

The University of Hong Kong Libraries

Endnote @ HKU

Downloading and Installation Guide Macintosh

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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 & Research Services

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Telephone: 3917-2203

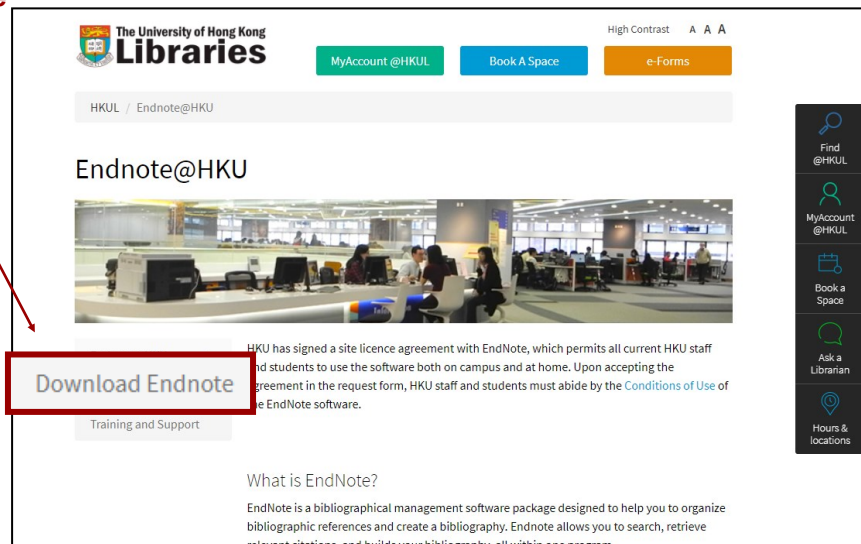
Note before installation

- For upgrades, please:
 - Backup your Endnote libraries, custom connection files, filters and styles.
 - Uninstall the old version:
 - Trash the Endnote folder
- Close all other applications such as Microsoft Office applications (e.g. Word, Outlook).

