

# HOW TO DOWNLOAD ENDNOTE ON A MAC

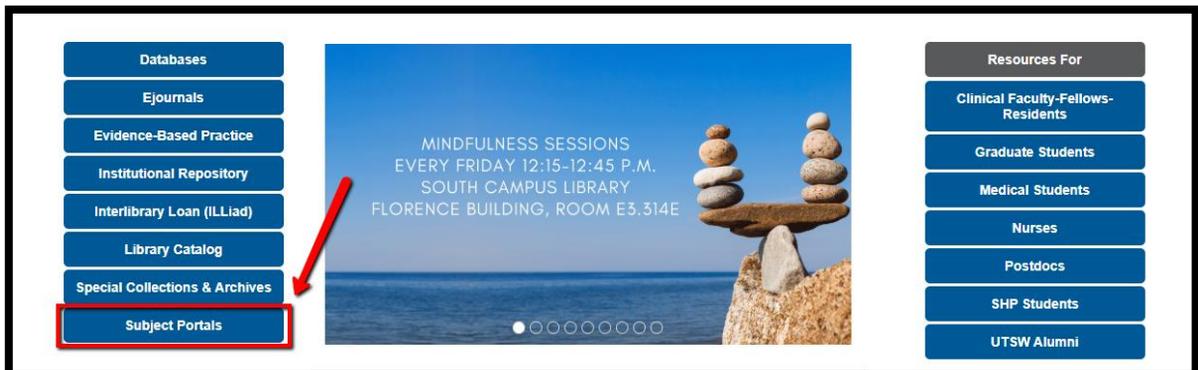
UT Southwestern faculty, staff, and students can use EndNote (citation management software) to organize references and full-text documents (PDFs), share selected groups of references, and automatically create, format, and update bibliographies in Microsoft Word.

EndNote is provided through a site license. Permission is granted to any UT Southwestern community member to download EndNote to a machine at work and to a laptop or home computer at no charge.

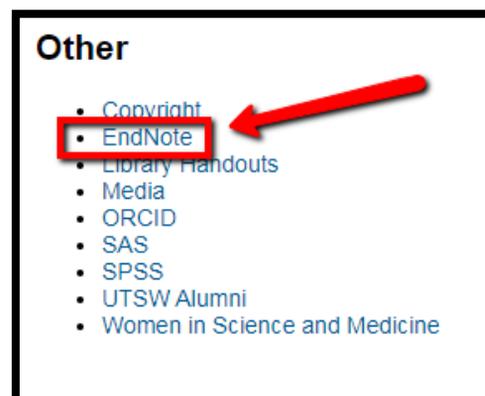
**Please follow the directions below to download EndNote to a Mac computer or laptop.**

## Access the EndNote Portal

To access the EndNote Portal, visit the Library's homepage at [library.utsouthwestern.edu](http://library.utsouthwestern.edu) and click on "Subject Portals" on the left-hand menu.



Find EndNote, under "Other" and click on it.



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## Download EndNote

Click on the hyperlinked “Download” in Step 2.

### EndNote Portal

Get started quickly with EndNote in **4 easy steps**:

<b>Step 1</b>	Understand what EndNote can do for you. UT Southwestern faculty, staff, and students can use EndNote citation management software to organize their references and PDFs and to create and manage their bibliographies in MS Word.
<b>Step 2</b>	<a href="#">Download</a> EndNote X9 for either Windows or Mac and then install it. Note that you must be on campus or using VPN to connect to campus to be able to download the software.

A new webpage will open. Select the file for Macintosh OS.

### Install Instructions

**Note - Please uninstall any previous version of EndNote before installing the new version. The license key for the Macintosh OS is built into the installation. The license key for the Windows installation is a separate file (please see [note](#) below for more information).**

Use the following files:

- Windows
  - PLEASE NOTE: You will need to extract both files in the zip file below to the same location in order to install EndNote X9 for Windows computers. If you do not extract the files after downloading, the license will not work.
  - [EndNote X9 Installer File and License File](#)
- Macintosh OS (DMG file)
  - [EndNote X9 Installer File](#)

