EndNote Download and Installation Guide

Contents

1. Introduction

EndNote is software used for publishing and managing bibliographies, citations and references on the Windows and Macintosh desktops.

The purpose of this guide is to assist students and staff to download and install EndNote onto Windows.

2. Download the EndNote from Google Drive

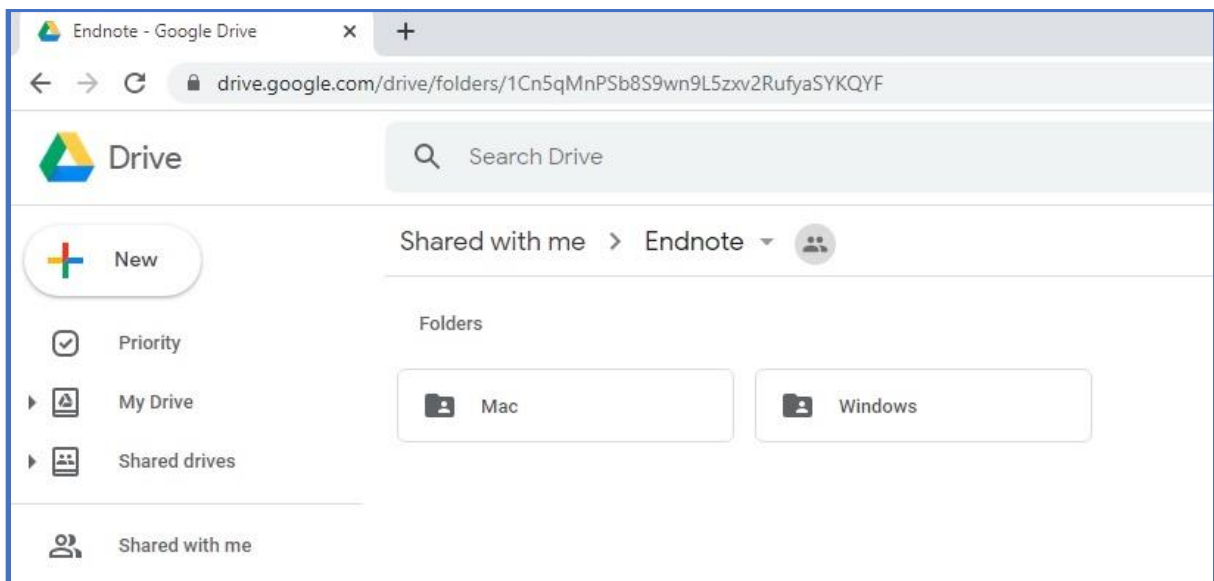**2.1.** Go to gmail.com and sign in to your UWC student or staff e-mail account.

2.2. Click on link below or copy the link into your browser and press enter
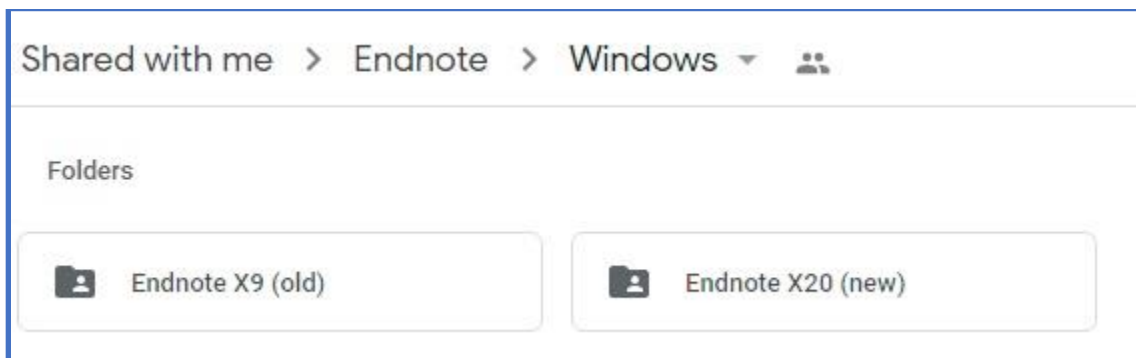https://drive.google.com/drive/folders/1AFuCVL8ysyvNWHxVX2cmtCMqdzzDmKkF
(If you're logged into a google account other than your official campus e-mail account, sign out and refer to step 2.1)

2.3. You will be taken to your google drive account where the EndNote download files are shared. You will see two folders. The Mac folder contains the EndNote installation file for Apple Mac users and the Windows folder contains the installation file for Microsoft Windows users. **Double Click** on the **Windows** folder.
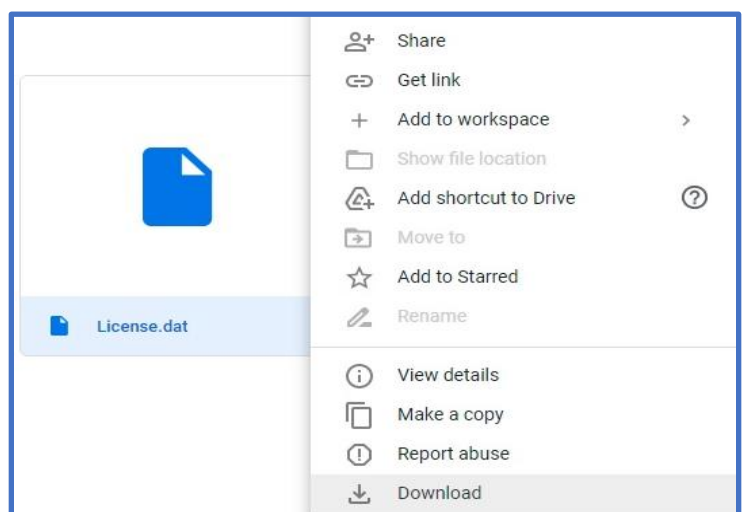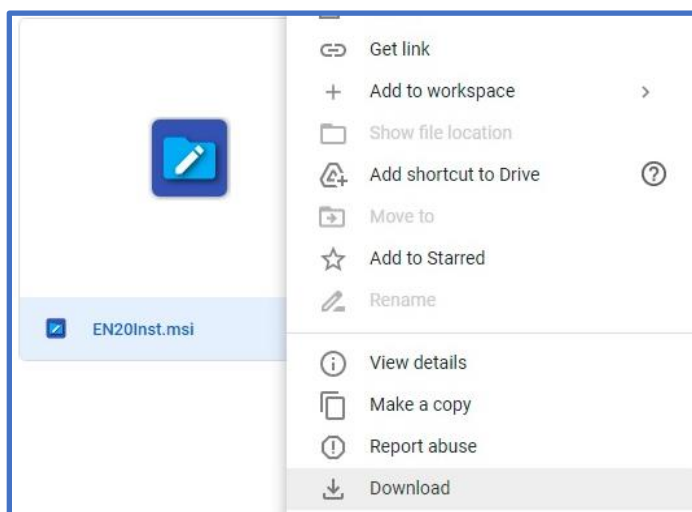

