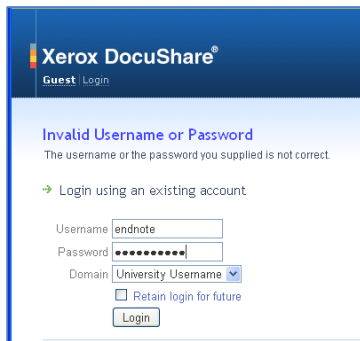


EndNote PC Installation Instructions

From the **Software Procurement Office** email, follow the **Download** link. Then login with the username and password supplied. Do not change the domain (University Username).



Xerox DocuShare®
Guest Login

Invalid Username or Password
The username or the password you supplied is not correct.

→ Login using an existing account

Username:

Password:

Domain:

Retain login for future

Click on the appropriate **Installer** link. You should use **EndNote X7** or higher.



Xerox DocuShare®
endnote Logout My DocuShare My Tasks

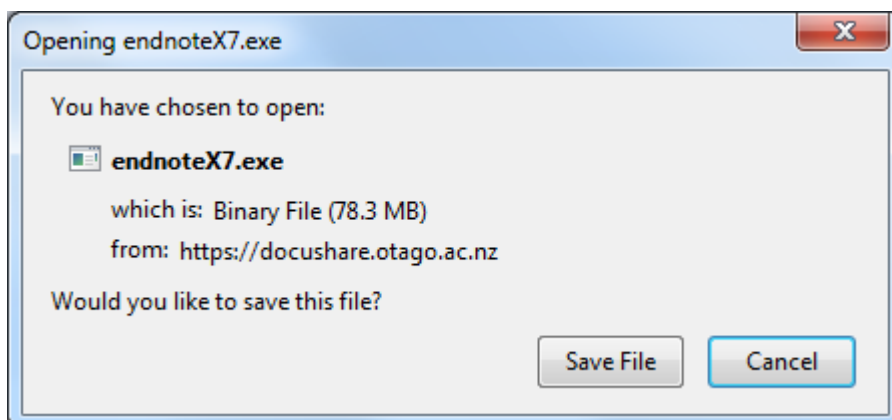
Location: Home » ITS: Information Technology Services » Services - Student » Endnote Listing

Endnote
Endnote Installation Files

Edit Selected... Go Add... Go

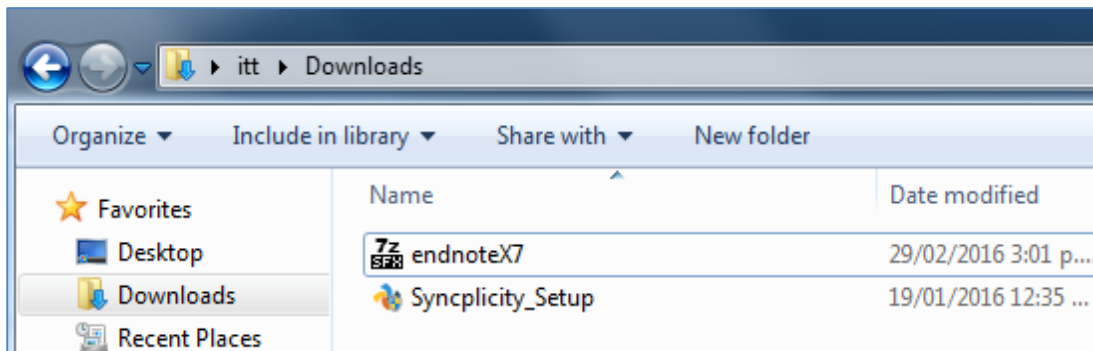
- Type Title
- [EndNote X6 Mac Installer](#)
- [EndNote X6 Windows Installer](#)
- [EndNote X7 Macintosh Installer](#)
- [EndNote X7 Windows Installer](#)

If prompted, select **Save File**.

