

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 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. Instead, go to [EndNote's interface on the web](#) and click **Register** to set up an **EndNote Basic** account.

For help with using EndNote:

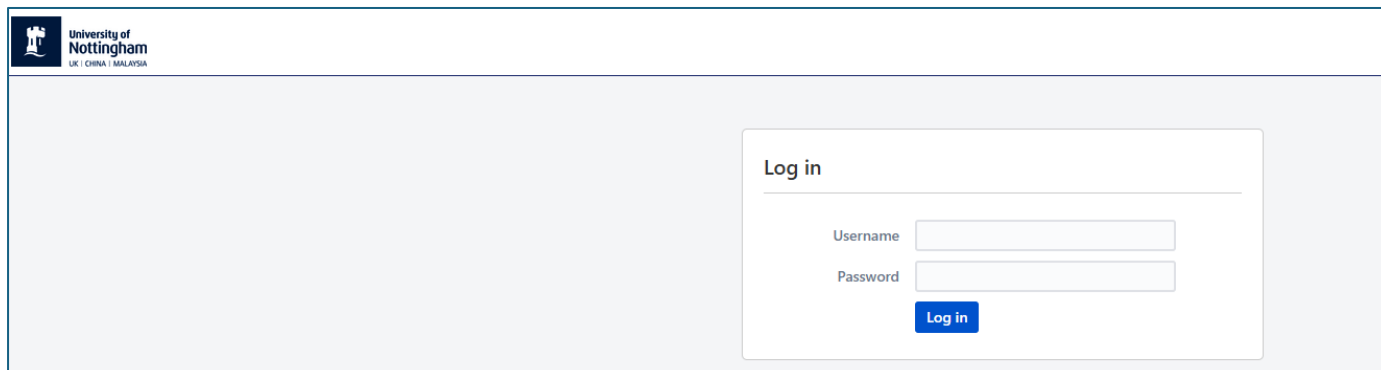
- Go to our [Using EndNote Desktop](#) and [Using EndNote Online](#) guides
- Join one of our term-time [Using EndNote webinars](#) on Teams (all students)
- Book onto our [Using EndNote Desktop for Researchers](#) session (postgraduate researchers and staff),
- Request a [Literature Searching Support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

Contents

Downloading and setting up an EndNote Desktop library	1
User guidance	1
2. Scroll down to 'how we make it available'	2
3. Click on the installer link	2
4. Open the installer and start the download process.....	3
5. Enter your user and organisation information.....	3
6. Click next and download EndNote	4
7. Open your EndNote Desktop Library	4
8. EndNote Desktop download complete	5

1. Go to the university's Software Library

- Go to the [University's Software Library](#)
- This will take you to **Workspace**, where you should login with your university **username and password**



University of Nottingham
UK | CHINA | MALAYSIA

Log in

Username

Password

Log in

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

- On the **EndNote** page, scroll down to the **How we make it available** section
- Under the **For personal use** heading, click the **EndNote** link to install on personally owned computers

How we make it available

For use at the University

Computer Rooms: EndNote is already installed on all PCs in Computer Rooms.

For staff/PGRs Windows PCs: EndNote is available to install from the Software Center (sic) where it is already packaged up. To install it, or upgrade from an older version, please put *Software Center* (sic) in the search box at the bottom left of your taskbar and then select the latest version of EndNote.

For Macs, Staff and postgraduate researchers can use the details under personal use to install EndNote on a University owned Mac.

For personal use

The University licence also allows staff and students to install [EndNote](#) on their personally owned computers. Associate should follow the details shown above under *Who can use it on personal devices*.

Additionally, for those that may not want to install the full client on their personal devices then [EndNote Online](#) can be used on personally owned devices without charge and can link to the references created in EndNote.

For a Windows Device

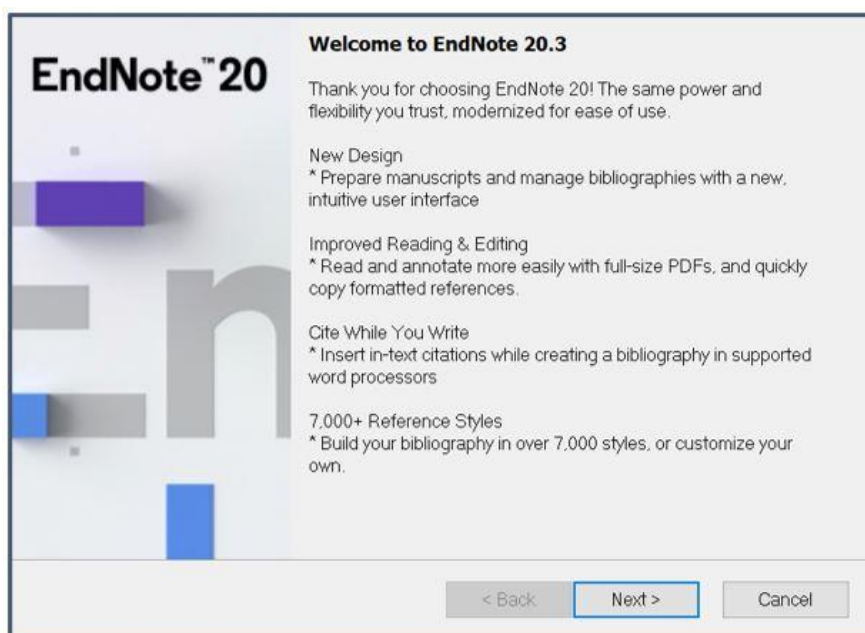
- Note the **product key** - you will need to enter this as part of the installation process
- Click the **Windows installer** option