2.4. Within the **Windows** folder double click on the folder named **EndNot X20 (new)**.
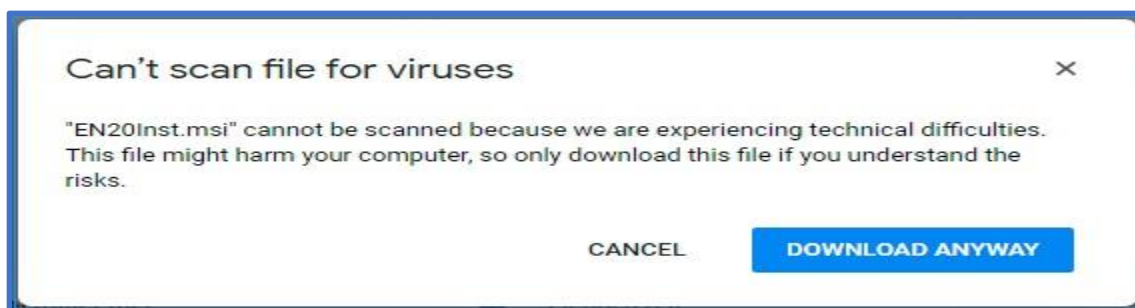
2.5. Within the **Endnote X20** folder you will see two files, an **En20Inst.msi** file and a **license.dat** file.

2.6. Right **click** on the **En20Inst.msi** file and select **Download**. When that download is complete, right click on the Licencse.dat file and select Download.

2.6.1. If you receive the following warning message, select the **Download Anyway** option.

- Once the downloads have completed go to where your download is saved (most likely your downloads folder).
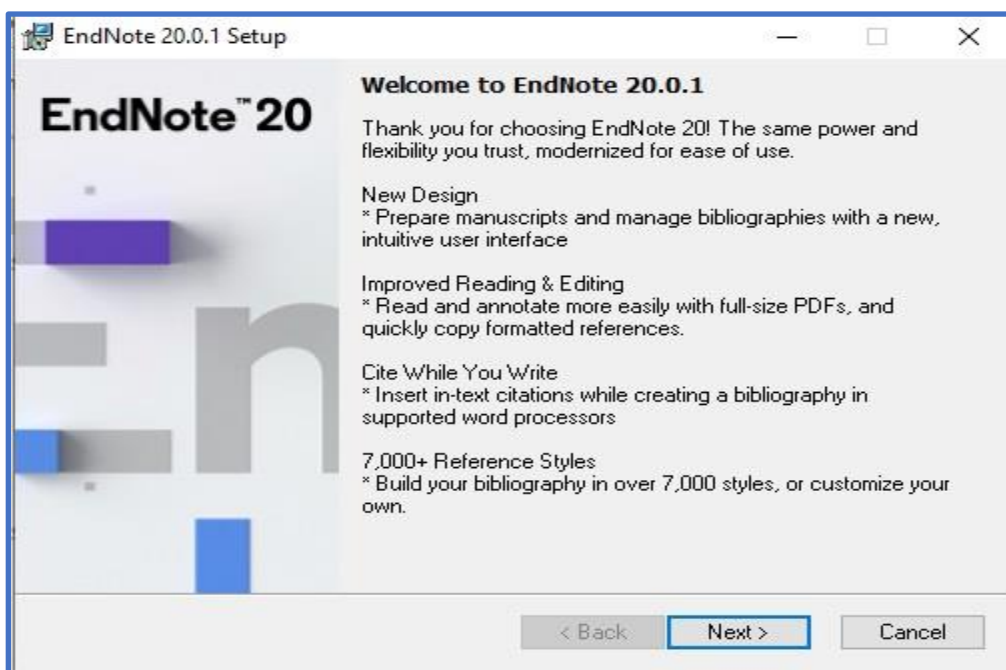
3. Installing EndNote

Note: Close Microsoft Word before proceeding as the EndNote installation will stall otherwise. The **EN20Inst.msi** *and* **License.dat** *files should be located in the same folder in order for the installation to work.*
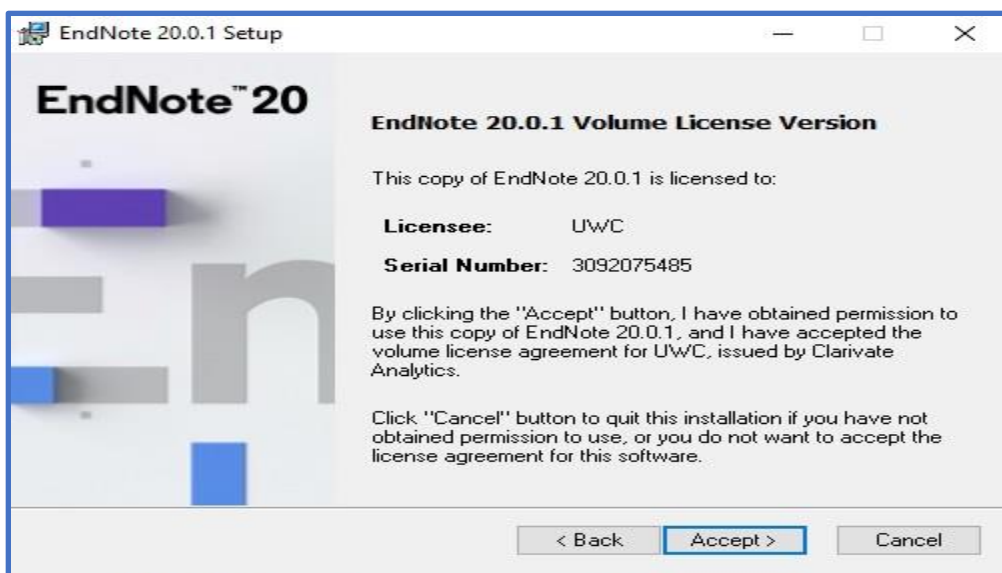
3.1. **Double click** on the **EN20Inst** file, which is the EndNote installation file.

