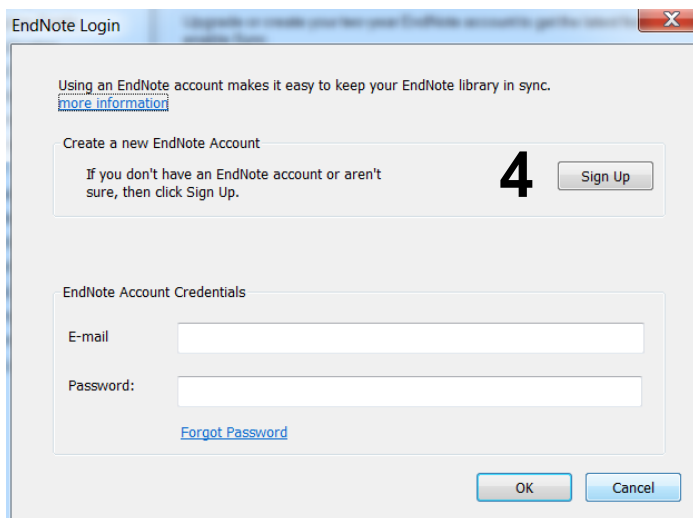## How to create an EndNote Online account:

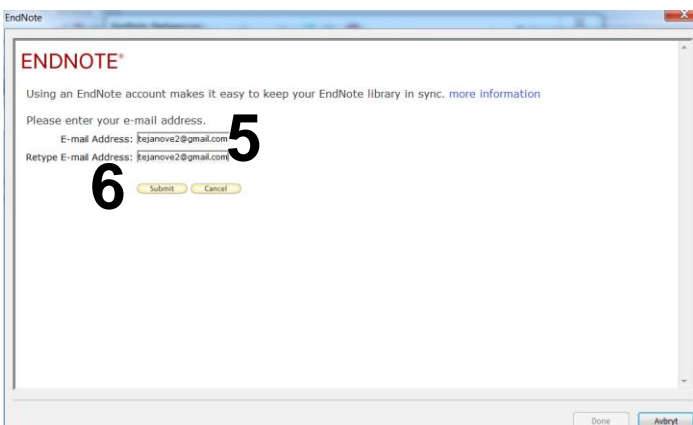Open your library in EndNote and choose:

Edit → Preferences → Sync (1)

If you have an EndNote Online account, add log information **(2)** and choose **"Enable Sync" (3)**. Finish with **"OK"**.

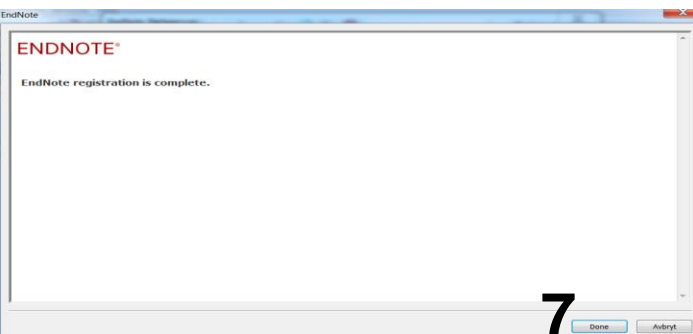If you don't have an EndNote Online account, choose **"Enable Sync" (3)**.
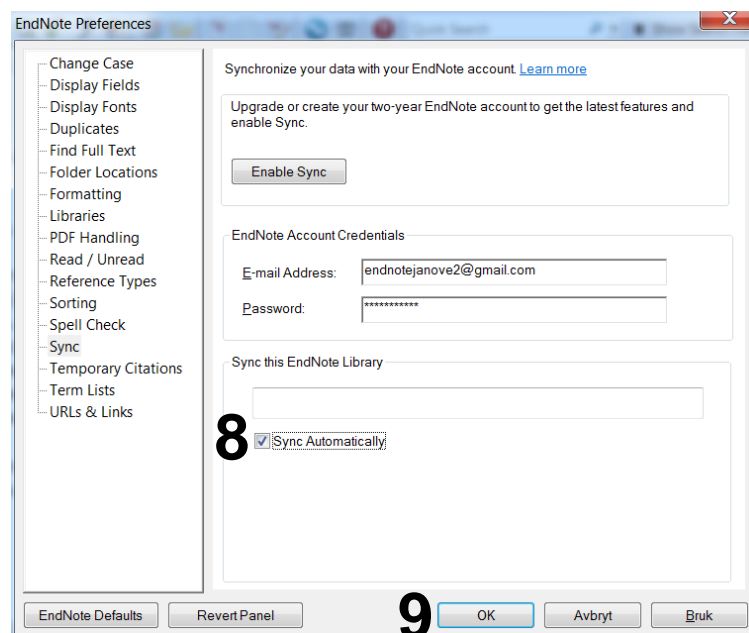
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Choose **"Sign Up" (4)**.

Add an email for your EndNote Online account **(5)**. Finish with **"Submit" (6)**.

