

EndNote Download and Installation Guide

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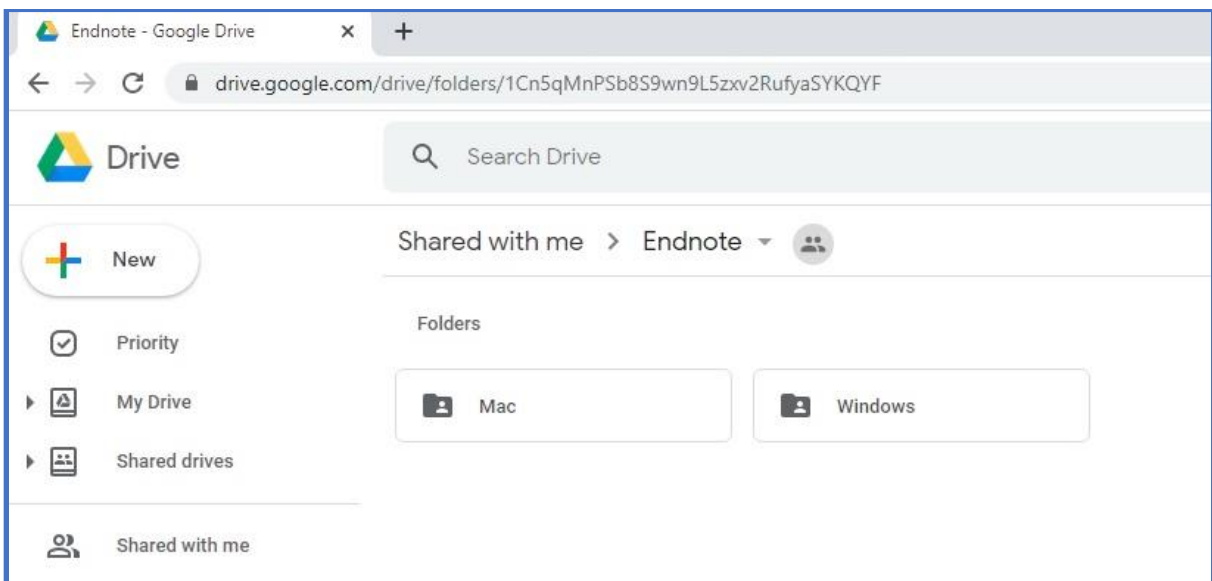
1. Introduction

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

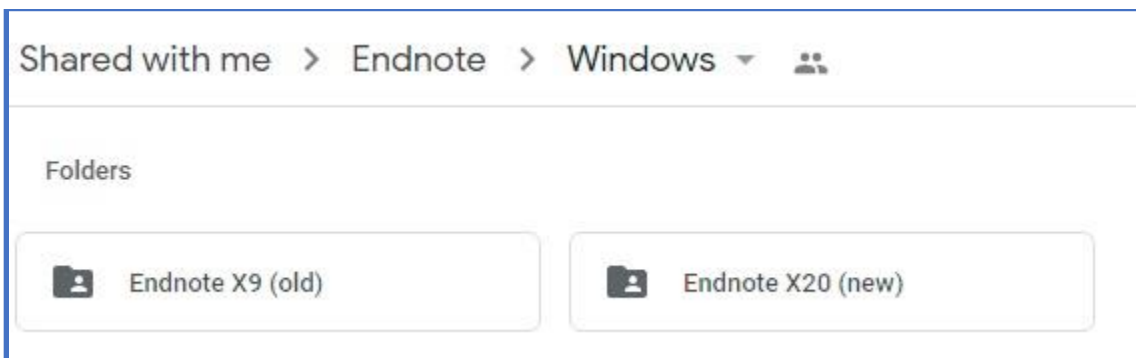
The purpose of this guide is to assist students and staff to download and install EndNote onto Windows.

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. Copy the following link into your browsers 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.



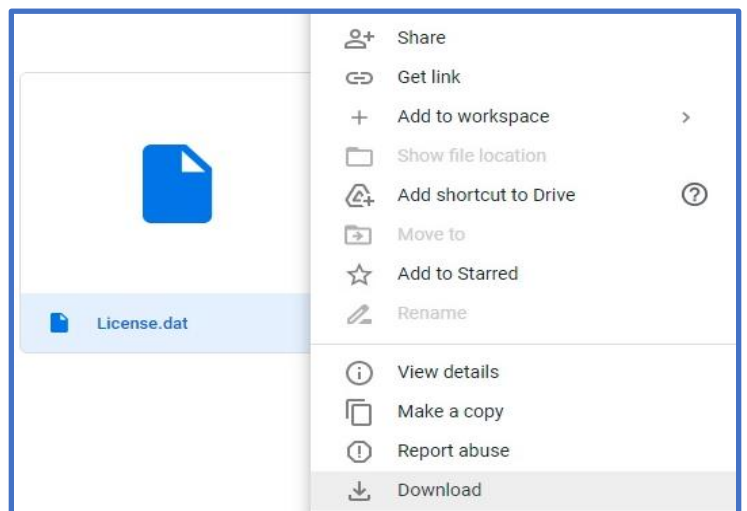
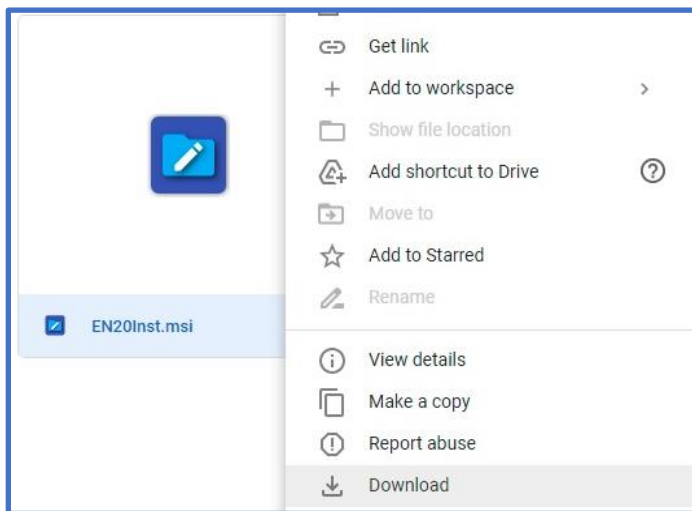
- 2.4. Within the **Windows** folder double click on the folder named **EndNot X20 (new)**.