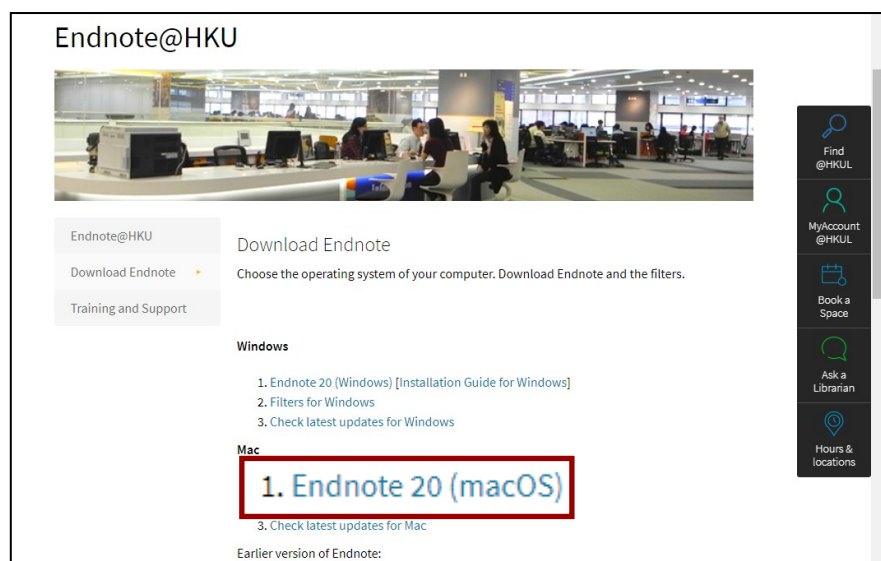
Step 1: Download Endnote

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

2 Click on **Download Endnote**

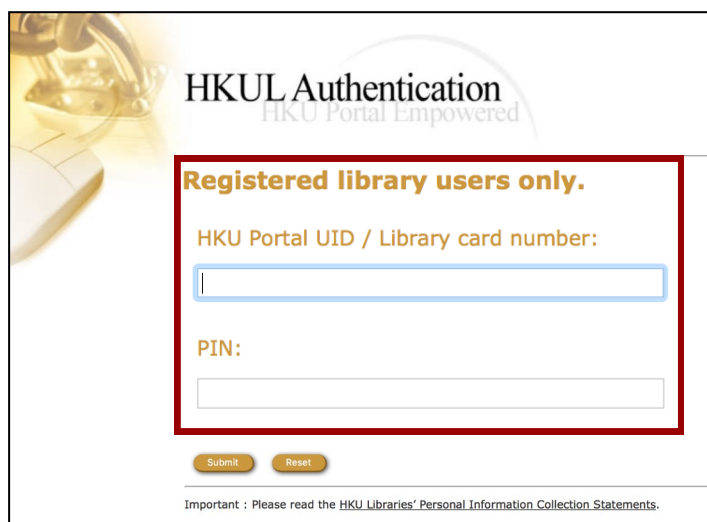


3 Select **Macintosh** version.



- 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.



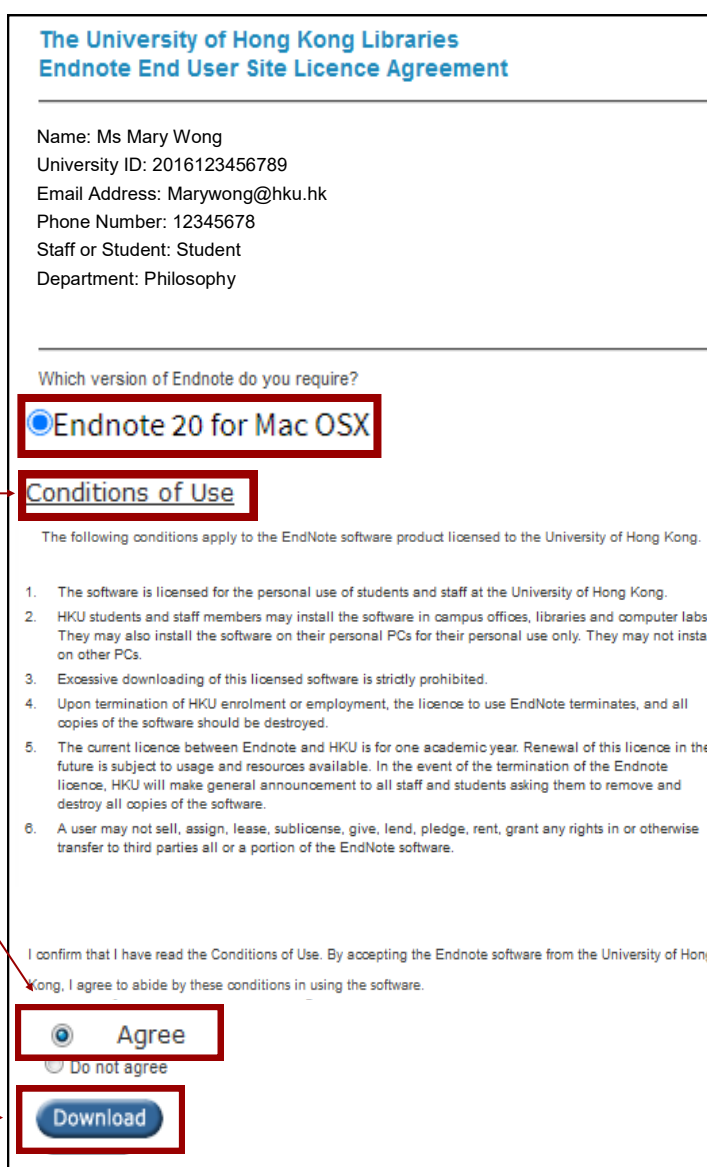
The image shows the HKUL Authentication page. At the top, it says "HKUL Authentication" and "HKU Portal Empowered". Below this, there is a red-bordered box containing the text "Registered library users only." followed by "HKU Portal UID / Library card number:" and a text input field. Below that is "PIN:" and another text input field. At the bottom of the box are "Submit" and "Reset" buttons. Below the box, there is a link: "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.

