



Creating and Saving EndNote Desktop Libraries

Preparing for the Z Drive becoming Read Only

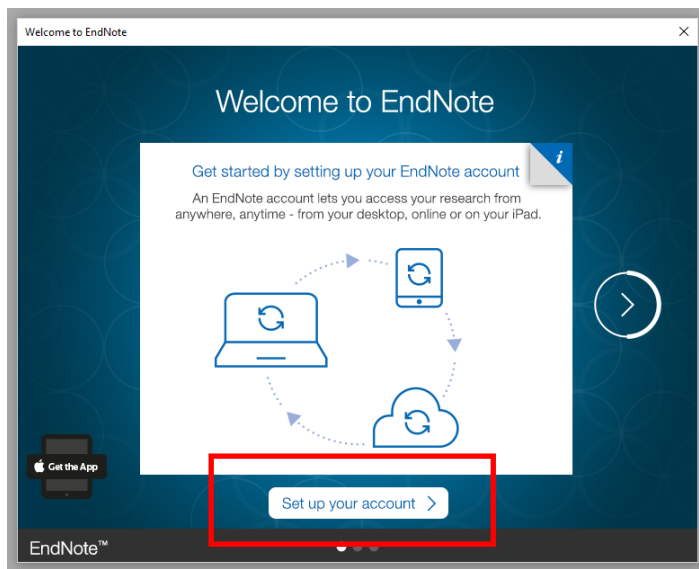
Contents

Creating a new EndNote Desktop Library for the first time and syncing with EndNote Online	1
Creating an EndNote Online account from an Existing Desktop Library and syncing	8
Downloading the EndNote Desktop software to a personally owned computer and syncing with EndNote Online	12

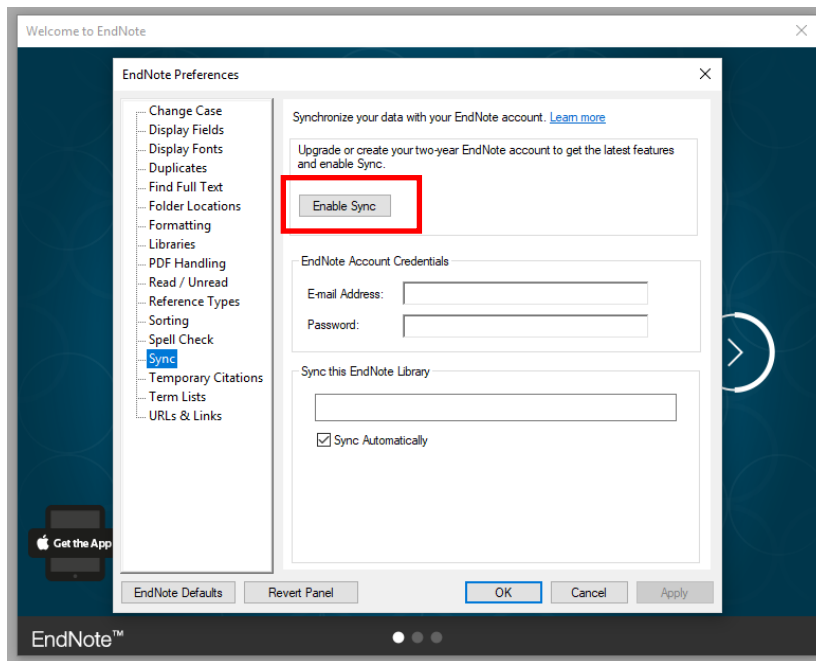
Creating a new EndNote Desktop Library for the first time and syncing with EndNote Online

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.

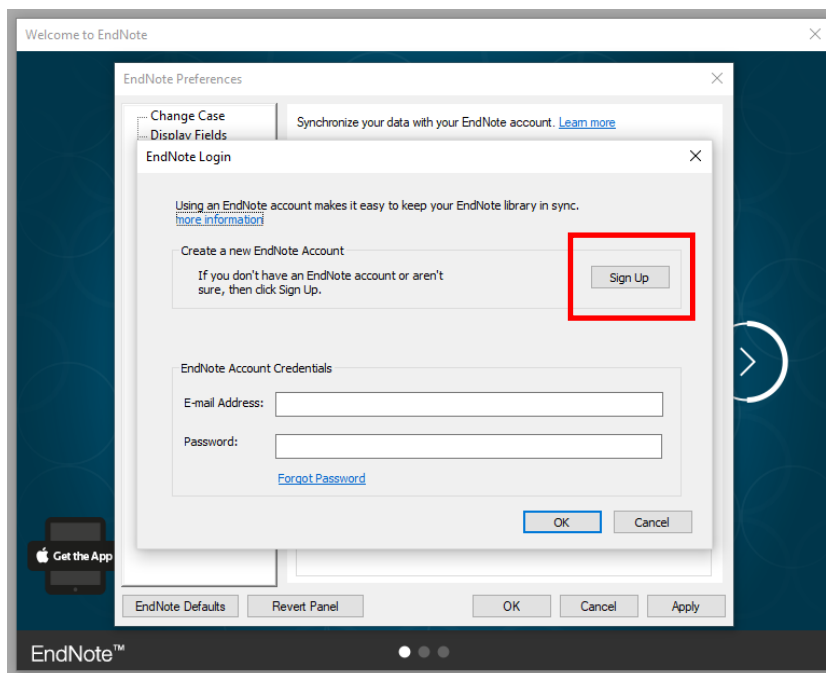
1. Go to the **Start (Windows)** button
2. Click the **Endnote folder** then **Endnote**
3. Accept the licence
4. Click **Set up your account**:



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**:

Welcome to EndNote

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:

Done

EndNote™

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

Welcome to EndNote

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@nottingham.ac.uk

* First Name:

* Last Name:

* Password:

* Retype Password:

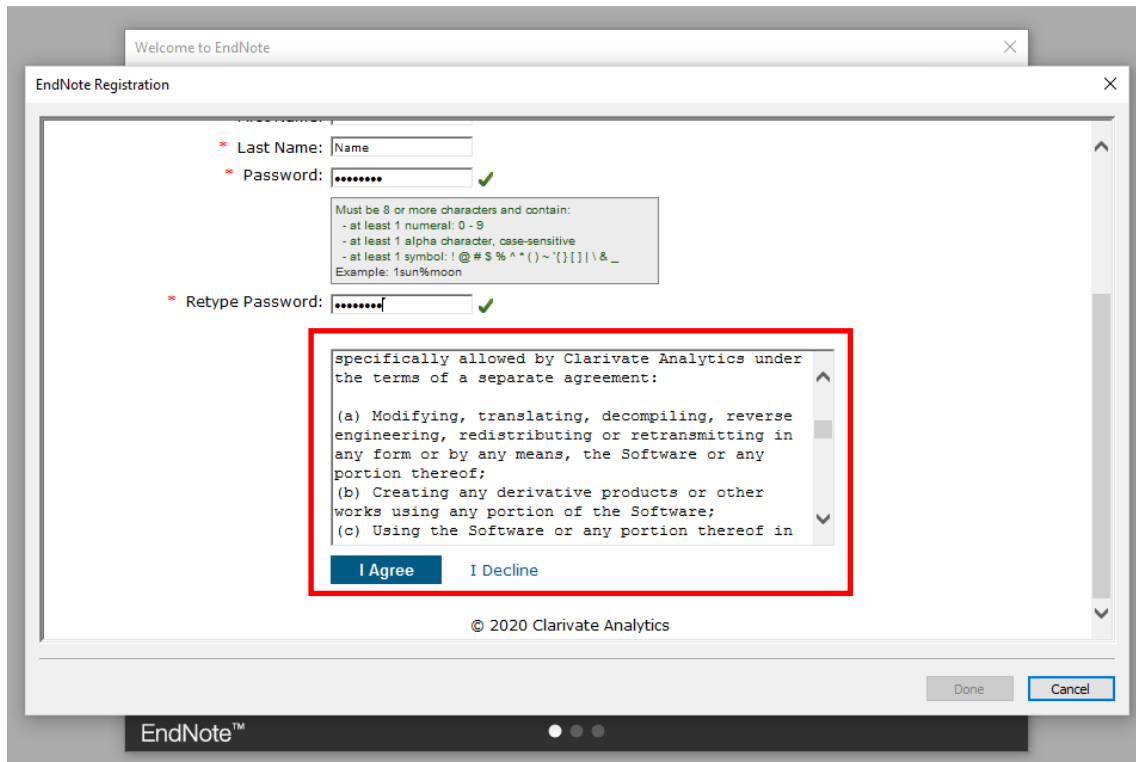
EndNote® End User License Agreement

THE TERMS AND CONDITIONS OF THIS AGREEMENT SHALL NOT APPLY IF YOU HAVE OBTAINED ACCESS TO THIS PRODUCT PURSUANT TO AN INSTITUTIONAL SITE LICENSE. UNDER SUCH CIRCUMSTANCES, YOUR USE OF THIS PRODUCT SHALL BE GOVERNED SOLELY BY THE TERMS AND CONDITIONS OF SUCH LICENSE. If you