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 **License.dat** file and select **Download**.



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

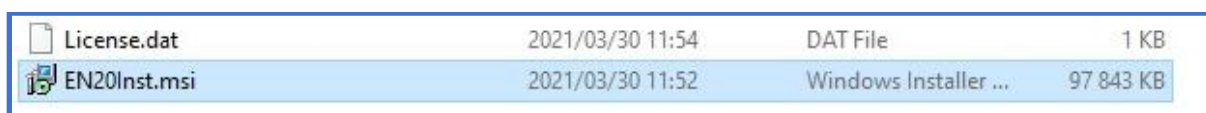


- Once the downloads have completed go to where your download is saved (most likely your downloads folder).

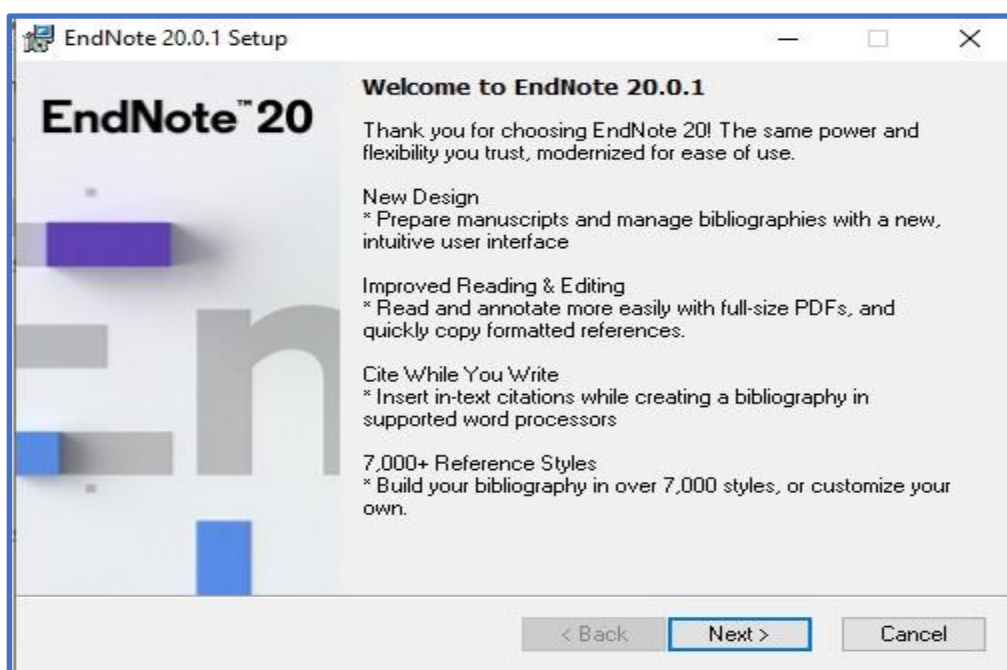
3. Installing EndNote

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.

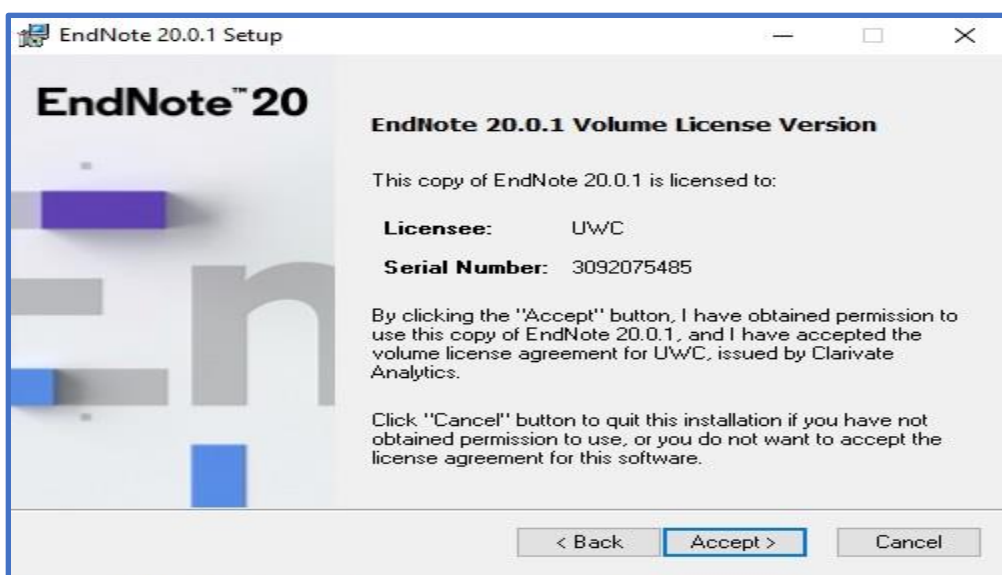
3.1. Double click on the EN20Inst file, which is the EndNote installation file.