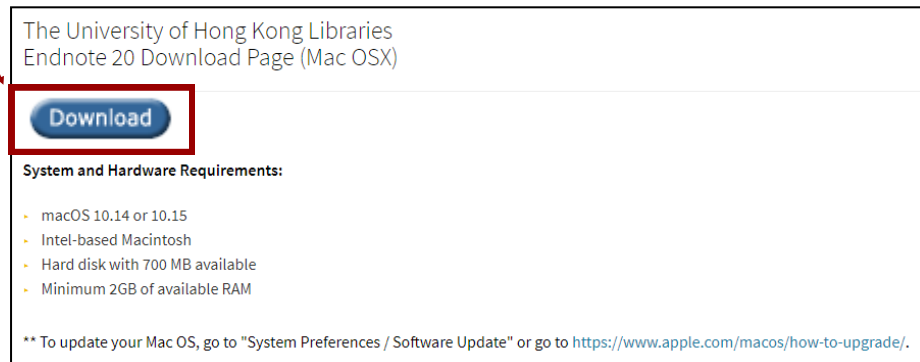
- (b) Select **Agree** if you accept the Conditions of Use.

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

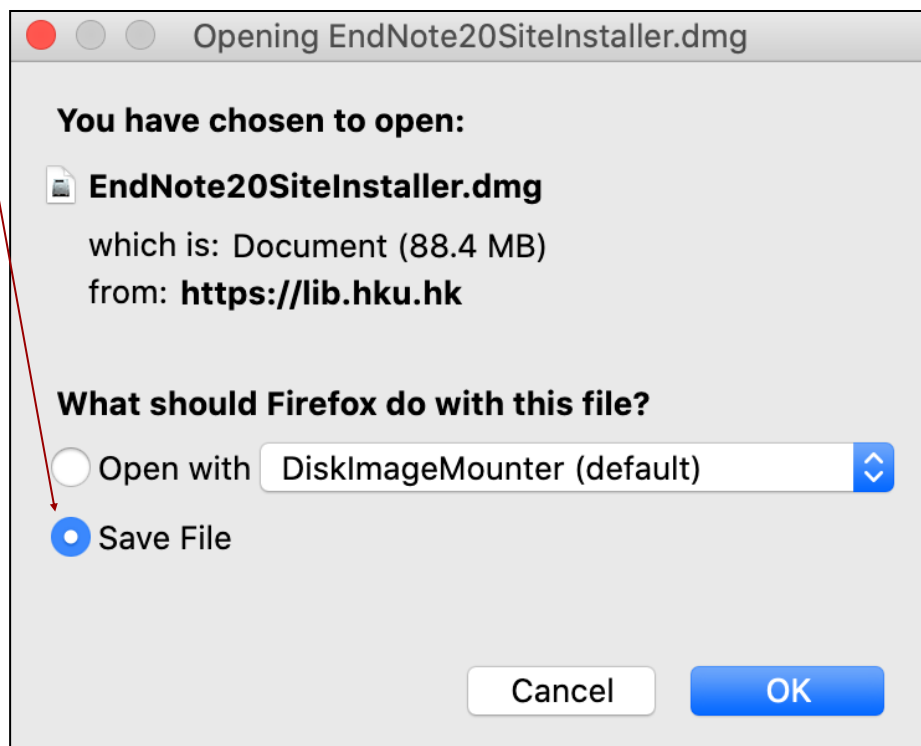


The image shows the "The University of Hong Kong Libraries Endnote End User Site Licence Agreement" page. It displays user information: Name: Ms Mary Wong, University ID: 2016123456789, Email Address: Marywong@hku.hk, Phone Number: 12345678, Staff or Student: Student, Department: Philosophy. Below this, it asks "Which version of Endnote do you require?" with two radio buttons: "Endnote 20 for Mac OSX" (selected) and "Endnote 20 for Windows". Below the radio buttons is a link "Conditions of Use" which is highlighted with a red box. The text "The following conditions apply to the EndNote software product licensed to the University of Hong Kong." is followed