



Downloading and setting up an EndNote Desktop library

This guide takes you through the process of setting up EndNote Desktop library. For more information on creating an EndNote Online account, visit the EndNote Online Setup Guide.

User guidance

Downloading EndNote onto a personal computer (all staff and students): Go to the [university's Software Library](#).

Downloading EndNote onto a University laptop (staff and postgraduate researchers):

You should be able to download EndNote from the applications menu of the Software Centre (available on all university-owned PCs). If this does not work, you may need to [contact IT](#) to request temporary admin rights before you can download EndNote.

Associate users: : If you're unable to access the [university's Software Library](#), you may not have the appropriate permissions to download EndNote. There is limited exemption for associates involved in teaching and research to use EndNote, ask your associate account sponsor to contact the [IT Service Desk](#) to request access.

For help with using EndNote:

- Go to our [Using EndNote Desktop](#) and [Using EndNote Online](#) guides
- Join one of our term-time [Using EndNote webinars](#) on Teams (all students)
- Book onto our [Using EndNote Desktop for Researchers](#) session (postgraduate researchers and staff),
- Request a [Literature Searching Support one-to-one](#) appointment



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Downloading and setting up an EndNote Desktop library

1. Go to the university's Software Library

Go to the EndNote page on the University's Software Library

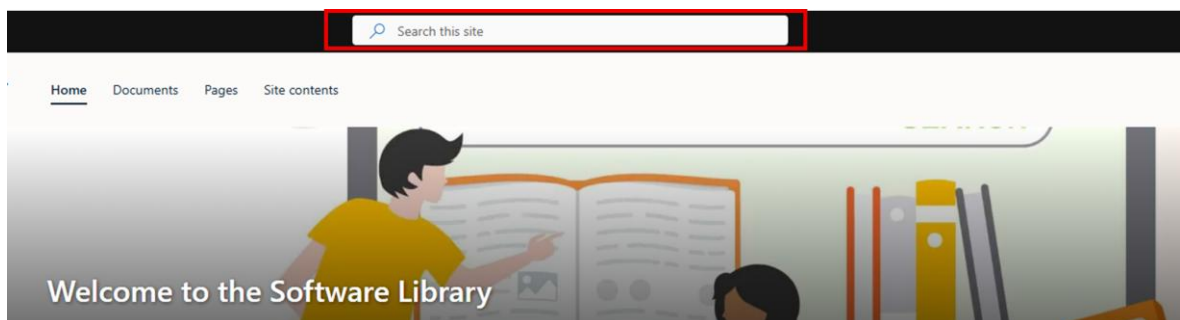
This will take you to SharePoint, where you need to login with your university username and password





2. Scroll down to 'how we make it available'

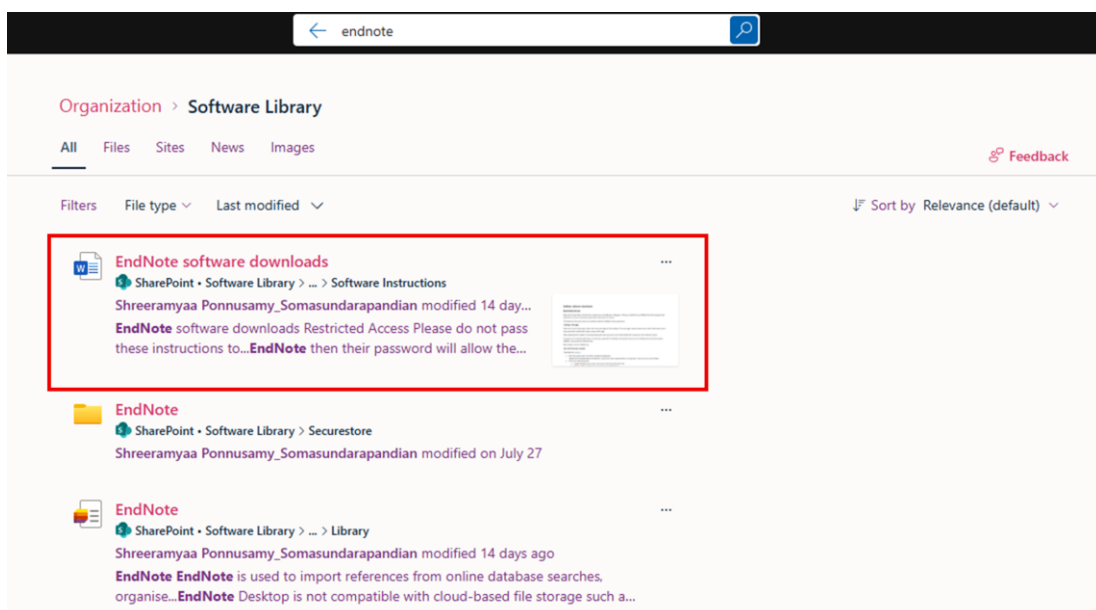
From the SharePoint homepage, go to 'search this site' bar at the top of the webpage.
Search for EndNote and press enter.



