

## EndNote Download and Set Up Process

1. Sign in to your VPN.

### Downloading the FREE Software

1. Go to <http://elms.e-academy.com/northwestern/>
2. Select **Log In** from the left navigational bar.
3. Enter your netid and password.
4. Select **Software** from the top tool bar. It is shaded purple.
5. Pull down the menu entitled **Search by product titles**
6. Select **EndNote X** (choose Mac or Windows depending on which type of computer you are operating).
7. Click **Go**.
8. Notice that you will be downloading a FREE software.
9. Add this free software **To Your Cart**.
10. Read the *With purchase of endnote, I agree statements*. And select **I Agree**.
11. Ensure your VPN is on, then select **I Agree**.
12. Select **Check Out**.
13. Enter your **Name** and **Email Address**.
14. Select **Next**.
15. Under the item column select **Download Only**.
16. Select **Download Software**.
17. When options arise, click **Ok** and **Yes**.
18. It will download to your desktop.

### Setting up EndNote for Macs

1. Once you've downloaded the initial EndNote file from e-academy, you should get a file that says EndNote\_10.0\_(Mac).zip. **Double click** to expand this file.
2. This should create another file called EndNote\_10.0\_(Mac).1 on your desktop.
3. **Double-clicking** on this file should begin the download and installation of another file called Endnote10-Installer.sit on your desktop. You should be able to open this file with Stuffit 10.
4. Once opened, a new file called Endnote Installer should appear on your desktop. It should either have a purple icon that says Vise X with the words EndNote Installer, or the icon may look like a piece of paper with a ruler and a pencil. **Double-clicking** on this file program will begin the EndNote installation.
5. Then follow the instructions under the *Setting up EndNote For Windows* beginning at step 2.

### Setting up EndNote For Windows

1. **Double click** on the Purple EndNote Icon.
2. It will automatically select a location for the files to unpack. Select **Continue**.
3. Please wait for a moment while it downloads.
4. Select **Launch Install**.
5. A new window will open. Select **Next** throughout the next few windows.
6. Be sure to **Check** the 'I agree with the User License Agreement.'
7. When asked to install either the complete or customer version., select **Complete** and then **Next**.
8. It will ask that you close all Microsoft Office Products. Please do so.
9. The software will ask to place the documents in c:\program Files\EndNote x\, This is an ok spot to put it. If you would prefer it elsewhere, that is ok too. Select **Next**.
10. Once installed, please select **Run** to run the application.
11. It will notify you that it is strongly suggested to download the NU ToolKit. Select **Yes** and download the ToolKit.
12. Once the ToolKit is installed, you are done and ready for the Tech Orientation guest speaker Scott Garton.