by a list of 6 conditions. At the bottom, there is a statement: "I confirm that I have read the Conditions of Use. By accepting the Endnote software from the University of Hong Kong, I agree to abide by these conditions in using the software." Below this statement are two radio buttons: "Agree" (selected) and "Do not agree". At the very bottom is a blue "Download" button, which is also highlighted with a red box.

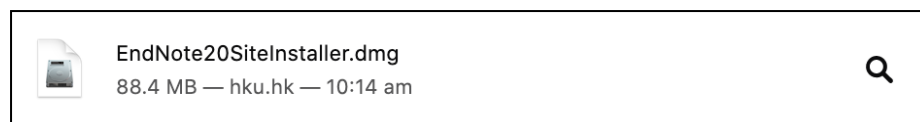
- 6 Check whether your computer meets the **systems and hardware requirements**. If so, click on the **Download** button.



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



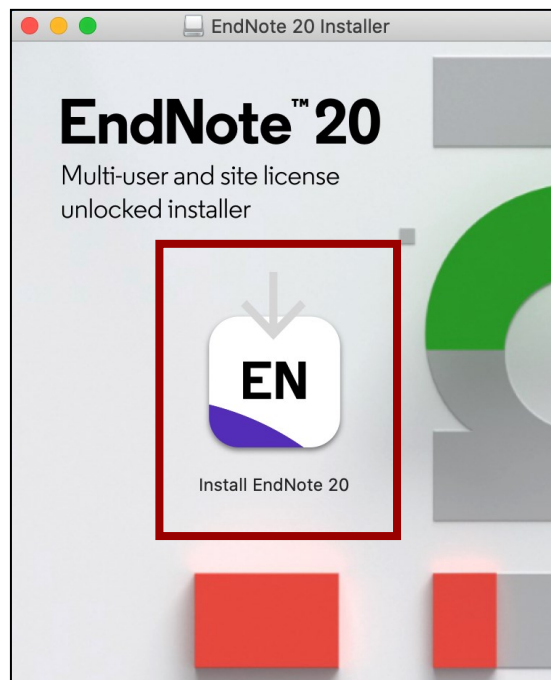
- 8 Double-click on the **Endnote20SiteInstaller.dmg** to start installation



Step 2: Install Endnote

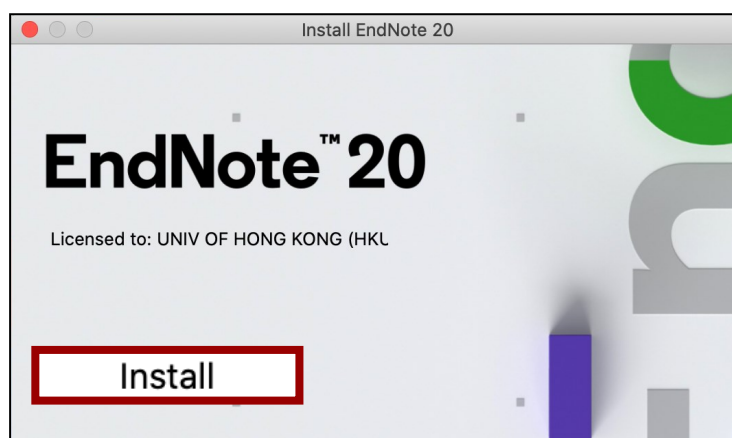
1

Double Click EndNote 20 icon.