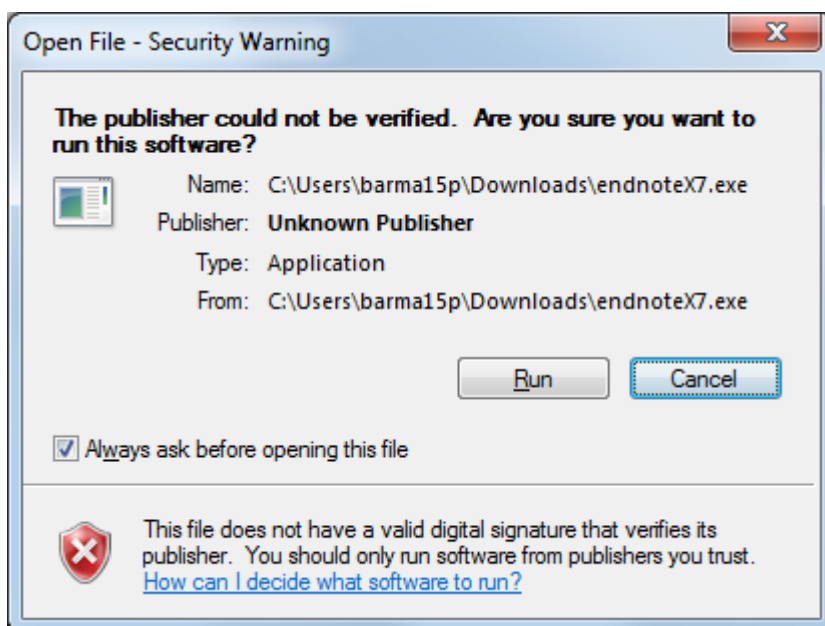


EndNote PC Installation Instructions

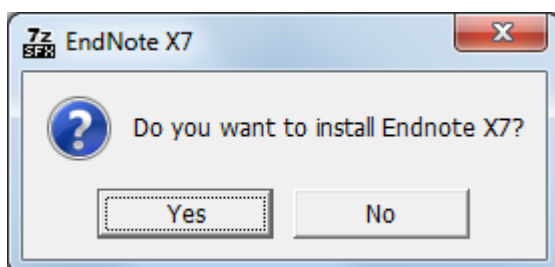
Then find the file on your machine. This is usually the **Downloads** folder. Double-click to open it.



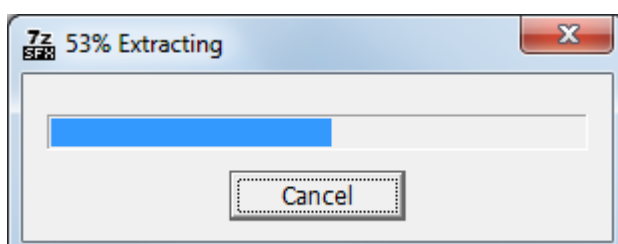
If you get a security warning, click on **Run**.



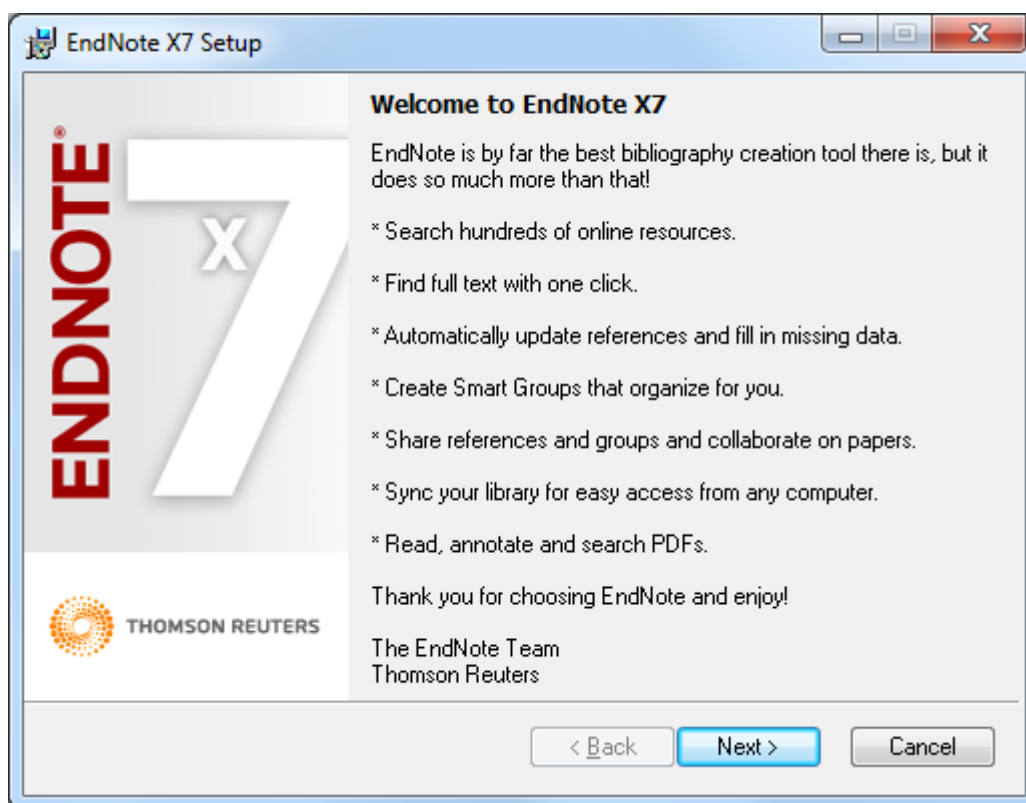
And then press **Yes**.



