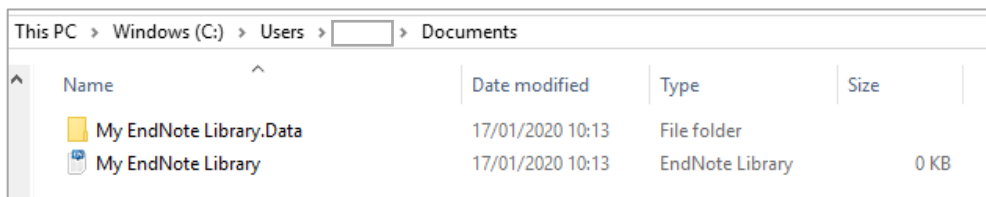




Creating an EndNote Online account from an existing Desktop Library and syncing

If you already have an EndNote Desktop Library saved on your Z Drive, we recommend that you move this to your **C Drive** and register for an **EndNote Online** account. This will ensure that your EndNote Desktop Library is backed up.

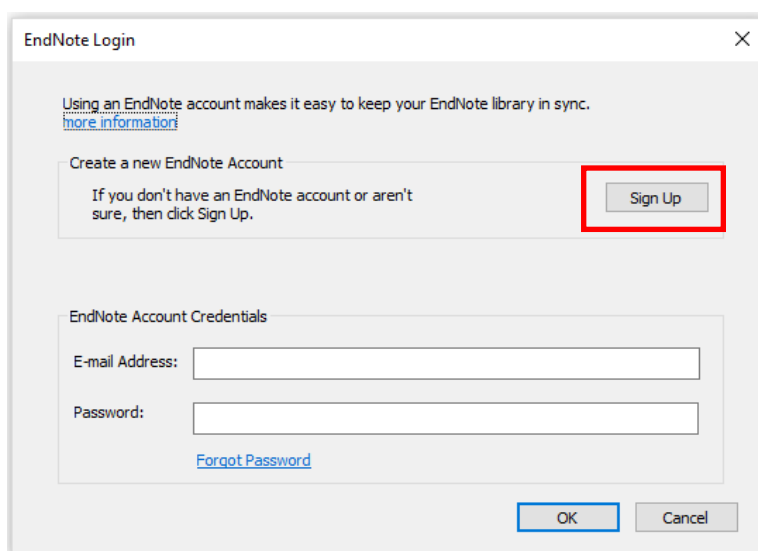
- 1 Move your EndNote Desktop Library to your **C Drive** (using the path **C: | Users | username | Documents**) ensuring you move both the **.Data** folder and the corresponding **.enl** file:



- 2 Open your EndNote Desktop Library and click on **Sync** from the toolbar:



- 3 Click **Sign up** – this will enable you to set up your **EndNote Online** account:



4 Enter an **E-mail Address** and click **Submit**:

EndNote Registration

EndNote

Clarivate Analytics

Using an EndNote account makes it easy to keep your EndNote library in sync. [more information](#)

Please enter your e-mail address.

E-mail Address:

Retype E-mail Address:

5 Complete the **User Registration** details, including setting a **password**:

EndNote Registration

EndNote

Clarivate Analytics

User Registration: To create your EndNote account, enter your information below. Fields with an asterisk are required.

E-mail Address: name.name@nott.ac.uk

* First Name:

* Last Name:

* Password:

Retype Password:

EndNote® End User License Agreement

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6 Scroll to the end of the **EndNote End User Licence Agreement** and click **I Agree**:

EndNote Registration

EndNote

Clarivate Analytics

User Registration: To create your EndNote account, enter your information below. Fields with an asterisk are required.

E-mail Address: name.name@nott.ac.uk

* First Name:

* Last Name:

* Password:

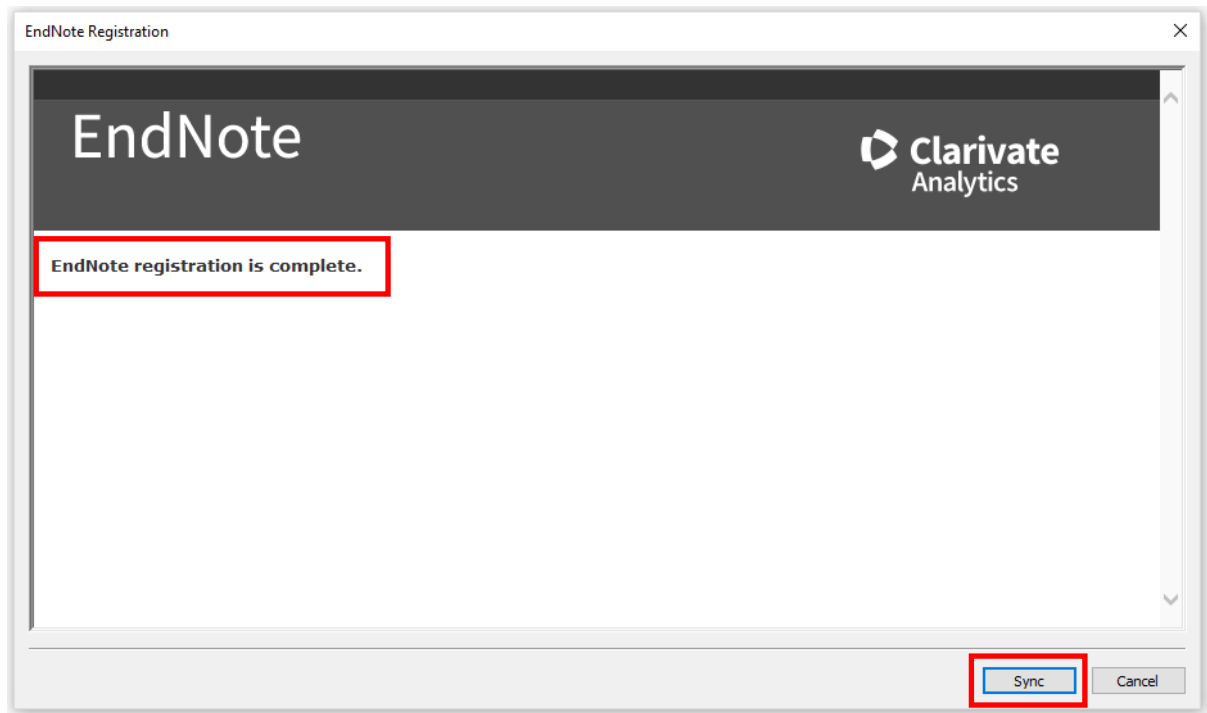
* Retype Password:

EndNote® End User License Agreement

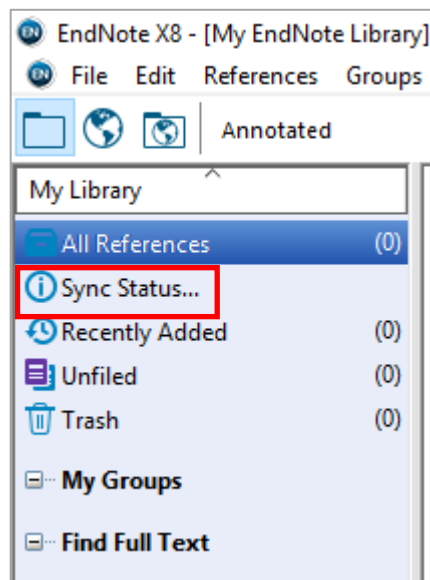
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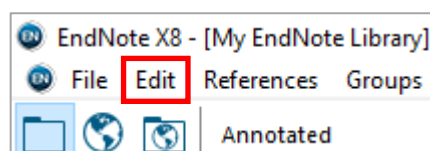
7 Your **EndNote Online** account should now be set up. Click **Sync**:



8 Your **Sync Status** in EndNote Desktop (menu on left) should look like this:

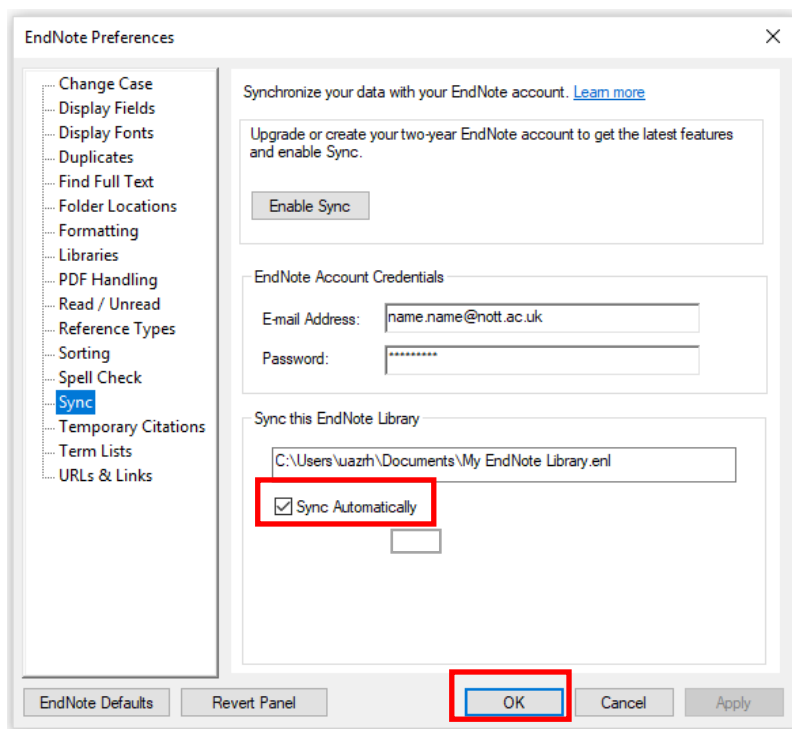


9 Go to **Edit | Preferences | Sync**:



- 10 The **Sync Automatically** box should be **ticked**. This ensures any changes you make in either EndNote Desktop or EndNote Online are updated automatically every 15 minutes across both accounts.

Click **OK**.



- 11 To access **EndNote Online** go to myendnoteweb.com and login using the **email address** and **password** you created previously:

The image shows a web page for signing in to EndNote Online. The title is 'Sign in to continue with EndNote'. There are two input fields: 'Email address' and 'Password'. Below the 'Password' field, there is a 'Forgot password?' link and a blue 'Sign in' button.