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HONG KONG SHUE YAN UNIVERSITY LIBRARY

Citation tool: **EndNote 2025**

## **Installation & User Guide for Windows**

**Enquiries:**

e-Resources Management Section

Email: [libleung@hksyu.edu](mailto:libleung@hksyu.edu)

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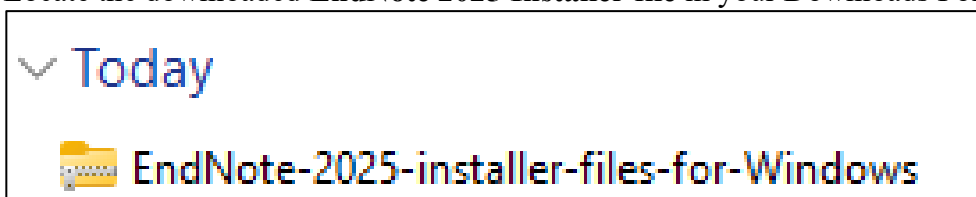
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## Part A. Note before installation.

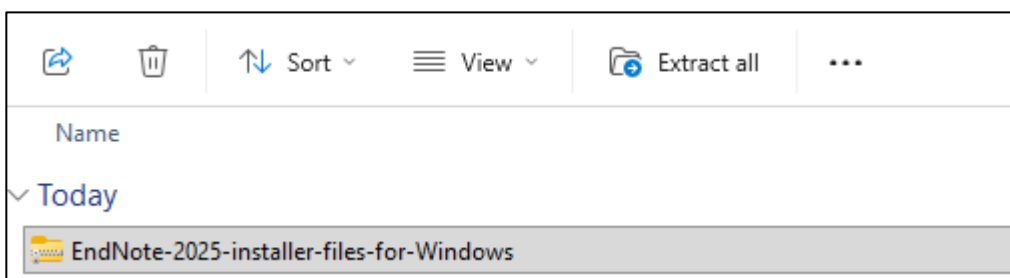
1. Make sure your operating system is Windows 10 or later.
2. For upgrades, please:
  - (a) Back up your Endnote libraries, custom connection files, filters, and styles.
  - (b) Uninstall the old version:
    - Windows 10: Start > Settings > Apps (Apps & features)
3. Please close all **Office software (such as Word, Excel, Outlook, etc.)** before installing EndNote 2025.

## Part B. Download Endnote

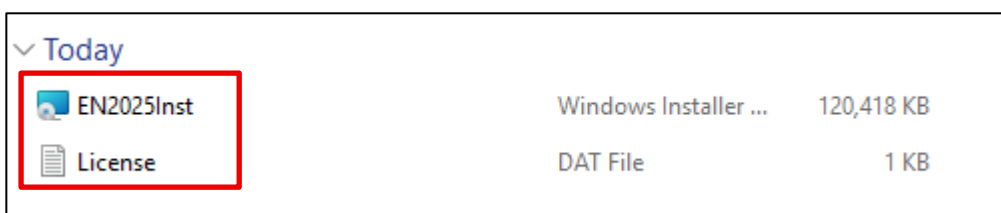
1. Download the [EndNote 2025 installer files for Windows](#) file.
2. Locate the downloaded **EndNote 2025 Installer file** in your Downloads Folder.



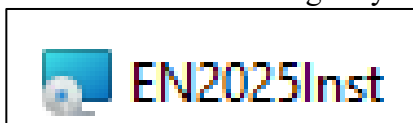
3. **Extract** the EndNote 2025 installation files from the zipped folder.  
→The downloaded files must be **unzipped & extracted** to properly install EndNote.



4. The **unzipped EndNote files** should automatically display in the Downloads window once they are extracted.  
→If the files don't automatically open: go to your **Downloads folder**, find, and open the unzipped copy of the EndNote 2025 folder to see the extracted files.



