

The University of Hong Kong Libraries

Endnote @ HKU

Downloading and Installation Guide

Windows

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All users should read carefully the Conditions of Use for Endnote

The following conditions apply to the Endnote software product licensed to the University of Hong Kong.

1. The software is licensed for the personal use of students and staff at the University of Hong Kong.
2. HKU students and staff members may install the software in campus offices, libraries and computer labs. They may also install the software on their personal PCs for their personal use only. They may not install on other PCs.
3. Excessive downloading of this licensed software is strictly prohibited.
4. Upon termination of HKU enrolment or employment, the licence to use Endnote terminates, and all copies of the software should be destroyed.
5. The current licence between Endnote and HKU is for one academic year. Renewal of this licence in the future is subject to usage and resources available. In the event of the termination of the Endnote licence, HKU will make general announcement to all staff and students asking them to remove and destroy all copies of the software.
6. A user may not sell, assign, lease, sublicense, give, lend, pledge, rent, grant any rights in or otherwise transfer to third parties all or a portion of the Endnote software.

Enquiries

Learning and Research Services

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Telephone: 3917-2203

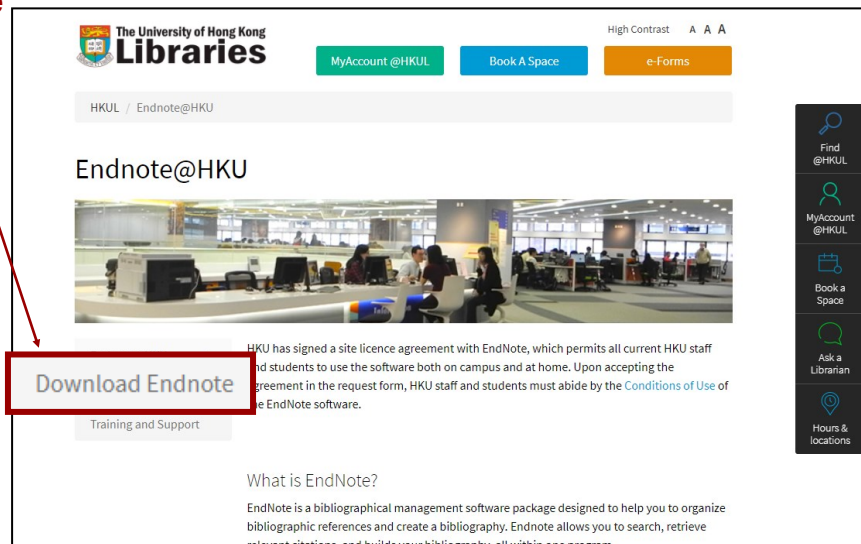
Note before installation

1. Make sure your operation system is Windows 10 or later.
2. For upgrades, please:
 - (a) Backup your Endnote libraries, custom connection files, filters and styles.
 - (b) Uninstall the old version:
 - Windows 10: Start > Settings > Apps (Apps & features)
3. Close Endnote and any Microsoft Office applications (e.g. Word, Outlook).

