**EndNote Installation Instructions**

EndNote is now available for faculty and students. Access is through the myBellarmne portal and it is expected to be largely self-installed by faculty and students.

The Endnote program is designed to be used on one computer. **You should only install it on one system. Do not install it on a public machine.** If you use more than one computer, *install EndNote on the computer you do most of your research and writing on* and use EndNote Web when you are not on that computer. If you are using other computers you can use EndNote Web and sync the records between them.

Both Windows & MAC versions are available for download. At the moment there are no specific instructions for the MAC version.

Follow the directions below and contact the Reference Desk (x8317) if there are questions or problems:

1. Login to myBellarmine (<http://my.bellarmine.edu>)
2. Click on the Faculty or Student tab (in upper right-hand corner)
3. Click on Software Download (in left side navigation)
4. Download the EndNote installer
   1. A zip file (EndNoteX5 Installer.zip) containing two files (EXN5Inst.msi & License.dat) will be downloaded.
5. **Open the folder containing the zip file,** **right click on it and Extract All…**
   1. This will create an EndNoteX5Installer folder with the two files need for installation.
6. Open the EndNoteX5Installer folder and make sure both files are located there
7. Double click on the installer (the EXN5Inst.msi file).
8. Follow the installation steps to install EndNote on your system.

**Configuration after you install EndNote on your machine**

1. The first time you run EndNote you will be asked to upgrade or create an EndNote Web account, so check the box to do this. The program will ask for your email address and a password (that password must contain at least one numeral **and** one special character). Follow the steps to set up your EndNote Web account.
   1. If you are upgrading or inadvertently skip this step you can do this by going to Edit/Preferences then clicking on EndNote Web and clicking the activate button. Follow the registration steps provided.
2. On the Menu Bar go to Edit/Preferences & select EndNote Web
   1. Click on download endnote web plug-in button
   2. Click on “Windows IE and CWYW plugin single user” installer
   3. Run the endnote web.exe after it downloads to install the IE & Word plugins.
3. On the Menu Bar go to Edit/Preferences & select Find Full Text
   1. Uncheck ISI Web of Knowledge Full Text Links
   2. Make sure DOI (Digital Object Identifier) and PubMed LinkOut are both checked.
   3. Check OpenURL
      * In the the OpenURL Path box add: <http://ck8zf4yc8t.search.serialssolutions.com/>
      * Under Authenticate with: in the URL: box add: <http://libproxy.bellarmine.edu/login>