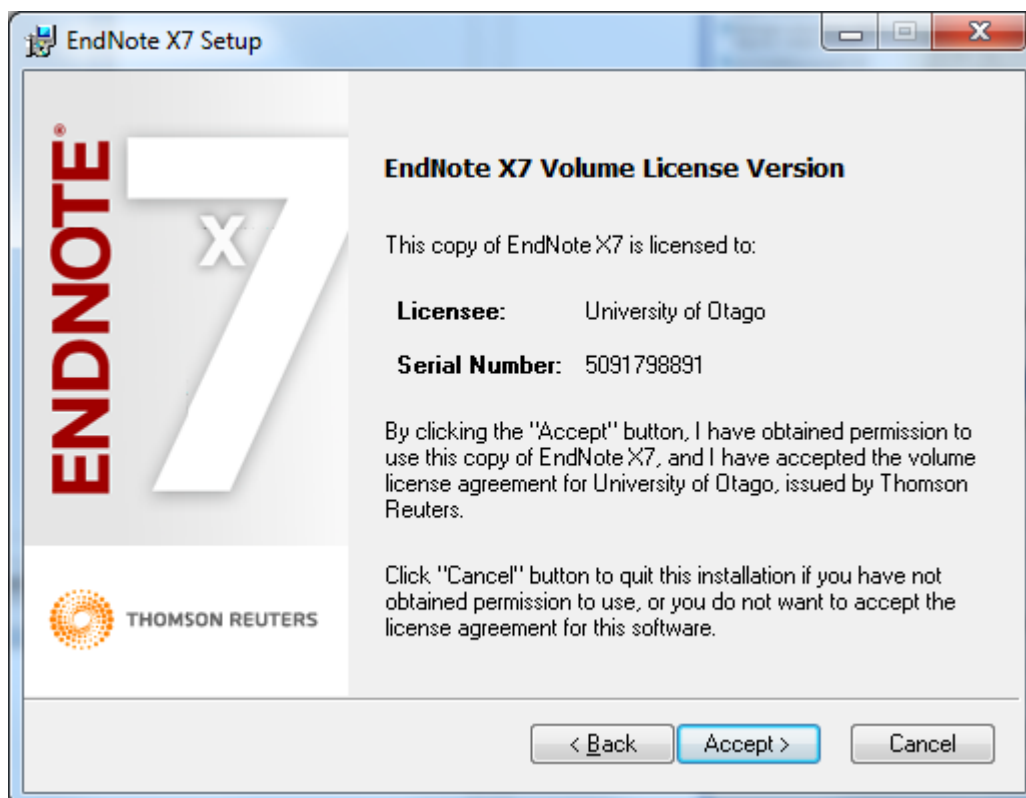
Wait while it extracts files and prepares to install.



