# **Endnote Installation Instructions - On Campus 2**

Endnote Installation Instructions

# **On Campus installation**

### Step 1.

Ensure that Microsoft Word is Closed

## Step 2.

Back up and existing Endnote libraries. (Ensure that any .enl file and .data folder are kept together)

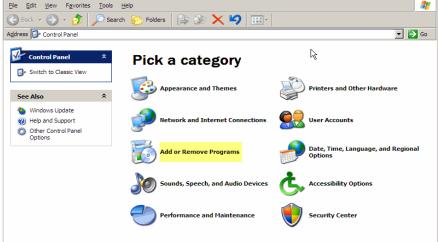
## Step 3.



# Step 4.

Select Add/Remove Programs





- 🗆 ×

### Step 5.

# Check to see whether an earlier version of Endnote is listed. If it is, Click on it then click on the Remove option.

ove Programs			_
Currently installed programs:	Show up <u>d</u> ates	Sort by: Name	
🕵 CmdHere Powertoy For Windows XP		Size	0.00ME
Compatibility Pack for the 2007 Office system		Size	63.67M
<b>dX</b> dx			
🛃 EconData dXtime Client		Size	0.25M
🔩 EMS SQL Manager 2005 Lite for PostgreSQL		Size	14.88M
🛃 EndNote X2		Size	71.51M
Click here for support information.		Used	frequently
		Last Used On	16/09/2009
To change this program or remove it from your	computer, dick Change or Remove.	Change	Remove
Firefox			
🖶 Firefox		Size	24.04M
Firefox3		Size	23.93M
firstobject XML Editor version 2.3.1		Size	1.55ME
Soogle Earth		Size	32.23ME
Soogle Earth 3	N	Size	21.01ME
🚓 Google Updater	<i>⊊</i>	Size	3.36ME
😫 GPL Ghostscript 8.63		Size	20.93M
🔀 GSview 4.9		Size	3.21MB

### Step 6.

Click on the Add New Programs button and select Thompson Reuters Endnote X3. Click on Add to start the installation. **Warning**: in some cases the list may show as Endnote X3 ... rather than as Thompson Reuters ...

🐻 Add or Rer	nove Programs		l ×
Change or Remove Programs	Add a program from CD-ROM or floppy disk To add a program from a CD-ROM or floppy disk, click CD or Floppy	CD or <u>F</u> loppy	/
riograms	Add programs from Microsoft		
Add <u>N</u> ew	To add new Windows features, device drivers, and system updates over th Windows Update	e Internet, click Windows Update	•
Programs	Add programs from your network:	Category: All Categories	•
5	B Microsoft Conferencing Add-in for Microsoft Office Outlook		
Add/Remove Windows	🙀 Microsoft Office Communicator 2007		
Components	🔀 Microsoft Office Live Meeting 2007		
	🔀 Microsoft Office Professional Edition 2003	$\searrow$	
	🕞 Microsoft Office Visio Viewer 2003 (English)	-1	
Set Pr <u>o</u> gram Access and	🐻 New Zealand Maori Keyboard		
Defaults	😽 Nortel CallPilot Desktop Messaging		
	🙀 Putty		
	🙀 QuickTime (7.6)		
	🙀 Read And Write 8.1 Gold		
	🙀 SPSS Statistics 17.0		
	🕞 Thomson Reuters Endnote X3 - Install Endnote X3		
	To add this program, click Add.	Add	
	🕞 ghostscript 851 ghostview 47		-
			_

### Step 7.

The next window is deceptive. On campus the download will only take a minute or two, not the 4 plus hours suggested. Tick the **Run program** automatically when download completes box.



### Step 8.

The download will complete and the download box will disappear. At this stage Endnote will be installing in the background. You can shut down the Control Panel windows. Don't open Word for about 5 minutes, at which stage you should see Endnote X3 in your Start, Programs folder.

• start Endnote

You will notice on first start-up that you are prompted to link to EndnoteWeb. Do not integrate with Endnote Web

• open or create a new Endnote Library

### Step 9.

Start Word and check the Endnote tab is present.

### Step 10.

Once you have finished. Logoff to ensure that your roaming profile is updated with the EndNote X3 information.