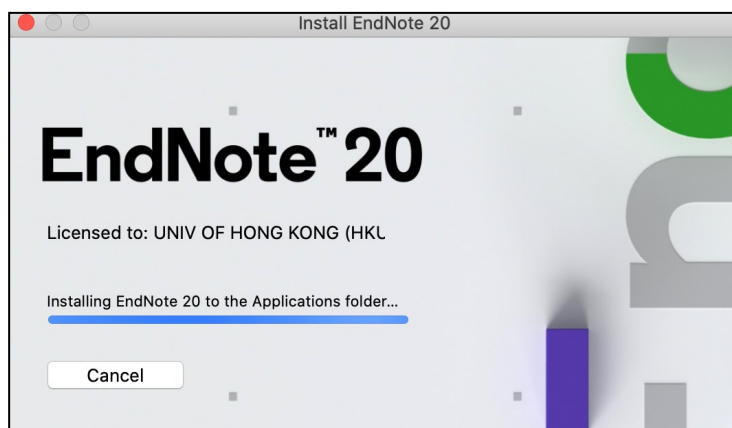
2

Click on **Install** to start installation.

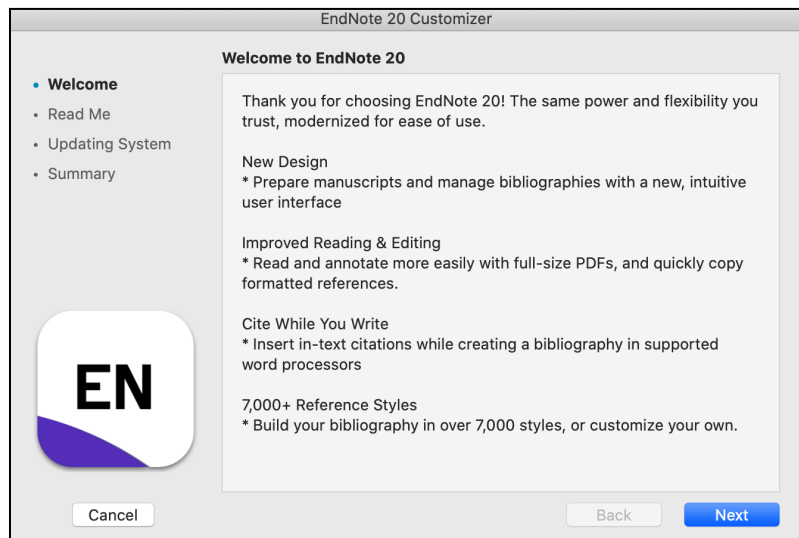


3

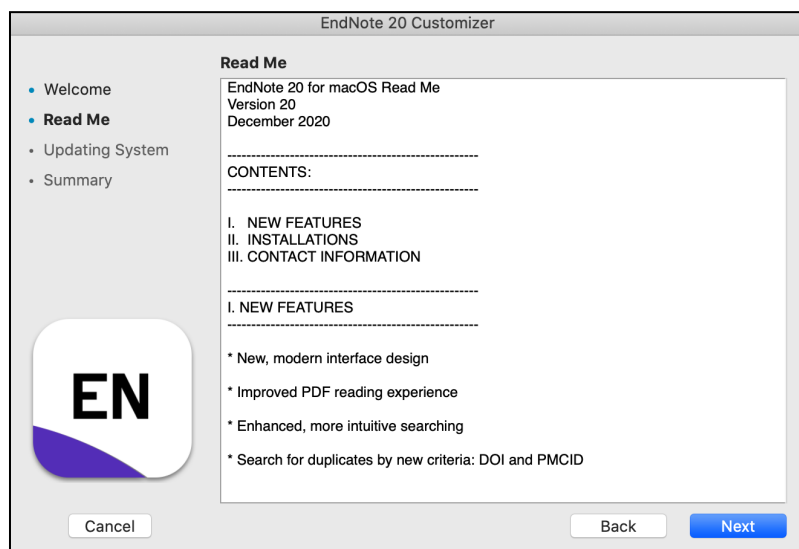
Files will be installed automatically.