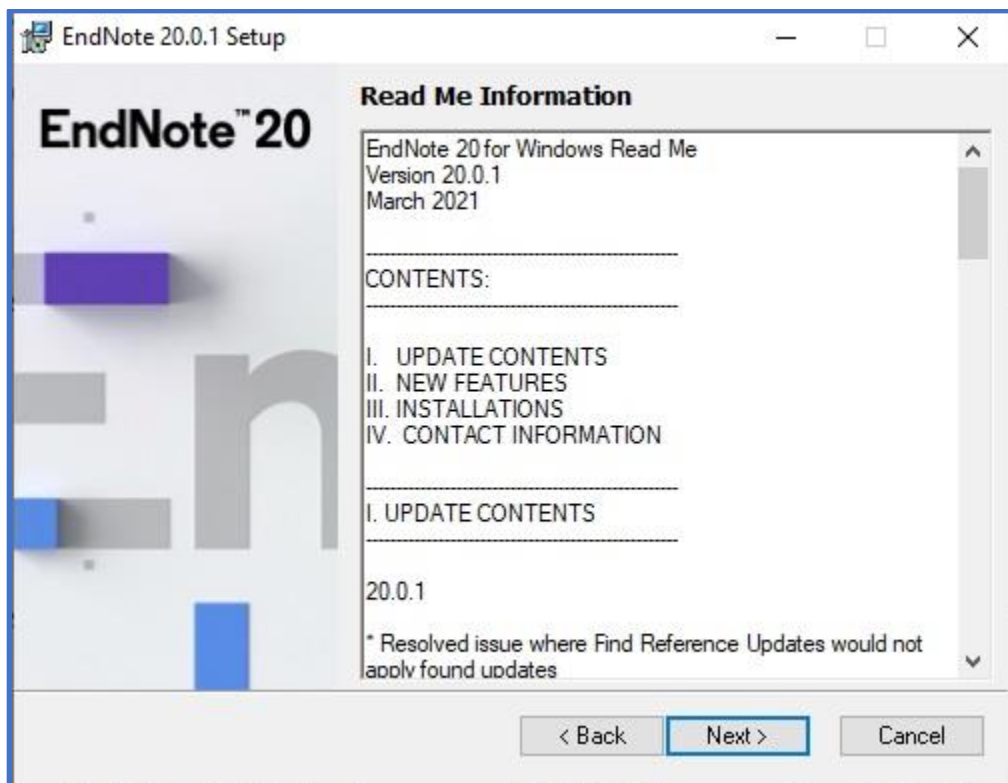
3.2. The EndNote installation box should appear. Click on Next.



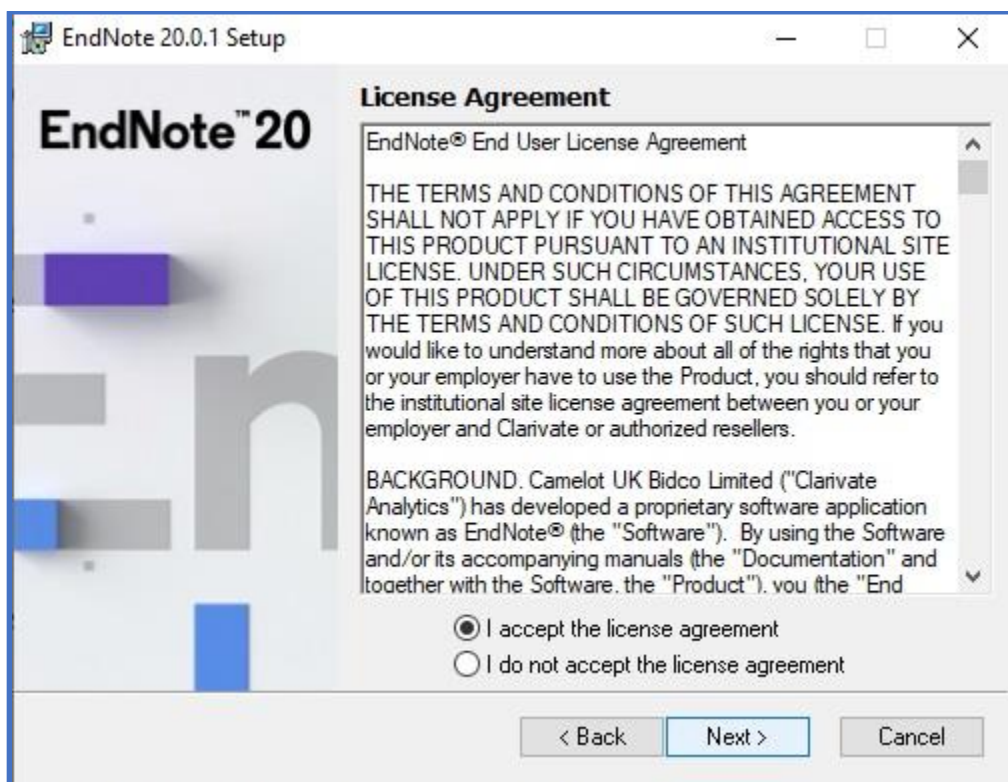
3.3. Select Accept in the window that displays the Volume License information.



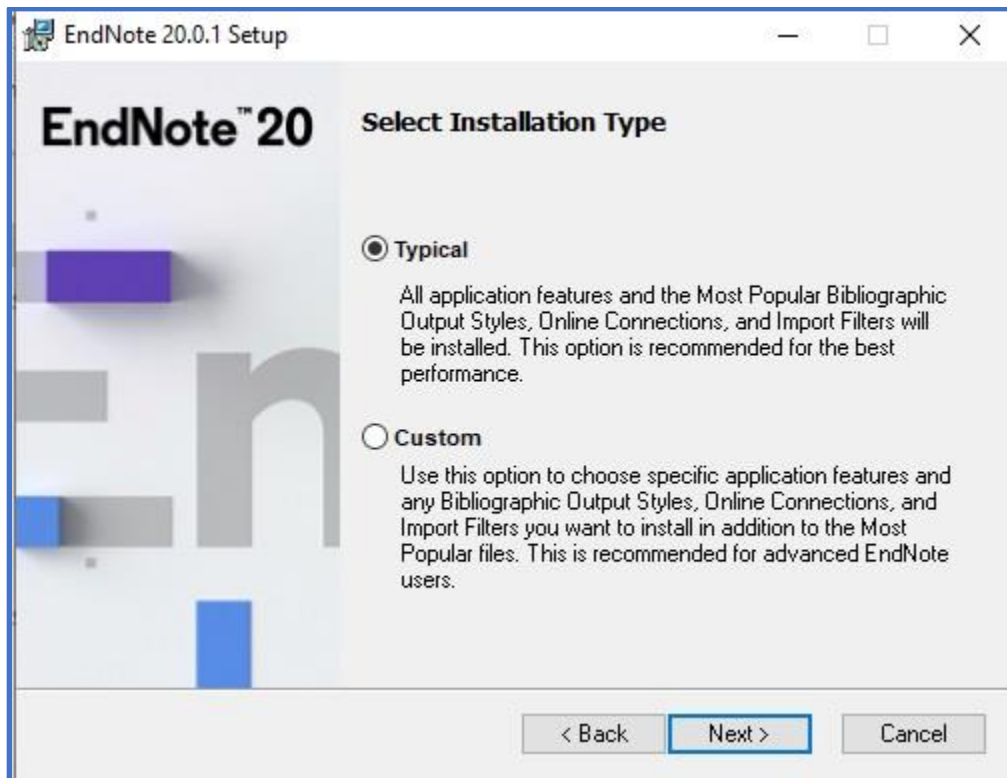
3.4. Select **Next on the setup window that displays the **Read Me Information****



