

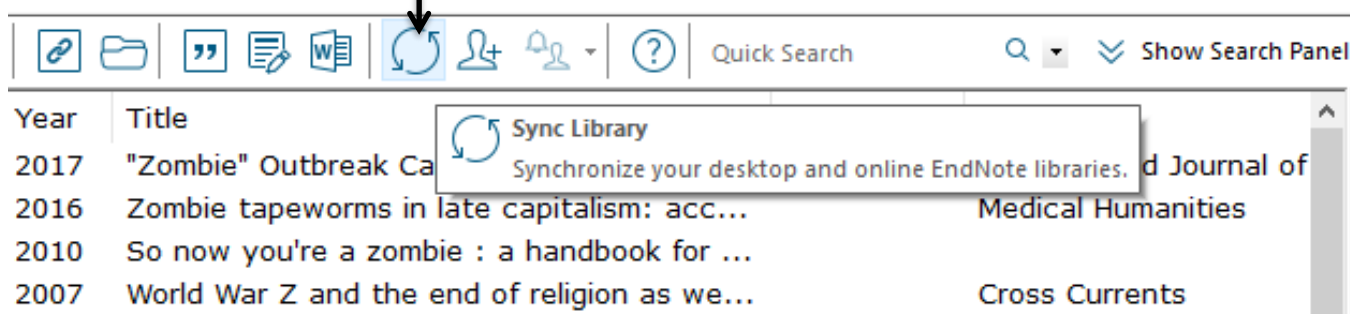
Part 6: EndNote Online

It is highly recommended that you use EndNote Online to make a back-up of your EndNote library. By synchronising your EndNote X8 library with your Online account your references will be backed up every time you open or close your library, and you will be able to access them anywhere you have internet access. You can also install the EndNote Online CWYW tools in Word on your home computer.

Your EndNote Online account is yours for life, which means you will still have access to your references after you have left Salford.

EndNote Sync

Click the **Sync Library** button.



The screenshot shows the 'EndNote Login' dialog box. It contains the following text and elements:

- Header: EndNote Login
- Text: Using an EndNote account makes it easy to keep your EndNote library in sync. [more information](#)
- Section: Create a new EndNote Account
- Text: If you don't have an EndNote account or aren't sure, then click Sign Up.
- Button: Sign Up
- Section: EndNote Account Credentials
- Form fields: E-mail Address, Password
- Text: [Forgot Password](#)
- Buttons: OK, Cancel

Click the **Sign Up** button.

Note: If you already have an EndNote Online account you can sign in here.

Sign up

Email address
a.n.student@salford.ac.uk

Password
●●

First name

Last name

OR

Sign up

- ✗ Passwords should be at least 8 characters
- ✓ Must contain at least 1 letter
- ✗ Must contain at least 1 number
- ✓ Should not have leading and trailing spaces
- ✗ Should have at least one special character(!@#\$%^*()~`|{}[]&_)
- ✓ Password is too long

Enter your email address, first and last names in the boxes provided, and make yourself a password following the guidelines provided. When you have completed this, click the **Sign up** button.

When you have completed the registration process click the **Sync** button.

This will send your references from EndNote X8 to EndNote Online.



Using EndNote Online

To access EndNote Online open a web browser and go to:
http://endnote.com

Click the **LOGIN** link (top right-hand corner) and log in with your email address and the password you have just made.



Although the principles of using EndNote Online are the same as using the software version, it looks quite different and the processes for saving references into it and using the CWYW tools are also different.

There is a full guide to using EndNote Online on the Library website at:

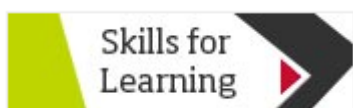
<http://www.salford.ac.uk/library/help/user-guides/general/EndNote-Online.pdf>

- For help saving references see Section 2: *Adding references to EndNote*
- For help creating citations and references see Section 4: *Cite While You Write*

Part 7 : Getting Help

- If you need advice about obtaining or installing EndNote please contact the ITS Service Desk:
 - email: its-servicedesk@salford.ac.uk
 - phone: 0161 295 2444
- For any help using EndNote please contact the Academic Support Librarian for your subject area. Their details can be from the **Choose a subject** menu at:
<http://www.salford.ac.uk/library/help/academic-support>
- The EndNote website provides a huge amount of help, including online tutorial guides and videos, FAQs and a Knowledge Base, a user forum and Customer Support:
<http://endnote.com/>

Skills for Learning



Available at <http://www.salford.ac.uk/skills-for-learning> or access through the logo on the Student Channel.

A wealth of advice, tutorials and guides to finding and using information, academic writing and referencing, and much more, plus information about classes you can book on to and where you can get one-to-one help.

Also see:

- Blog: blogs.salford.ac.uk/digital-literacy-skills
- Facebook: www.facebook.com/skillsforlearning
- Twitter: [@skillupUS](https://twitter.com/skillupUS)