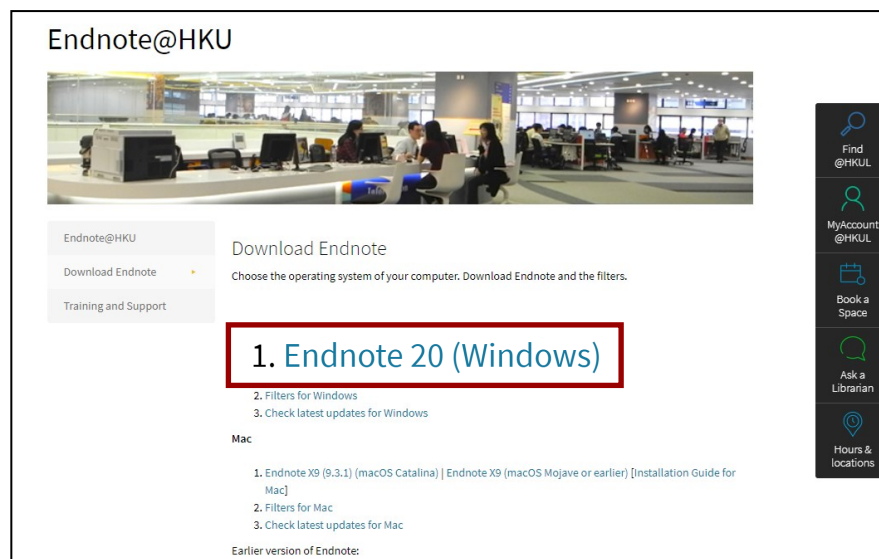
Step 1: Download Endnote

1 Point to <http://lib.hku.hk/endnote/>

2 Click on
Download Endnote



3 Select **Windows** version.



4

Enter your **HKU Portal ID** and **PIN** for authentication.

Note:

HKUL keeps a record of all downloads and will identify cases of excessive downloading.



HKUL Authentication
HKU Portal Empowered

Registered library users only.

HKU Portal UID / Library card number:

PIN :

> [Set / Forgot PIN](#)

> [Change PIN](#)

Important : Please read the [HKU Libraries' Personal Information Collection Statements](#).

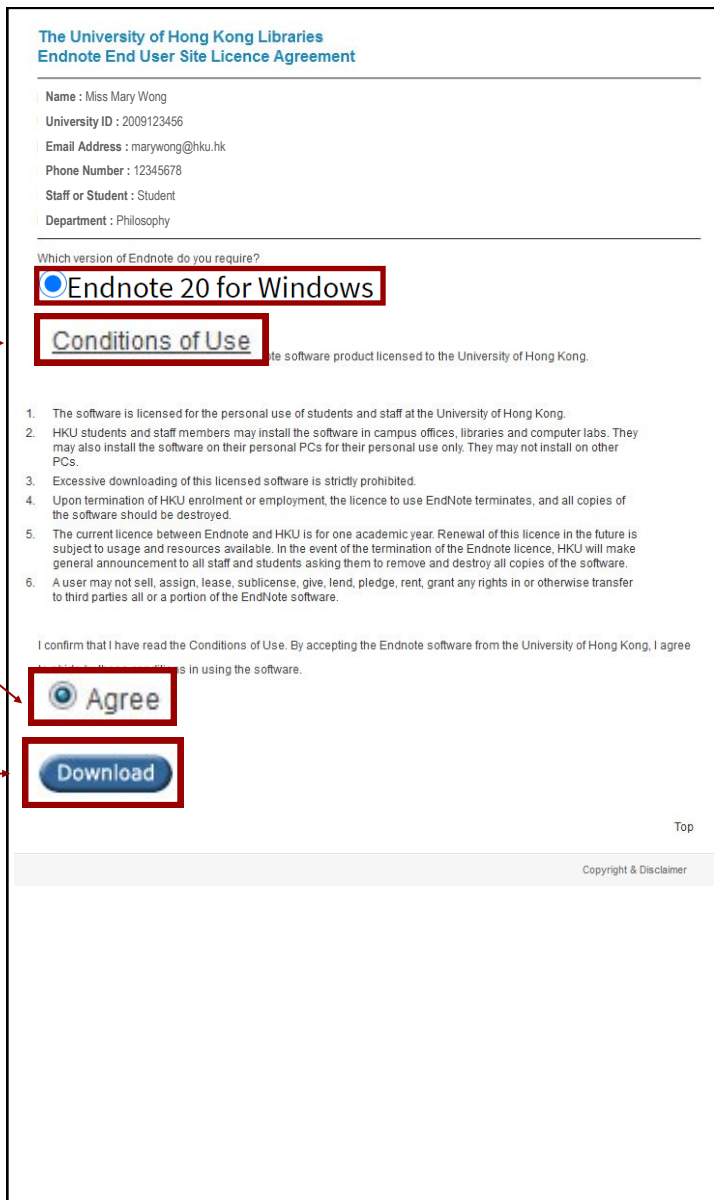
5

Go through the **Endnote End User Site Licence Agreement**.

(a) Read the **Conditions of Use** carefully.

(b) Select **Agree** if you accept the Conditions of Use.

(c) Click on the **Download** button



The University of Hong Kong Libraries
Endnote End User Site Licence Agreement

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Phone Number : 12345678
Staff or Student : Student
Department : Philosophy

Which version of Endnote do you require?