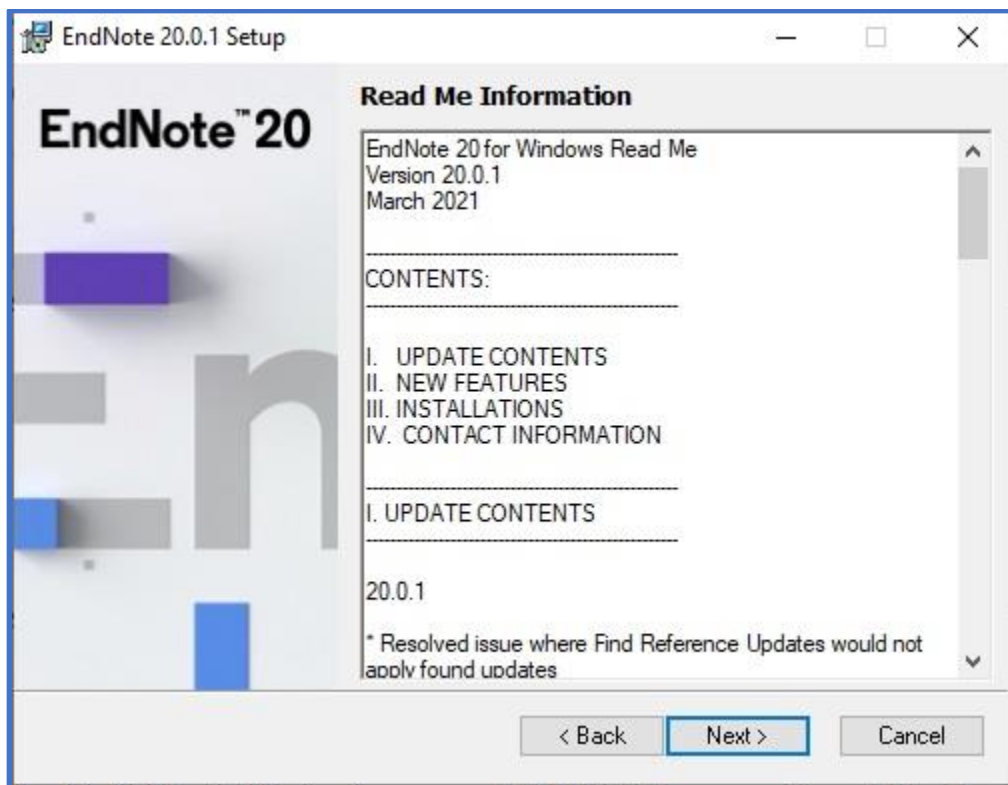|			
License.dat	2021/03/30 11:54	DAT File	1 KB
EN20Inst.msi	2021/03/30 11:52	Windows Installer ...	97 843 KB

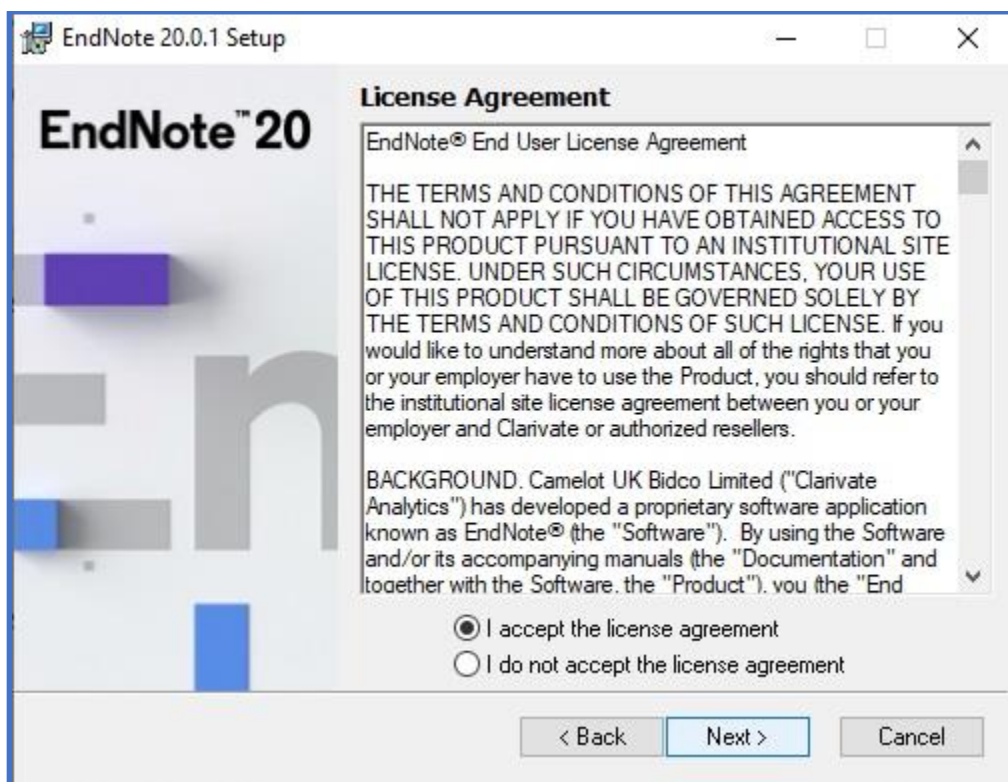**3.2.** The EndNote installation box should appear. **Click** on **Next**.

