Setting up your EndNote online account

EndNote online is a web-based reference management tool which allows you to collect, organise and format references and in-text citations using a number of different styles. It can work in conjunction with EndNote desktop software or independent of the desktop version. The URL for EndNote online is: www.myendnoteweb.com/

You can access it anywhere - on your desktop, online, or on your iPad. Benefits include:-

• Reference storage
• 5,000+ bibliographic styles
• File storage
• Online search
• Automatic generation of in-text citations and reference lists

Creating an EndNote Online account

This option includes unlimited records, unlimited file storage and 2 years roaming access. If you have access to the University desktop version of EndNote, this is the recommended route to creating an account.

1. From a University managed network PC, Click on Start > All Programs > Database Software > EndNote X7

The first time you use EndNote you may see a screen inviting you to sign up to EndNote online or synchronise your library (see below).

Skip this step (Sync your library); close this box using the cross in the top right corner (do not select the checkbox - wording may differ depending on your version of EndNote). Close any other pop up boxes or click on 'ignore'.

2. Create a New Library or open an existing Library ‘File’ > ‘New’.

3. Save the library in your Documents (H drive) - it will default to being named ‘My EndNote Library’.
You should end up with the screen below:

4. Select 'Edit' from the menu toolbar
5. Select 'Preferences' from the drop-down list
6. Select 'Sync'
7. Select 'Enable Sync'
8. Select 'Sign Up' and follow the on-screen prompts to set up your EndNote online account. You will be asked to complete an online form in order to set up your EndNote online account.
   NOTE: please remember your email address and password at this stage as these will be your log in details for accessing EndNote online when you next log in at www.myendnoteweb.com/