☒ Endnote 20 for Windows

[Conditions of Use](#)

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- A user may not sell, assign, lease, sublicense, give, lend, pledge, rent, grant any rights in or otherwise transfer to third parties all or a portion of the EndNote software.

I confirm that I have read the Conditions of Use. By accepting the Endnote software from the University of Hong Kong, I agree to the following terms and conditions in using the software.

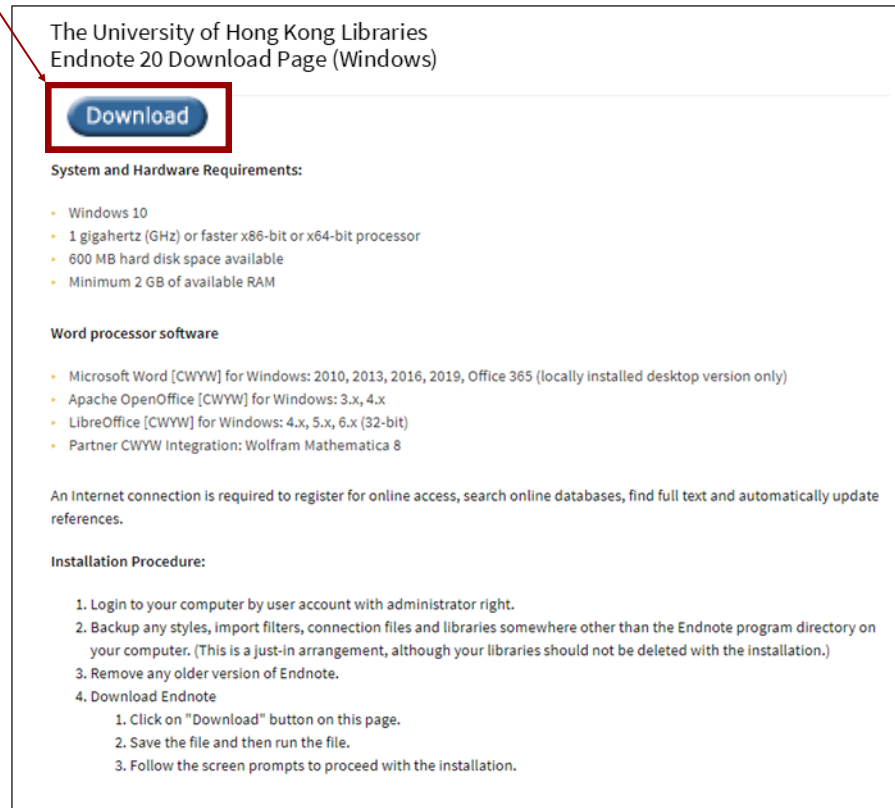
☒ Agree

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Copyright & Disclaimer

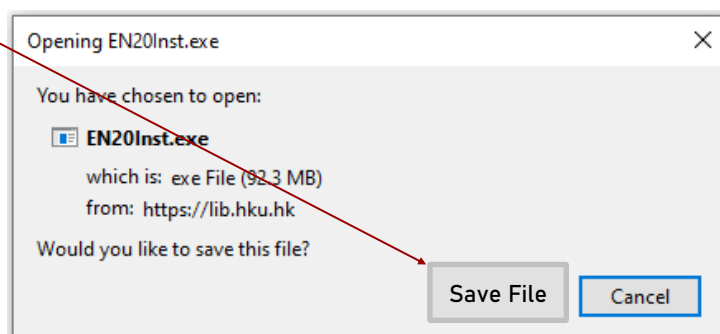
6

Check whether your computer meets the **systems and hardware requirements**. If so, click on the **Download** button.



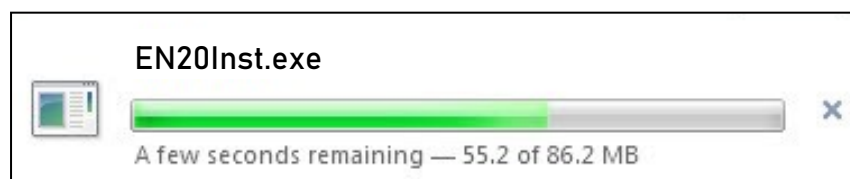
7

Click **Save File** to start the process.



