

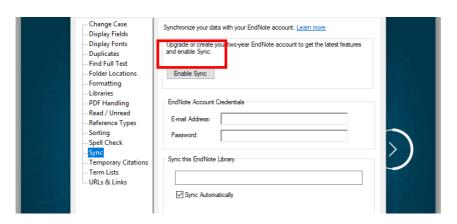
Creating a new EndNote Desktop Library for the first time and syncing with EndNote Online

If you are creating an EndNote Desktop Library for the first time, we recommend that you save this to your **C Drive** and register for an **EndNote Online** account at the same time to ensure your EndNote Desktop Library is backed up.

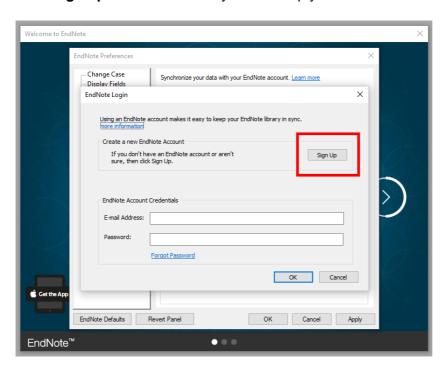
- 1. Go to the Start (Windows) button
- 2. Click the Endnote folder then Endnote
- 3. Accept the licence
- 4. Click set up your account:



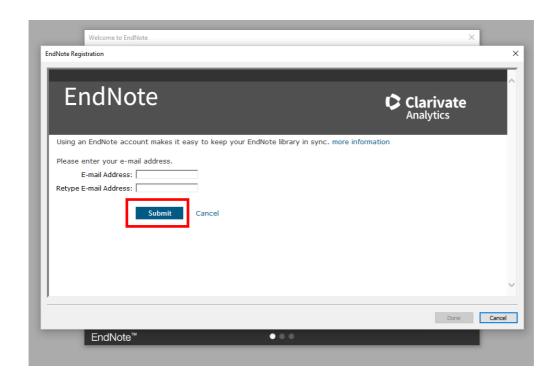
5. Click Enable Sync:



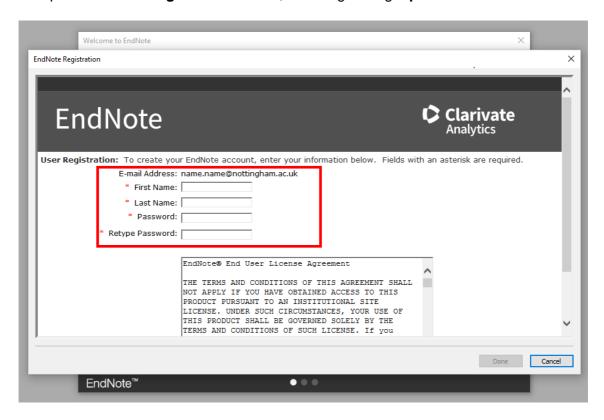
6. Click Sign up - this will enable you to set up your EndNote Online account:



7. Enter an E-mail Address and click Submit:



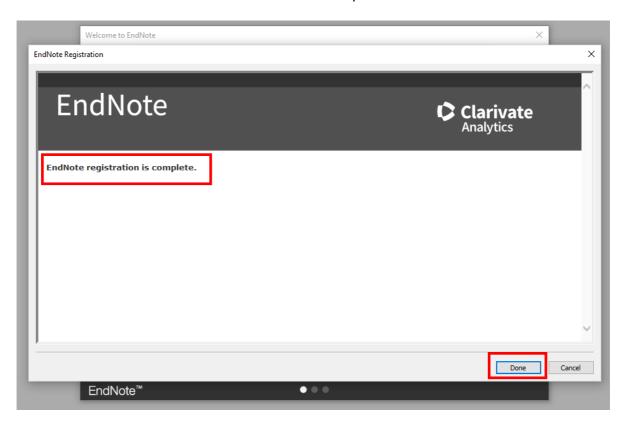
8. Complete the **User Registration** details, including setting a **password**:



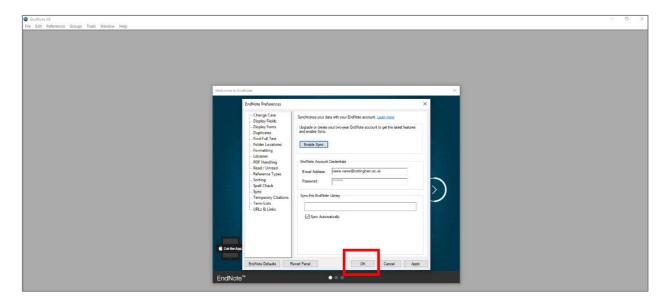
9. Scroll to the end of the EndNote End User Licence Agreement and click I Agree:

* Last Name: * Password:	Must be 8 or more characters and contain: - at least 1 numeral: 0 - 9	
* Retype Password:	- at least 1 alpha character, case-sensitive - at least 1 symbol: !@#\$ % ^ *() ~ '(}[] \&_ Example: 1sun%moon	
	specifically allowed by Clarivate Analytics under the terms of a separate agreement: (a) Modifying, translating, decompiling, reverse engineering, redistributing or retransmitting in any form or by any means, the Software or any portion thereof; (b) Creating any derivative products or other works using any portion of the Software; (c) Using the Software or any portion thereof in	
	I Agree I Decline © 2020 Clarivate Analytics	

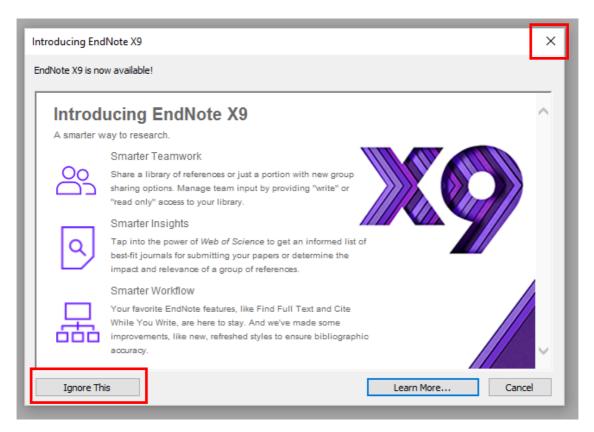
10. Your **EndNote Online** account should now be set up. Click **Done**:



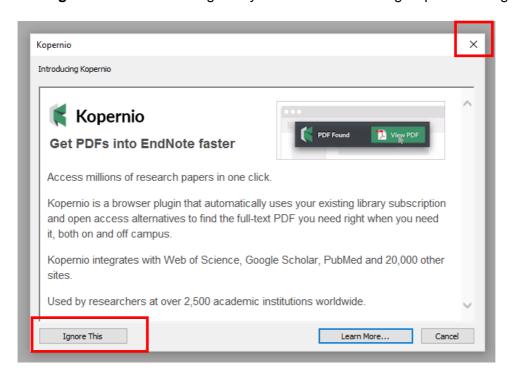
11. Create your **EndNote Desktop** Library next, by clicking **OK**:



12. Click **Ignore This** or click **Close** if you see this window:



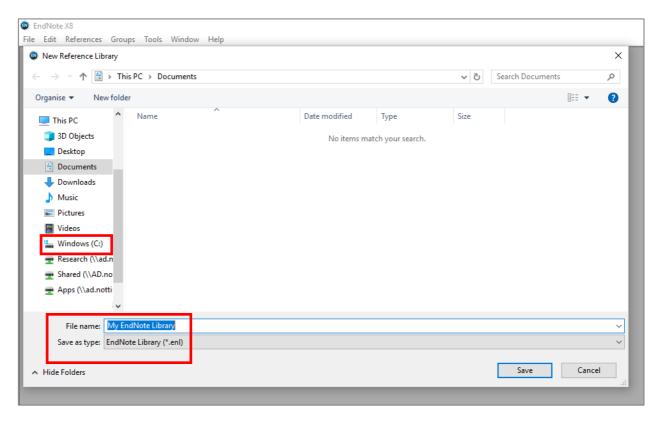
13. Click **Ignore This** or **Close** again if you see the Introducing Kopernia dialog box:



14. To save your **EndNote Desktop** Library, click **File** then **New**:



15. Save your **EndNote Desktop** Library to your **C Drive**. The File name will default to **My EndNote Library**, but you can rename this:



16. To access **EndNote Online** go to <u>myendnoteweb.com</u> and login using the **email address** and **password** you created previously:

