

# HOW TO DOWNLOAD ENDNOTE FOR WINDOWS

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.

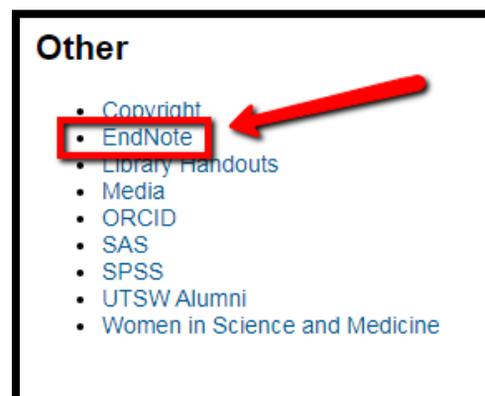
**Please follow the directions below to download EndNote to a Windows computer or laptop.**

## 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 Windows.

**Getting Started** | **Windows**

Uninstall any previous version of EndNote before installing the new version.

You will need to extract all 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. You must have admin rights. Download and then right click and unzip the compressed files and run the ENX9Inst from the fully extracted folder.

Application download: [EndNote X9 Installer File and License File](#)

The license key for the Windows installation is a separate file.

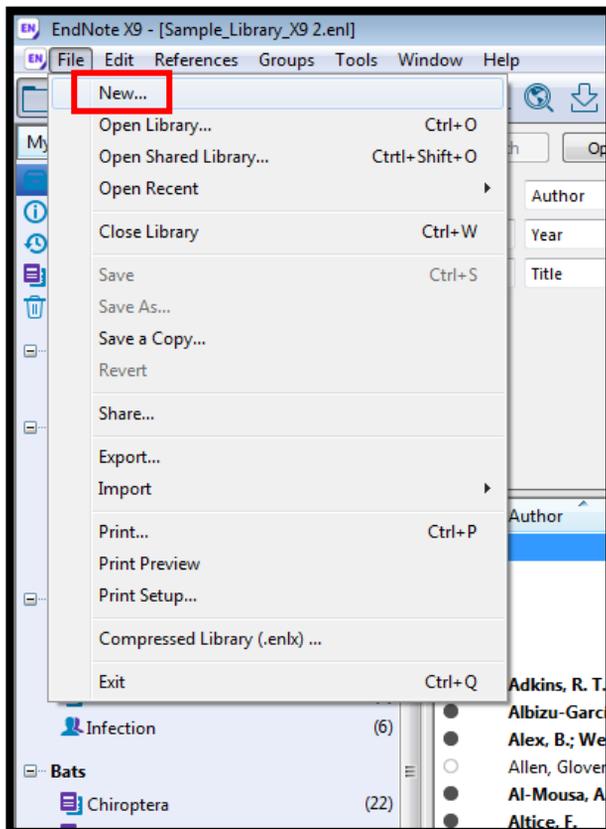
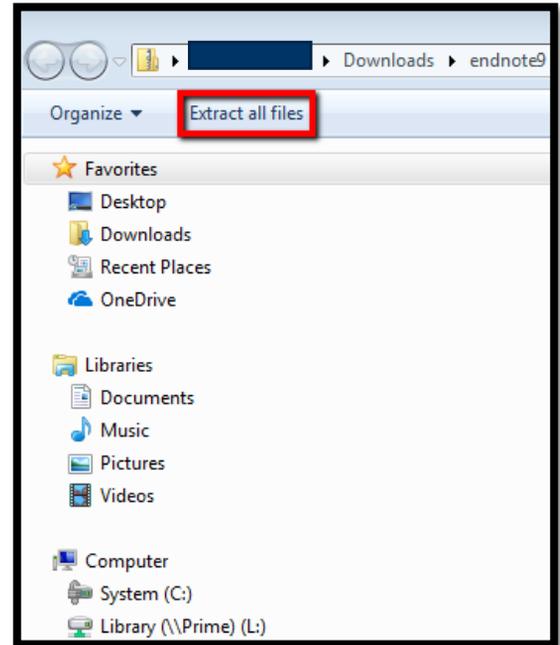
**Note: You must close all Microsoft Office programs (i.e. Outlook, Word) to complete the installation.**

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Be sure to select *Extract* or *Extract all* once the EndNote file has been downloaded. A new window containing the same file/folder will appear.

In the new window, double-click on the Windows folder and then on the Windows Installer file (e.g., "ENX9Inst.msi") to run it.

The installation process will begin.



## Create a New Library

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

1. Open EndNote and 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 (*Documents* folder), 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 – Windows

The screenshot shows the EndNote Library interface with the following numbered callouts:

- 1. Mode Buttons (File, Edit, References, Groups, Tools, Window, Help)
- 2. Groups Panel (Left sidebar with categories like Avian Intelligence, Bats, Crohns Disease, My Groups)
- 3. Style Preview (Top left area showing search options and filters)
- 4. Search Panel (Search Whole Library, Match Case, Match Words)
- 5. Reference List (Main table of references with columns for Author, Year, Title, Rating, Journal, Last Updated)
- 6. Reference Panel (Right sidebar showing details for a selected reference, including Legal Note, PMCID, NIHMSID, Article Number, Accession Number, Call Number, Label, Keywords, and Abstract)
- 7. Layout Button (Bottom right corner)

1. Mode Buttons

2. Groups Panel

3. Style Preview

4. Search Panel

5. Reference List

6. Reference Panel

7. Layout Button

Source: Clarivate Analytics. (2019) EndNote Training. Retrieved from [http://clarivate.libguides.com/endnote\\_training/home](http://clarivate.libguides.com/endnote_training/home)