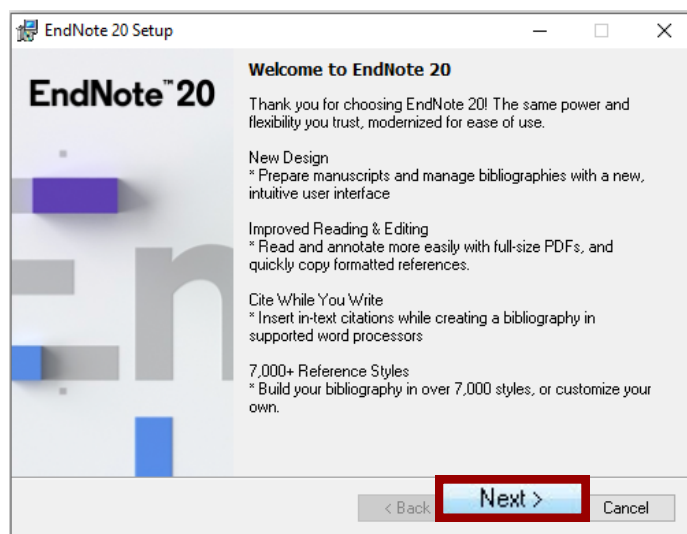
8

Installation will then begin.

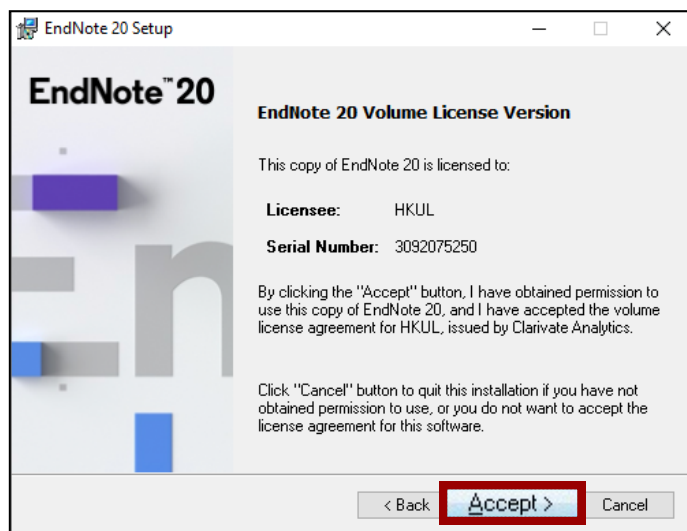


Step 2: Install Endnote

- 1 Begin the installation by clicking on **Next**.

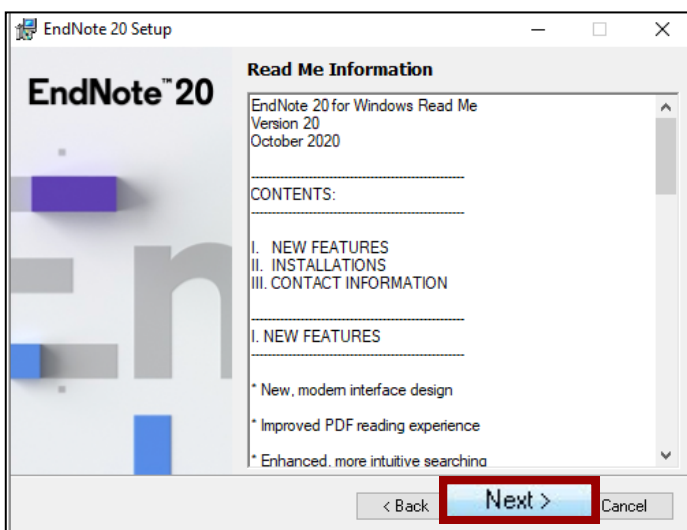


- 2 If you have read and agreed with the **Conditions of Use for EndNote@HKU**, click on **Accept**.