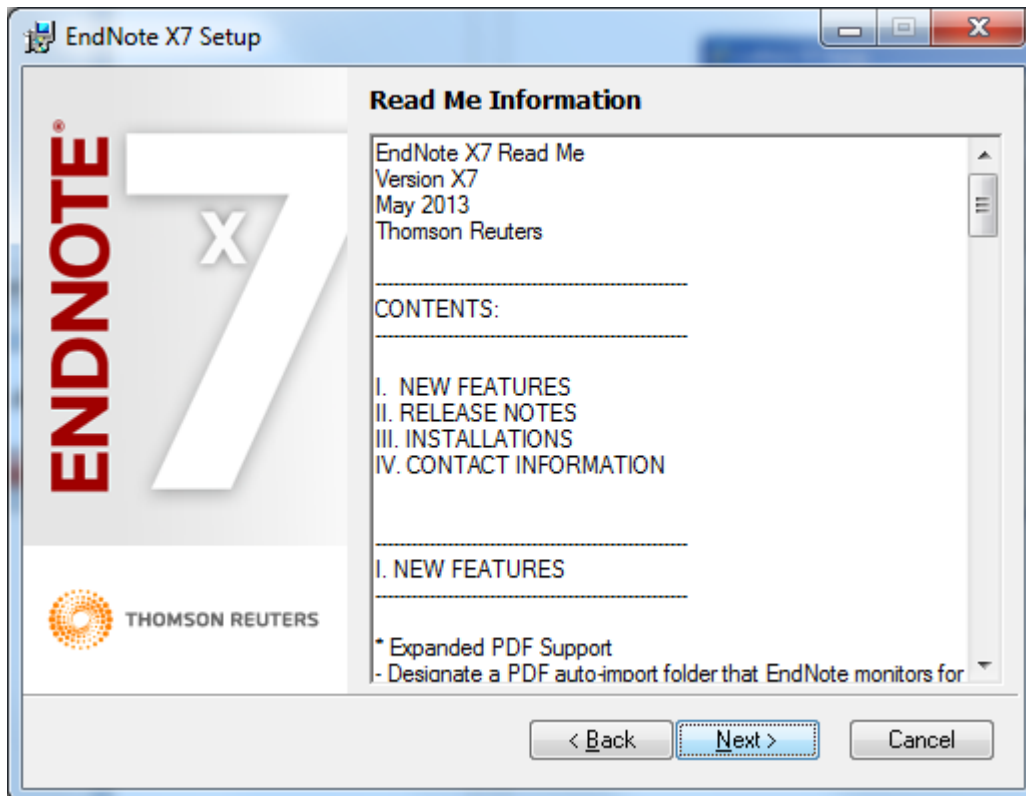
In the Welcome screen, press **Next**.



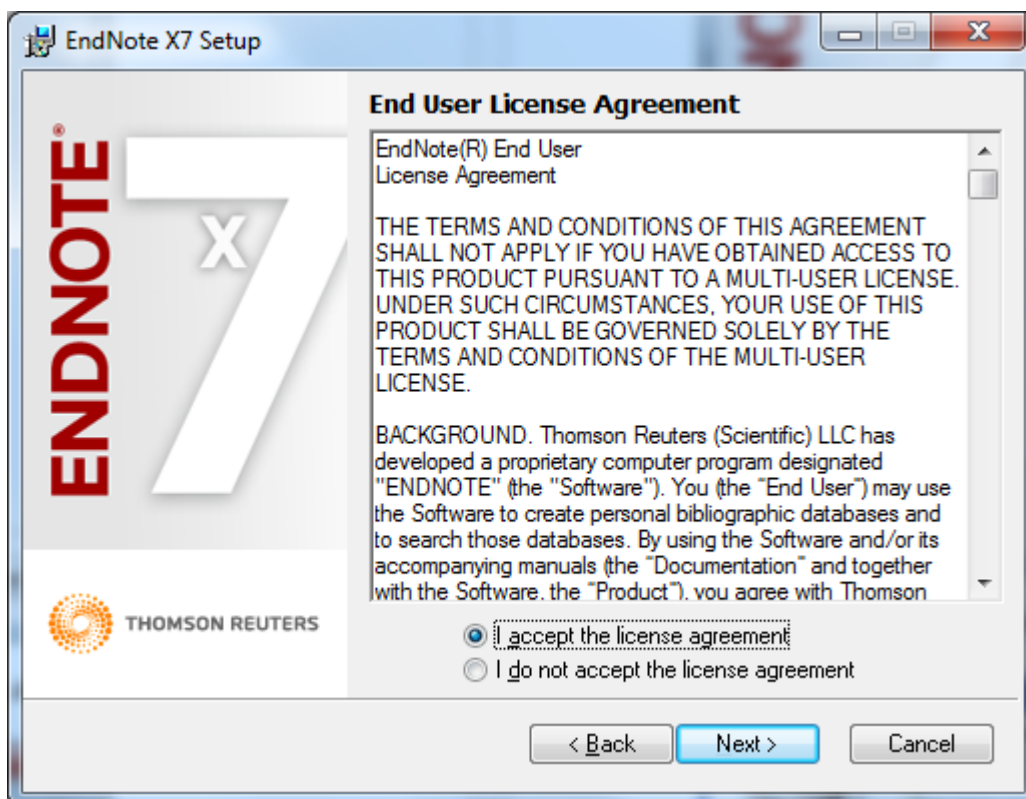
Verify that there is a licence number here. (If not, contact the HelpDesk.) Click **Accept**.