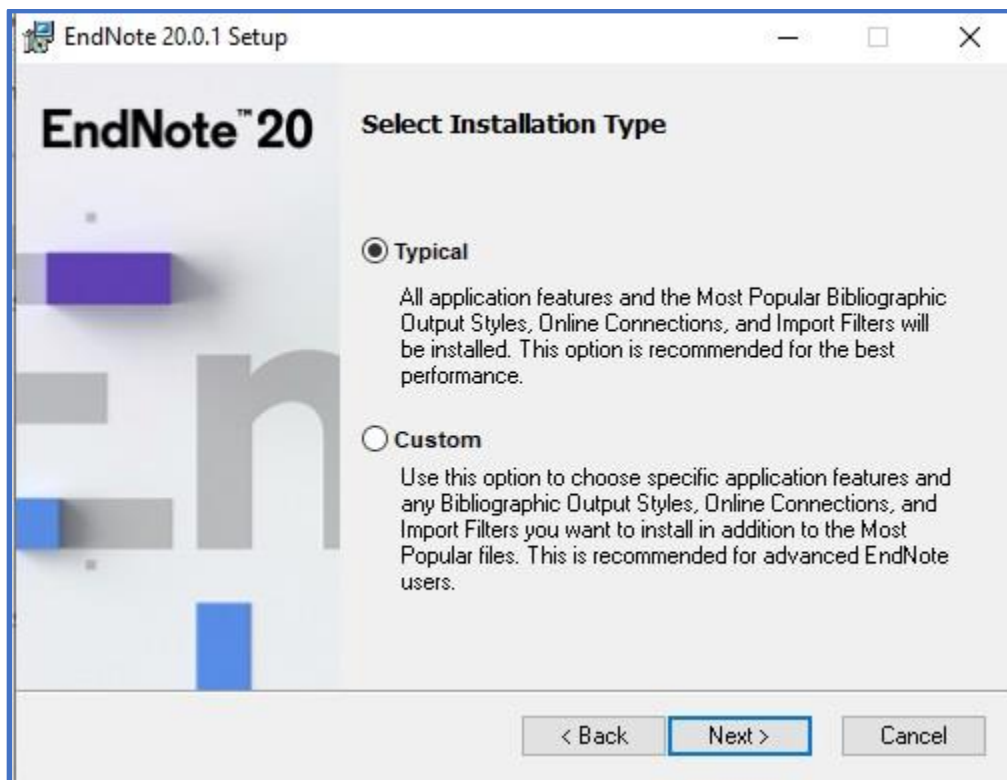**3.3.** Select **Accept** in the window that displays the Volume License information.

3.4. Select **Next** on the setup window that displays the **Read Me Information**
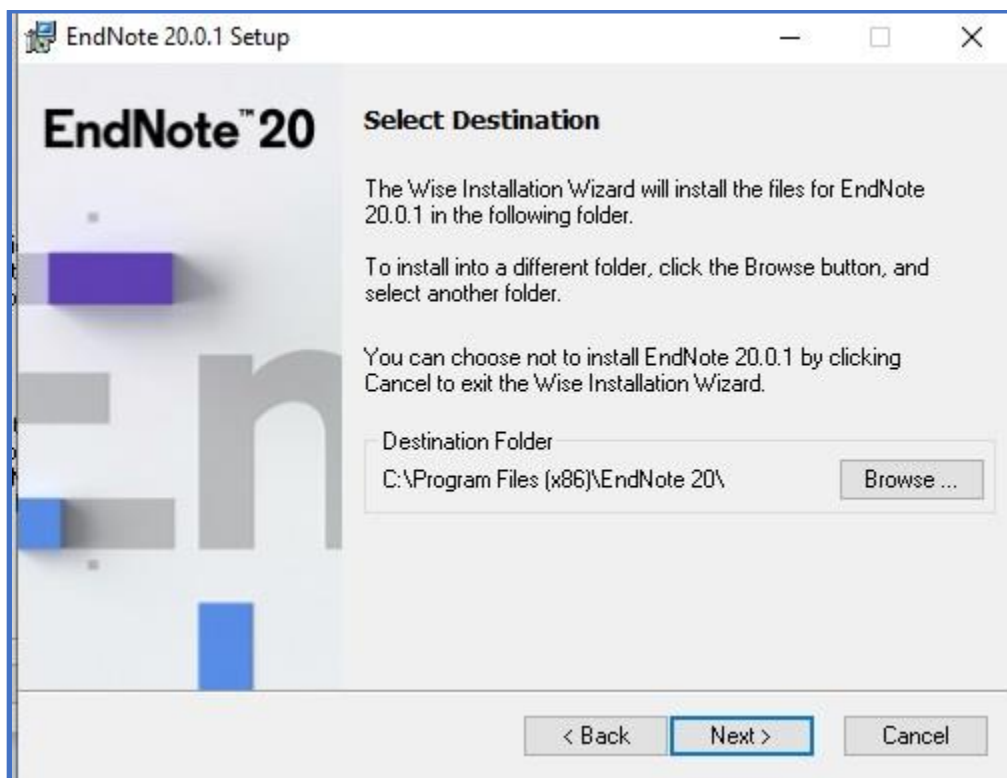

