

Transferring between EndNote and EndNote Web

1. THE SCOPE OF THIS GUIDE

The main steps in how to transfer references from an EndNote library to an EndNote Web library or from an EndNote Web library to an EndNote library are given below. Please note there are limitations on the number of file and figure attachments that can be transferred, for further information on the consult the EndNote online help

2. GETTING STARTED

This assumes you have connected your EndNote Web account to your EndNote when prompted to do so.

Open your EndNote

From Tools Choose EndNoteWeb

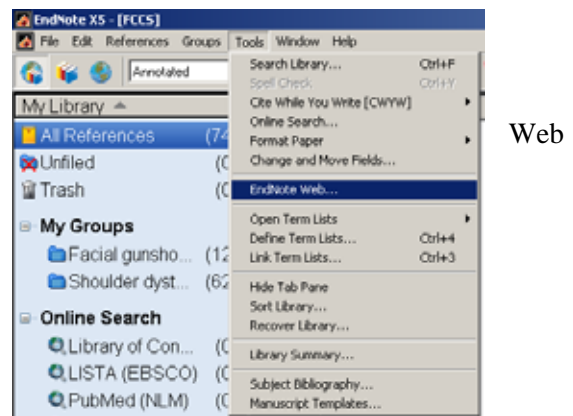
You will be prompted for your EndNote Username and Password

Choose either

Transfer from Web to Desktop

Or

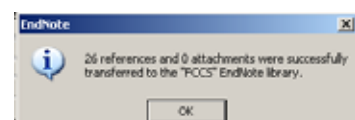
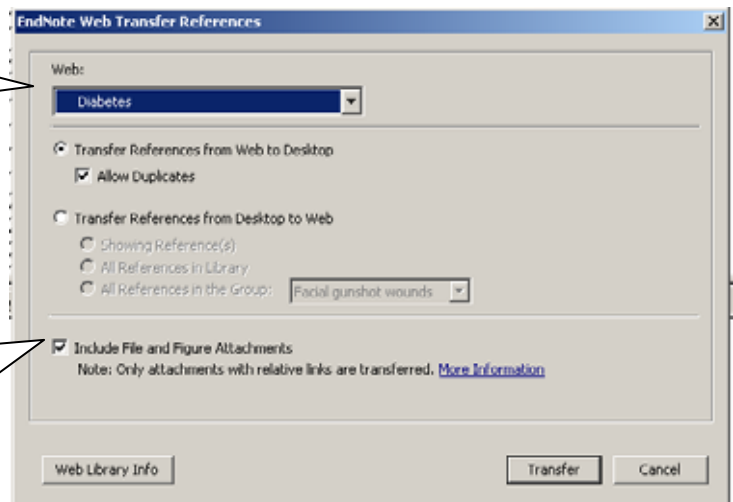
Transfer from Desktop to Web



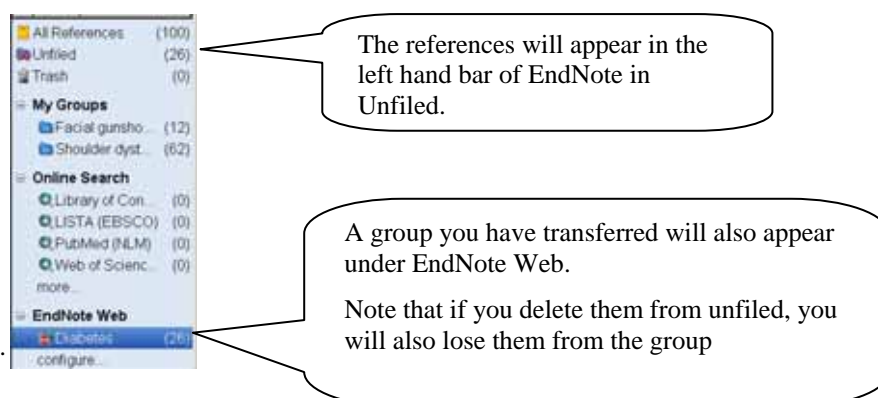
3. FROM WEB TO DESKTOP

Choose the EndNote Web group to transfer from the drop down

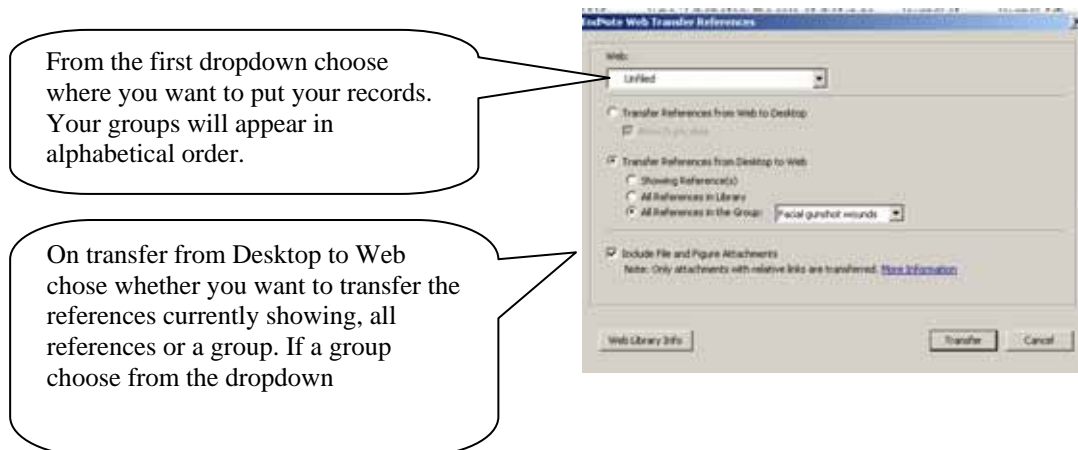
Indicate whether you want to include file and figure attachments. Note that there are complications when files and attachments are transferred. For further information see http://www.myendnoteweb.com/help/en_us/ENW/hsr_transferwen.htm



You will see the number of references and attachments that have transferred.



4. FROM DESKTOP TO WEB



If you wish to transfer a group in its entirety it is suggested you set up an empty group of the same name on EndNote Web for it. When it has finished transferring a note will come up saying [x] number of references have transferred to file [y]

The group will appear under My Groups with its title.

5. FOR MORE INFORMATION ON ENDNOTE

Bournemouth University Help –

For questions and help using *EndNote* please contact your library subject team

For Technical questions relating to the installation of *EndNote* contact IT Services.

EndNote Community Forum –

Interact with the community of *EndNote* users on the [Forum](#)

[<http://community.thomsonreuters.com/>] there is also a searchable [archive of questions](#) [lists.adeptscience.co.uk/endnote].