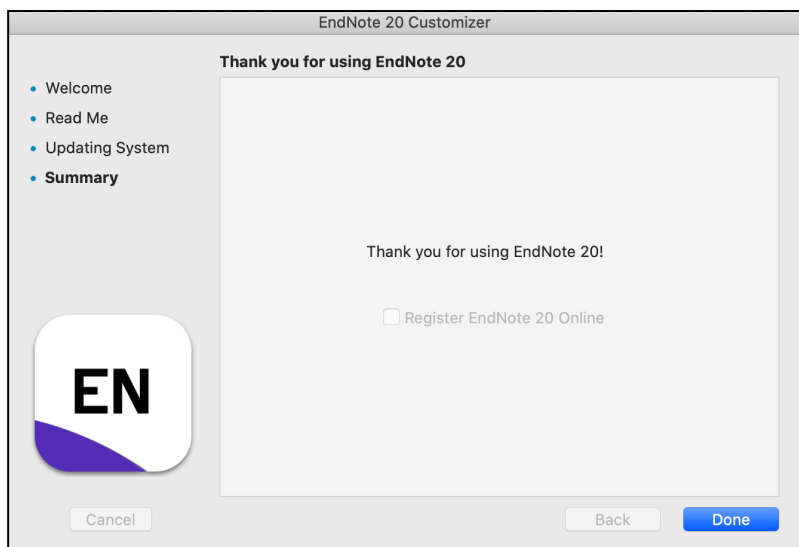
4

Click on **Next**.

5

Click on **Next**.

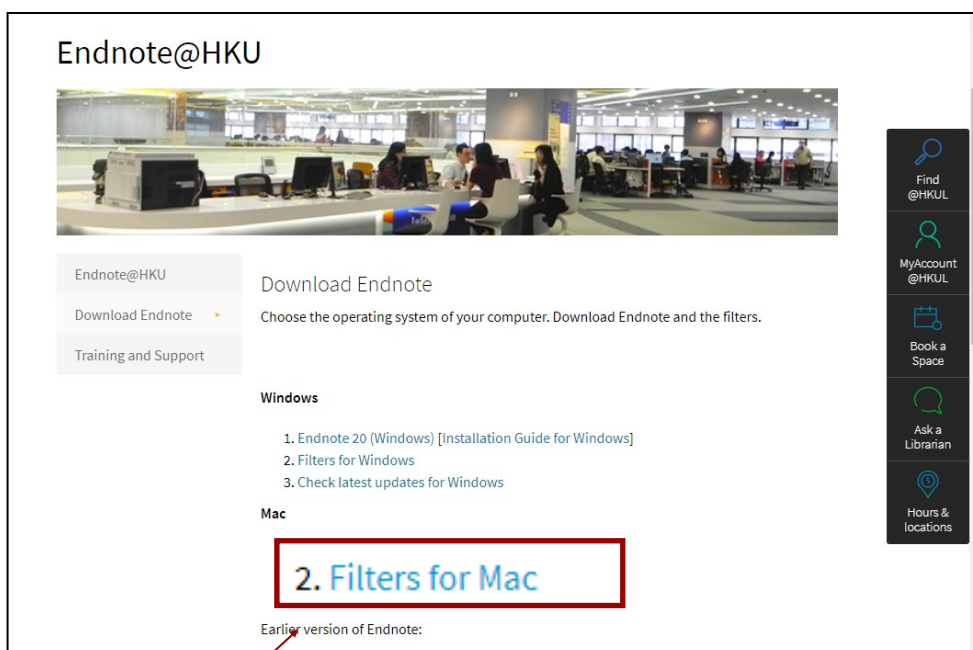
6

Click on **Done**.