**NOTE: You must close all Microsoft Office programs (i.e. Outlook, Word) to complete the installation.**

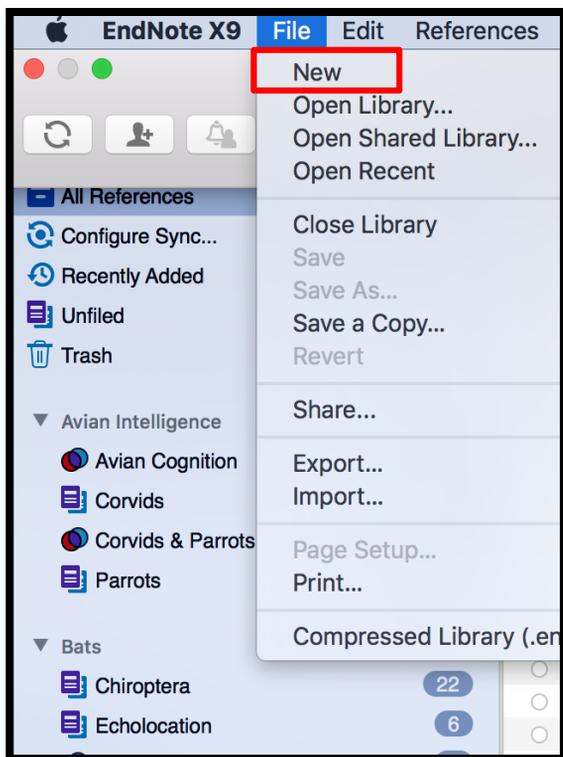
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Double click the installer file in your *Downloads* folder.

Double click the install icon to install EndNote.



## Create a New Library



Creating an EndNote library is similar to creating a file or document.

1. Choose “New” from the EndNote file menu.
2. Enter a name for your new library.
3. Save your library on your computer’s hard drive, not network or cloud drives.

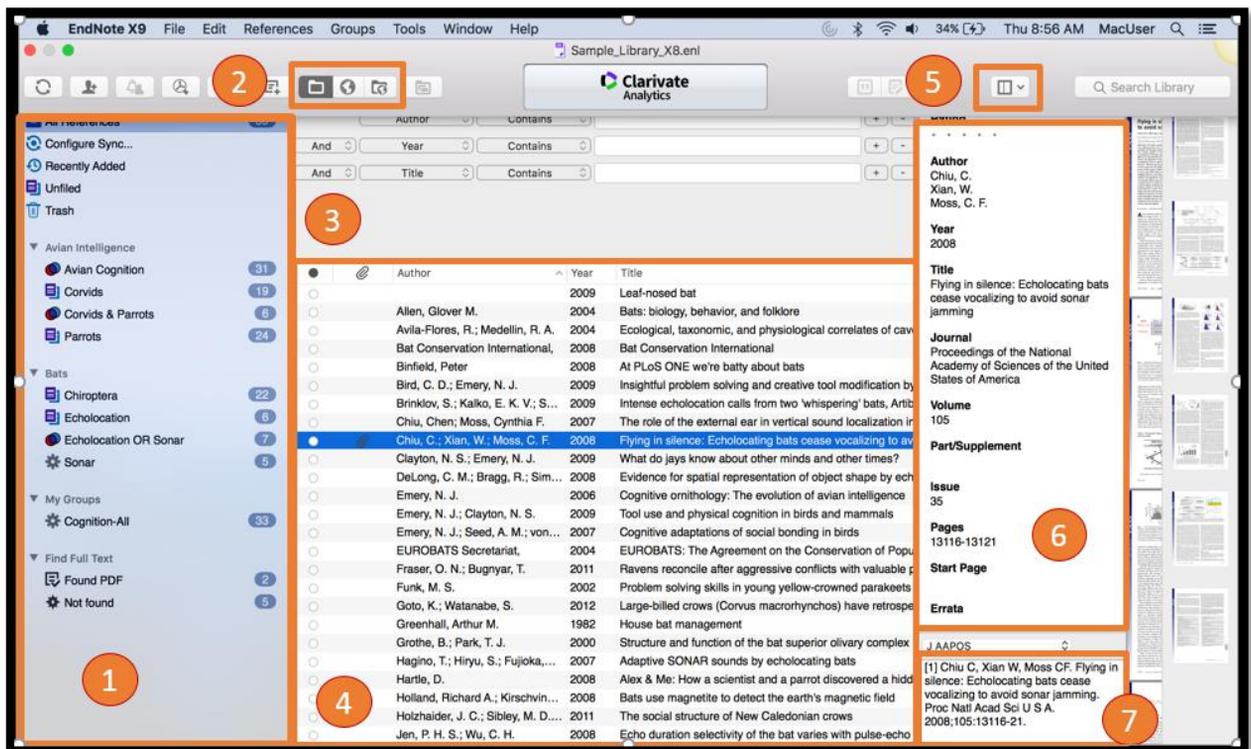
When you create an EndNote library, two files are created.

- The .enl is your EndNote Library.
- The .Data file stores your PDFs.

These two files must stay together.

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## EndNote Library Screen – Mac



1. Group Panel

4. Reference List

7. Style Preview

2. Mode Buttons

5. Layout Button

3. Search Panel

6. Reference Panel