

### 10.3.4 Installing EndNote software

- Go to the Library webpage
- Click on the *EndNote* link
- Click on the *Download EndNote* link
- Read the conditions of use
- Read the basic system requirements & compatibility statement
- Note the links to help and support services for EndNote
- Click on the link for *Download copy of the software*
- You are then directed to the server where the software and download instructions are located
- Log in using your *UConnect username and password*
- Select the appropriate option (e.g. Windows or Mac operating system)
- Note the *download (zip) file* and the instructions
  - Make sure you follow the instructions

#### Windows X4 Version Installation Instructions

- **Download Zip File:**
  - Click on the *EndNoteX4.zip* link
  - Click on *Save* in the dialog box
  - Choose the location to download the Zip file to your Desktop or other location of your choice.
- **Extract EndNote files:**
  - Extract the folder *EndNoteX4* and contents from the zip file you saved in the previous step.
  - Right click on the *EndNoteX4* zip file
  - Choose *Extract All* from the menu
  - Click *Next*
  - Click *Next* (the default location is in the same folder as the Zip file)
  - It may take a few minutes to extract the files
  - Click *Finish*
  - A window will open with the extracted folder
- **Installing Software:**
  - Open the extracted *EndNoteX4* in Windows Explorer
  - Double click *Install.bat*
  - Click *EndNote Click here to install* button
  - A window will open prompting you to close all Microsoft Office and confirming you want to install EndNote X4.
  - Press any key to continue the installation.
- Once the installation is completed choose Start, Programs, EndNote, EndNote Program to run EndNote X4. Once you have installed the program you need to create an EndNote library (this information is provided via the Using EndNote link on the Library homepage)
- Open Microsoft Office Word and ensure the ribbon (toolbar) for EndNote has been correctly installed.

Please Note: If you have earlier versions of EndNote installed you may remove them using Control Panel, Add/Remove Programs in Windows XP or Control Panel, Programs, Uninstall a program in Vista/Windows 7.