Step 3: Download additional Filters

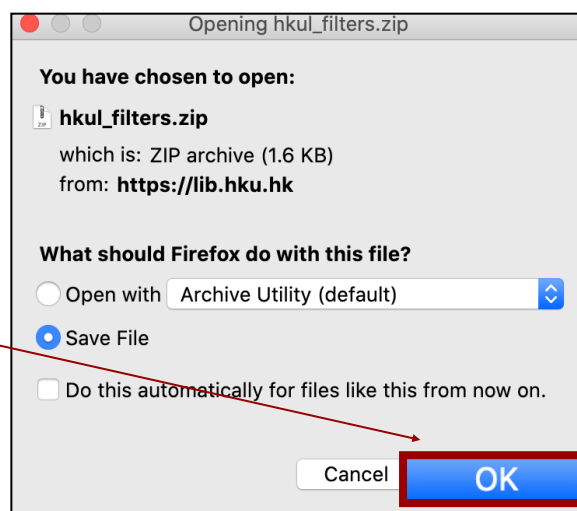
Filters are needed for importing references from databases to an Endnote library. Each filter maps the information of a specific database to the corresponding fields in the library. Most of the filters have been installed in Step 2. But, there are some customized filters for HKU users. Download these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

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



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

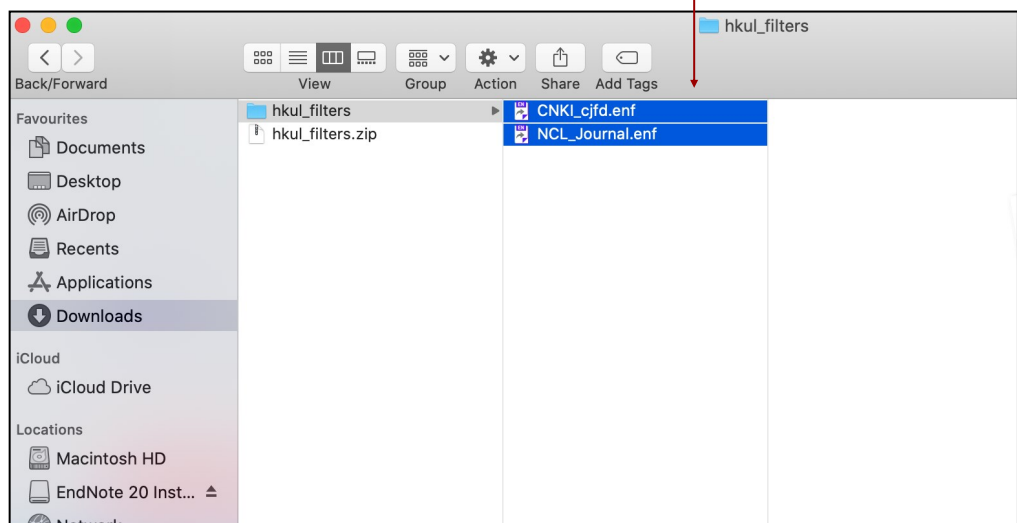
- 3 Click on **OK** to download the file.



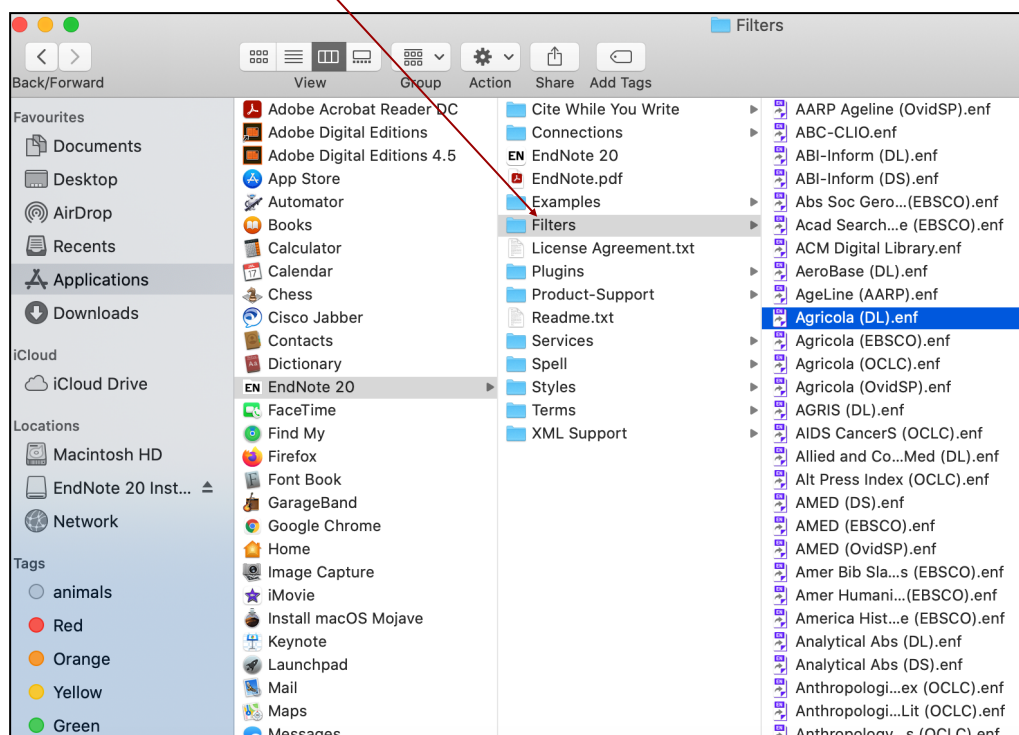
- 4 **Double-click** to unzip the file.