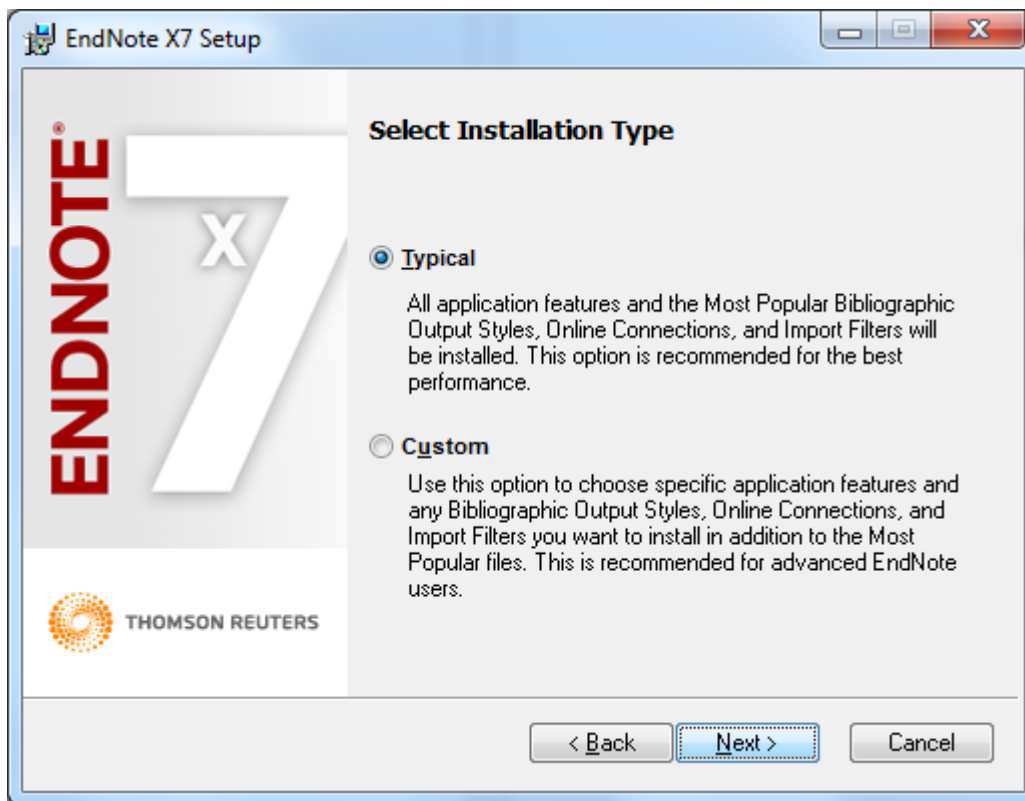
If you like, read the **Read Me Information**. Then click **Next**.



