

HOW TO DOWNLOAD ENDNOTE FOR WINDOWS

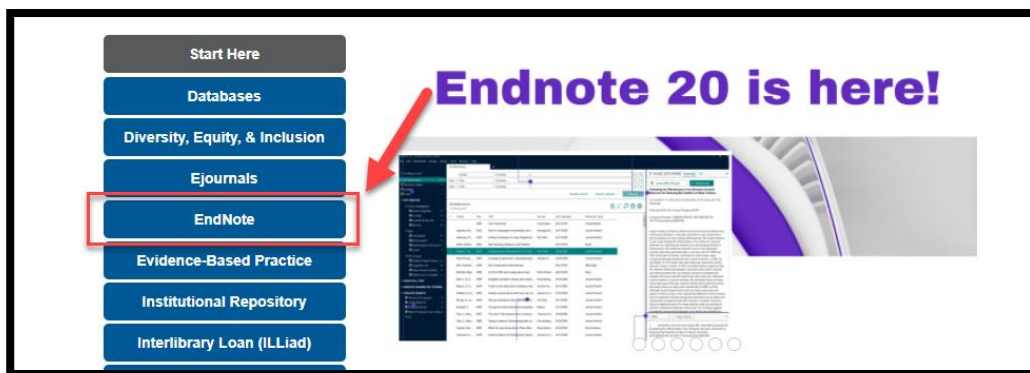
UT Southwestern faculty, staff, and students can use EndNote (citation management software) to organize references and full-text documents (PDFs); share selected groups of references; and automatically create, format, and update bibliographies in Microsoft Word.

EndNote is provided through a site license. Any UT Southwestern community member has permission 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 and click on EndNote on the left-hand menu.



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Download EndNote

Click on the hyperlinked “Download EndNote 20” in Step 2.

EndNote Guide

Note that as of November 5, 2021; EndNote 20 has replaced EndNote X9 as the campus standard! X9 is no longer available.

Get started quickly with EndNote in 4 easy steps (please read through the 4 steps and notes carefully - that will save you time):

Step 1	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.
Step 2	Download EndNote 20 for either Windows or Mac and then install it. If you are upgrading from an earlier version, consider syncing (if applicable) and creating a compressed library (backup library) prior to your upgrade.

Note: The download link requires that you are either on campus or using VPN.

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 X20 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 EN20Inst from the fully extracted folder.

[Application download: EndNote X20 Installer File and License File](#)

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

EndNote 20 Windows and Mac: [Release Notes](#)

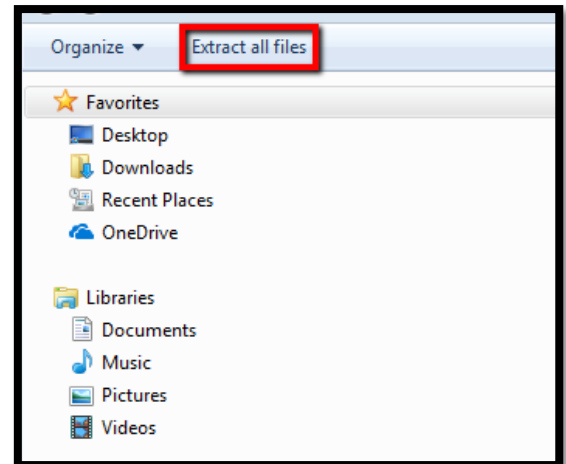
Note: You must close all Microsoft Office programs (i.e. Outlook, Word) to complete the installation.

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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

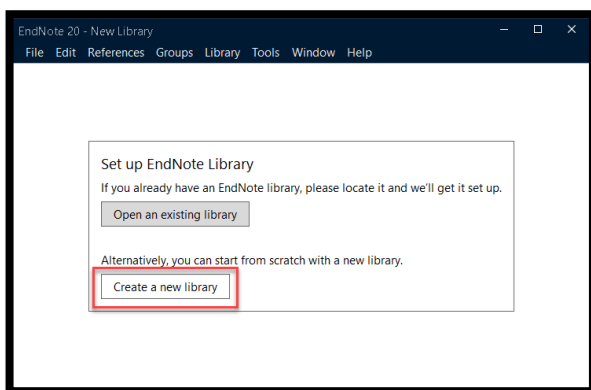
Creating an EndNote library is similar to creating a file or document.

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.

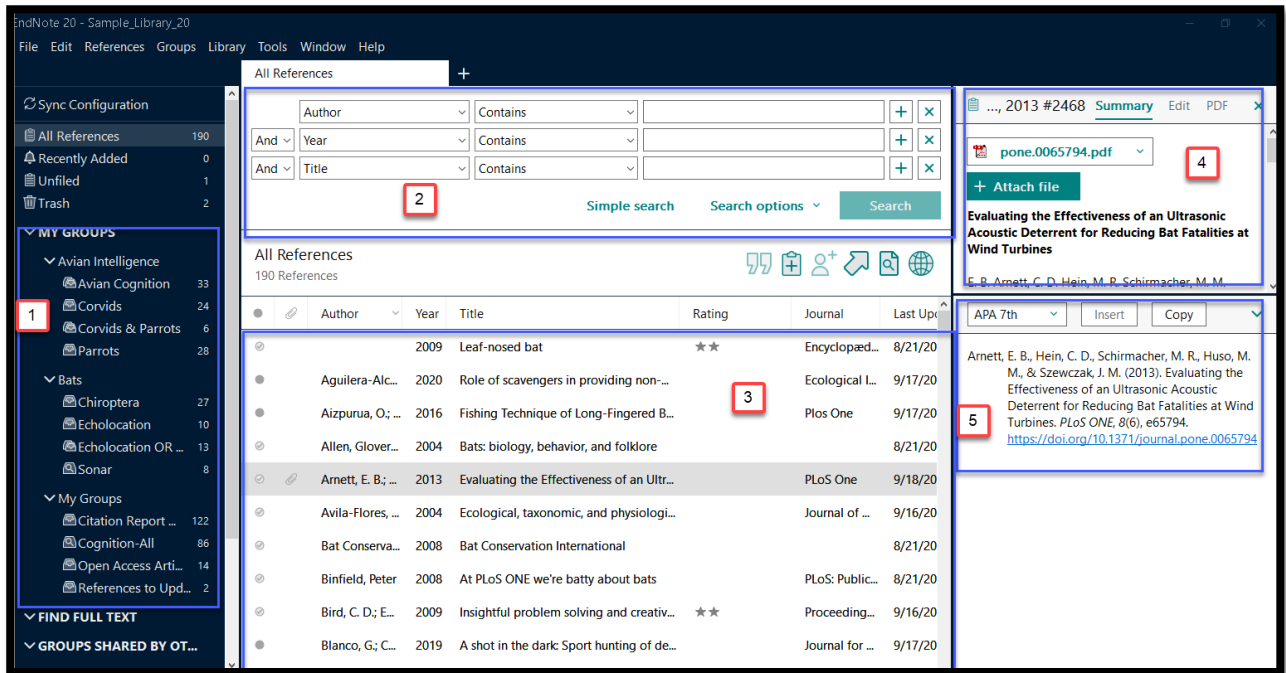
- The .enl is your EndNote Library.
- The .Data file stores your PDFs.

These two files must stay together.



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EndNote Library Screen – Windows



1. Group Panel

3. Reference List

5. Style Preview

2. Search Panel

4. Reference Panel