For an Apple Mac

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

4. Open the installer and start the download process

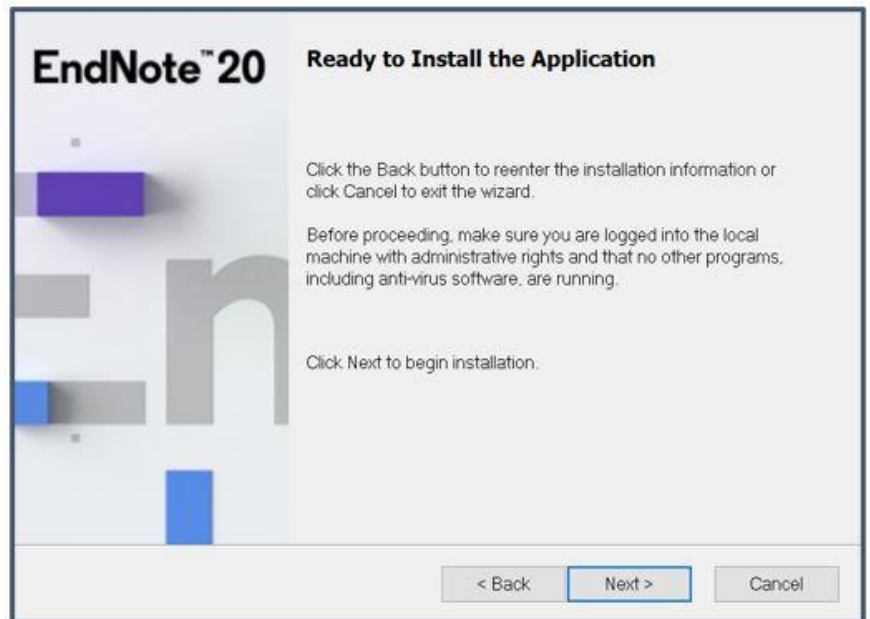
- Having clicked the **Windows installer**, you may see another window prompting you to download the file, click **Download**
- Once EndNote has finished downloading, click the **EN...exe** file (bottom left corner of your screen), then **Open**
- When prompted to allow the app to make changes to your device, click **Yes**
- The **Welcome to EndNote set up wizard** should display, click **Next** to begin the installation



5. 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**



6. 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

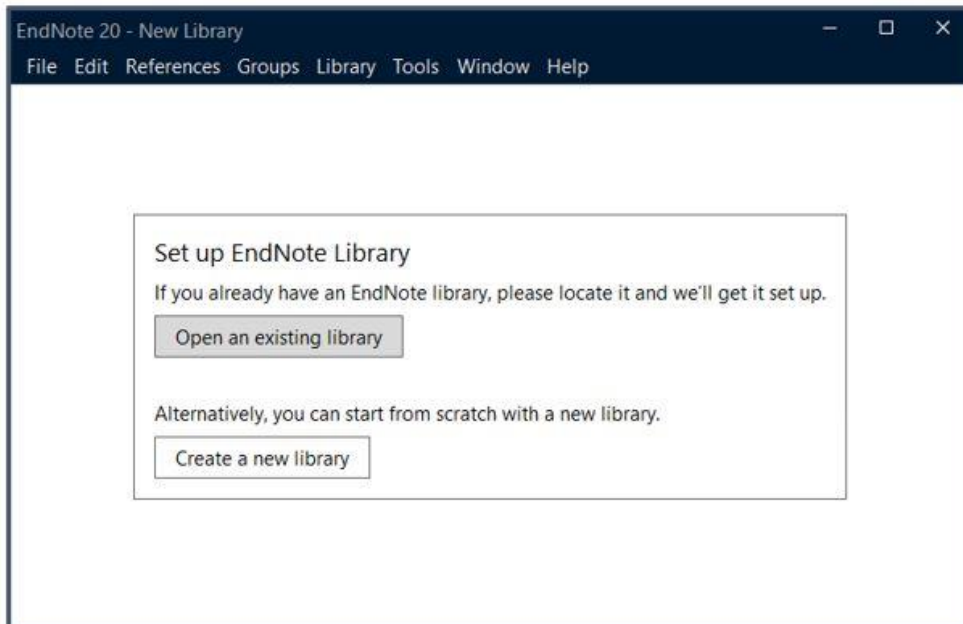
7. Open your EndNote Desktop Library

- **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

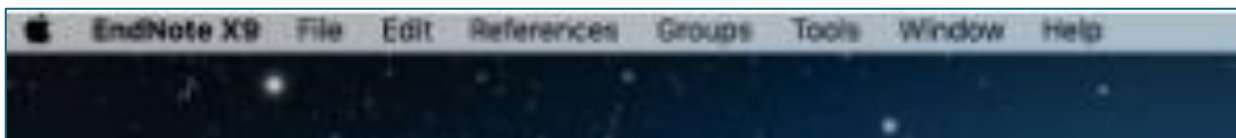
When you open EndNote Desktop, it will open '**Set up EndNote Library**' screen, select:

- **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'.



8. 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 instructions on using EndNote Desktop, visit the [Using EndNote Desktop guide](#)

If you want to also use EndNote Online, or if you want to backup your EndNote Library, go to our guide, [Creating an EndNote Online account and syncing with EndNote Desktop guide.](#)