3.5. In the Following window Select, **I accept license agreement** then **click Next**
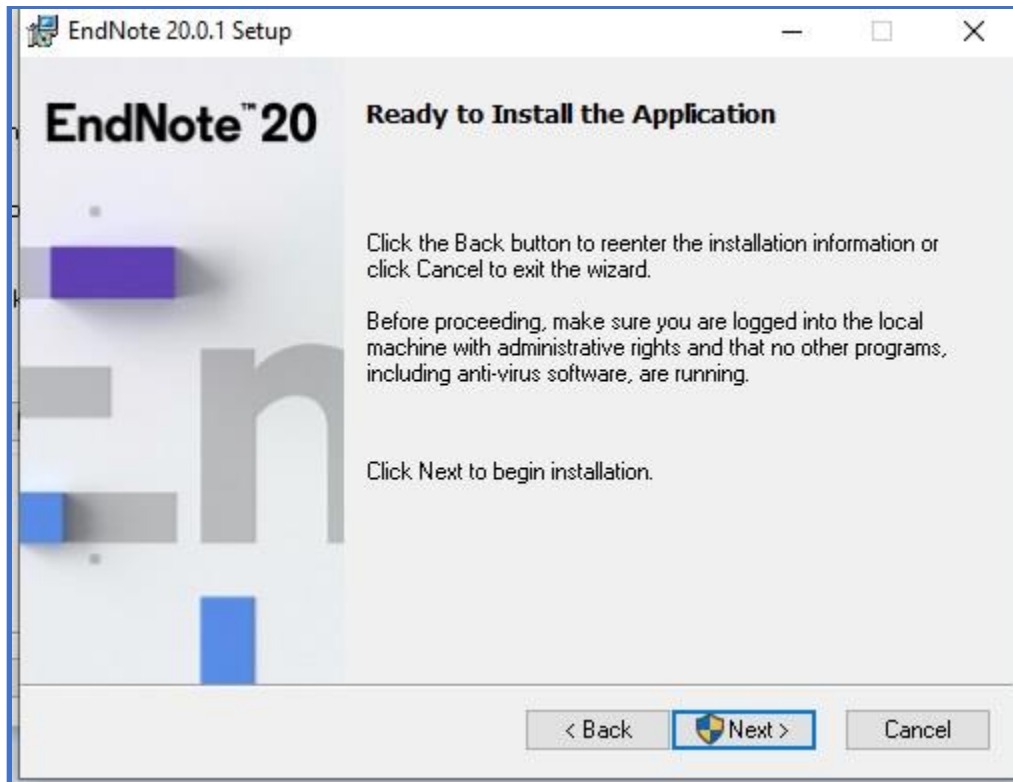
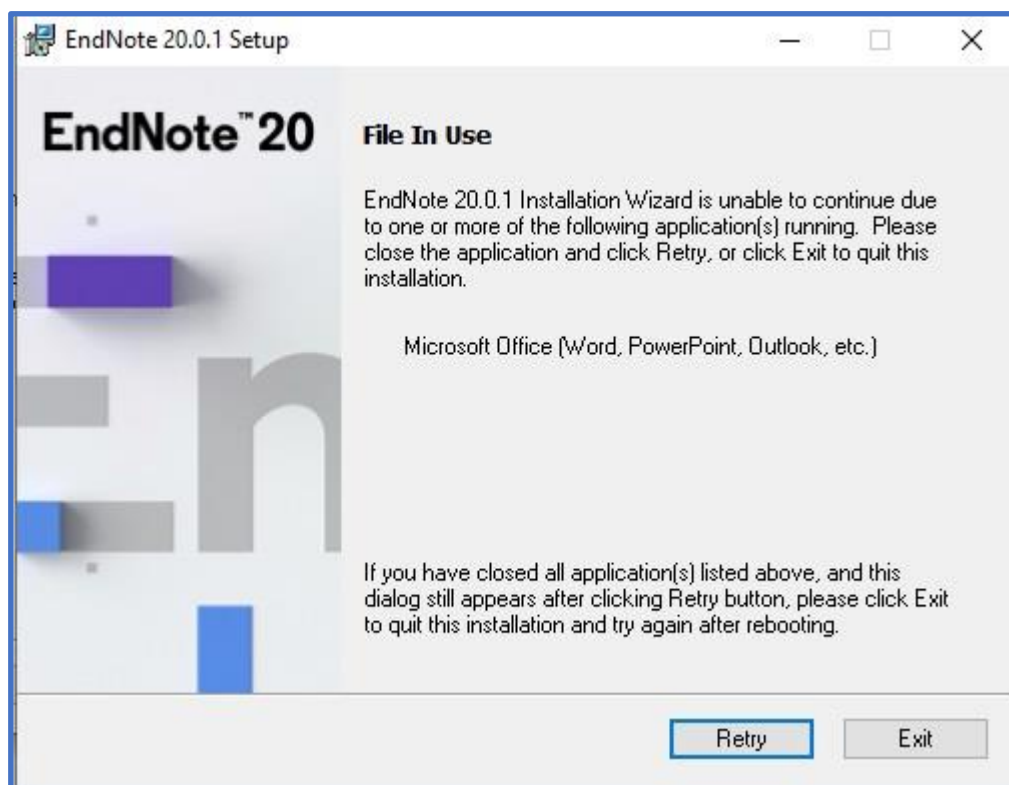**3.6.** Under **Select Installation Type** make sure that **Typical** is selected.

3.7. In the **Select Destination** window, Select **Next** to continue.
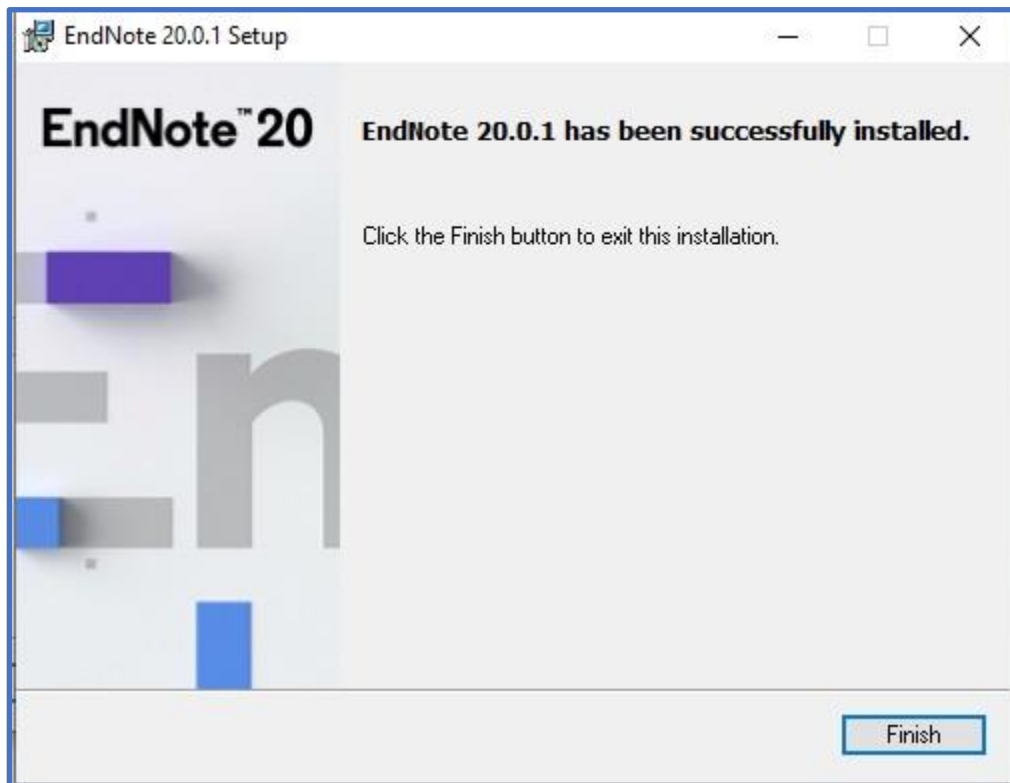
3.8. Select **Next** to install the application. If a window appears asking "**do you want to allow this app to make changes to your device**." Select **Yes**

3.9. If a **File In Use** dialogue box appears stalling the installation, click on **Retry** after closing **Microsoft Word.**