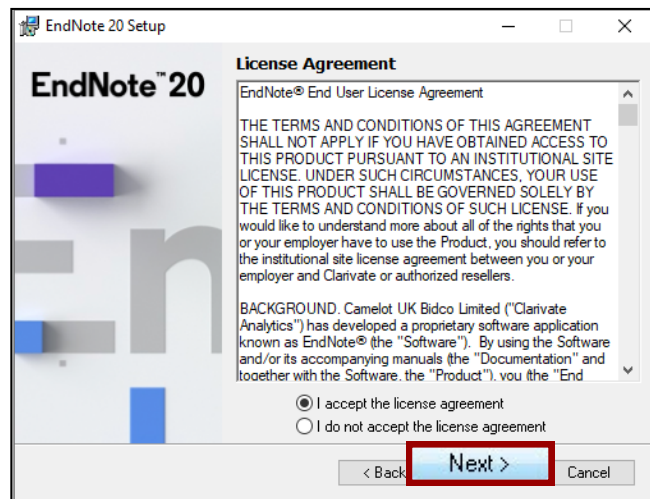
Conditions of Use: Endnote@HKU - <http://lib.hku.hk/endnote/conditions.html>

- 3 Click on **Next**.



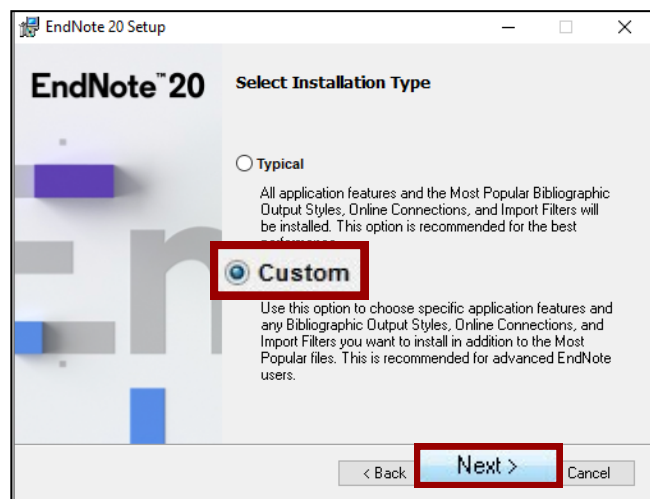
4

Read the **End User License Agreement**. If you agree with the terms and conditions, choose I accept the license agreement, and then click on **Next**.



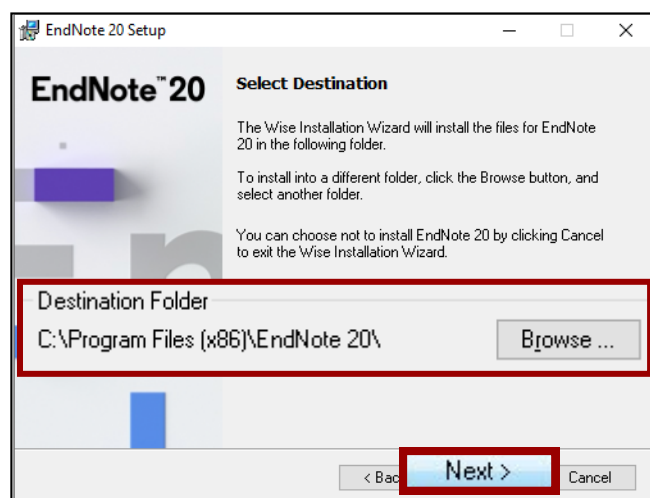
5

Select **Custom**, and then click on **Next**.



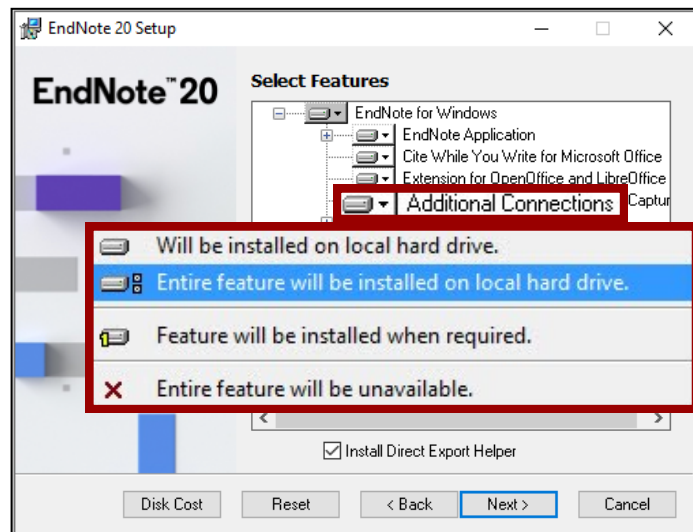
6

Confirm the **Destination Folder** and then click on **Next**.