5. Installation will then begin by clicking the **EN2025Inst.msi** file.

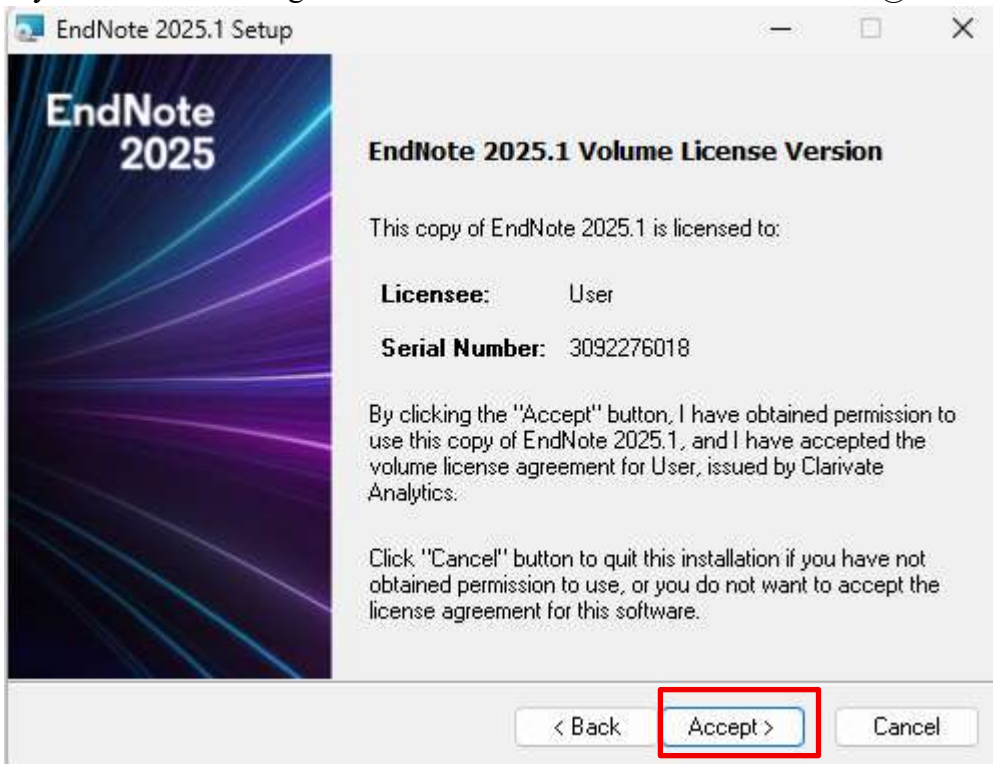


## Part C. Install EndNote

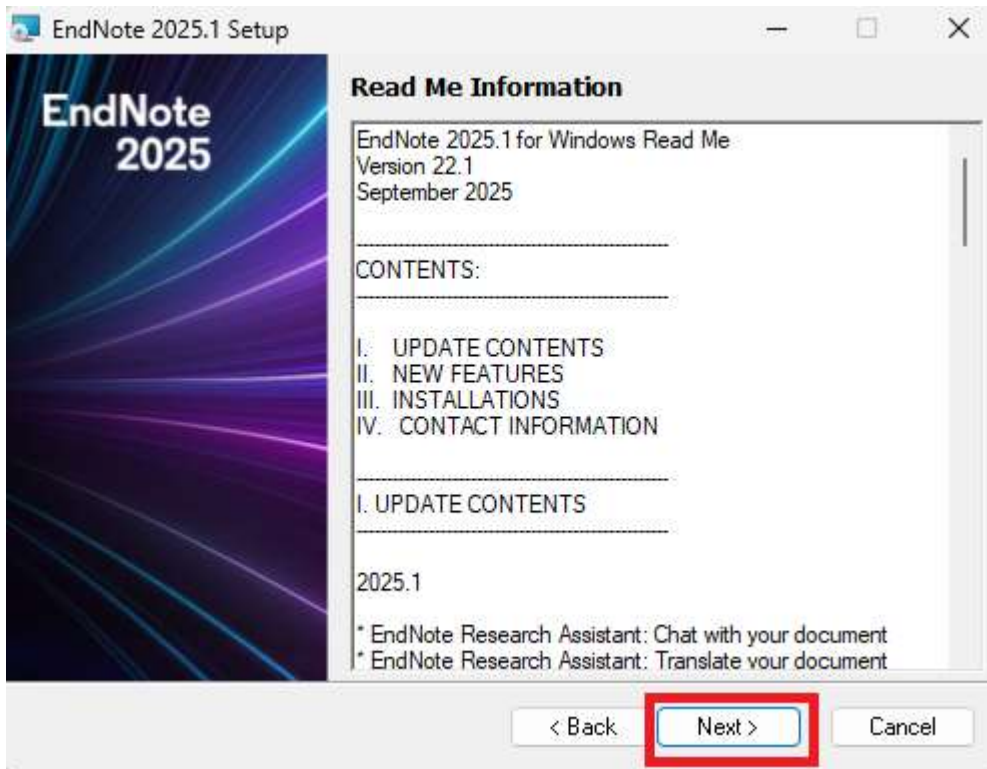
1. On the Welcome to EndNote 2025.1 screen, click **Next**.