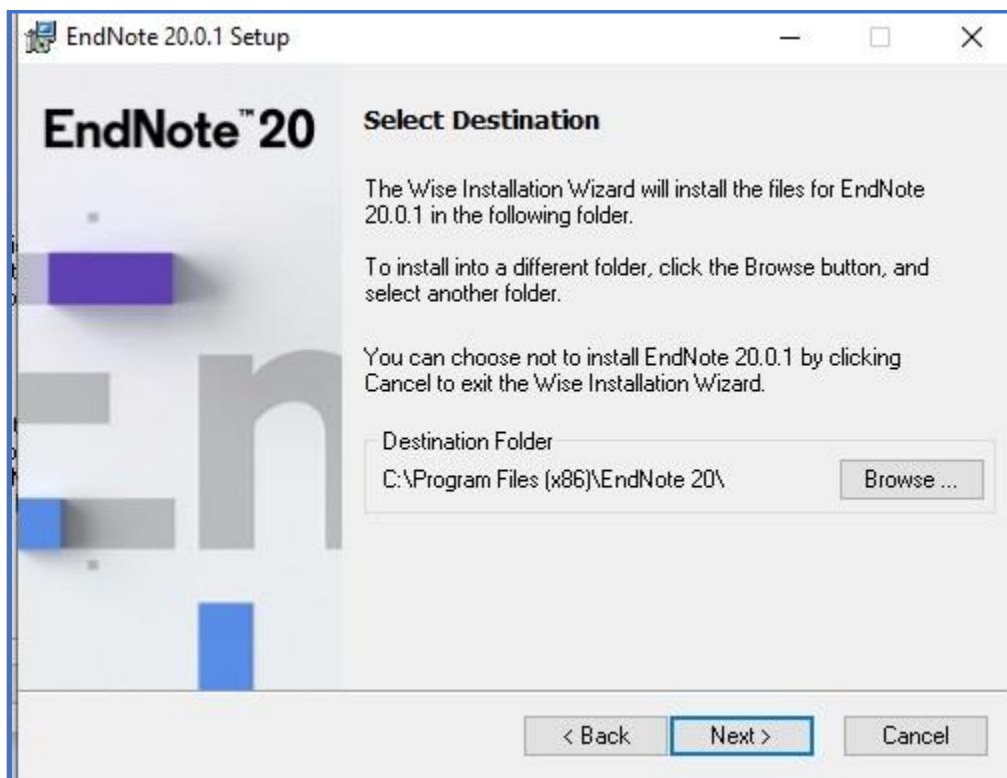
3.5. In the Following window Select, **I accept license agreement then **click Next****



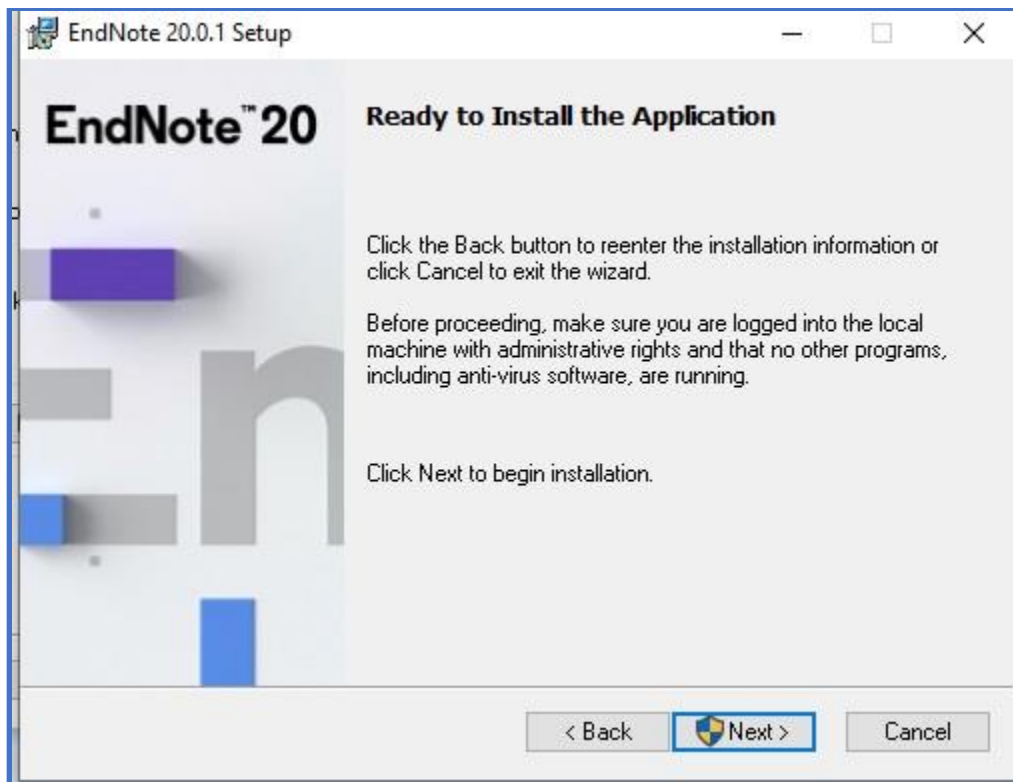
3.6. Under **Select Installation Type** make sure that **Typical** is selected.



