

Quick walk through on the process

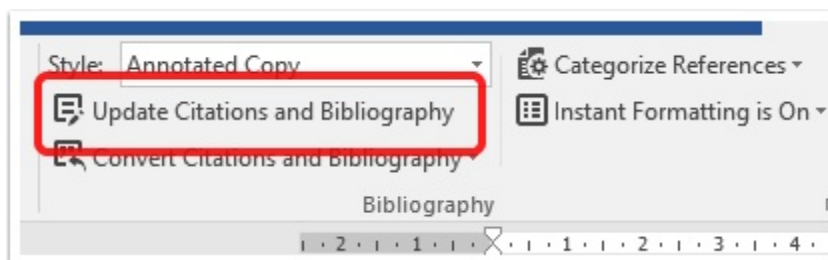
Open library and create a document.

After adding and editing the Document

If you have unformatted citations: {Author, Year #number} note the curly brackets.

Click on **Update Citations and Bibliography**

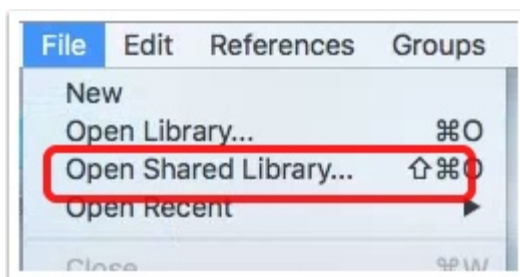
Save the document formatted. **Always** update Citations before moving / sharing the document.



Open up EndNote on another machine, I have switched to a Mac.

If you are syncing to your own account, then just open the synced library

Else: File > Open Shared Library



Shared document

Open the document. Before making any changes, click on Update Citations and Bibliography

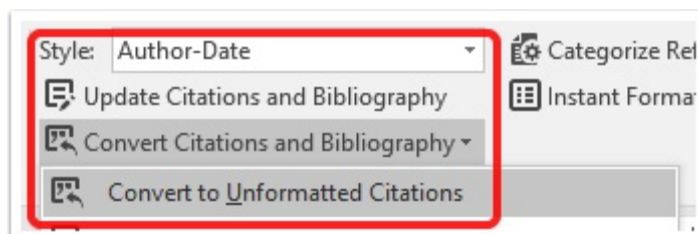


Citations update and match the local Synced / Shared library

After formatting with the shared / synced library open, the citations will change to match the local library.

Remember, you **MUST** have the synced or shared library open.

This document can now be unformatted and reformatted without any issues.



Move document back to PC

REMEMBER: Update Citations and Bibliography. Save. Transfer.

Open the synced / shared library on another machine.

Open the formatted shared document. Update Citations and Bibliography.

