

## EndNote collaboration using the Shared Library\* functionality

One person in the group is "owner of library" –the one sharing her/his library with the other person/-s in the group.

### Instructions for owner of library:

1. Open the library to be shared. Go to *Edit – Preferences* and *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, to the right of the Sync-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 programme 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



\* The functionality of Shared Library in EndNote requires that all collaborators have the version X7 (with update 7.2 or newer) or X8.

Note: Collaboration on a shared document using EndNote: this is possible with *Microsoft Word* when both PC's and Mac's are involved in the collaboration. If all computers involved in the collaboration are PC's, *Open Office Writer* will function, and if all collaborators use Mac, the software *Pages* will also allow using EndNote on a shared document.