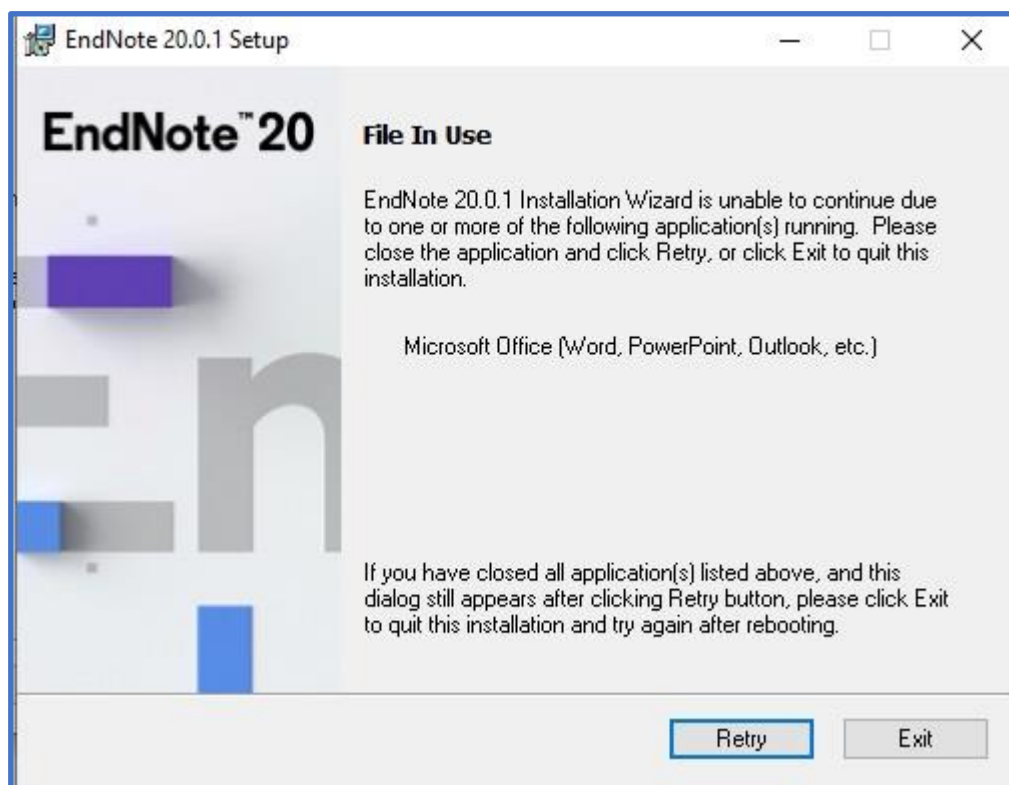
3.7. In the **Select Destination** window, Select **Next** to continue.



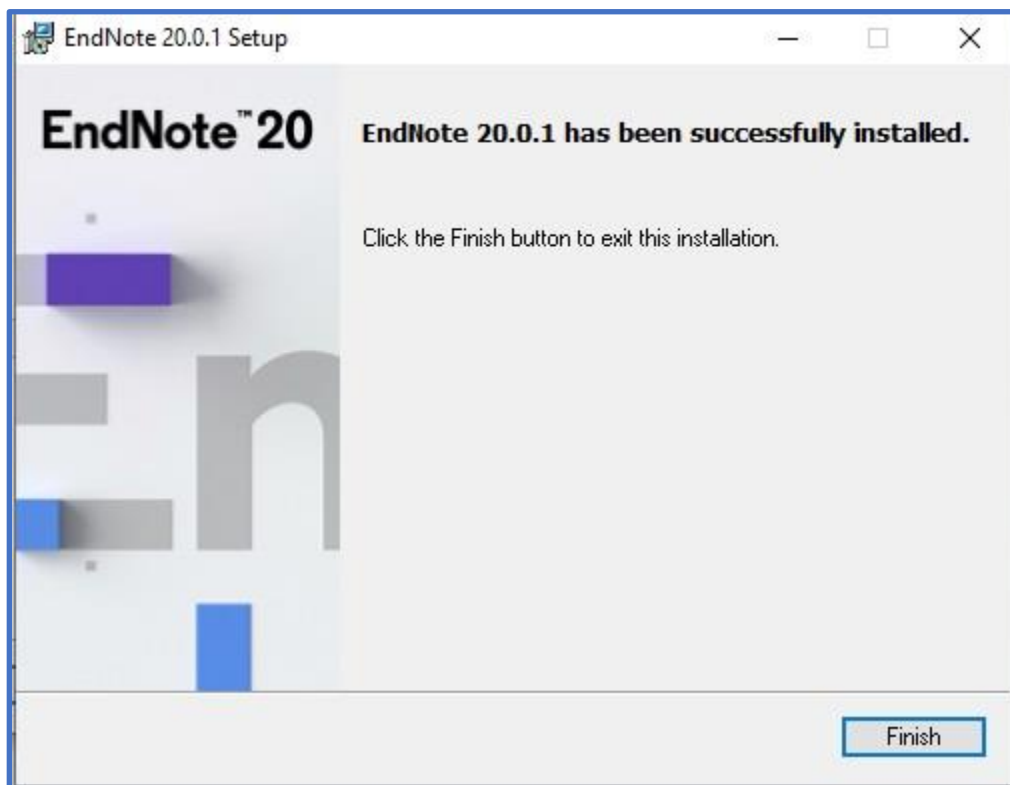
- 3.8. Select **Next** to install the application. If a window appears asking “do you want to allow this app to make changes to your device.” Select **Yes**