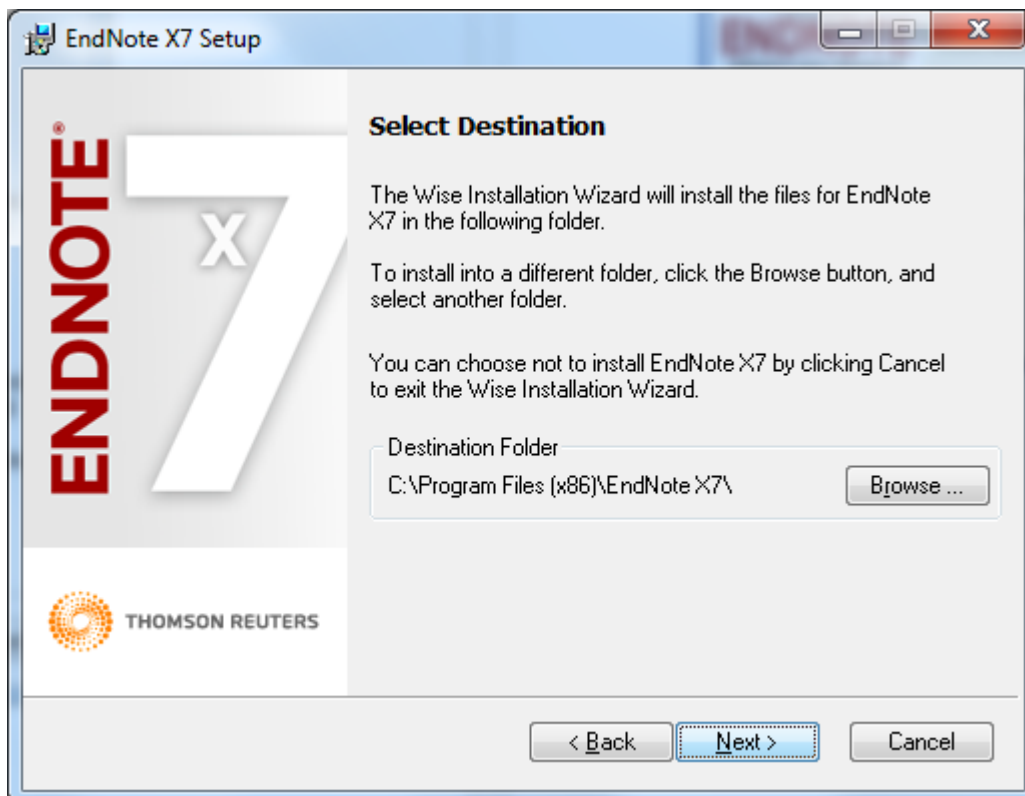
Change the radio button selection to **Accept the license agreement**. Then click **Next**.



In the **Installation Type** screen, select **Typical** and press **Next**.

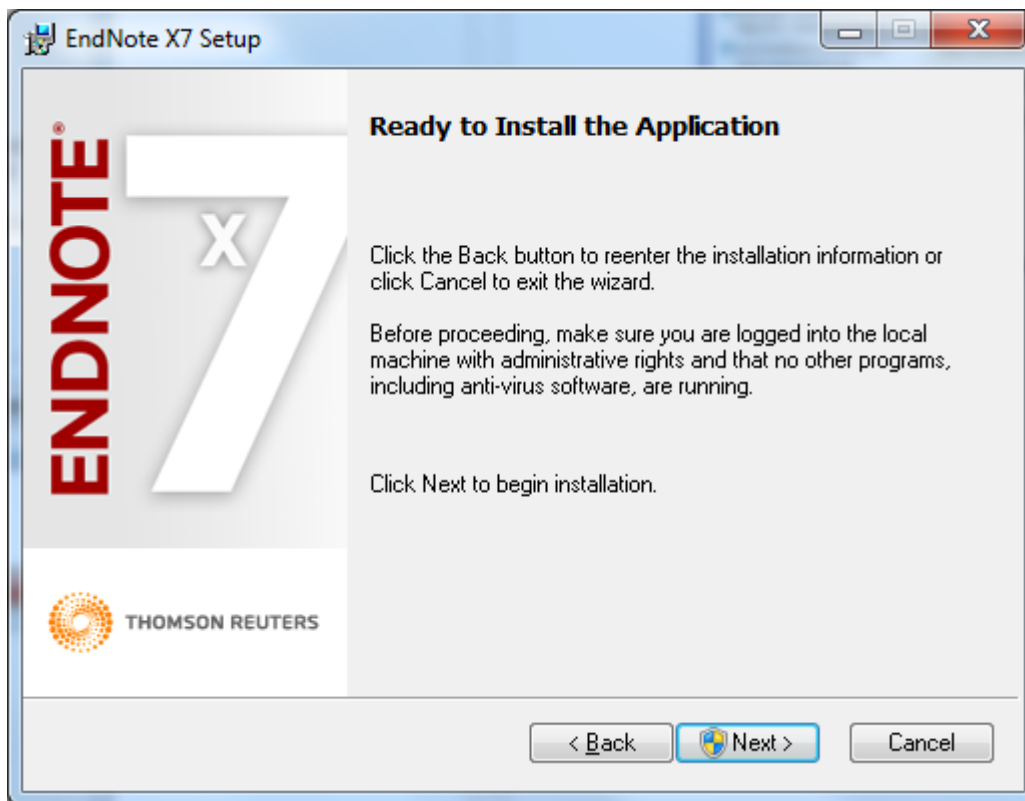


In the **Select Destination** window, leave it as it is and press **Next**.