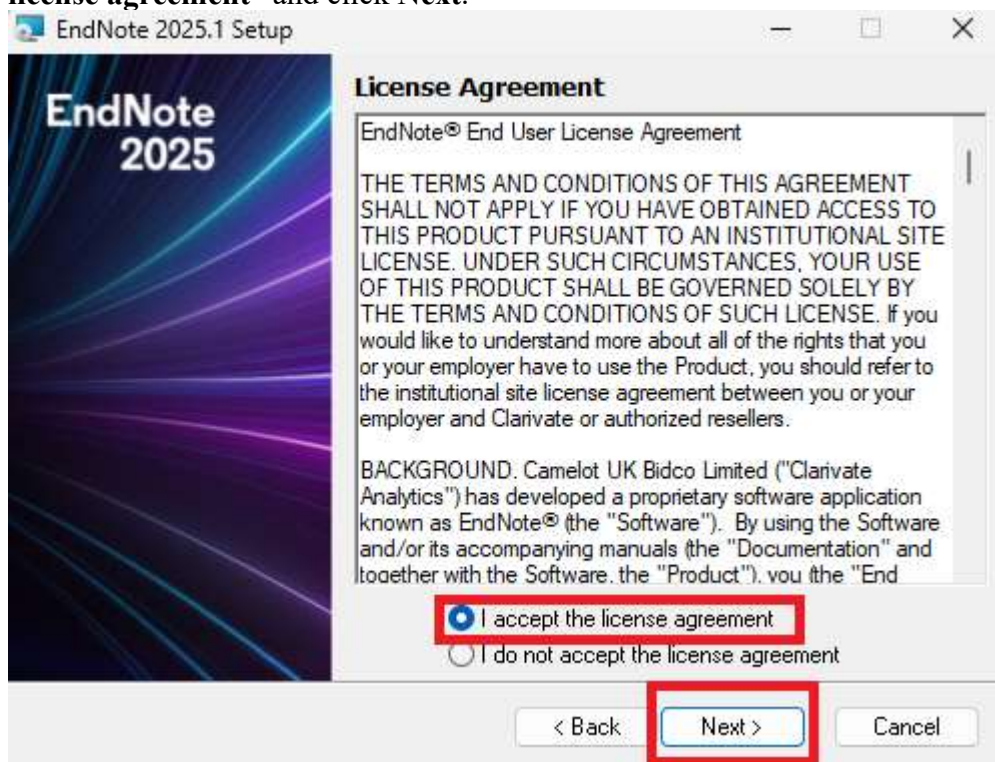
2. If you have read and agreed with the Conditions of Use for EndNote@HKSYU, click on **Accept**.