In the following window, add the necessary data and finish by accepting the conditions.
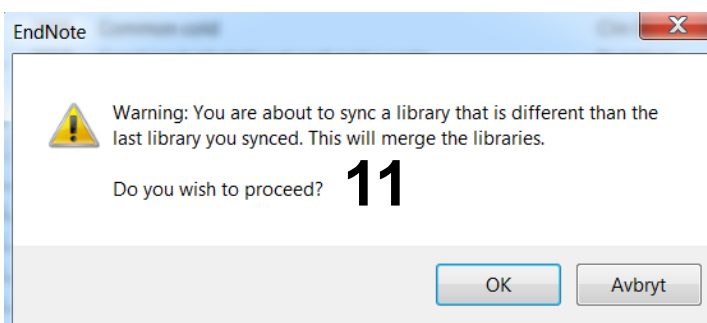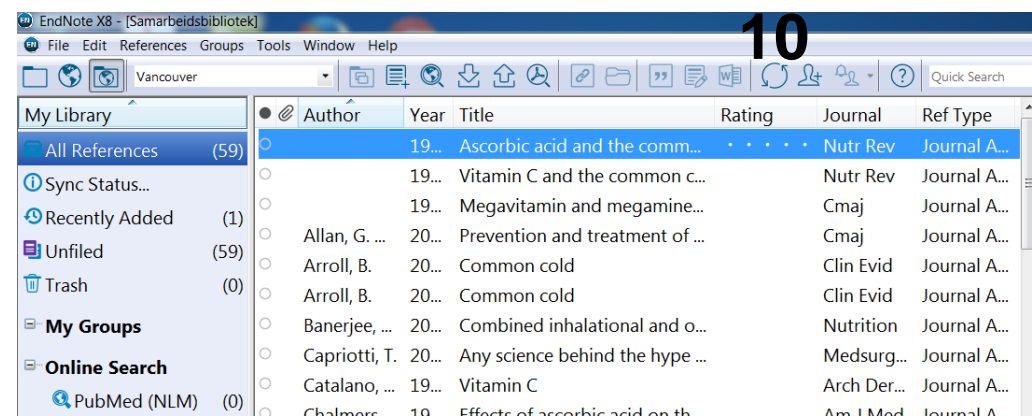
Choose **"Done" (7)** to end the registration.

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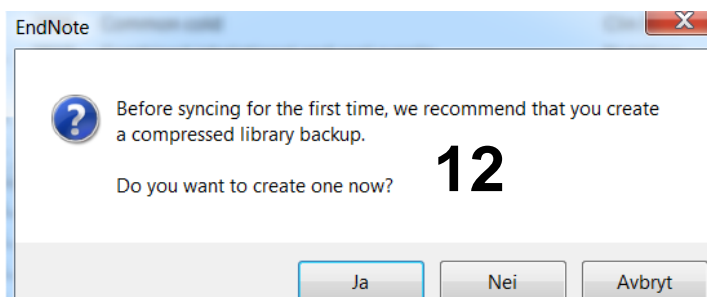## How to synchronize your library:

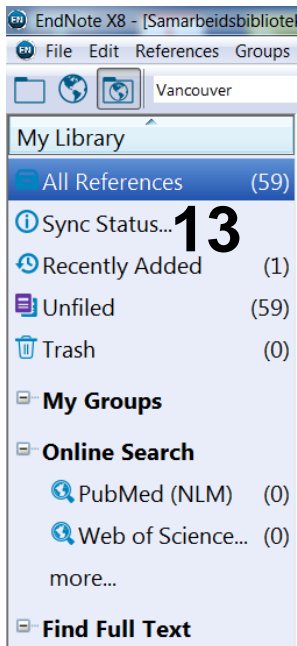Choose **"Sync Automatically" (8)** and **"OK" (9)**.

Click the **"Sync" button (10)** to activate the first synchronization of your library.

Click **OK** if you get this message **(11)**.

You now get the opportunity to make an back up copy of your library **(12)**. We recommend you do this as a security precaution.

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Click on **"Sync Status" (13)** in the left pane if you want information about the synchronization status **(14)**.

If you have chosen auto-synchronization (recommended – see page 1), the library will usually always synchronize when opened and closed (if changes have been done).

If auto-synchronization is not chosen, it is important to remember to synchronize the library manually regularly using the synchronization button **(10).**

If you want to open your synchronized library on a new computer, you create a new, empty library and then choose the **Sync-button (10)**. Log on to your EndNote Online account and click **"OK"**. The content in your synchronized library will now be downloaded. In the future, all changes done in EndNote on computer 2 will be synchronized with EndNote Online and later with EndNote on computer 1. Remember to choose auto-synchronization on computer 2 in preferences.

It is possible to use your library using the EndNote Online interface by logging on to http://my.endnote.com. This guide doesn't cover using the EndNote Online interface.

Remember that any change that you do in one library (e.g. deleting a reference), will happen in the other versions of the library!

EndNote Online is a stable and safe service, but it may be safe to make a back up from the desktop library regularly that you save on a server or portable had drive as a precaution