

EndNote Web

Install EndNote X5

Ask cpo for a link to download the software and license keys.

Follow instructions toward the end of the installation to create an "EndNote web" account (this allows you to share references over the web).

Transfer Your References to EndNote-web

Open your laptop endnote library to transfer references to web (if you have them):

- On lower left side select "EndNoteWeb->Transfer"
- Select destination folder (e.g. "unfiled") on the top, or make a new destination folder by logging into EndNote web (<http://www.myendnoteweb.com>)
- Select "Transfer references from desktop to web"
- Select which references you want to transfer ("Showing references", "All references in library", or "All references in group")
- You can select "Include File and Figure Attachments" if you want, but those are **not shareable** with other users.

Select EndNote-web as the Source for "Cite While You Write"

Note that if you want to work without the web (e.g. on an airplane) you will have to switch this back to "EndNote" from "EndNote Web". "EndNote Web" is the most useful if you want to use references that others have shared with you. Also note that your endnote-enabled word-processor must be running to change this setting (otherwise it is greyed-out).

- Tools->CiteWhileYouWrite->CWYWPreferences->Application
- Select "EndNote Web" (enter EndNote-web login information if blank)

Sharing EndNote-web Folders with Others

- Login to EndNote-web (<http://www.myendnoteweb.com>).
- Organize->ManageMyGroups
- Click "Share" box next to folders you want to share
- Click "ManageSharing" to add email address of people you want to share with

Enabling "Cite While You Write" Search Using Shared EndNote Web Folders

- Login to EndNote web (<http://www.myendnoteweb.com>).
- Organize->OthersGroups
- Select the "UseForCiteWhileYouWrite" box.