7

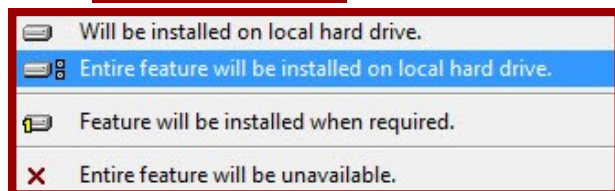
- Open the pull-down menu for **Additional Connections**.
- Select **Entire feature will be installed on local hard drive**.



8

Do the same for **Additional Filters**

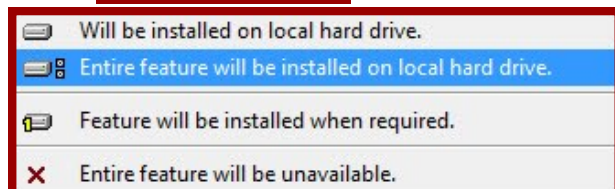
X Additional Filters



9

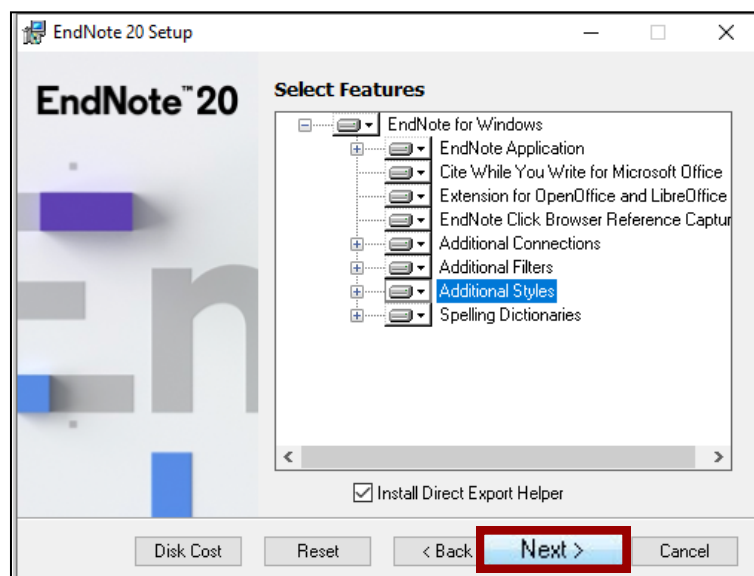
... and for **Additional Styles**.

X Additional Styles



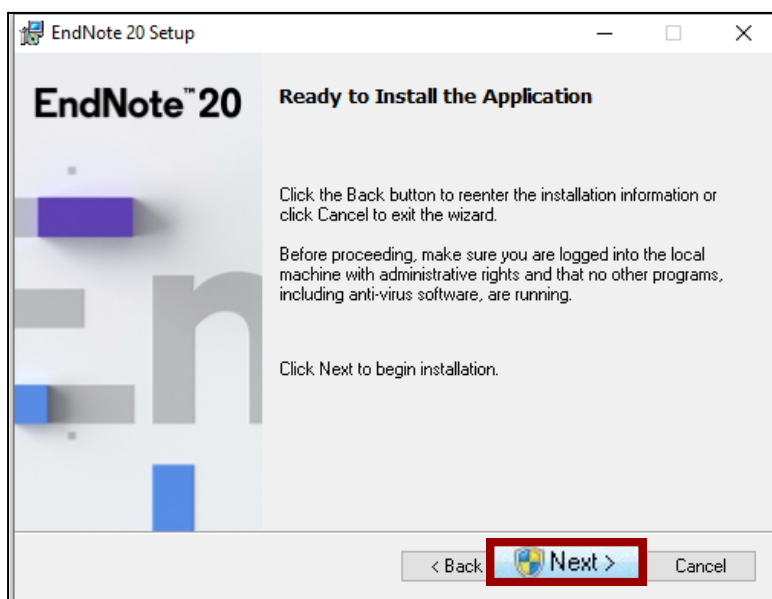
10

Click on **Next**.



