

# ENDNOTE™ INSIGHT

## ADVANCED TOOLS FOR CREATING, MANAGING, AND SHARING RESEARCH

EndNote is a comprehensive productivity tool for faculty, researchers, clinicians and students both online and offline. The only tool of its kind, EndNote makes managing research easy for anyone. It lets them find, store, create, share and publish work in the most efficient way possible, saving time and effort.

## ENDNOTE SHARING: ORGANIZE, INVITE AND SHARE YOUR RESEARCH LIBRARY

### CREATE, ORGANIZE AND SHARE GROUPS

Collaboration is essential to your research. The Library Sharing feature in EndNote allows you to grant access to your designated EndNote Sync library to up to 1000 other EndNote desktop users.

- After configuring EndNote Sync, open your designated Sync library and click File > Share to configure access to your co-authors and colleagues.
- For group sharing click Groups > Share group to configure access to your co-authors and colleagues.

By default, EndNote places references into the Unfiled group. You can create up to 5,000 groups to organize your references in any way that works for you.

[More...](#)

### HOW TO SHARE YOUR LIBRARY OR CREATE A NEW TEAM LIBRARY

Whether you want to share your existing EndNote library with up to 1000 colleagues, or work as a team to create a new library from scratch, it's easy to get started. Just open your (most important so called your 'master') library in EndNote.

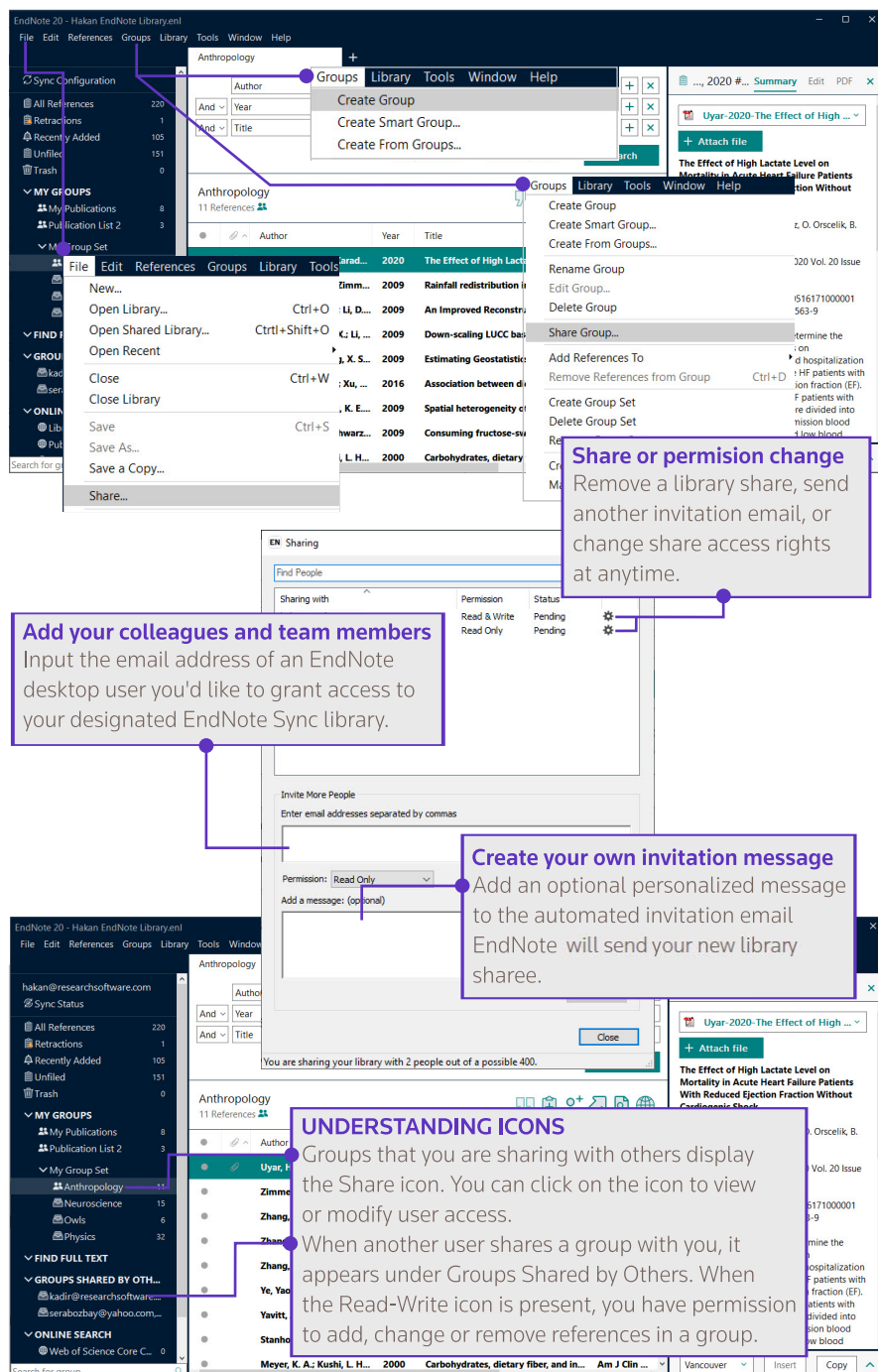
Go to 'File > Share'. Enter your colleagues EndNote Online account (email address) and choose permission option 'Read only' or 'Read & Write'.

- Read-only access allows designated users to view references, use them in Word documents, or copy them to their own library.
- Read & Write access allows the designated user to add, change, or remove references in the group, as well as anything Read-only access allows.

[More...](#)

## LEARN MORE ABOUT ENDNOTE

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**Share or permission change**  
 Remove a library share, send another invitation email, or change share access rights at anytime.

**Add your colleagues and team members**  
 Input the email address of an EndNote desktop user you'd like to grant access to your designated EndNote Sync library.

**Create your own invitation message**  
 Add an optional personalized message to the automated invitation email EndNote will send your new library sharee.

**UNDERSTANDING ICONS**  
 Groups that you are sharing with others display the Share icon. You can click on the icon to view or modify user access.  
 When another user shares a group with you, it appears under Groups Shared by Others. When the Read-Write icon is present, you have permission to add, change or remove references in a group.



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