

1 EndNote Online or Installed Software

An online version of *EndNote* known as *EndNote Basic* is available to all, free of charge (at www.myendnoteweb.com). However if you use an online library together with full *EndNote* (installed software), the online library has enhanced features such as more storage and PDF handling.

Many people use the two products together, so as to get the superior interface and formatting from the installed *EndNote* software alongside the portability of the online library. The **Sync** tool easily and efficiently keeps your two libraries synchronised (one saved locally and one online “in the cloud”).

Learn more about using *EndNote* with *EndNote Online* in the course “EndNote: Building your library”, from Oxford’s IT Learning Centre.

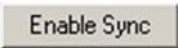
2 Which Level of Features in the Online Library?

The set of features you get with your *EndNote Online* library depends on the way you created the library. If you create a library from within the *EndNote* software, you get the best experience. If you create a Basic library at the EndNote online website, you get the simple tools with limited storage and a small range of formats.

This article describes how to improve your existing EndNote Basic online library, if you have subsequently installed *EndNote* software.

3 Steps to Improve EndNote Online

When you set up your online credentials with your installed *EndNote*, it upgrades your online library to have all the extra features. These are the steps to take:

- a. In *EndNote* on your computer, visit the Preferences, from the **Edit** menu (*Windows*) or **EndNote** menu (*Mac*)
- b. Choose the **Sync** category in the panel on the left
- c. Click 
- d. In the next dialog, give the email address and password that you use for your existing EndNote online library
- e. Complete the short registration fields
- f. Once you reach the end of this process, *EndNote* will let you know whether it has been successful

Next time you visit the EndNote Online website and log into your library, you should no longer see the 'Basic' graphic at the top.

At the EndNote Online website, look in the **Account Information** (from the **Options** menu) and you should see that your *EndNote* serial number is now linked to it.

4 2-Year Limit on the Online Library

An *EndNote Online* library will have this enhanced status for 2 years, from the moment you first Sync it with a desktop library. If you reach this deadline while still using the same version of *EndNote*, your online library will downgrade to the next level, such as Basic.

If your *EndNote Online* library does get close to the 2-year limit, you should open your library using a newer version of *EndNote* desktop, perhaps a borrowed one in a library or a department, and sync once to get your Online library promoted again.

You will never actually lose access to your online library.