Syncing Endnote desktop to MyEndnoteweb.com

EndNote allows you to synchronize the references in your EndNote library with the references in your EndNote Web library.

- EndNote is the desktop version of EndNote
- MyEndnoteweb.com is the Web version of EndNote desktop.

The Sync process automatically synchronizes both sets of references that reside in groups so that an exact match exists in both EndNote and EndNote Web. The Sync process is always initiated from EndNote. The data in EndNote and EndNote Web are synchronized in both applications when you run Sync. You will have identical groups and references when Sync completes processing. This includes all data changes to references (including file attachments) during the Sync process so that each library matches the other. For example, if you add or remove references and/or PDF files in EndNote, then those changes are updated in EndNote Web and vice-versa.

Creating an Endnote Web Account

1. Open your library in EndNote X7.
2. Click the Sync button. (Windows) or (Mac) in the toolbar
3. Click Sign up
4. Enter your email address twice - you do not have to use your Flinders email account. This email address will become your login.
5. Click Submit.
6. Fill in all of the required fields that have a red *
7. Click I agree.
8. Your registration is complete. Click Sync in bottom right corner.
9. The first time you synchronize Endnote and Endnote Web you will be asked if you want to create a compressed copy of your library as backup. It is highly recommended that you do so, in case problems occur with the synchronization.

The first sync can take a long time, especially if you have many references with full text. Please be patient - future syncing will be much quicker.

EndNote and EndNote Web will now sync automatically. Please remember to regularly back up your Word documents.

Syncing Endnote to multiple computers

Once you have created an Endnote Web account you can easily synchronize it with Endnote on other computer.

To set up synchronization:

1. Open Endnote on the new computer.
2. Open a new library with no references in it.
3. Click the Sync button in the toolbar (or select Sync from the Tools menu).
4. Enter your Endnote Web email address and password to login to your account. Click OK to begin the synchronisation process.
5. The synchronization process may take a while, depending on how large the library is. For the first synchronisation Endnote copies all references down from the web. If you do this with a current library it may result in duplicates if references are in both your desktop and online libraries - these can be removed later.
6. It is important that groups in both your desktop and Web libraries do not have the same name to avoid confusion after the sync is complete. Groups that appear in both locations can be merged. If the group in Web has sharing options, leave them on. After the sync select the appropriate group in the Unfiled group set and move the references from the desktop group to here. The original group will be empty and should be deleted. The merged group can then be moved into the proper group set.
7. If a conflict occurs, a **Sync Conflict** group will appear in the desktop **Groups** panel. This is a result of editing a reference in either the desktop or Web libraries during the synchronization, and Endnote does not know which one to keep. Select the group to open the **Resolve Sync Conflicts** dialog and remove the conflicts.

**Important points to know about the Sync Process**

- Sync works with only one library and one EndNote Web account.
- Sync includes groups and group associations but does not include group sets, smart groups, and groups within combination groups. These will be added in a later release.
- Sync will put groups where a group set cannot be identified in an Unfiled Groups set. Drag and drop the group to the appropriate group in the desktop library.
- You can select any EndNote library that you created with EndNote, version 8.0 or above to synchronize with your EndNote Web library.
- You can change an EndNote library in Sync Preferences at any time.
- You cannot synchronize an EndNote library with your EndNote Web library when you are in Online Only mode.
- You can always cancel a Sync process that is currently in progress. However, EndNote processes all information that has gone through the Sync process up to the cancellation point. If there are conflicts between references in EndNote and EndNote Web, then a Sync Conflicts folder appears in the Groups panel listing all record conflicts.