3.10. Click on **Finish** after successfully installing Endnote

4. Installing Endnote Click

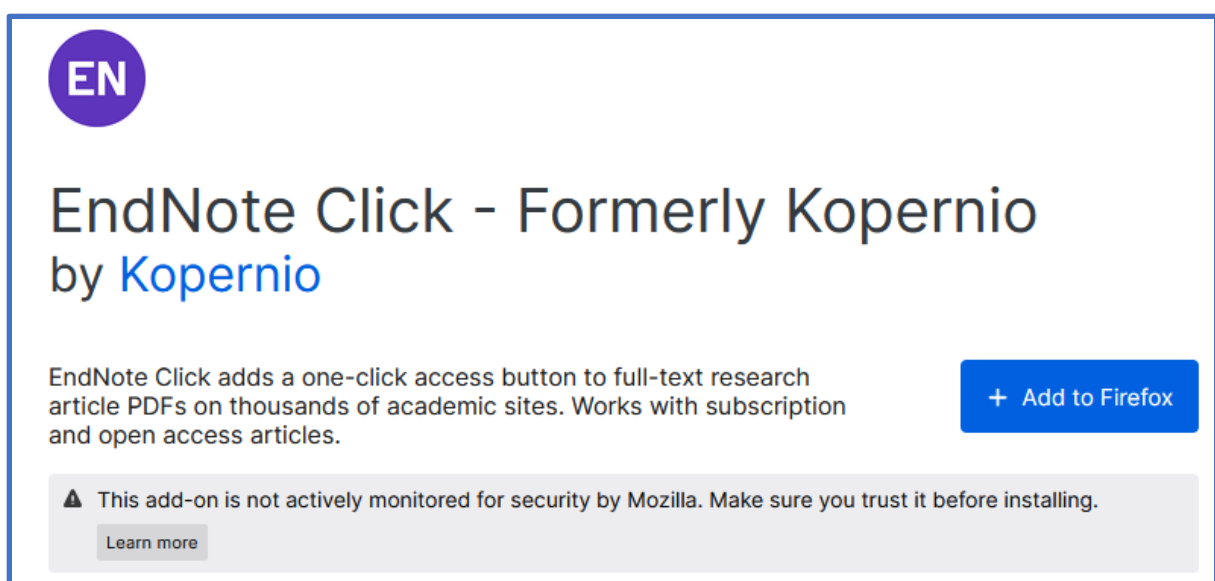Endnote Click is a free plug-in that enables you to get pdfs into EndNote more quickly. Endnote Click is available for Google Chrome as well as Firefox. There is no Endnote Click extension for Microsoft Edge.

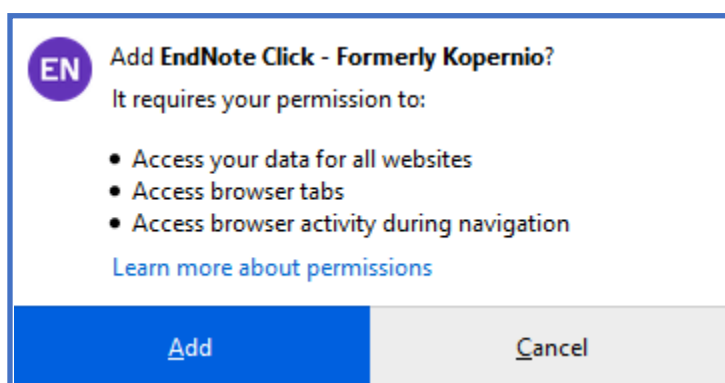### 4.1. Installing Endnote Click for Mozilla Firefox

4.1.1. Open up **Mozilla Firefox** and go to the following webpage, https://kopernio.com/EndNote. Click on **Add to Firefox for free** link on the website that you've opened.
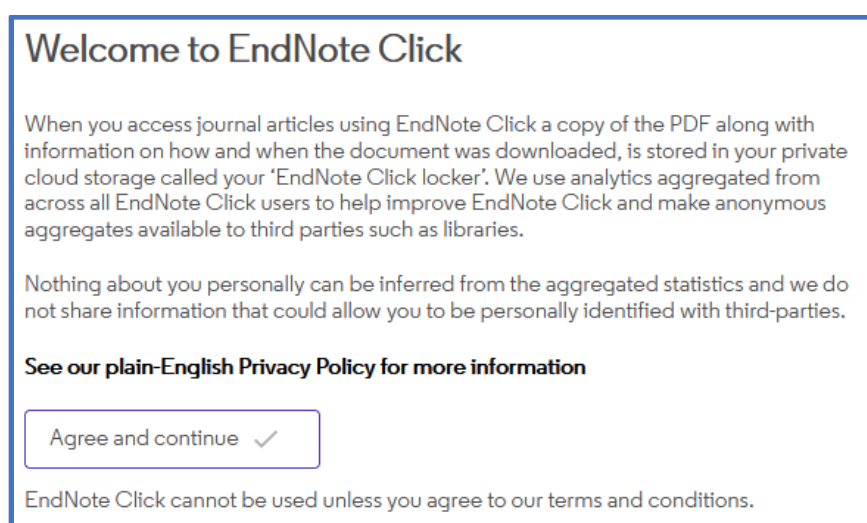

4.1.2. You will be taken to a Mozilla Firefox add in page. **Select the + Add to** Firefox link on the page.

4.1.3. If you wish to go ahead with the installation, **Select** the **Add** option in the permissions box that appears within the webpage.

4.1.4. Select **Agree and Continue to proceed with the installation**

4.1.5. **C**reate your Endnote Click account in the final step of the installation. Fill in the required information. Click on **Create my Endnote Click account.**

Please note: The password that you will Enter here is a new password that you will be creating to enable you to login to Endnote Click. Do not use your e-mail address password.