- 5** In the unzipped folder, **select all files** by pressing **Command + A** on the keyboard.



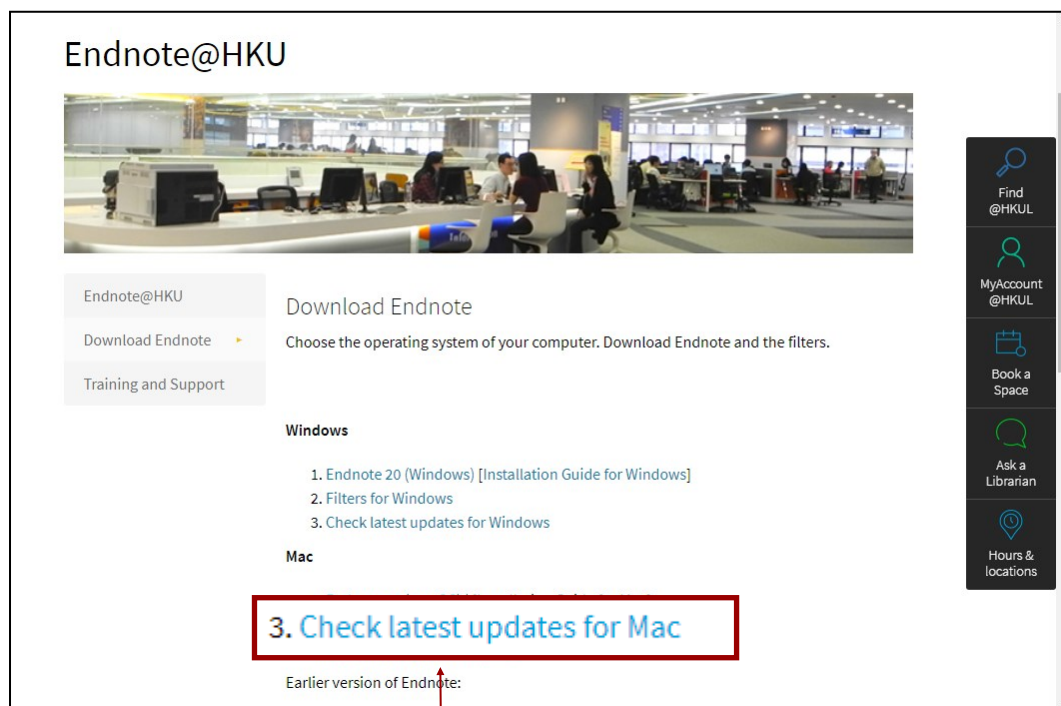
- 6** (a) Go to the **Applications \ EndNote 20 \ Filters** Folder.
(b) **Drag and drop** the files from the unzipped folder to this Filters folder.



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 Macintosh.**