

How to Install EndNote 21 and the Accompanying Files in 5 Steps

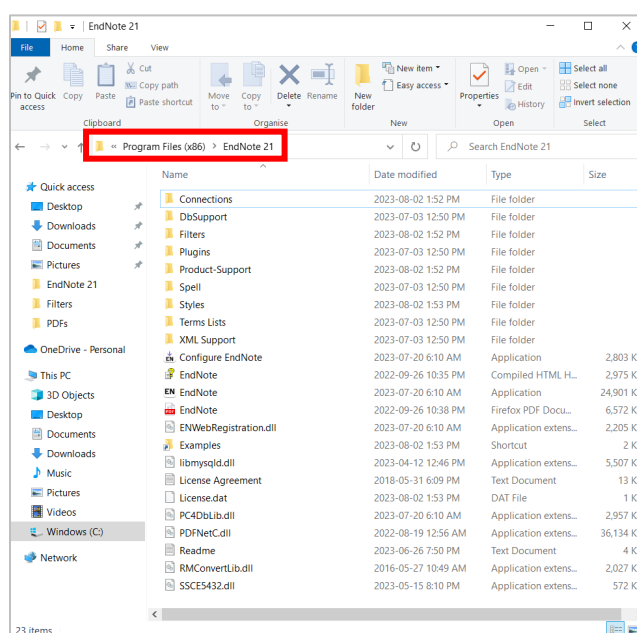
1. Install EndNote 21 on your computer

IMPORTANT: If you had installed a previous version of EndNote, back up your EndNote libraries in a separate folder and uninstall the older version before upgrading to EndNote 21.

After completing this [form](#), you will receive an e-mail with the download links for EndNote for Windows or Mac OSX.

Attention! Save the .zip file on your computer and extract the files before starting the installation.
Run the EN21Inst.msi file and follow the instructions.

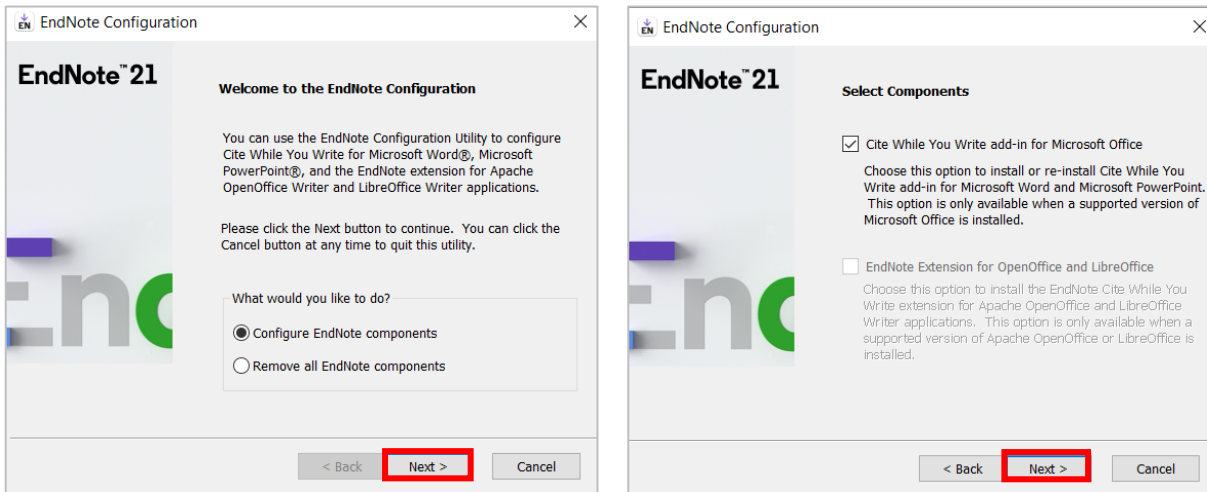
The EndNote 21 folder is now created.



2. Only if there is no EndNote 21 tab in Word after the 1st step: add the Cite While You Write commands for using EndNote 21 with Word.

Consult this [article](#) in the EndNote Knowledgebase.

For Word 2007/2010/2013/2016, under C:\Program Files(x86)\EndNote 21, click on **Configure EndNote.exe**



If Cite While You Write was installed properly, the next window will display the message "EndNote Configuration is Completed". Click **Finish**.

3. Copy the import filters

These [filters](#) were configured in order to import references from some online databases provided by the Library.

All filters downloaded and opened with EndNote will be saved on your computer under:

C:\Users\<<UserName>\Documents\EndNote\Filters for Windows;
/Users/<UserName>/Documents/EndNote/Filters for macOS.

See this path in EndNote → Edit → Preferences... → Folder Locations.

The filters found here have priority over the filters automatically installed with EndNote.

4. Copy the APA style in English and the APA and IEEE styles in French

For documents in French, the Library recommends the [APA or IEEE styles in French](#), which have been adapted by the Library.

The APA7th_PolyMTL style offered by the Library has been adapted for the Polytechnique community.

To find other styles, go to <http://endnote.com/downloads/styles> or click **Help → EndNote Output Styles** in EndNote.

All styles downloaded and opened with EndNote will be saved on your computer under:

C:\Users\<<UserName>\Documents\EndNote\Styles for Windows;
/Users/<UserName>/Documents/EndNote/Styles for macOS.

See this path in EndNote → Edit → Preferences... → Folder Locations.

The styles found here have priority over the styles automatically installed with EndNote.

5. Activate the Open URL command linking references of journal articles to the Library collection

This directs towards the full text of the article, if available in the Library collection or towards the interlibrary loan service.

1. Open EndNote → Edit → Preferences... → Find Full Text.
2. Select OpenURL and enter <https://polymtl.on.worldcat.org/atoztitles/link> in OperURL Path:.

Attention! Deselect Automatically invoke Find Full Text on newly-imported references. Click OK.

