

EndNote collaboration using the *Shared Library* functionality

NB! This will only function with the downloaded versions of EndNote and MS Word. It will not work with EndNote Online or the cloud-based version of MS Word.

One person in the group is "owner of library", the one sharing her/his library with the other person or persons in the group.

Instructions for Owner of library:


1. Open the library to be shared. Go to *Edit – Preferences – Sync*.

(On a Mac, go to *EndNoteX9 – Preferences – Sync*.)

Click *Enable Sync*. Now you will be asked either to log on to your EndNote Online account, or to create a new account. Log on/ create account.

Back in the EndNote library you click the Sync icon to the right on the icon tools bar.



2. Choose *File – Share*, or click the Share Library icon . A window with the heading *Sharing* will appear. Type in the email addresses of the persons you want to invite to share your library in the *Invite More People* field. Finish by clicking *Invite*.

When an invitation is sent, you will see the name/-s of the person/-s you have invited, registered in the upper field of the window and status will be *Pending*. When the person/-s has accepted the invitation the registered status will change to *Member*.

Instructions for invited collaborators:

1. Open the email with title *Invitation to share an EndNote library*. Click *Accept*. If you have an EndNote Online account, sign in, if not, create a new account.

2. Open the EndNote program and go to *File – Open Shared Library*. A window will appear showing the user name/email address of the person owning the library you are invited to share.

Click/highlight the name of the person and then click *Open*. The opening process can take some time.

Changes done in the shared library are saved by synchronizing. Click