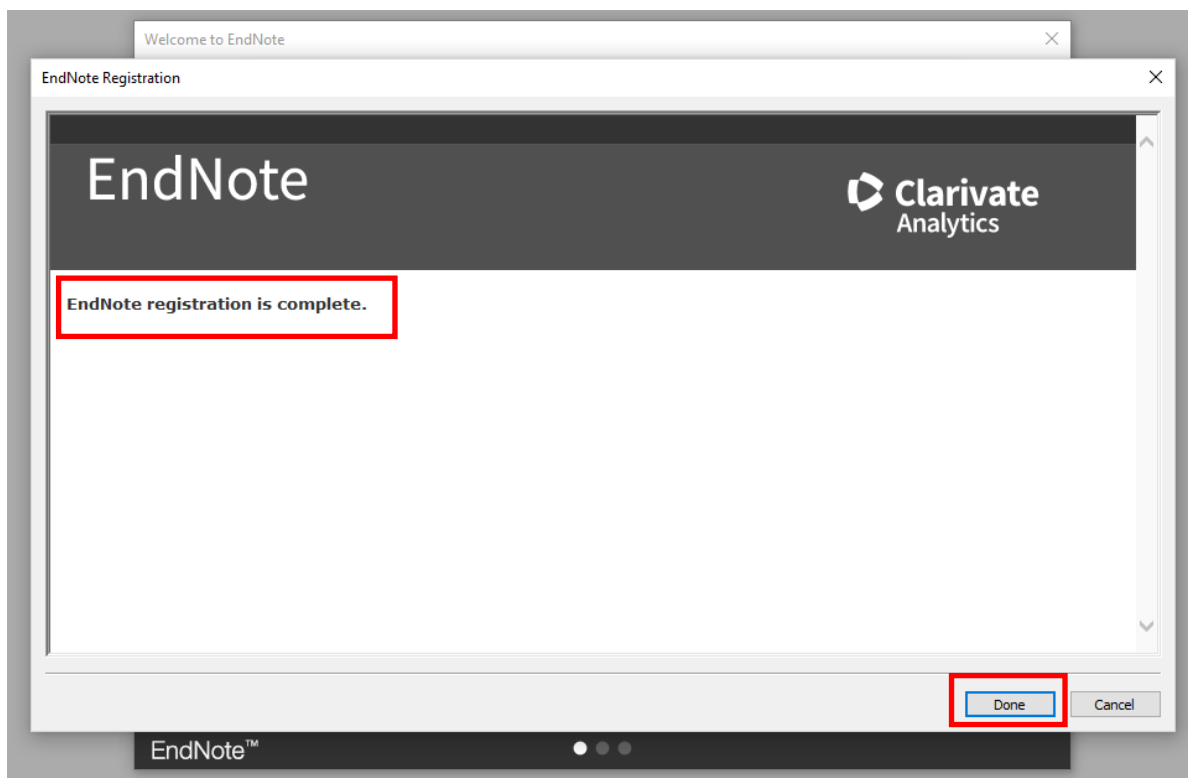
Done

EndNote™

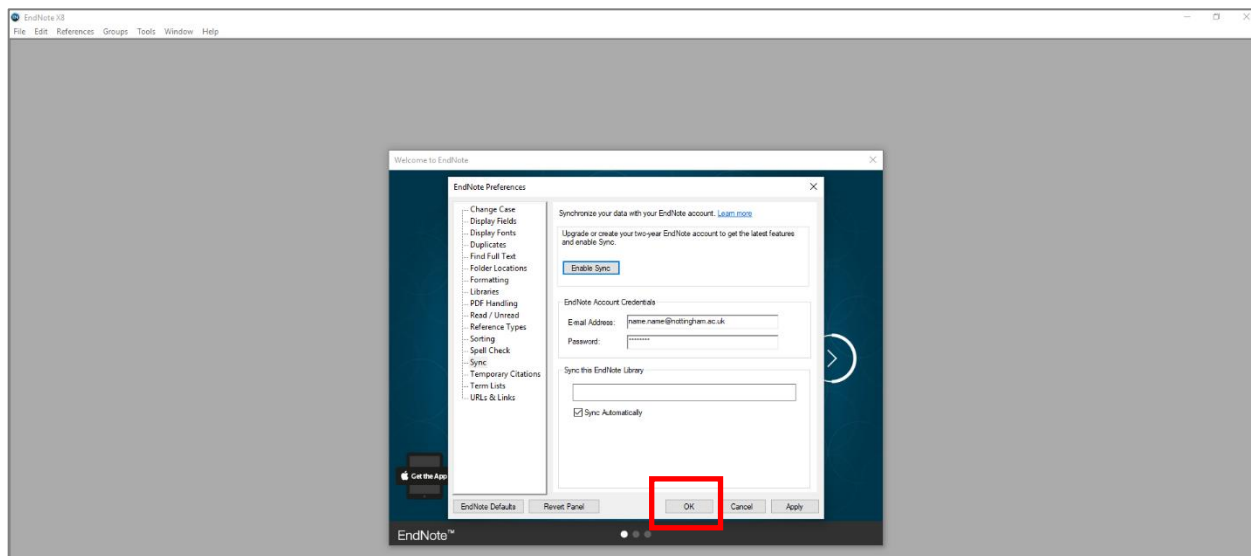
9. Scroll to the end of the **EndNote End User Licence Agreement** and click **I Agree**:



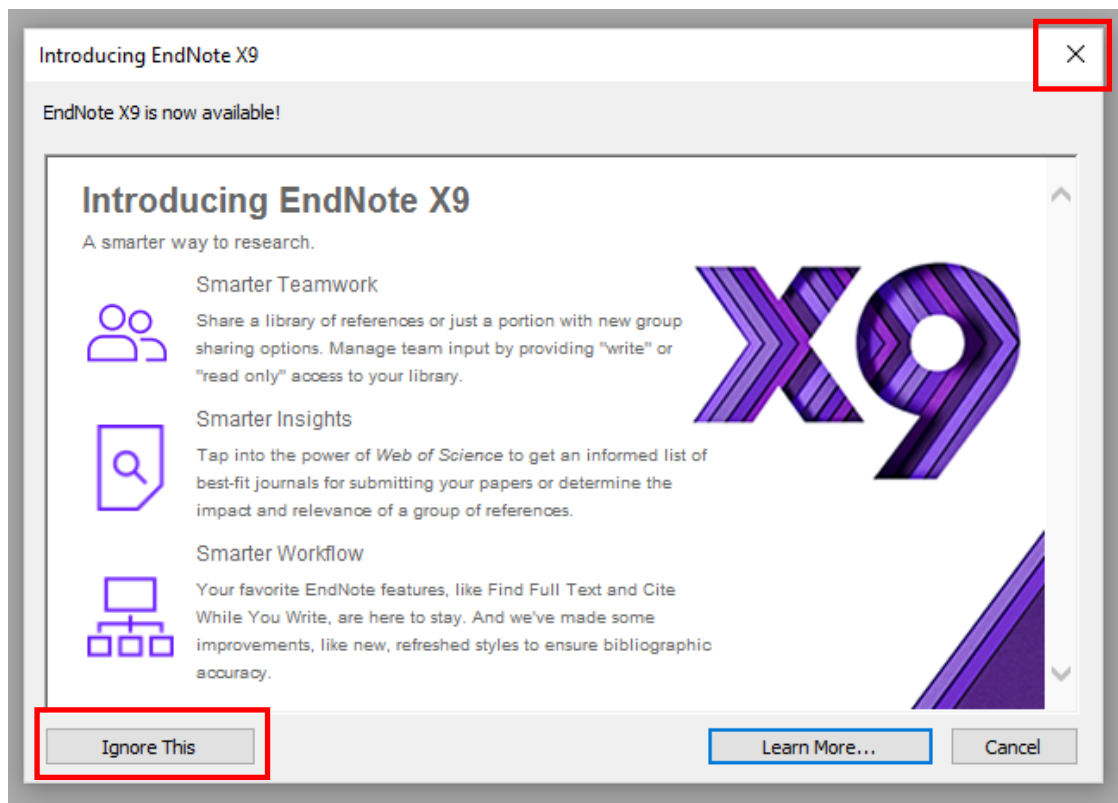
10. Your **EndNote Online** account should now be set up. Click **Done**:



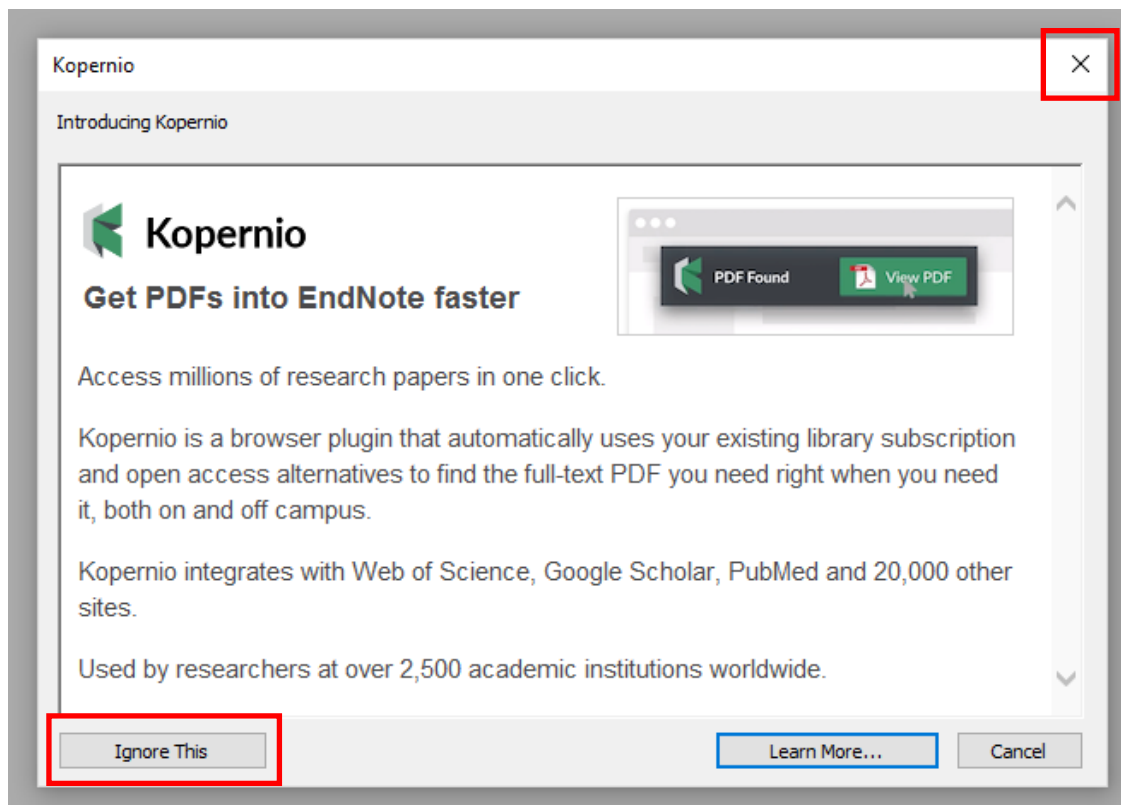
11. Create your **EndNote Desktop** Library next, by clicking **OK**:



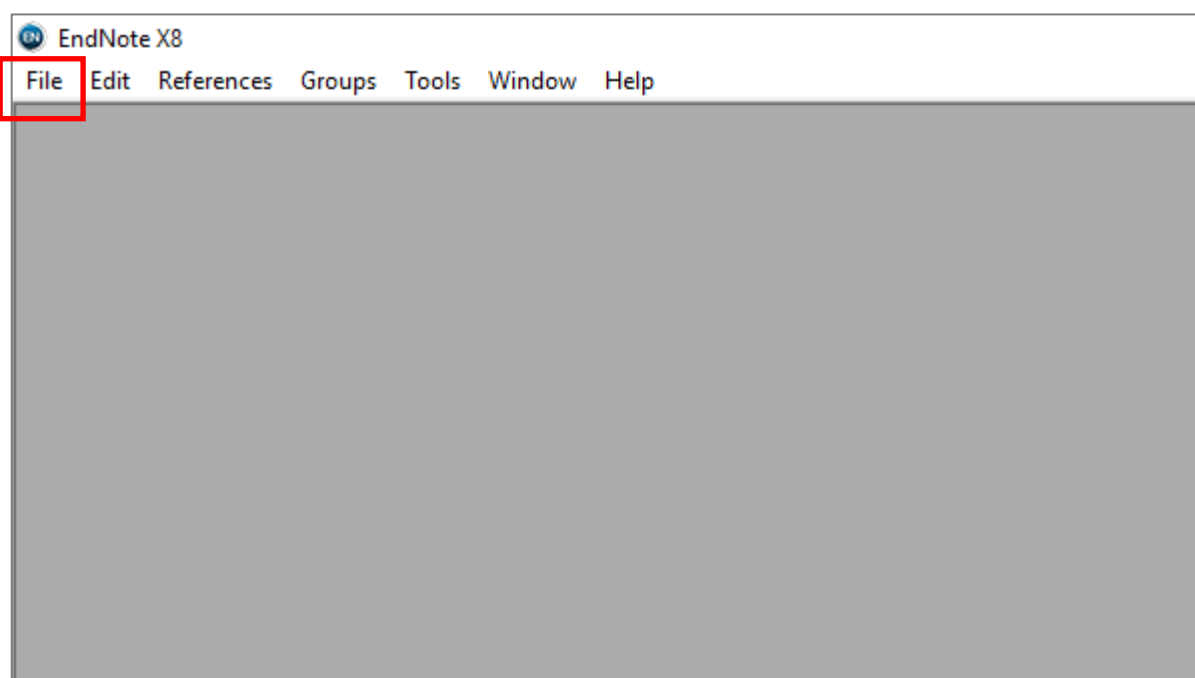
12. Click **Ignore This** or click **Close** if you see this window:



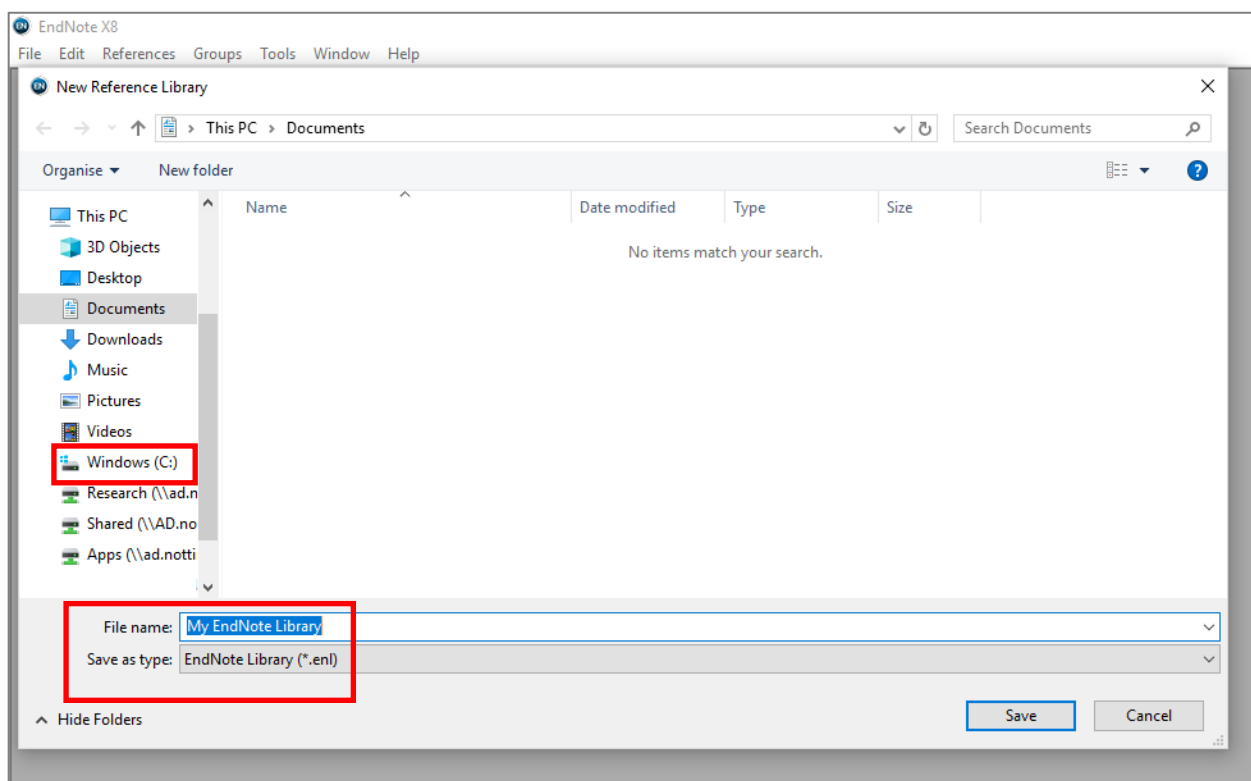
13. Click **Ignore This** or **Close** again if you see the following window:



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:



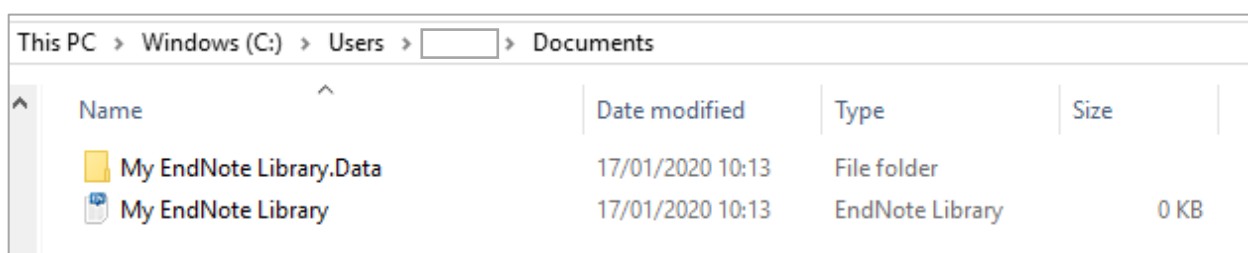
16. To access **EndNote Online** go to myendnoteweb.com and login using the **email address** and **password** you created previously:

The image shows a screenshot of the EndNote Online sign-in page. The page has a white background and a blue header that reads 'Sign in to continue with EndNote'. Below the header, there are two input fields. The first is labeled 'Email address' and the second is labeled 'Password'. To the right of the 'Password' field is a small eye icon for toggling password visibility. Below the 'Password' field, there is a link that says 'Forgot password?' and a blue button that says 'Sign in'.

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 from your EndNote Desktop Library. This will ensure that your EndNote Desktop Library is backed up.

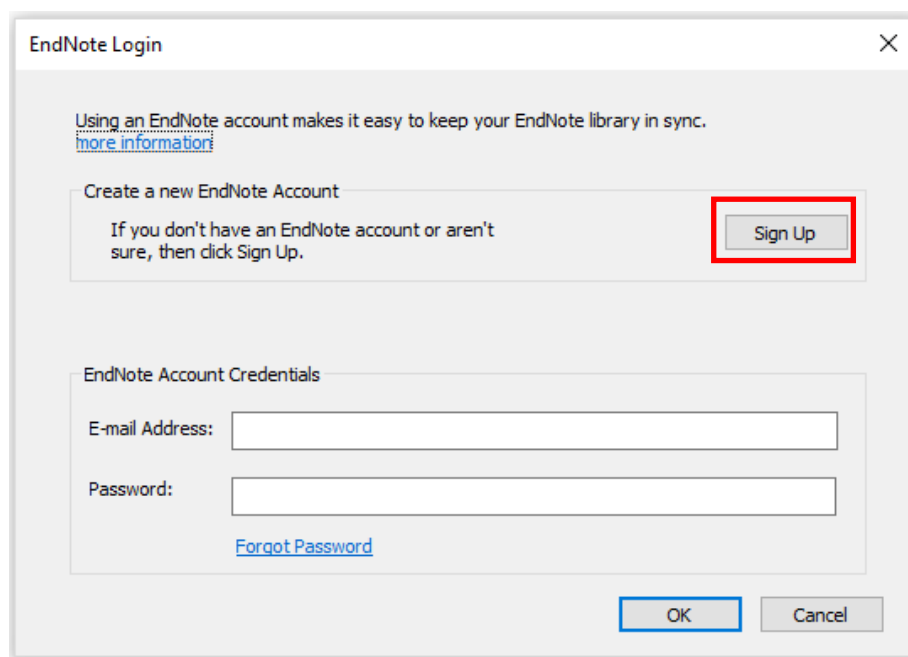
- 1 Move your EndNote Desktop Library to your **C Drive** (using the path **C: | Users | *username* | Documents**) ensuring you move both the **.Data** folder and the corresponding **.enl** file:



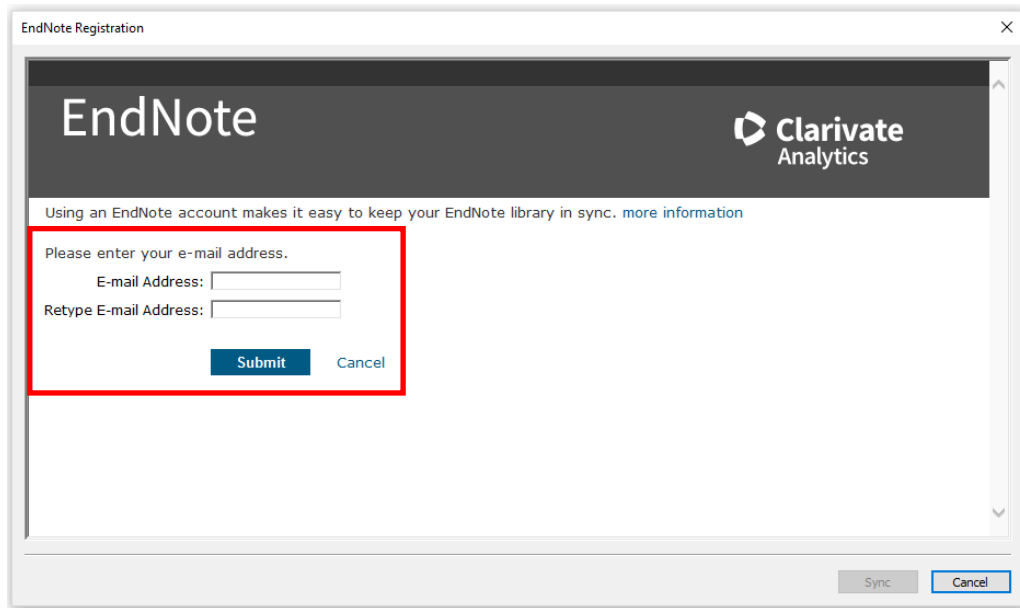
- 2 Open your EndNote Desktop Library and click on **Sync** from the toolbar:



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

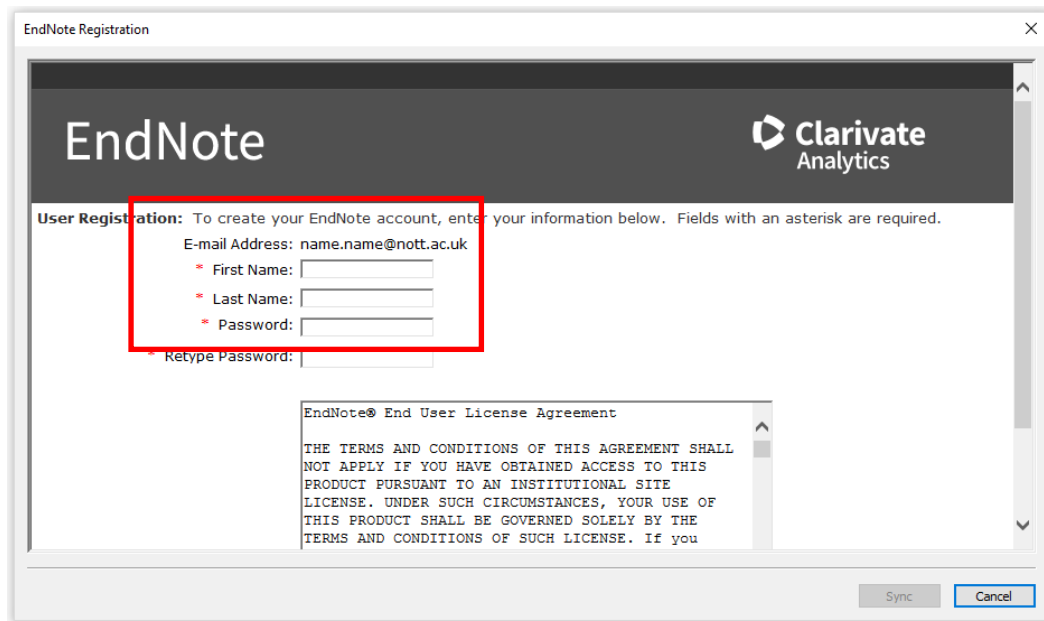


4 Enter an **E-mail Address** and click **Submit**:



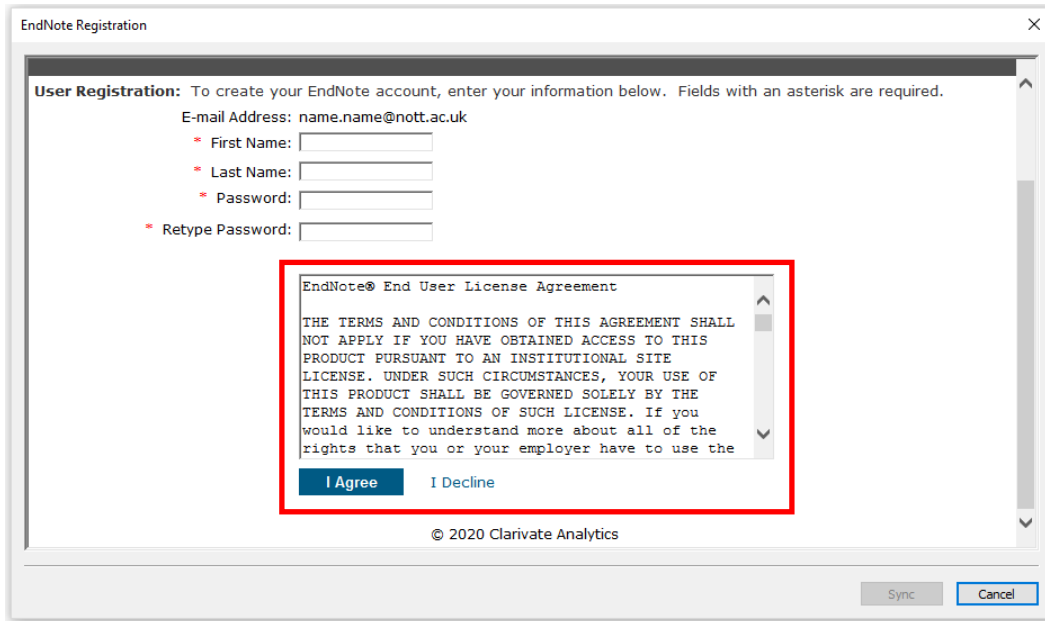
The image shows a dialog box titled "EndNote Registration" with the EndNote logo and Clarivate Analytics branding. Below the header, there is a message: "Using an EndNote account makes it easy to keep your EndNote library in sync. [more information](#)". A red rectangular box highlights the registration form, which includes the text "Please enter your e-mail address." followed by two input fields: "E-mail Address:" and "Retype E-mail Address:". Below these fields are "Submit" and "Cancel" buttons. At the bottom right of the dialog box, there are "Sync" and "Cancel" buttons.

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



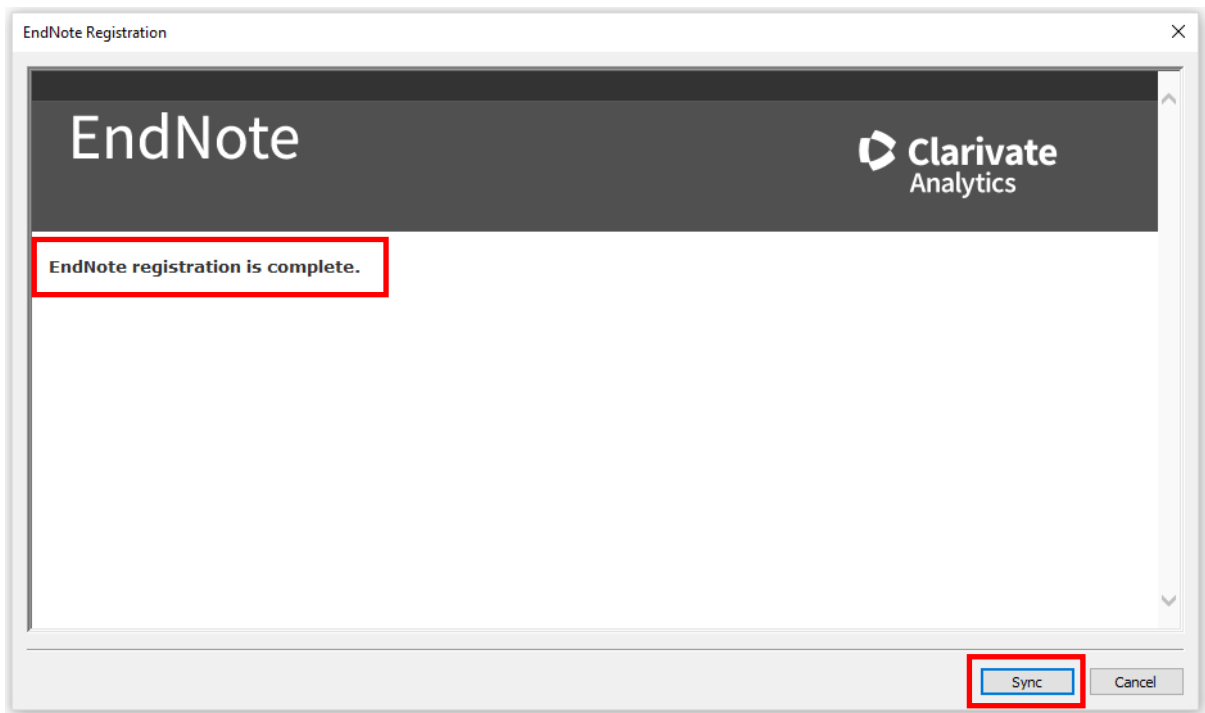
The image shows the "EndNote Registration" dialog box at a later stage. The "User Registration" section is active, with a red box highlighting the input fields. The text "User Registration: To create your EndNote account, enter your information below. Fields with an asterisk are required." is displayed. The "E-mail Address:" field is pre-filled with "name.name@nott.ac.uk". Below it are three required fields: "* First Name:", "* Last Name:", and "* Password:", each with an input field. A "Retype Password:" field is also present. At the bottom, there is a scrollable area for the "EndNote® End User License Agreement" with the following text: "THE TERMS AND CONDITIONS OF THIS AGREEMENT SHALL NOT APPLY IF YOU HAVE OBTAINED ACCESS TO THIS PRODUCT PURSUANT TO AN INSTITUTIONAL SITE LICENSE. UNDER SUCH CIRCUMSTANCES, YOUR USE OF THIS PRODUCT SHALL BE GOVERNED SOLELY BY THE TERMS AND CONDITIONS OF SUCH LICENSE. If you". "Sync" and "Cancel" buttons are at the bottom right.