- 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

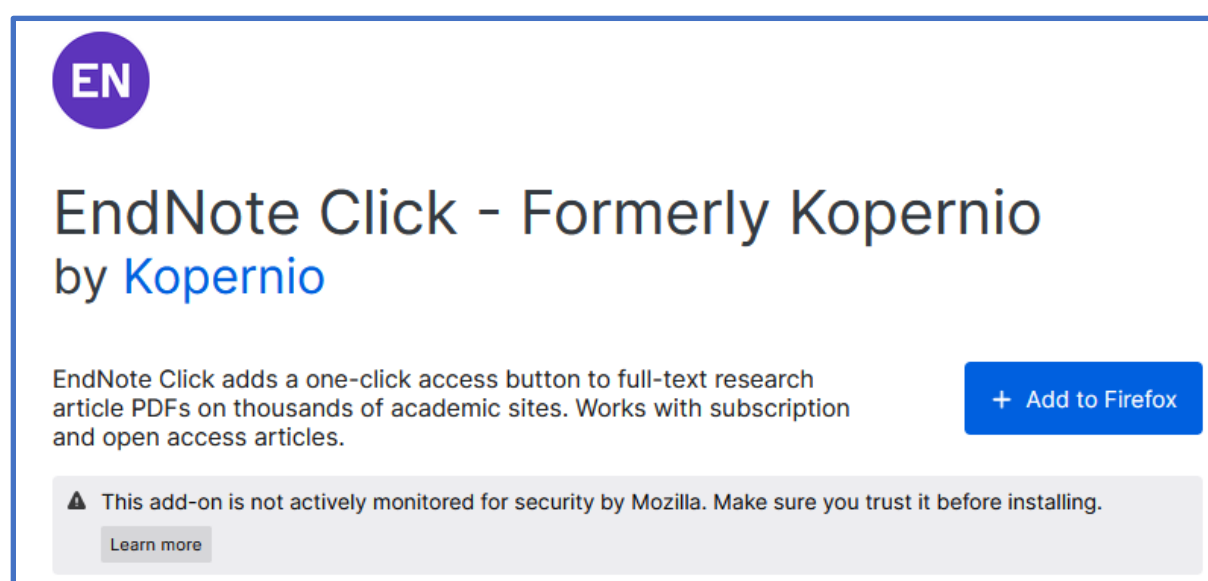
Endnote Click is a free plug-in that enables you to get pdfs into EndNote more quickly. Endnote Click is available for Google Chrome as well as Firefox. There is no Endnote Click extension for Microsoft Edge.

4.1. Installing Endnote Click for Mozilla Firefox

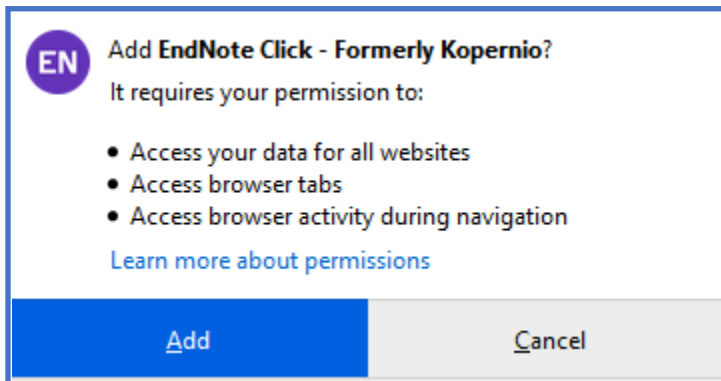
- 4.1.1. Open up **Mozilla Firefox** and go to the following webpage, <https://kopernio.com/EndNote>. Click on **Add to Firefox for free** link on the website that you've opened.



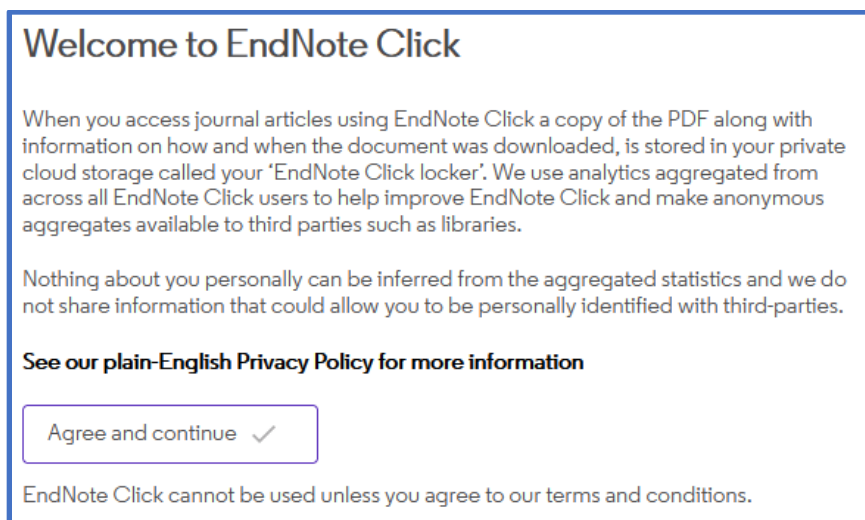
- 4.1.2. You will be taken to a Mozilla Firefox add in page. **Select the + Add to Firefox** link on the page.



- 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. Create 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.

✓ Install — 2 Account — 3 Institution

Create your EndNote Click account

Already have a EndNote Click account? [Sign in](#)

First name

Last name

Email address

Enter a new password

◀ Back Create my EndNote Click account ▶

- 4.1.6. 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 ✕ Not your institution?