3. Step 3 - Click on the 'EndNote software downloads' word document

When you search for EndNote, the first result should be a word document called 'EndNote software downloads'.

Click on the word document to access the EndNote download instructions.





4. Click on the installer link

Scroll down the **EndNote Software Downloads** page to find installation options for Microsoft Windows and Apple Mac

For a Windows Device

- Note the **product key** - you will need to enter this as part of the installation process
- Click the **Windows installer** option

For an Apple Mac

- Click the **Mac Installer** link to download and launch the file

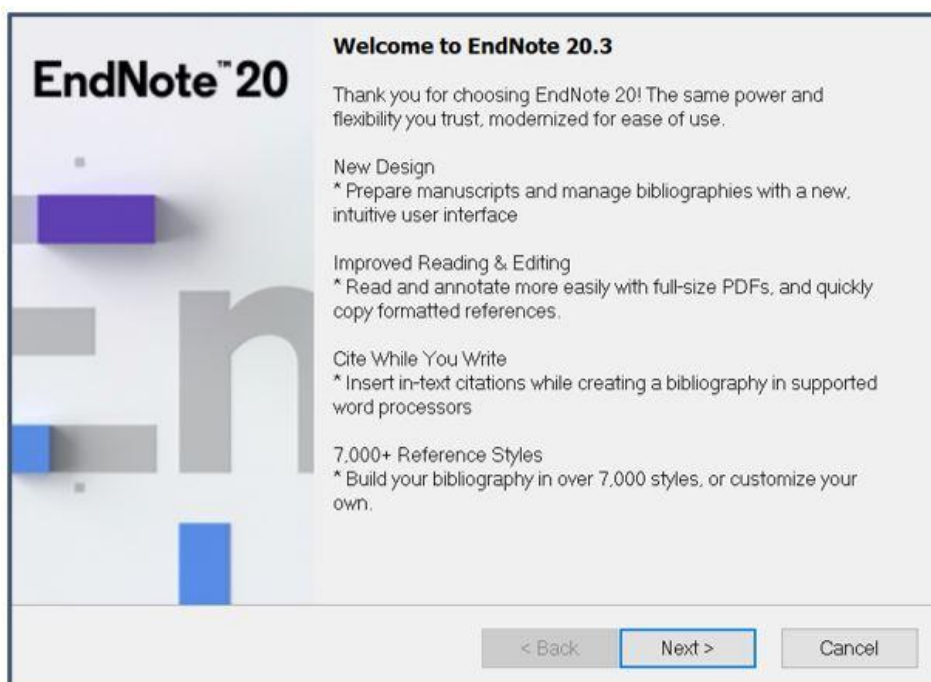
5. Open the installer and start the download process

Having clicked the **Windows installer**, you may see another window prompting you to download the file, click **Download**

Once EndNote has finished downloading, click the **EN...exe** file (bottom left corner of your screen), then **Open**

When prompted to allow the app to make changes to your device, click **Yes**

The **Welcome to EndNote set up wizard** should display, click **Next** to begin the installation





6. Enter your user and organisation information

On a Windows device, enter the **product key** you noted earlier (see step 2) - (you shouldn't need this for a Mac)

Click **Next**

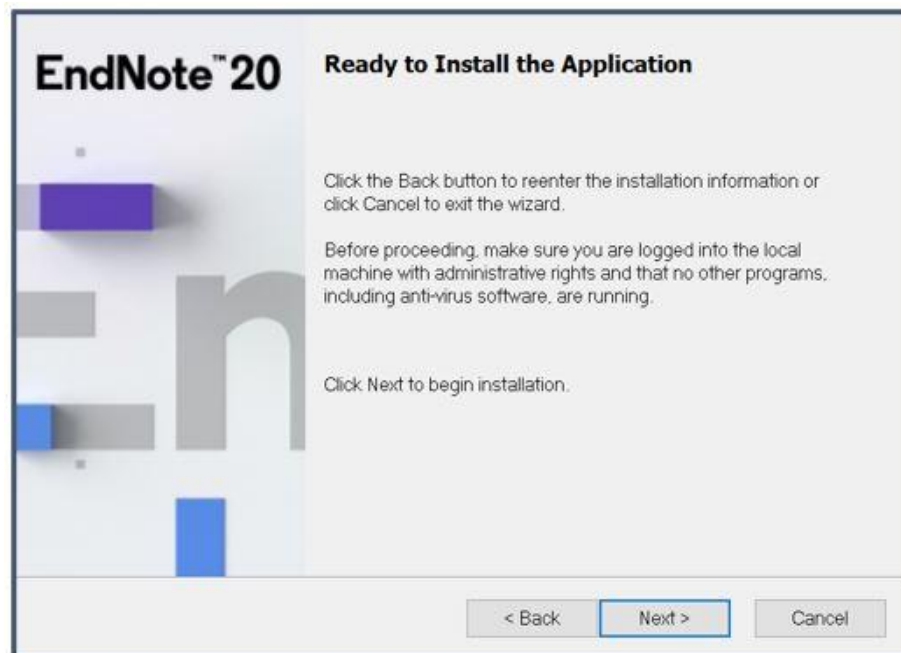
On the **User Information screen**:

- In the User Information box, change Windows User to your own name
- Set the organisation to 'University of Nottingham'

Continue to click **Next** through subsequent screens, **accepting the license agreement** when prompted

Take note of the **default destination folder** for your EndNote installation, or select your preferred destination

Once EndNote has been successfully installed click **Finish**



7. Click next and download EndNote

Go to the destination folder selected during the installation process to find and open **EndNote**

You may be prompted to accept the **End user License Agreement**, then click **Next**



If prompted to install later EndNote updates, click **Ignore this**

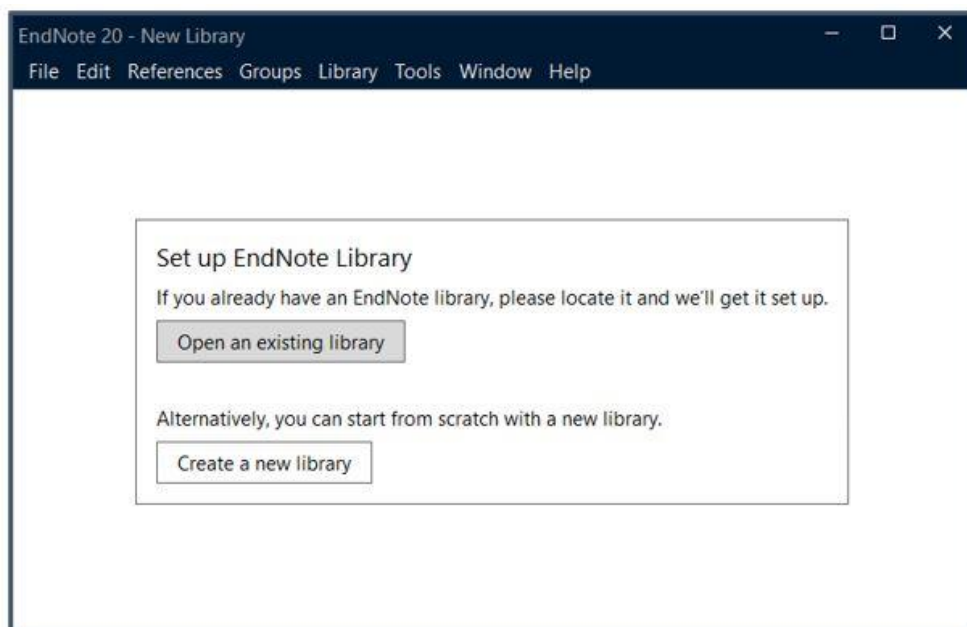
EndNote will now be downloaded on your computer – click the EndNote Desktop icon to open EndNote

8. Open your EndNote Desktop Library

- **Note** - If you are opening EndNote from a university PC, this would be the first screen you see when you open EndNote from the start menu

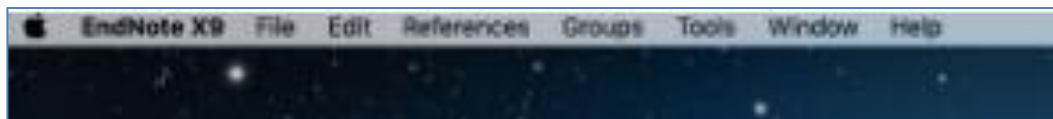
When you open EndNote Desktop, it will open '**Set up EndNote Library**' screen, select:

- **Open an existing library** - for example, if you already have an earlier version of EndNote installed on your device
- **Create a new library** - if you are installing and using EndNote for the first time – make sure you ensure you **save your EndNote Library directly to your device or onto a memory stick** and **not** in a cloud-based service (such as OneDrive or iCloud) - EndNote and cloud storage are not compatible, it can corrupt the library if it is saved in this location.





If you are using a mac, this does not always open automatically, and it can appear that EndNote has not opened. If this happens, go to 'file' in the very top right-hand side of the screen and select 'create a new library'.



9. EndNote Desktop download complete

Having saved your new EndNote library it will open automatically

Click the **maximise button** (top right corner) to make it full screen

You can start importing references and using your new EndNote Desktop Library, for more information visit the [Using EndNote Desktop guide](#)

If you want to also use EndNote Online, or if you want to backup your EndNote Library, visit the 'creating an endnote online guide'