

Installing EndNote on a PC in a Centrally Supported Computing Lab

Information Services, May 2017

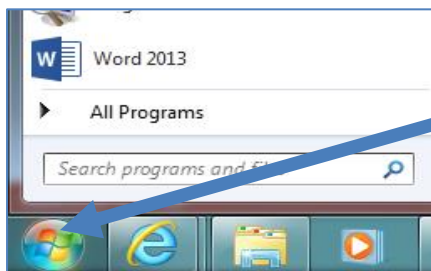
- Logon to the computer
- Double-click on the **Software Centre** shortcut icon on the desktop



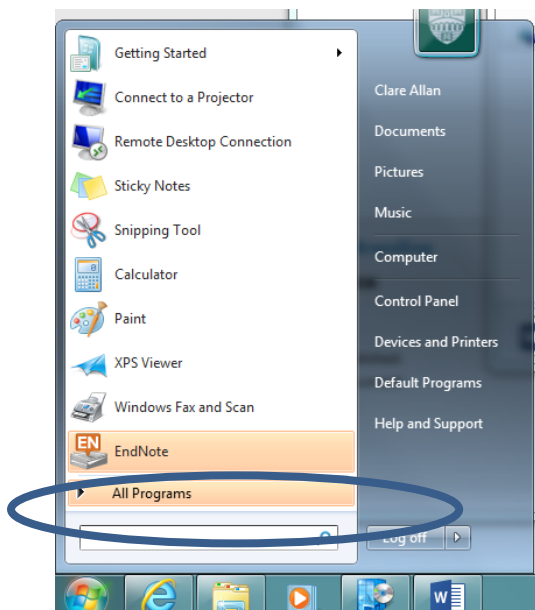
- From the **Available Software** tab
- Select **EndNote x8 – Install (Logged on)**
- Then click on the **Install** button (bottom right)

Initially it looks like nothing is happening – but wait a couple of minutes and you will see the installation start. Then the installation can take a few minutes to complete. Once the installation is complete EndNote will be listed under the Installation Status tab.

- After the installation is complete:– click on the Windows Start orb (bottom left corner)

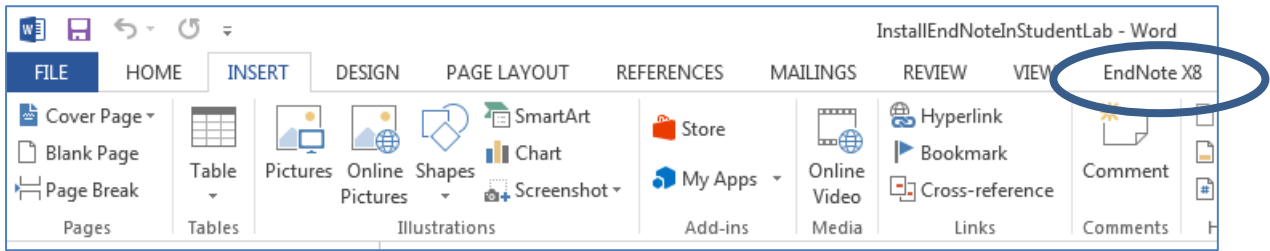


- You will see EndNote is listed



- Select EndNote from the list.

- You are now ready to create and save a new Library in EndNote. Select File, New to create a new Library.
- When you open Microsoft Word you will see a new tab labelled EndNote.



- Once EndNote has been installed on a Lab PC, from then on EndNote will appear in the list of All Programs available from the Windows button.

