

## 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.

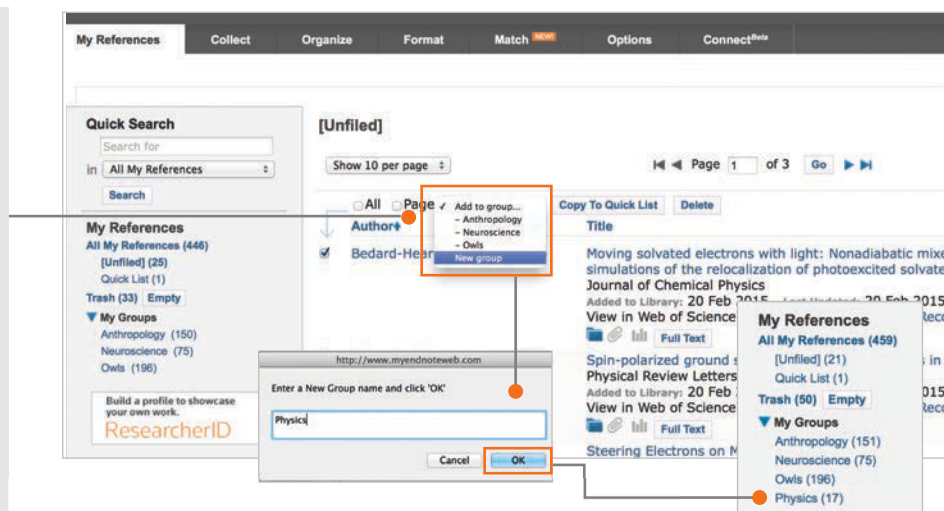
## ENDNOTE SHARING: ORGANIZE, INVITE AND SHARE YOUR RESEARCH LIBRARY

### CREATE, ORGANIZE AND SHARE GROUPS

Share your entire EndNote library with your colleagues and team members, internally or abroad. Access your library at the same time as your team to collaborate and build research together.

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.

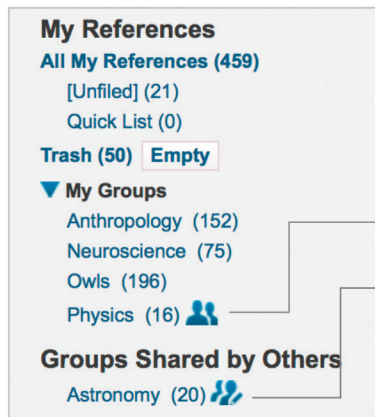
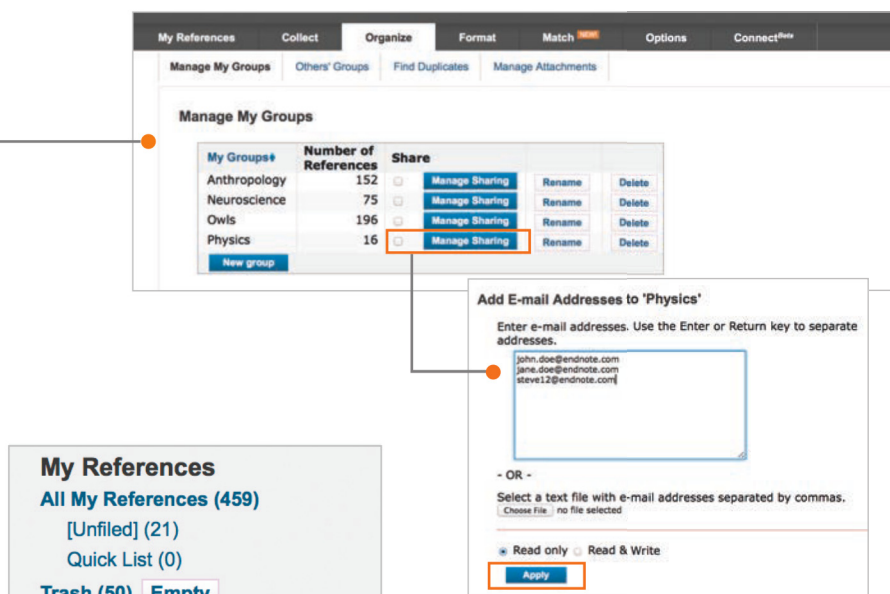
- Select the references you want to group.
- Click on Add to group from the drop-down menu and select New group.
- Name the new group and click OK. Note: You can place a reference in multiple groups. To see which group(s) a given reference is currently in, click the Folder icon below the reference.



### SHARE REFERENCES WITH OTHER ENDNOTE USERS

Use the Manage My Groups link under the Organize tab. Click the Manage Sharing button next to the group you'd like to share. Enter the email addresses of the people with whom you'd like to share. Note: Any individual you share your group with must have an EndNote account in order to view references. Enter the email address they use to access EndNote. Choose whether to give your colleagues Read-only access, or Read & Write access. Click Apply.

- 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.



### 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.

### LEARN MORE ABOUT ENDNOTE

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