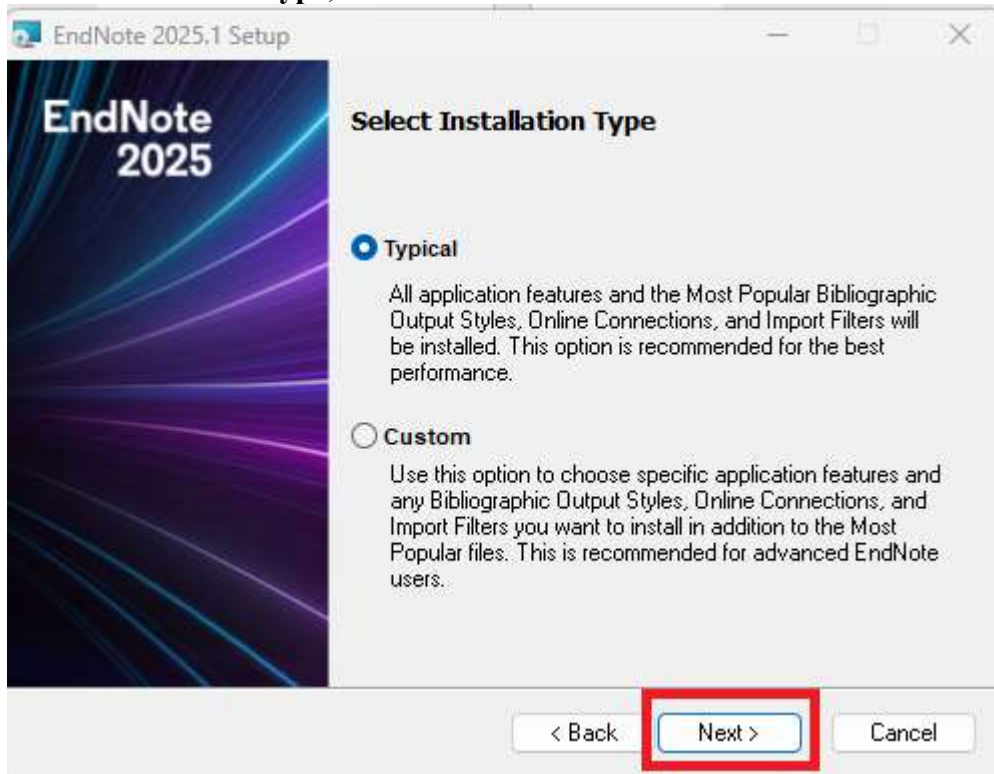
3. Read the Information and click **Next**



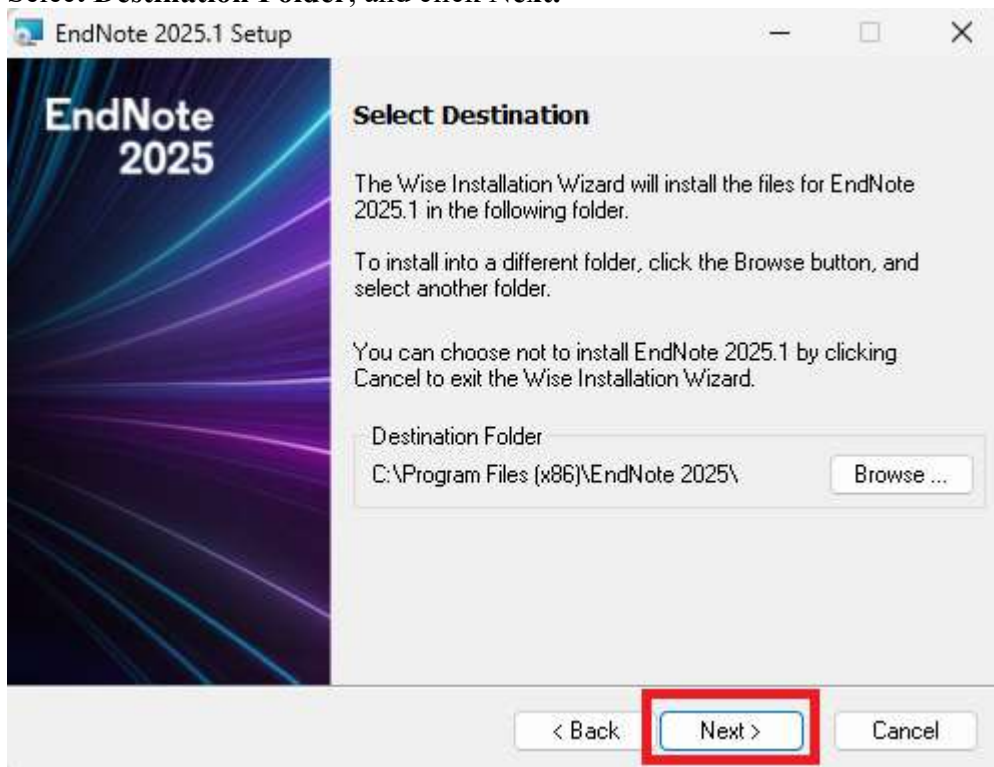
4. If you have read and agreed with the End User License Agreement, please select **“I accept the license agreement”** and click **Next**.