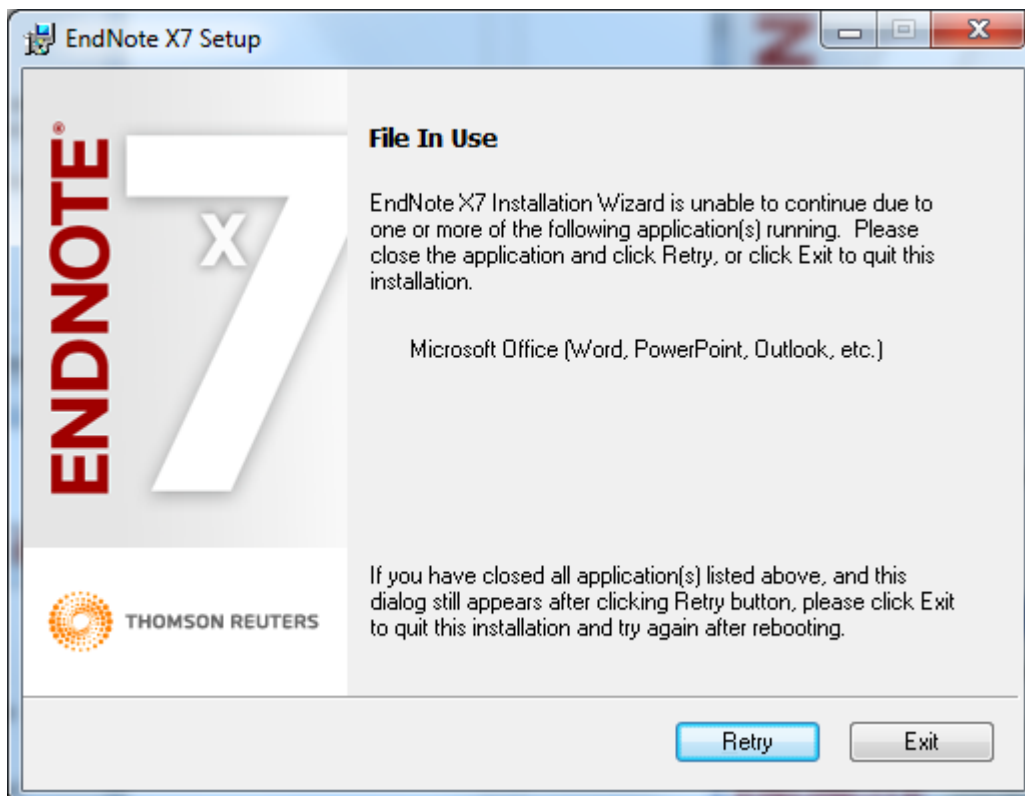


EndNote PC Installation Instructions

Click **Next** to install.

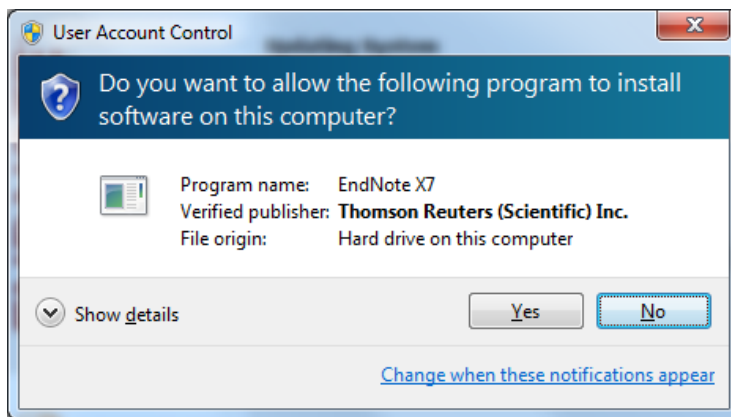


Close other programs!