4.1.6. Insert the name of your institutions in the next webpage and then click on **Select this institution**
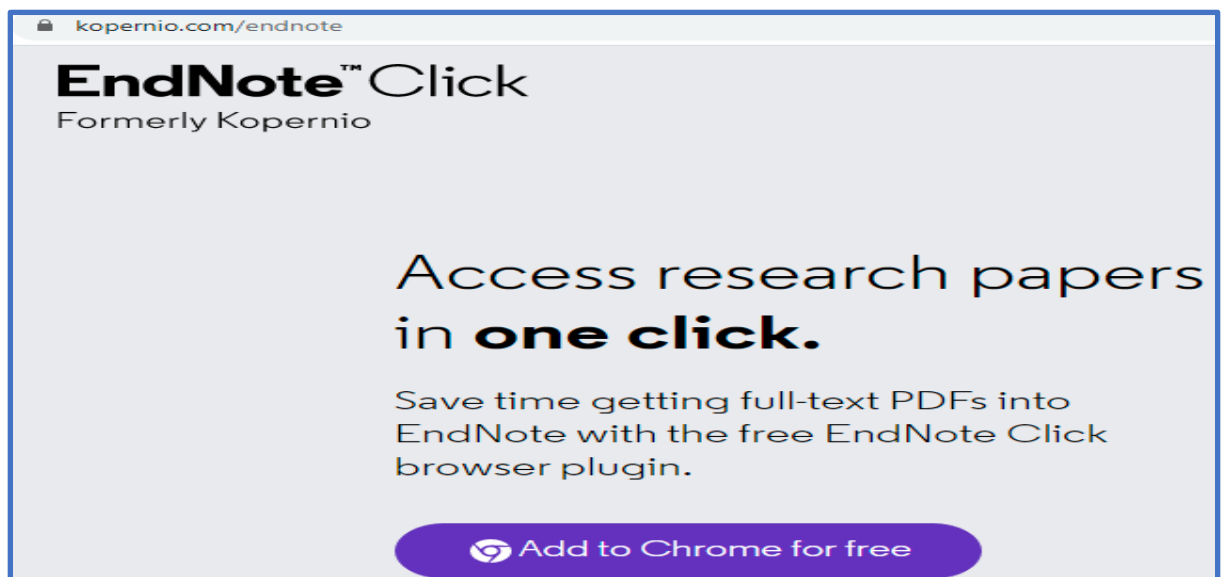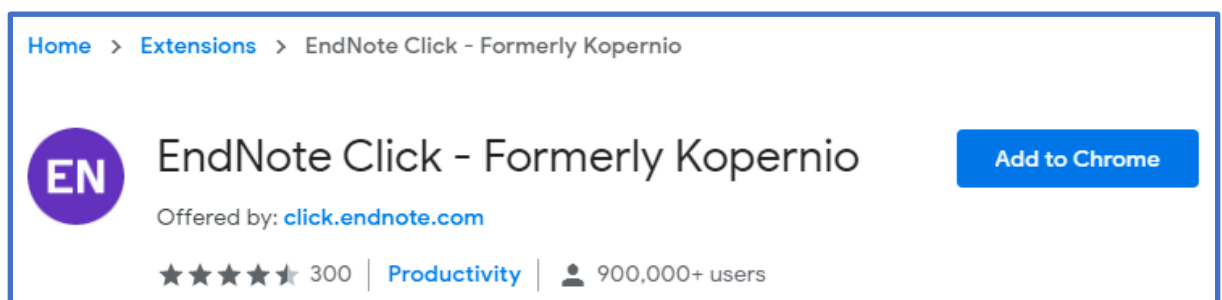

- You will receive an e-mail titled **Endnote Click** from, help@mg.kopernio.com asking you to verify your account. Click on the link provided in the e-mail in order to verify your account.

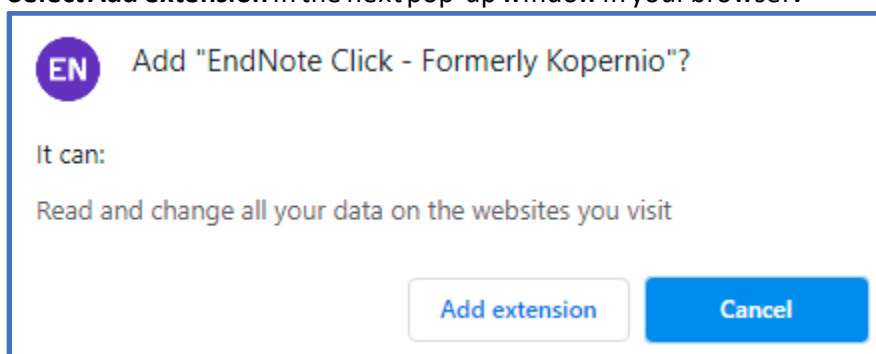## 4.2. Installing Endnote Click for Google Chrome

4.2.1. Open up **Google Chrome** and go to the following webpage, https://kopernio.com/EndNote. Click on **Add to Chrome for free** link on the website that you've opened.

4.2.2. You will be taken to the Kopernio Extensions page in the chrome web store. **Select** the **Add to Chrome** link.

4.2.3. **Select Add extension** in the next pop-up window in your browser**.**

4.2.4. **C**reate your Endnote Click account in the final step of the installation**.** Fill in the required information. Click on **Create my Endnote Click account.**

Please note: The password that you will Enter here is a new password that you will be creating to enable you to login to Endnote Click. Do not use your e-mail address password.

4.2.5. Insert the name of your institutions in the next webpage and then click on **Select this institution**

Find your institution to access your library subscriptions

Start typing to find your institution

University of the Western Cape

University of the Western Cape
uwc.ac.za
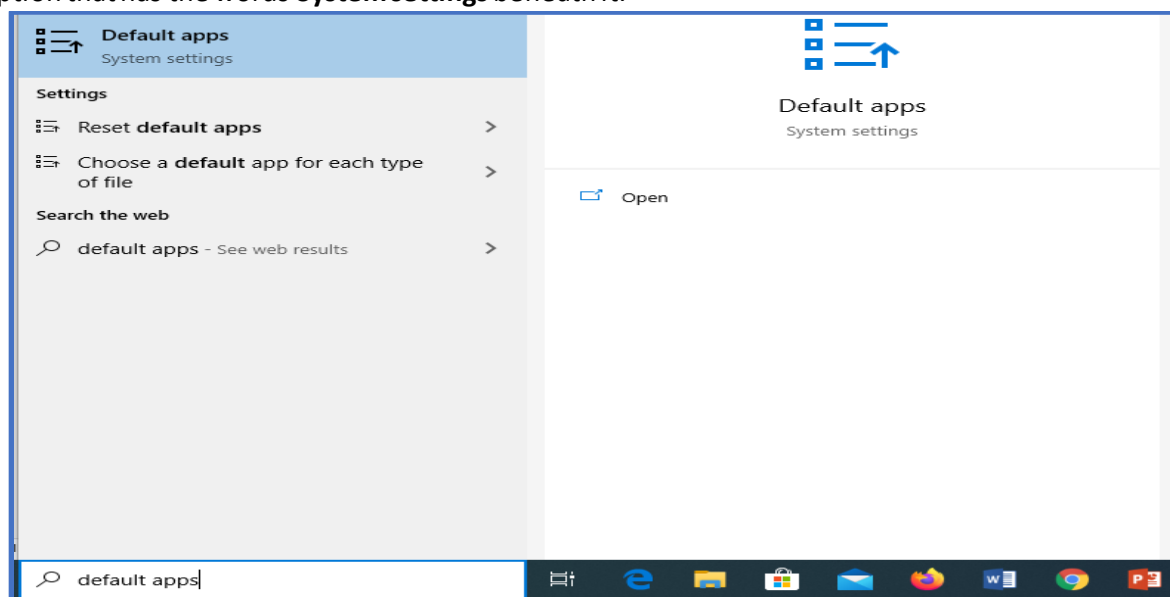Univ West Cape