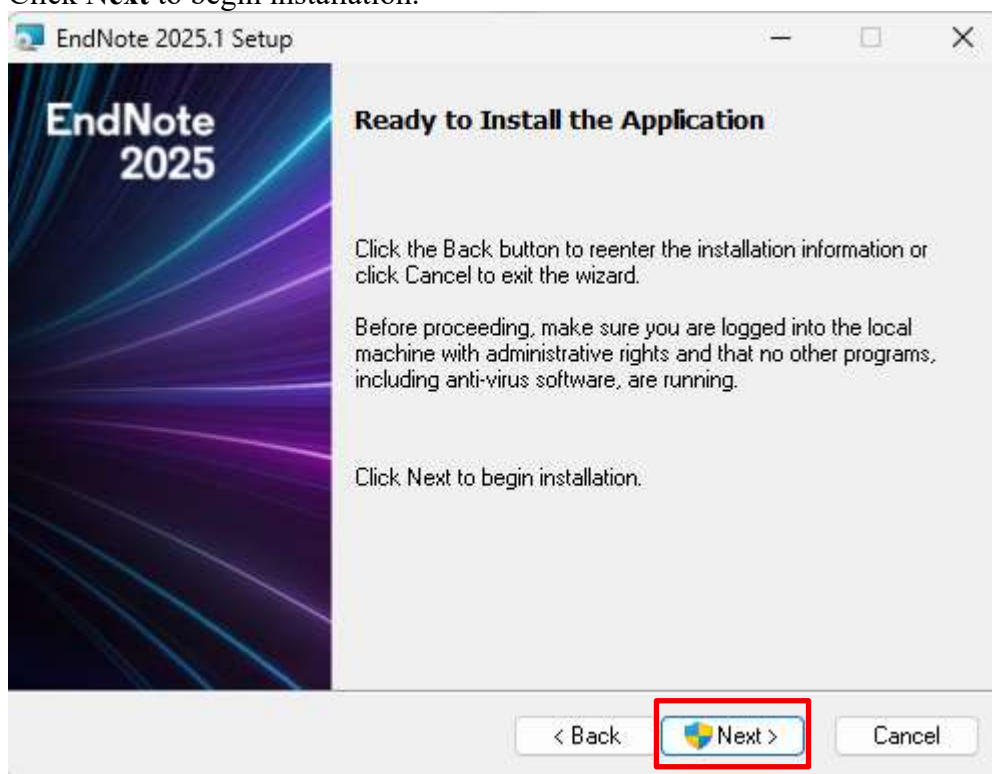
5. Select **Installation Type**, and click **Next**