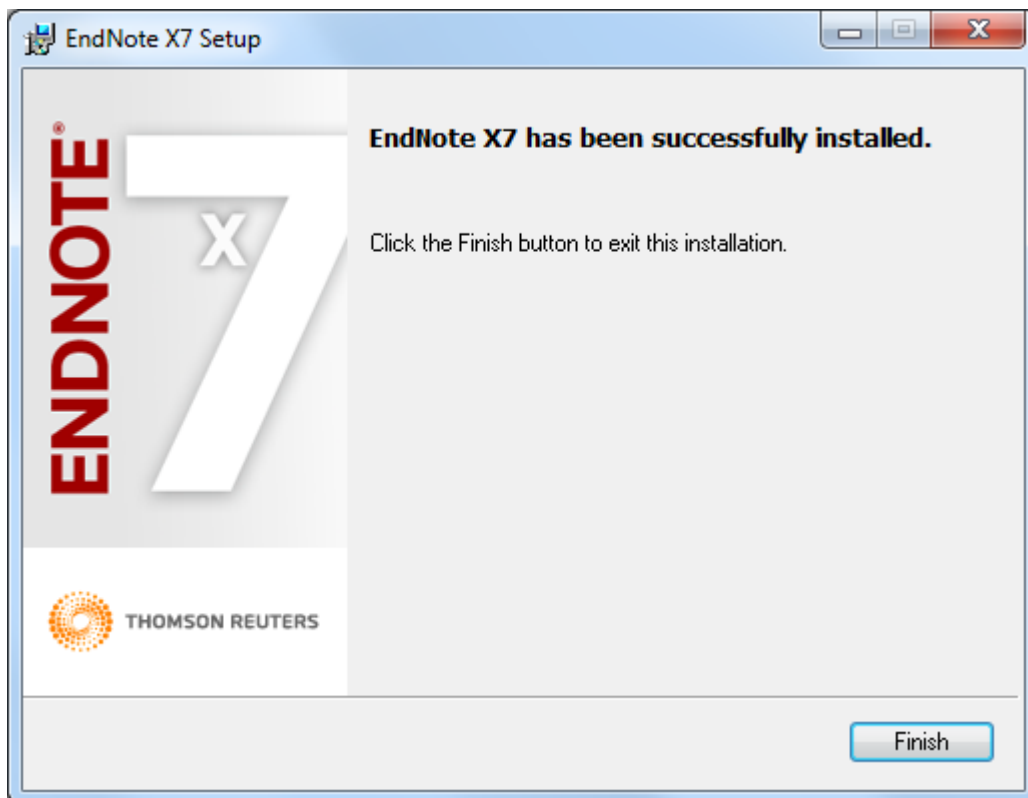


EndNote PC Installation Instructions

Click **Yes** to allow installation.

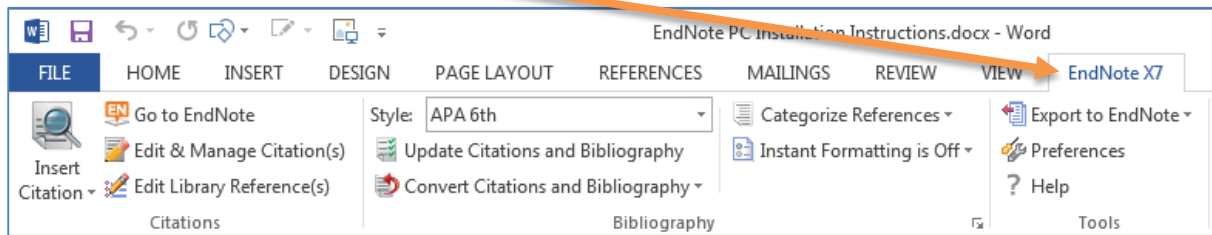


Click **Finish**.



Check the EndNote tab in Word

Open **Word** and look for the **EndNote** tab in the ribbon.



Training – classroom or online

For more information on how to use EndNote, you can attend an IT Training session or watch the online videos.

Go to otago.ac.nz/it-training and follow links in the **Courses on Offer** or **Tutorial Videos**.