✖ Not your institution?

Select this institution ❯

- You will receive an e-mail titled **Endnote Click** from, help@mg.kopernio.com asking you to verify your account. Click on the link provided in the e-mail in order to verify your account.
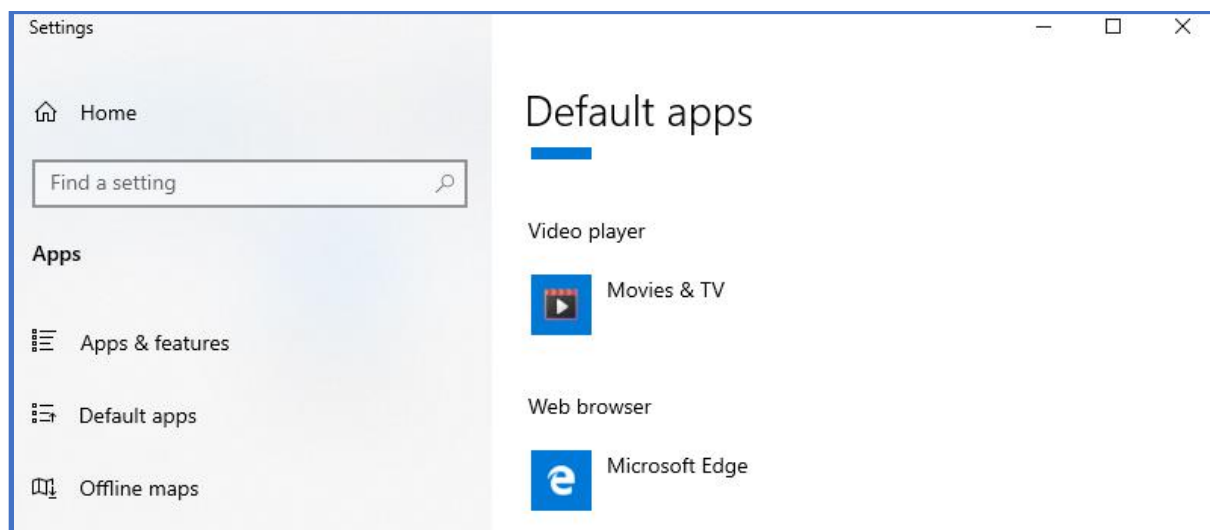
5. How to setup your preferred browser as your default browser

If you want to change your default browser from the default Microsoft web browser you can do the following
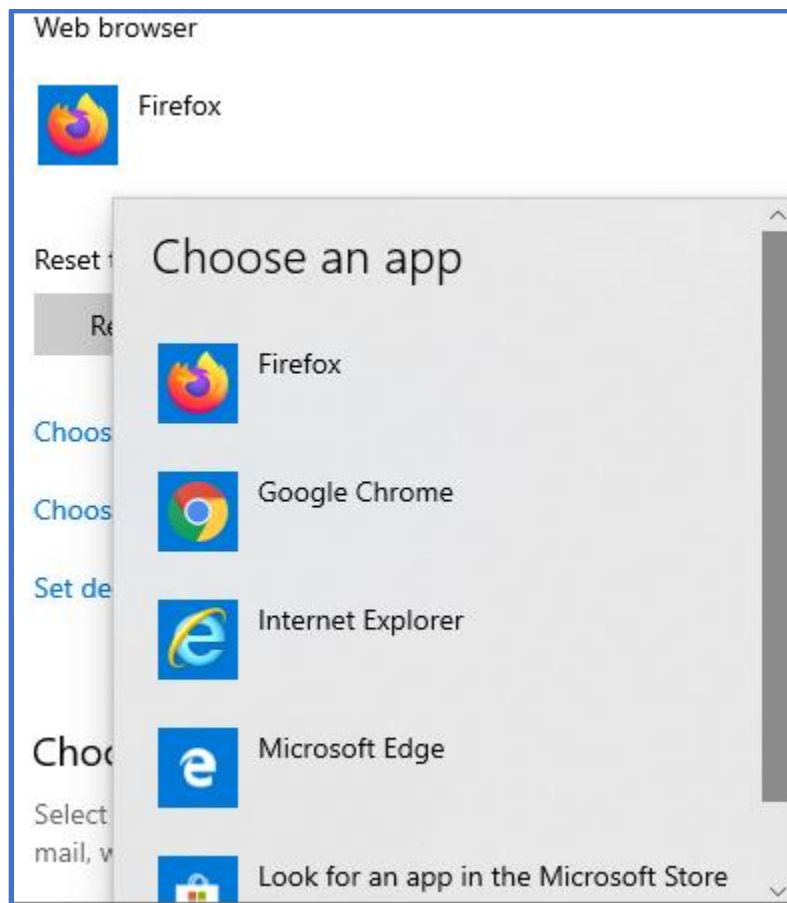
5.1. Type the words **Default apps** into your Search Bar in Windows 10. Click on the **Default apps** option that has the words **System settings** beneath it.

5.2. On the right side of the **System settings screen,** you will see **the Default apps** heading. Scroll down in the right pane until you reach the Web browser. Click on the default browser under the word **Web browser**, in this example it's **Microsoft Edge.**

5.3. You will now be provided with a list of all installed Web Browsers. Click on the Web browser that you wish to use as your default browser.

Congratulations, your EndNote application is ready for use.