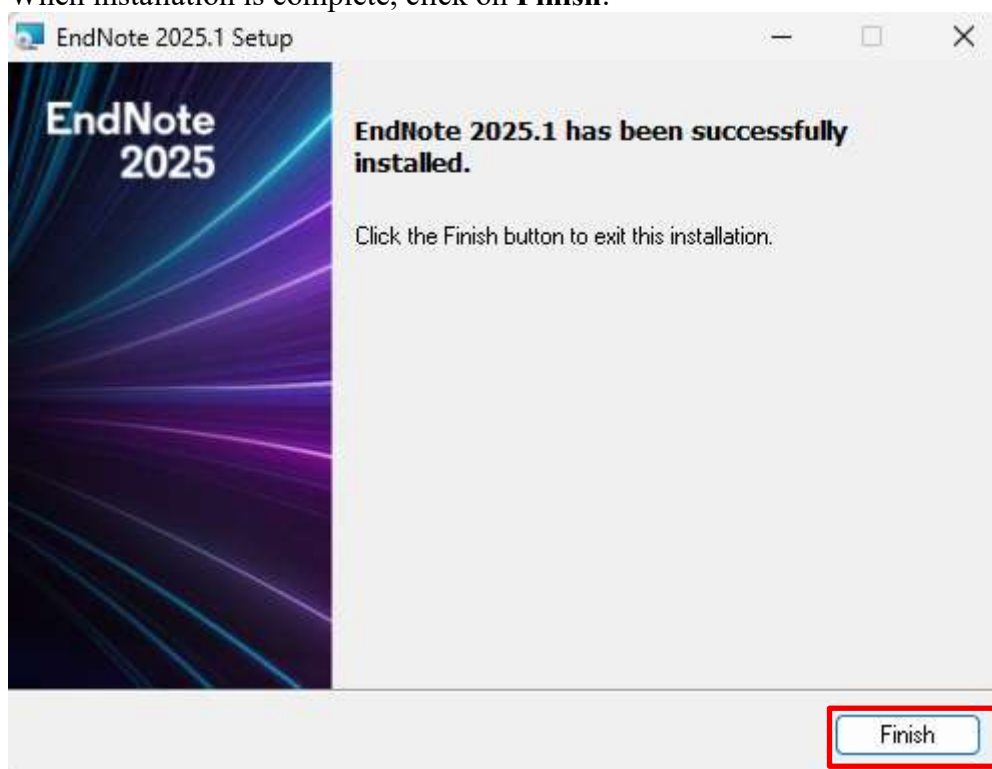
6. Select **Destination Folder**, and click **Next**.



7. Click **Next** to begin installation.



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

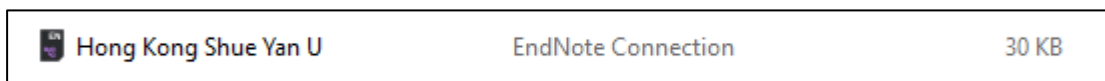


**Note:** EndNote 2025 is compatible with Microsoft Office. See the [EndNote site](#) for up-to-date details on compatibility.

## Step D. How to use EndNote.

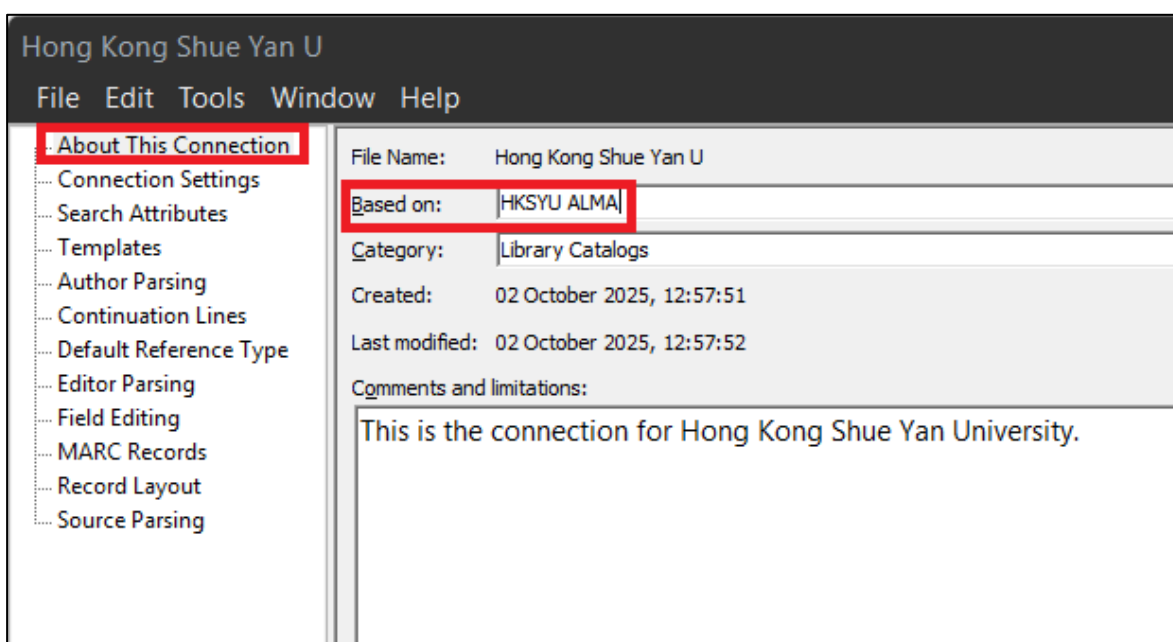
### 1. Download HKSYU Connection File to EndNote

