



Eccles Health
Sciences Library



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Collaboration Tools: Sharing EndNote Libraries

Why share EndNote Libraries?

EndNote Libraries can be shared with colleagues in order to facilitate the process of co-writing a journal article, book chapter, book or grant application. Keeping track of in-text citations and references at the end of the paper can be a nightmare when working with co-authors at a distance. Sharing your references via EndNote Web makes the writing process easier.

What is EndNote and EndNote Web?

EndNote is a popular bibliographic management program. The application program and resulting Library is stored on the user's computer. EndNote Web is the web-based bibliographic management program stored on a central server and available from any online browser.

How does the EndNote sharing process work?

EndNote Web users create a login account that provides access to their online library. Users collect, organize and format references through the web interface. Within EndNote Web you can create a group of references specific to your publication and then share that group with another EndNote Web user. If you are an EndNote user, references can be seamlessly transferred between EndNote and EndNote Web saving you from extra effort.

Process for Sharing an EndNote Web Library

1. Go to **EndNote Web** and login in
2. The **My References** tab displays all your references and any groups you have created
3. Use the **Organize** tab to select **Manage My Groups**
4. Click the **Manage Sharing** button for the group you wish to share
5. Click **Start sharing this group**
6. Enter the e-mail addresses, one per line, of those you will be working with
7. Select **Read only** or **Read & Write** (permissions)
8. Click **Apply** and close the window
9. Under **Share** – click in the box to initiate share
10. The next time your colleague logs in to EndNote Web, she will see the group in **My References > Groups Shared by Others**
11. Click on the group name to access and use the references

Process for Transferring References from EndNote to EndNote Web

1. Open your **EndNote Library**
2. Go to **Edit > Preferences > EndNote Web** and enter this URL – ***http://www.myendnoteweb.com***
3. Enter your **email address** and **password** for EndNote Web
4. Click **OK** to save the preferences (you will not need to do this again)
5. Go to **Tools > EndNote Web**; the program searches and finds your EndNote Web database; you do need to be connected to the Internet
6. Select **Transfer References from Desktop to Web**; select showing, all or group references
7. Click **Transfer** button

Process for Transferring References from EndNote Web to EndNote

1. Open your **EndNote Library**
2. Go to **Edit > Preferences > EndNote Web** and enter this URL – ***http://www.myendnoteweb.com***
3. Enter your **email address** and **password** for EndNote Web
4. Click **OK** to save the preferences (you will not need to do this again)
5. Go to **Tools > EndNote Web**; the program searches and finds your EndNote Web database; you do need to be connected to the Internet
6. Select **Transfer References from Web to Desktop**; select or deselect **Allow Duplicates**
7. Click **Transfer** button
8. In EndNote – add references to a group and find full text

Using Cite While You Write in EndNote Web

1. Before using the Cite While You Write feature in ENW – be sure to download the installers; go to the **Options** tab and note choices and proceed with install
2. Open your MS Word document
3. In MSW got to **Tools > EndNote Web > Cite While You Write Preferences > Application > select EndNote Web > enter your email and password > OK**
4. Place your cursor where you need the in-text citation
5. In MSW got to **Tools > EndNote Web > Go to EndNote Web**
6. From the EndNote Web tool bar (in ENW) select **Find Citation**
7. Enter a keyword or author name; highlight the correct citation and click **Insert**
8. When you are done with your paper go to **Tools > EndNote Web > Format Bibliography**
9. Select needed **output style**
10. Click **OK**