Sync EndNote Desktop and EndNote Web

One of the most exciting features is ‘EndNoteSync’. You’ll be able to access your references from anywhere and manage your EndNote library on multiple computers.

Once you have created an Endnote Web account you can easily synchronize it with the Endnote library installed on your computer.

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.

To set up synchronization:

1) Click the Sync button in the toolbar (or select Sync from the Tools menu).

2) Enter your Endnote Web email address and password to login to your account. Click OK to begin the synchronization process.

3) The synchronization process may take a while, depending on how large the library is. For the first synchronization Endnote copies all references in each library to the other. This may result in duplicates if references are in both your desktop and online libraries - these can be removed later.

4) Custom groups, including file attachments, will sync to Endnote Web but group sets, smart groups, and combination groups will not. Groups in Endnote Web will sync to your desktop library and appear in the Unfiled group set.

5) 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.

6) 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.

After the initial synchronization, you can set the Sync preferences by going to Edit>Preferences>Sync.

EndNote Training Videos:

How to Sync Between Two Desktop Computers and an Overview of the EndNote Web Library and Usage are available here: http://careered.libguides.com/ctu/endnote/web