- 1.1 Download [Connection file “Hong Kong Shue Yan U.enz”](#) to your desktop or another easy-to-find location. Then, follow the instructions that are appropriate for your version of EndNote™ as listed below.

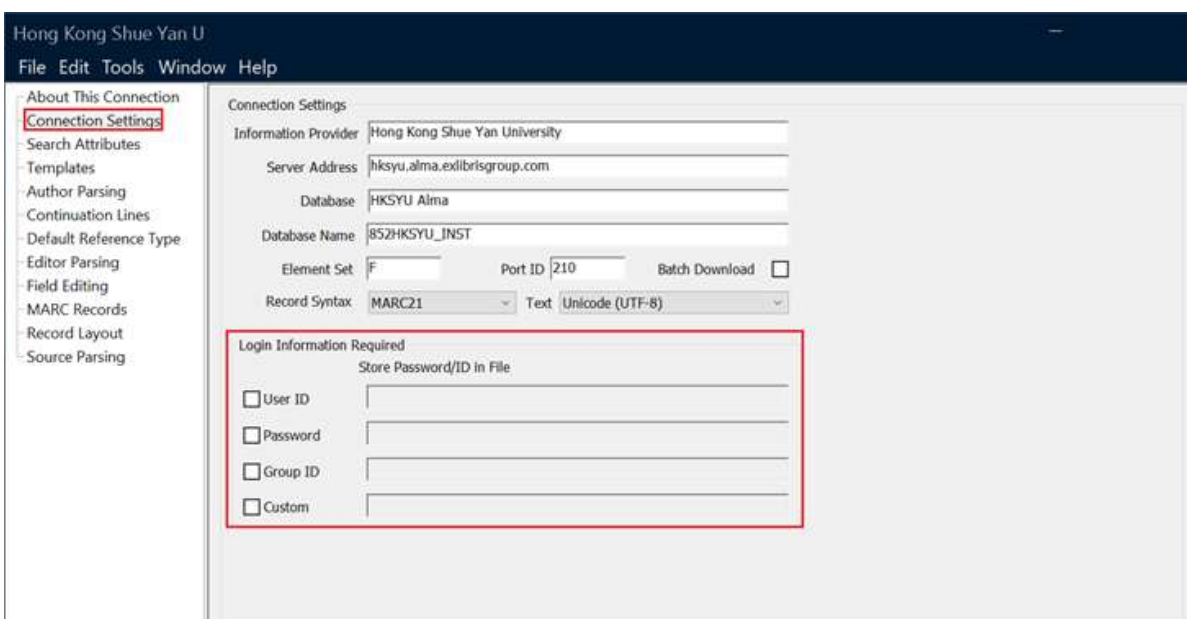


- 1.2 Installing the Connection and creating Library into **EndNote 2025:**