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



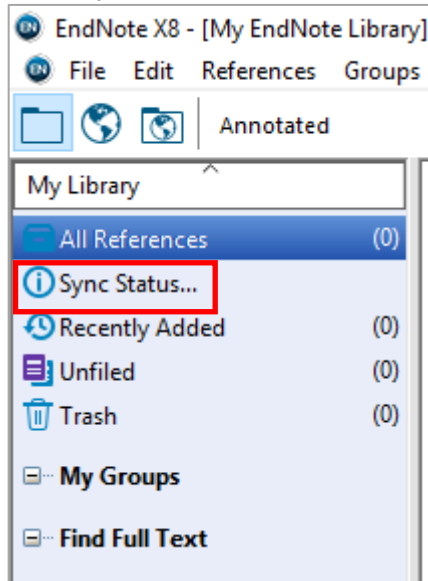
The screenshot shows the 'EndNote Registration' window. At the top, it says 'User Registration: To create your EndNote account, enter your information below. Fields with an asterisk are required.' Below this, there are input fields for 'E-mail Address: name.name@nott.ac.uk', '* First Name:', '* Last Name:', '* Password:', and '* Retype Password:'. A red box highlights the 'EndNote® End User License Agreement' section, which contains the following text: 'THE TERMS AND CONDITIONS OF THIS AGREEMENT SHALL NOT APPLY IF YOU HAVE OBTAINED ACCESS TO THIS PRODUCT PURSUANT TO AN INSTITUTIONAL SITE LICENSE. UNDER SUCH CIRCUMSTANCES, YOUR USE OF THIS PRODUCT SHALL BE GOVERNED SOLELY BY THE TERMS AND CONDITIONS OF SUCH LICENSE. If you would like to understand more about all of the rights that you or your employer have to use the'. Below the text are two buttons: 'I Agree' and 'I Decline'. At the bottom of the window, there are 'Sync' and 'Cancel' buttons.

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

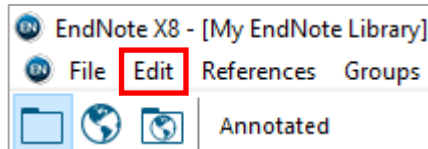


The screenshot shows the 'EndNote Registration' window after the registration process is complete. The window displays the 'EndNote' logo and the 'Clarivate Analytics' logo. A red box highlights the message 'EndNote registration is complete.' At the bottom right of the window, the 'Sync' button is highlighted with a red box, and the 'Cancel' button is also visible.

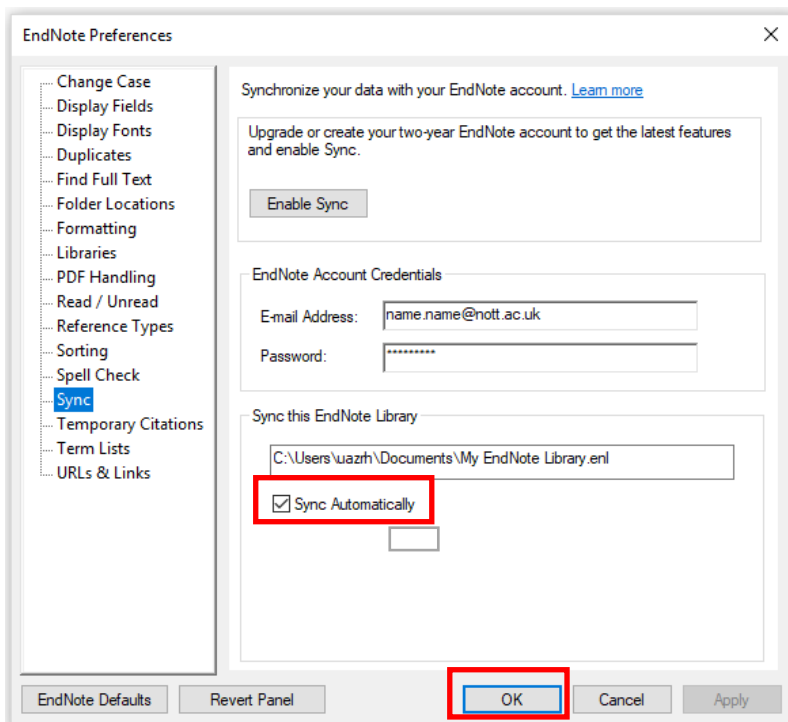
8 Your **Sync Status** in EndNote Desktop (menu on left) should look like this:



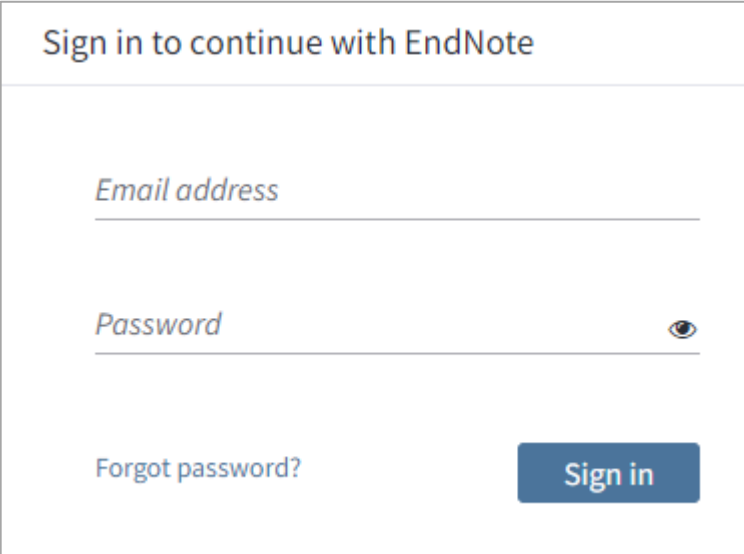
9 Go to **Edit | Preferences | Sync:**



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:



Sign in to continue with EndNote

Email address

Password

Forgot password?

Sign in

Downloading the EndNote Desktop software to a personally owned computer and syncing with EndNote Online

If you are creating an EndNote Desktop Library for the first time, you may prefer to download the **EndNote Desktop software** from the **University's Software Library** to a personally owned computer.

Once downloaded, we recommend you also register for an **EndNote Online** account to ensure your EndNote Desktop Library is backed up.

- 1 Go to: workspace.nottingham.ac.uk/display/Software/EndNote
- 2 Scroll down the page to **How we make it available**
- 3 Under the **For personal use** heading, click **EndNote**
- 4 Follow the relevant instructions (for Microsoft or Apple Mac) to download the software
- 5 To Sync this account with EndNote Online, follow the guidelines in the previous section: [Creating an EndNote Online account from an Existing Desktop Library and syncing](#)