

## Installing EndNote to Your Personal Computer

This document is an overview of the process of downloading EndNote to your personal computer and setting up an EndNote library to manage your citations. Refer to the EndNote Library Guide, <http://libguides.llu.edu/endnote>, for further information. Here are the instructions from the first page of the library guide:

The screenshot shows the 'EndNote Web' interface. At the top, it says 'Bibliographic Software Program; EndNote Web :Your Web-Based Research and Writing Tool'. Below this is a navigation bar with tabs: 'General Information', 'Building Your EndNote Library', 'Cite While You Write (CWYW)', and 'EndNote Web'. The 'Building Your EndNote Library' tab is selected. The main content area is titled 'Downloading the EndNote Software' and contains the following text:

**Instructions for downloading Endnote for Loma Linda University faculty, students and Loma Linda University Health Care clinicians and employees.**

- Go to University Portal at <http://myllu.llu.edu>
- If you don't yet have a portal page call the University Help Desk x48611.
- Log in with your username and password.
- Scroll down to see the box labeled "Software Downloads".
- Download EndNote X6.
- Important Note:** Click "extract" on the zip drive to install files.
- To search the Loma Linda University Libraries' catalog copy the "Loma Linda University" Endnote Connection file from the extraction folder to the C:\Program Files EndNote Connections folder

For problems downloading EndNote OR Cite-While-You-Write plug-in for Microsoft Word, please call Help Desk at x48611.

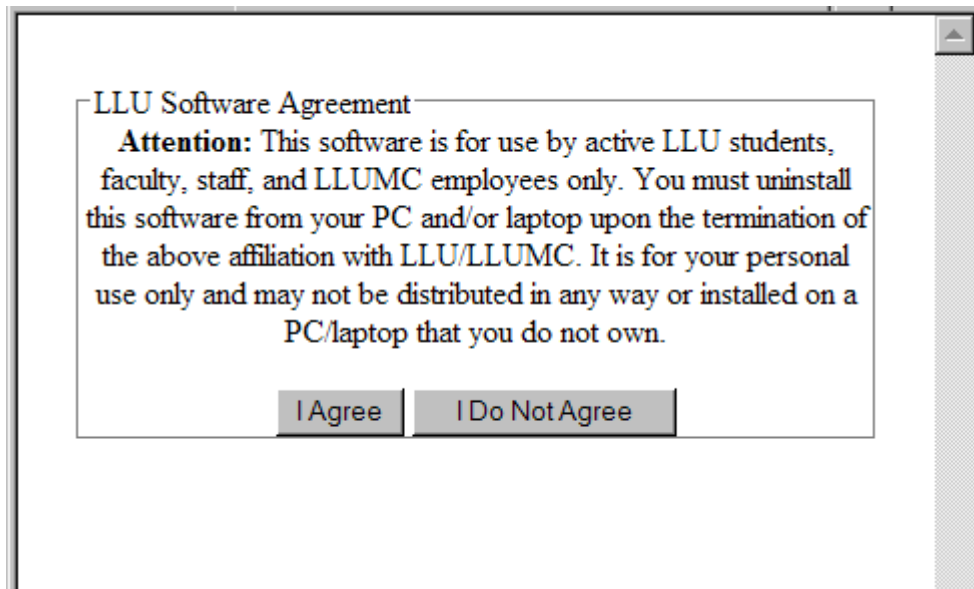
Basically, after you login to MyLLU (the University Portal), <http://myllu.llu.edu/>. You will go the "Software Downloads" section and download EndNoteX6 for Windows or Mac, as seen here:

The screenshot shows the MyLLU (University Portal) interface. The left sidebar contains links to 'Student Handbook', 'Travel Management System', 'FACULTY FORMS', 'Administrative Program Withdrawal', 'Course Approval Request for GE Credit', 'Course Block Request', 'Departmental Course Request', and 'Instructions for completing PDF forms'. The main content area is titled 'Software Downloads' and contains the following sections:

- Network**
  - LLUAHSC Internal Certificate Authority
  - LLUAHSC Internal Certificate Authority
- Utilities**
  - EndNote X5 for Windows
  - EndNote X5 for Windows
  - EndNote X5 for Mac
  - EndNote X5 for Mac
  - EndNote X6 for Windows
  - EndNote X6 for Windows
  - EndNote X6 for Mac
  - EndNote X6 for Mac
- Academic**
  - ArcGIS Desktop 10 (iso)
  - ArcGIS Desktop 10 (iso)
  - ArcGIS Desktop 10 README First
  - ArcGIS Desktop 10 README First

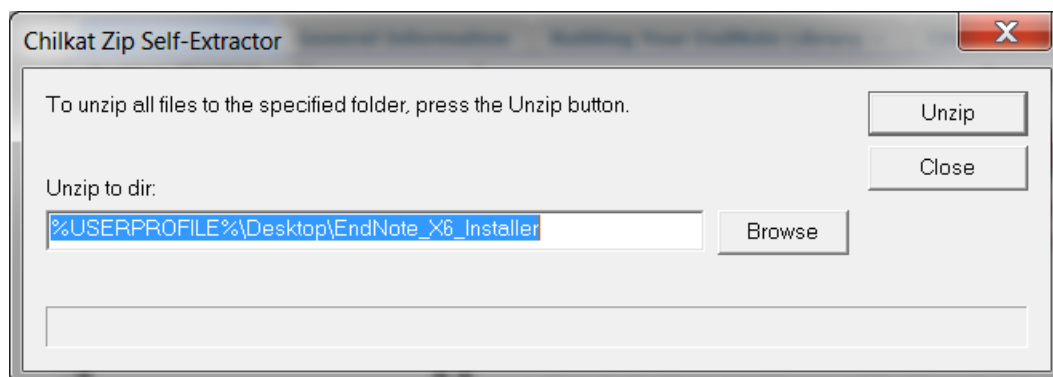
At the bottom of the page, there is a weather widget for Loma Linda, CA, showing a current temperature of 64°F and a forecast for the next few days. The footer of the page reads '© 2012 Loma Linda University'.

The following screen shots show the process using Internet Explorer in Windows7. The process is similar in Macs and in other browsers but the screenshots will look different. The first screen everyone gets is this one where you acknowledge that you will delete the program from your personal computer once you are no longer a student at Loma Linda University:

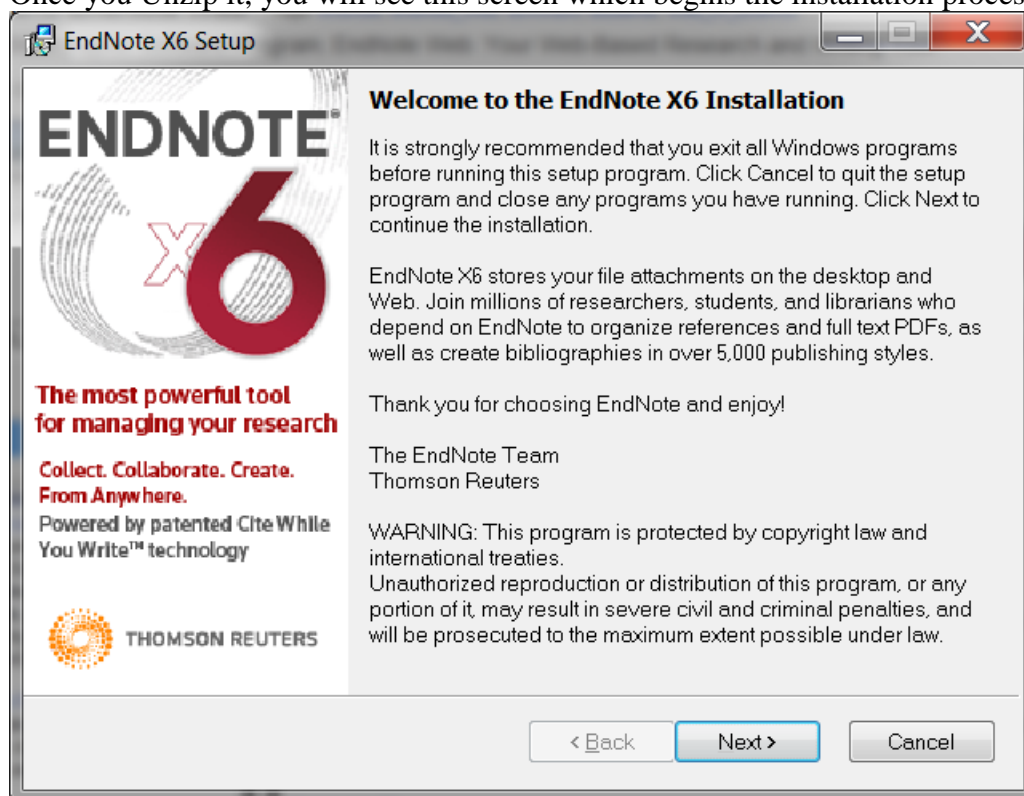


Please take this seriously. LLU pays for a site license so you do not have to buy your own copy. Don't jeopardize this access for future students by continuing to use it once you graduate unless you purchase your own copy.

Once you accept the agreement, you will be prompted to open or save the file. Please choose the **SAVE** option. I haven't included a screen shot for this step because the process to save/download varies by browser and browser version. EndNote will save as a compressed (zip file). Once you save it, open the downloaded file to get this Zip Self-Extractor, and click on Unzip:



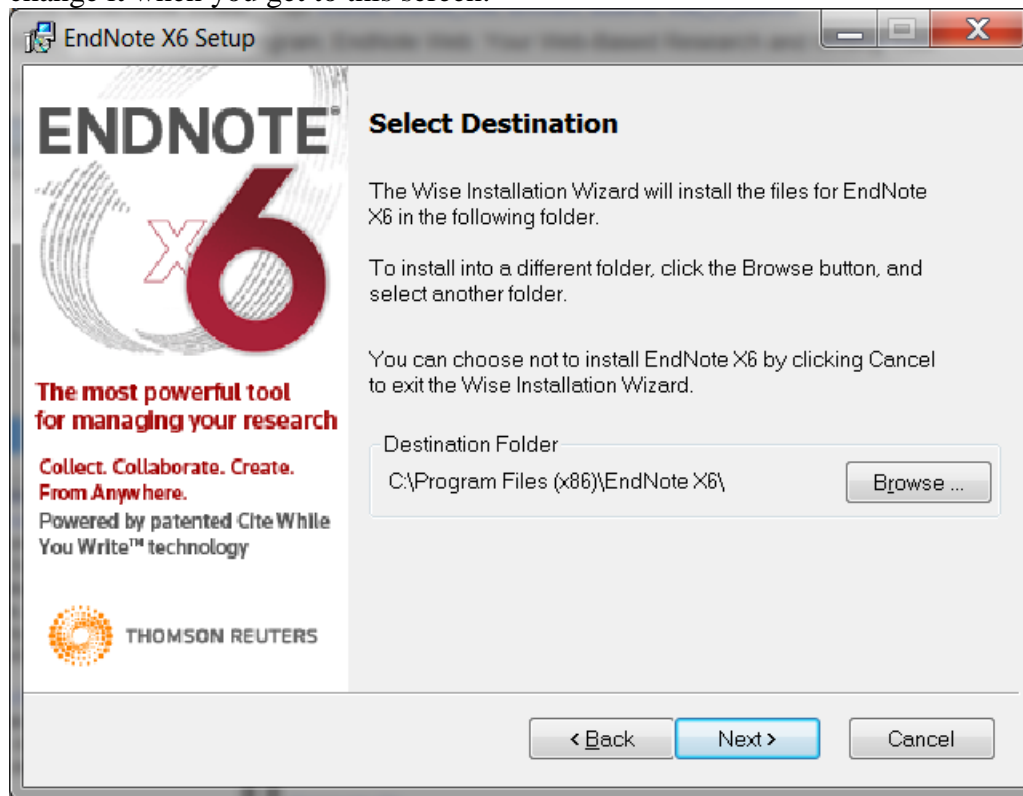
Once you Unzip it, you will see this screen which begins the installation process:



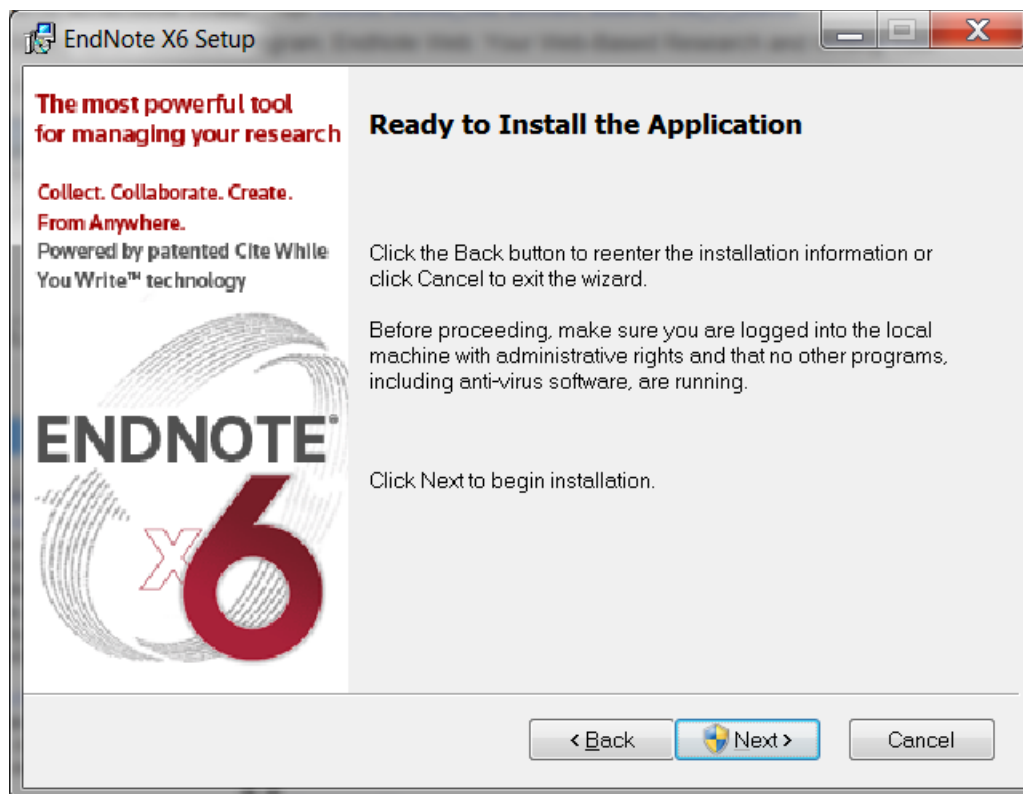
To accept the installation & licensing defaults, just continue clicking on Next. You will get to this screen where we suggest you choose Typical:



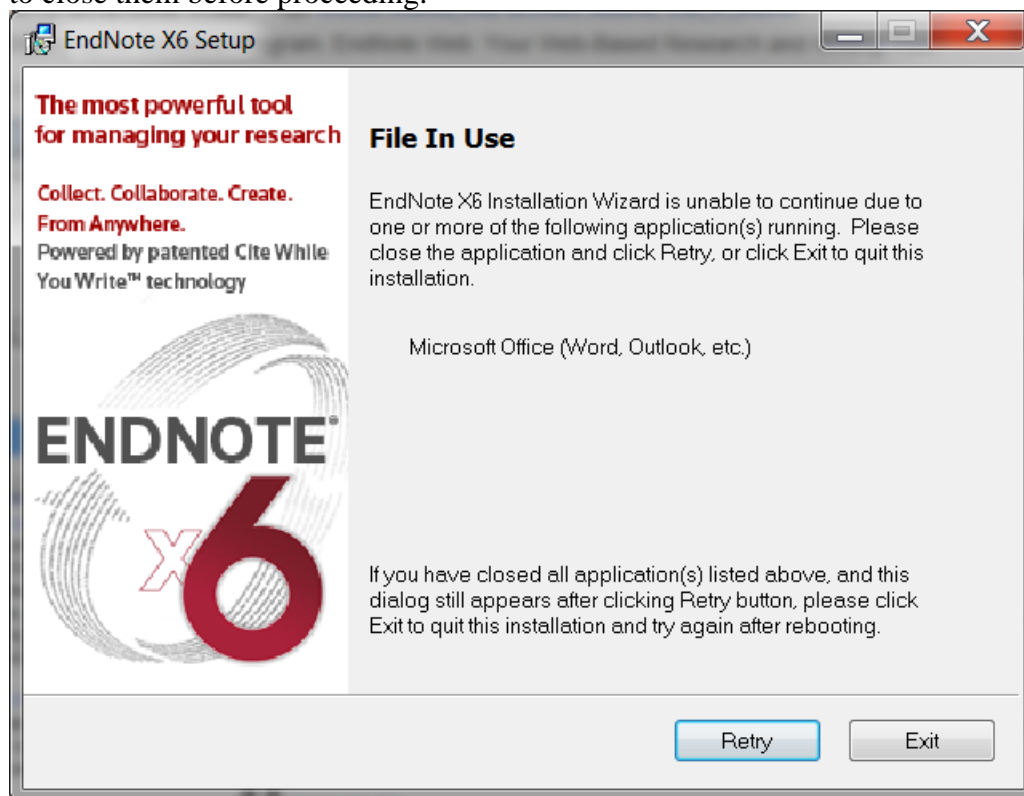
If you don't want to use the default destination which your computer selects, then you can change it when you get to this screen:



Otherwise, accept the automatic setting by clicking on Next until you get to “ready to install:



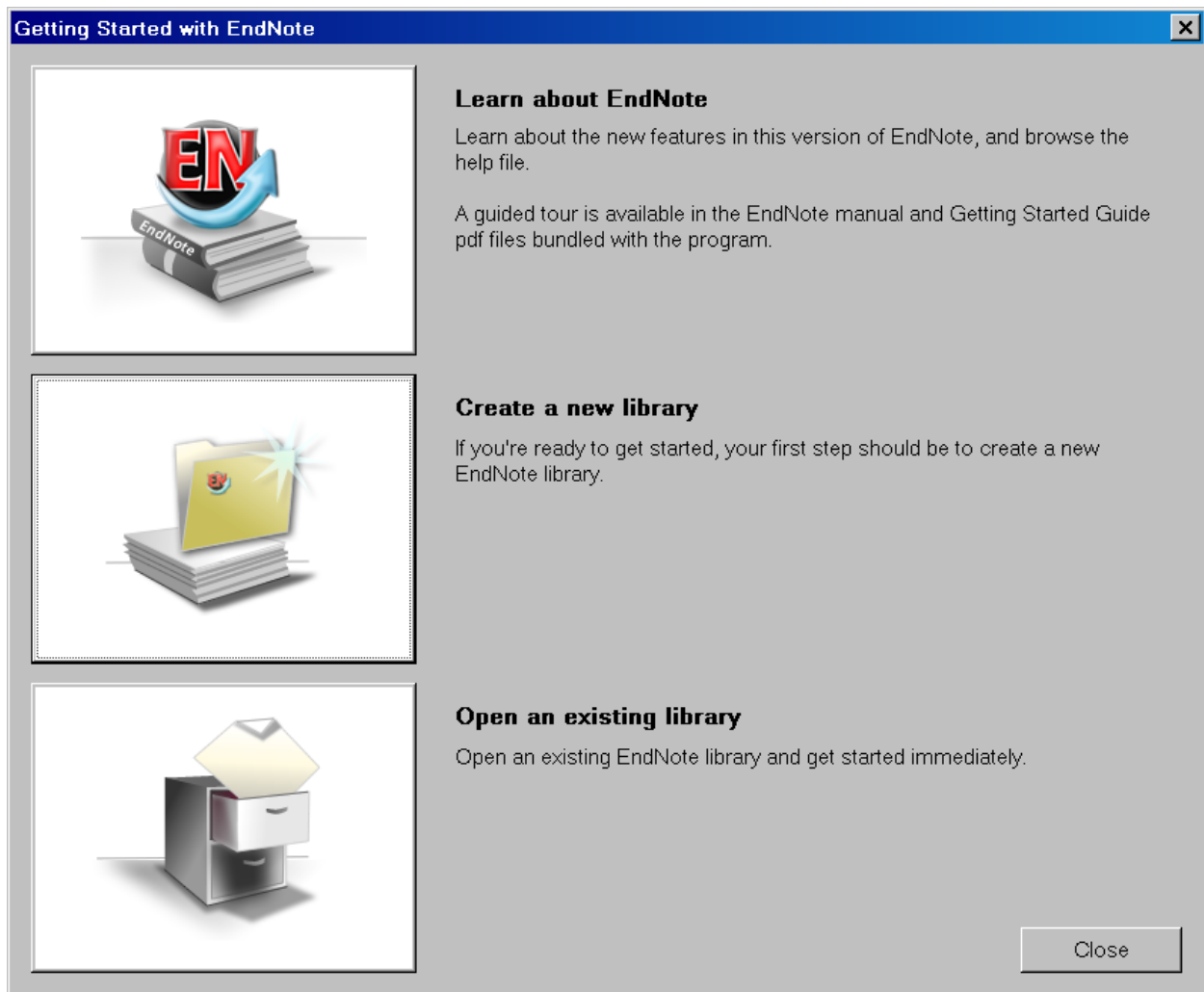
I had Microsoft Word & Outlook open when I installed it so I got this message telling me I had to close them before proceeding:



I closed Word & Outlook, clicked on Retry and then got this screen where I could finally click on Finish!

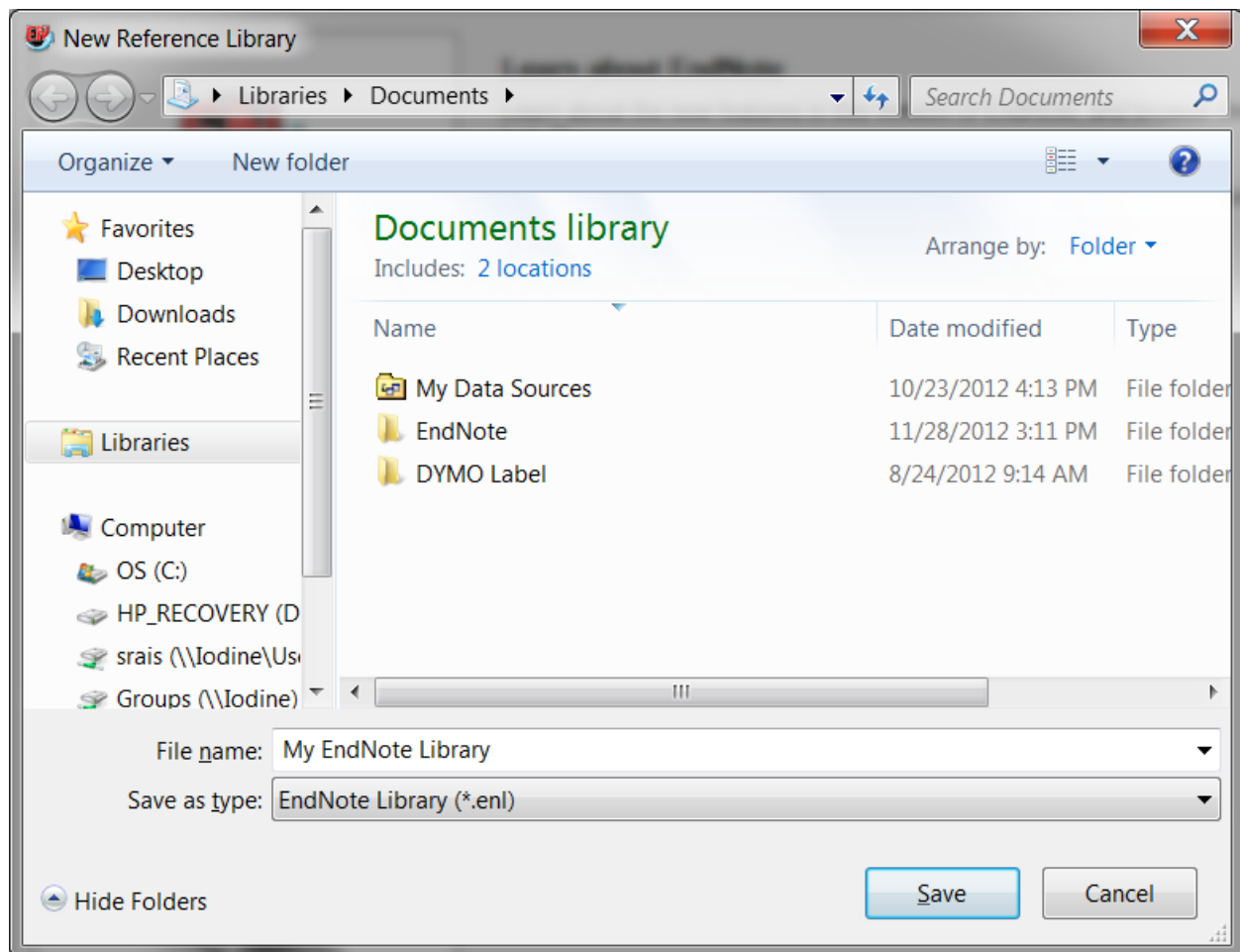


Now you need to go to the Program Start menu, find the Endnote program and open it. When you open it for the 1<sup>st</sup> time, you will get this screen, “Getting Started with EndNote”:

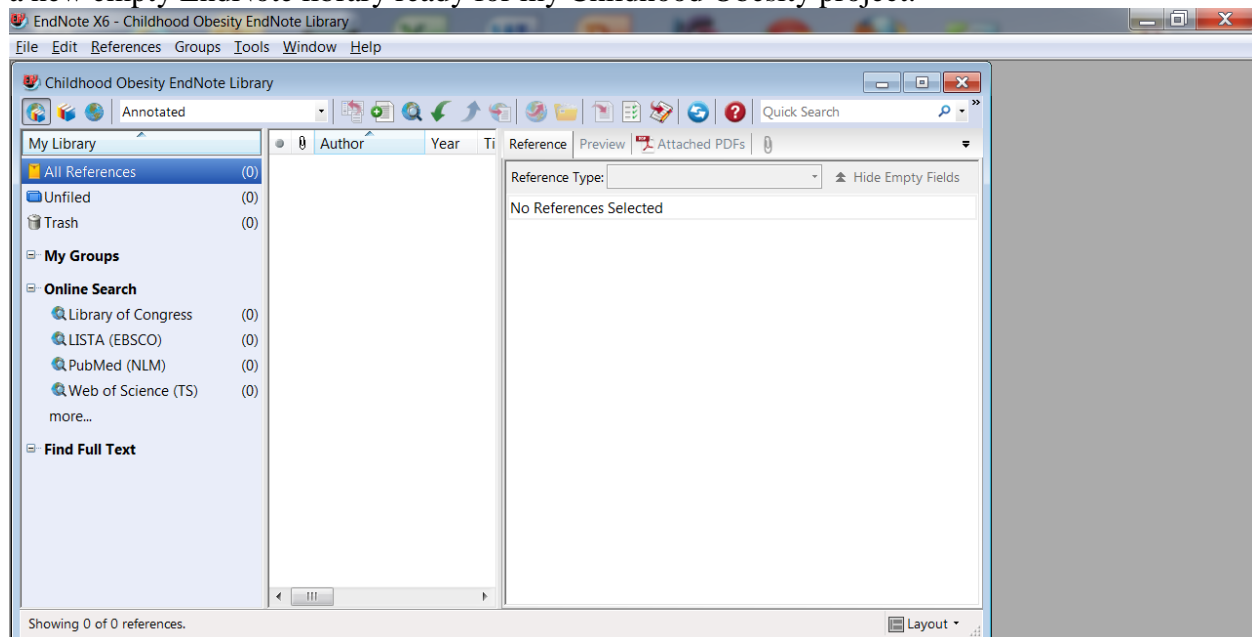


For this course, we will focus on the middle section, **Create a new library**, and learn some basic EndNote functions. There is a lot more that can be done with EndNote than we can cover here, so it might be a good idea to review and learn more afterwards by reading the EndNote Library Guide for more information; the EndNote guided tour linked there may also be helpful.

For now, let's create a new library to prepare for building a database of your search results. For this sample library, I clicked on the link, Create a New Library, which brought me to this screen labeled "New Reference Library" with the default name, MyEndNoteLibrary.enl:



I'm going to change the name to "Childhood Obesity EndNote Library" so it will be more descriptive of my project. Once I did that and saved it, EndNote opened up this screen, which is a new empty EndNote library ready for my Childhood Obesity project:



I'm now ready to do my research and store the results in my EndNote library. The next reading in this module will show some sample online searches in 2 databases, illustrate exporting references into EndNote, and introduce some essential features of using EndNote to manage a bibliography and references when you write your paper.