uwc.ac.za

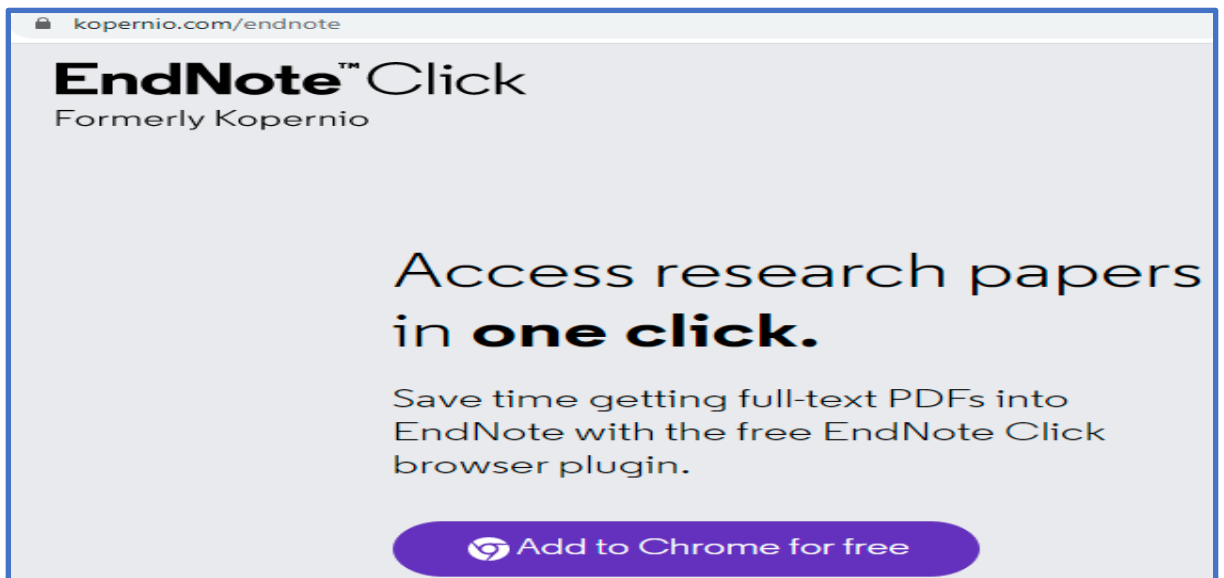
Univ West Cape

Select this institution >

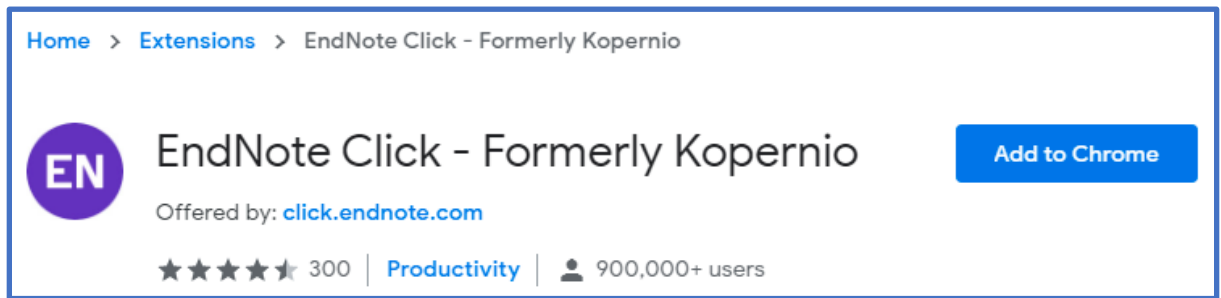
- You will receive an e-mail titled **Endnote Click** from, help@mg.kopernio.com asking you to verify your account. Click on the link provided in the e-mail in order to verify your account.

4.2. Installing Endnote Click for Google Chrome

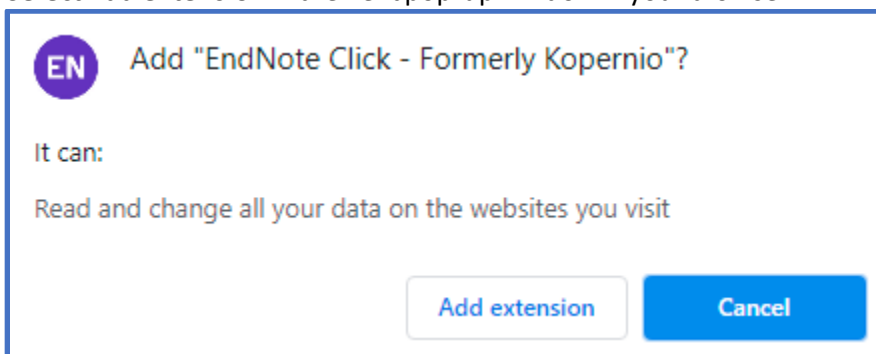
- 4.2.1. Open up **Google Chrome** and go to the following webpage, <https://kopernio.com/EndNote>. Click on **Add to Chrome for free** link on the website that you've opened.



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

A screenshot of the 'Create your EndNote Click account' registration form. At the top, there is a progress indicator with three steps: '1 Install' (checked), '2 Account' (active), and '3 Institution'. The main heading is 'Create your EndNote Click account'. Below the heading, it asks 'Already have a EndNote Click account?' with a link to 'Sign in'. The form contains four input fields: 'First name', 'Last name', 'Email address', and 'Enter a new password'. At the bottom left is a 'Back' button, and at the bottom right is a large blue button labeled 'Create my EndNote Click account' with a right-pointing arrow.

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 ✕ Not your institution?

uwc.ac.za

Univ West Cape

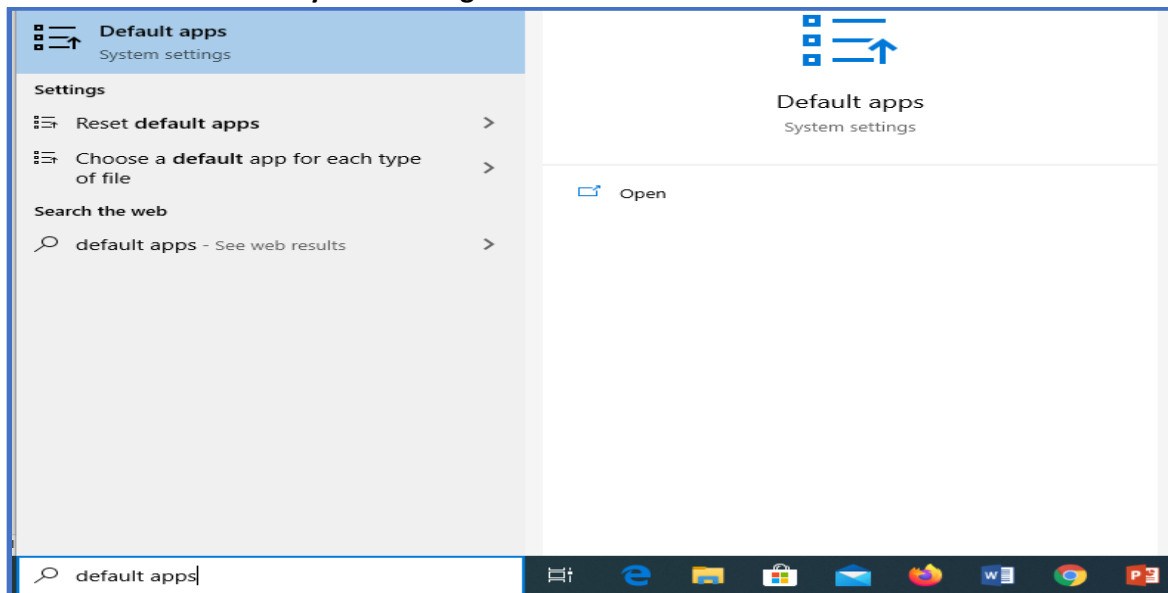
Select this institution >

- 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.

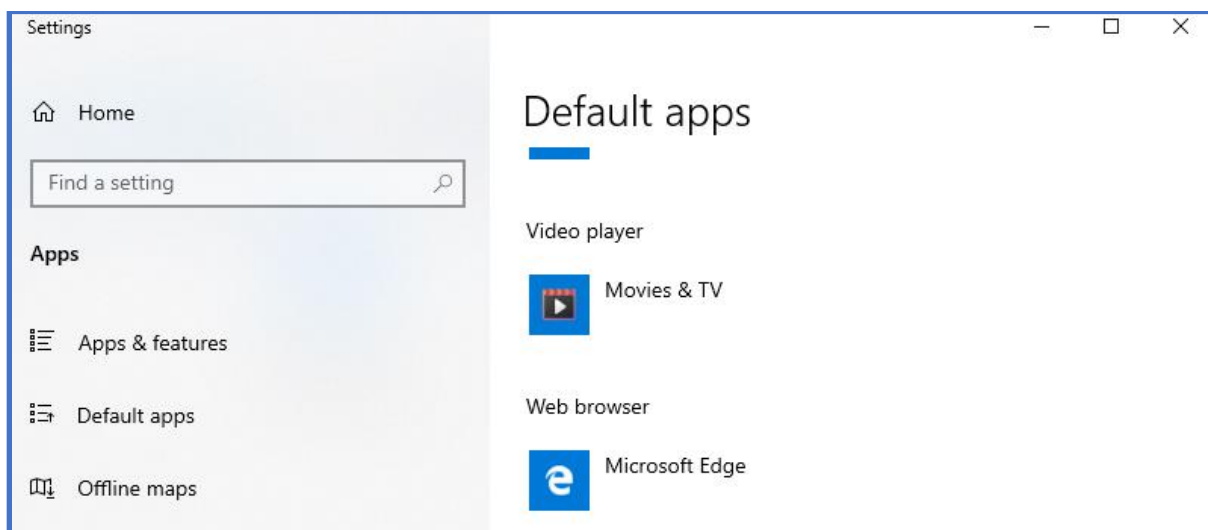
5. How to setup your preferred browser as your default browser

If you want to change your default browser from the default Microsoft web browser you can do the following

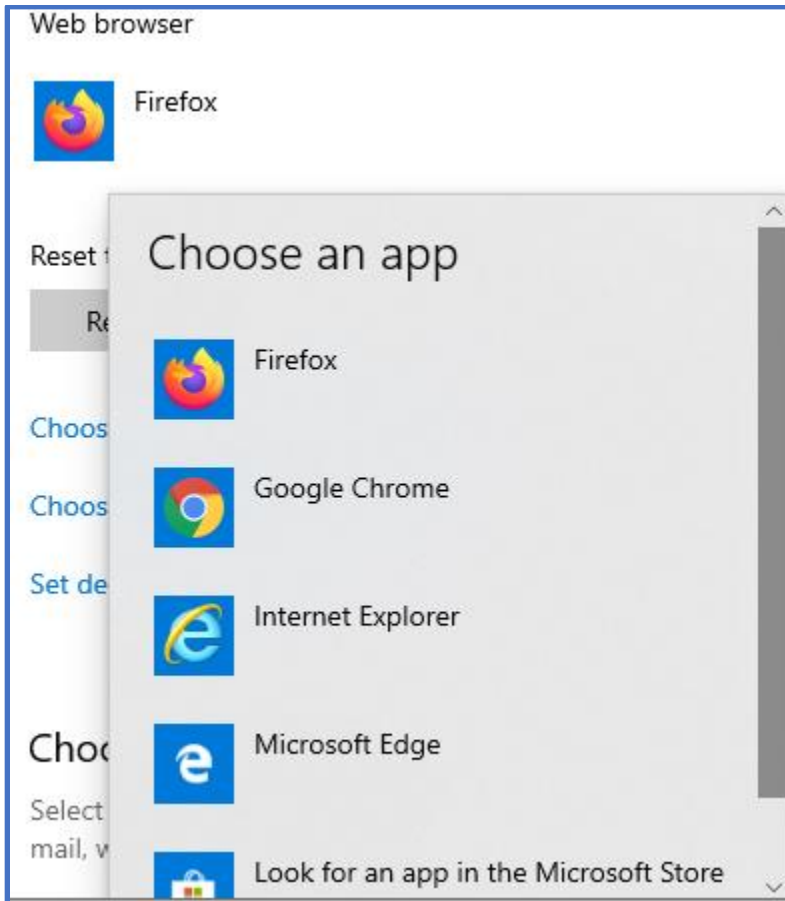
- 5.1. Type the words **Default apps** into your Search Bar in Windows 10. Click on the **Default apps** option that has the words **System settings** beneath it.



- 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.