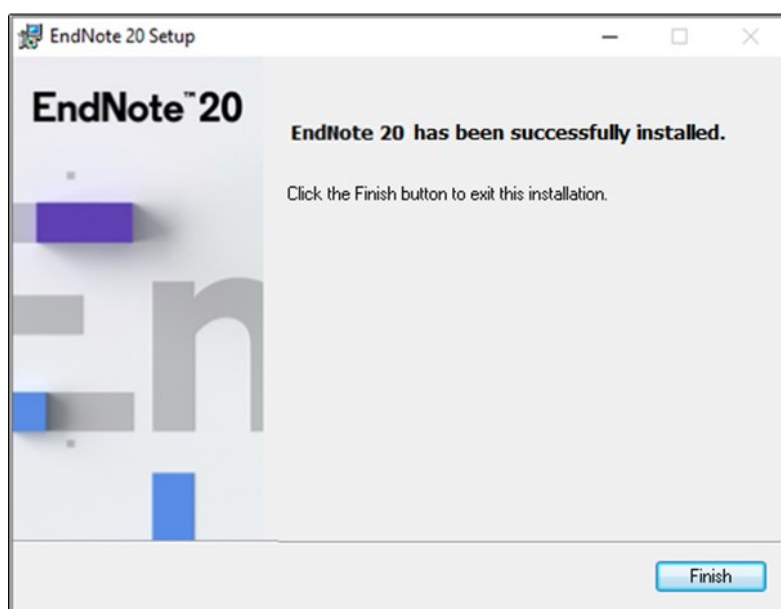
11

You are now ready to install Endnote. Click on **Next** to start the installation process.



12

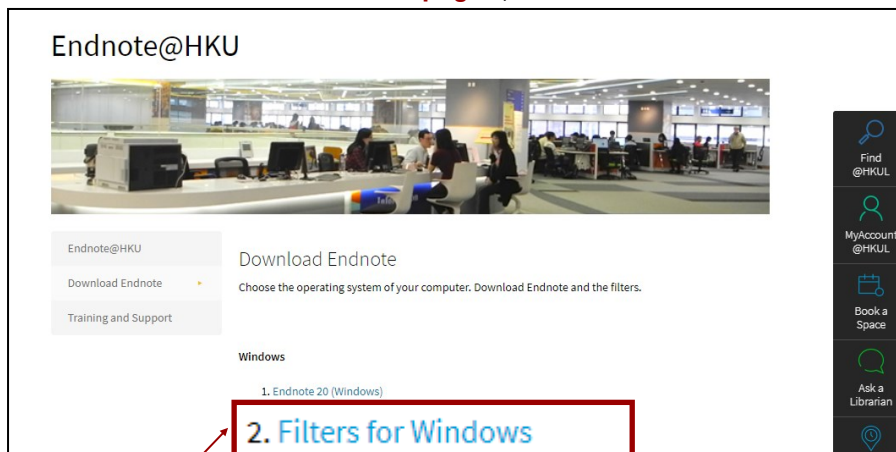
When installation is complete, click on **Finish**.



Step 3: Download additional Filters

Filters are needed for importing references from databases to an Endnote library. There are about 500 filters, each mapping the information of a specific database to the corresponding fields in the library. Most of the filters have been installed in Step 2. But, there are some customized filters for HKU users. Download these filters as follows.

- 1 Return to the **Download Endnote page** (lib.hku.hk/endnote/download.html)

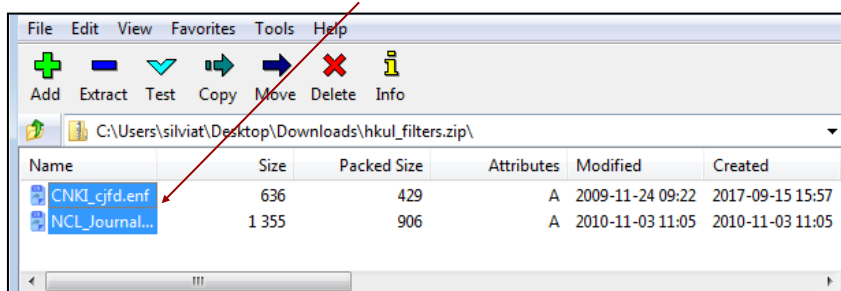


- 2 Click on **Filters for Windows**.

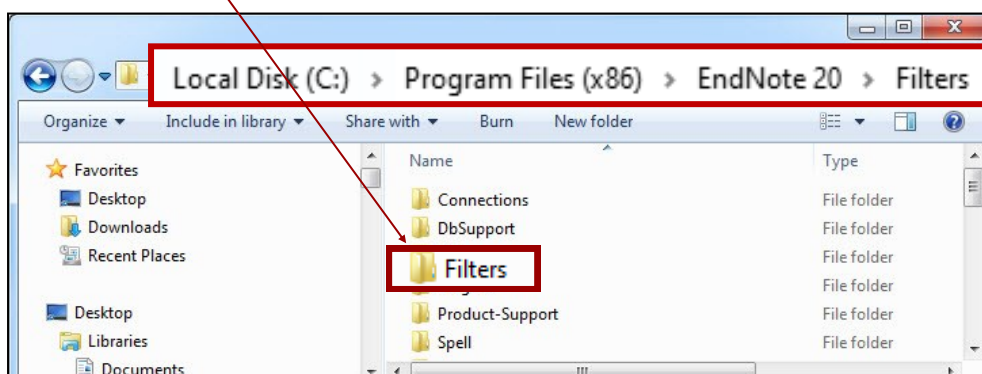
- 3 Click on **Open** to unzip the file.



- 4 In the unzipped folder, **select the files**.



- 5 (a) Go to the **C:\ Program Files (x86) \ EndNote 20 \ Filters** Folder.
(b) **Drag and drop** the files from the unzipped folder to this Filters folder.

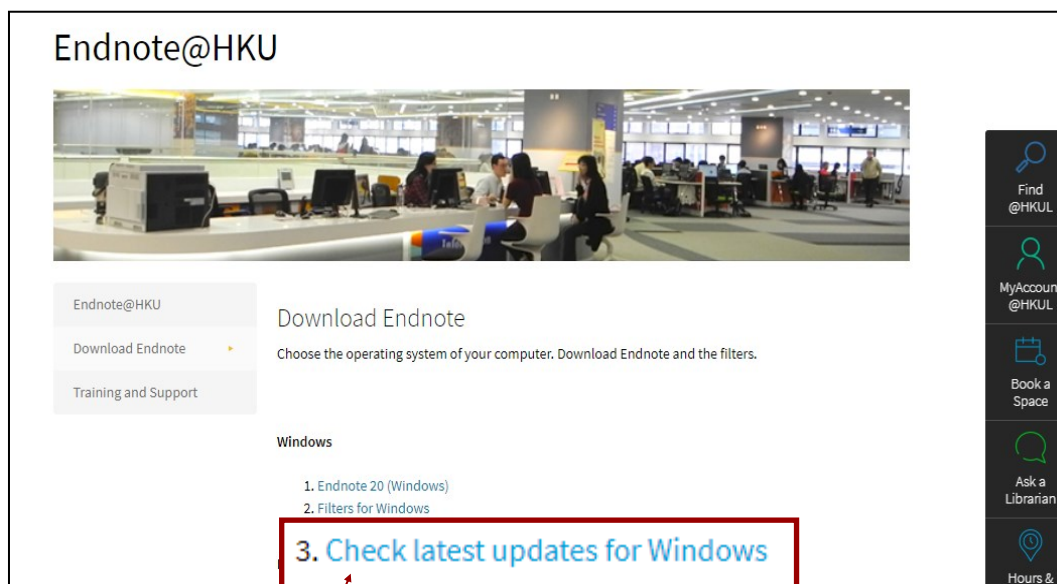


Step 4: Check for latest updates

New Endnote updates are released from time to time. So, once in a while, check and install the updates where available.

1

Go to the **Download Endnote page**
(lib.hku.hk/endnote/download.html)



2

Click on **Check latest updates for Windows**.