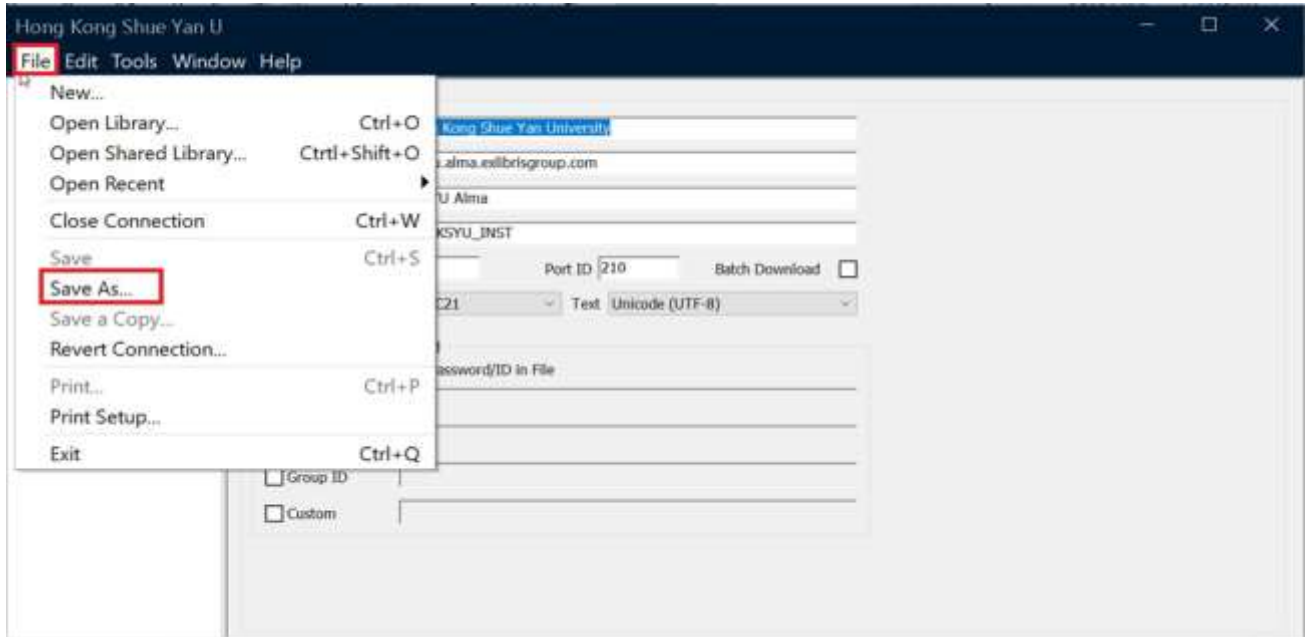
- a. Double-click to open the connection file.
- b. About This Connection > Based on: > Type “**HKSYU ALMA**”



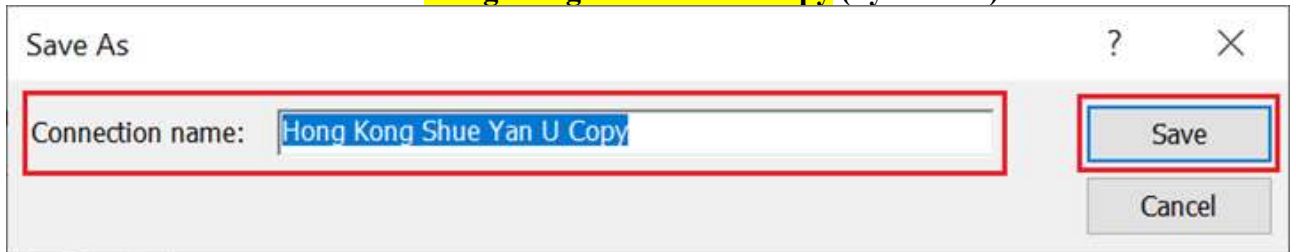
- 1.3 Connection Settings > Login Information Required > **Untick User ID, Password, Group ID and Custom**



## 1.4 File > Save as



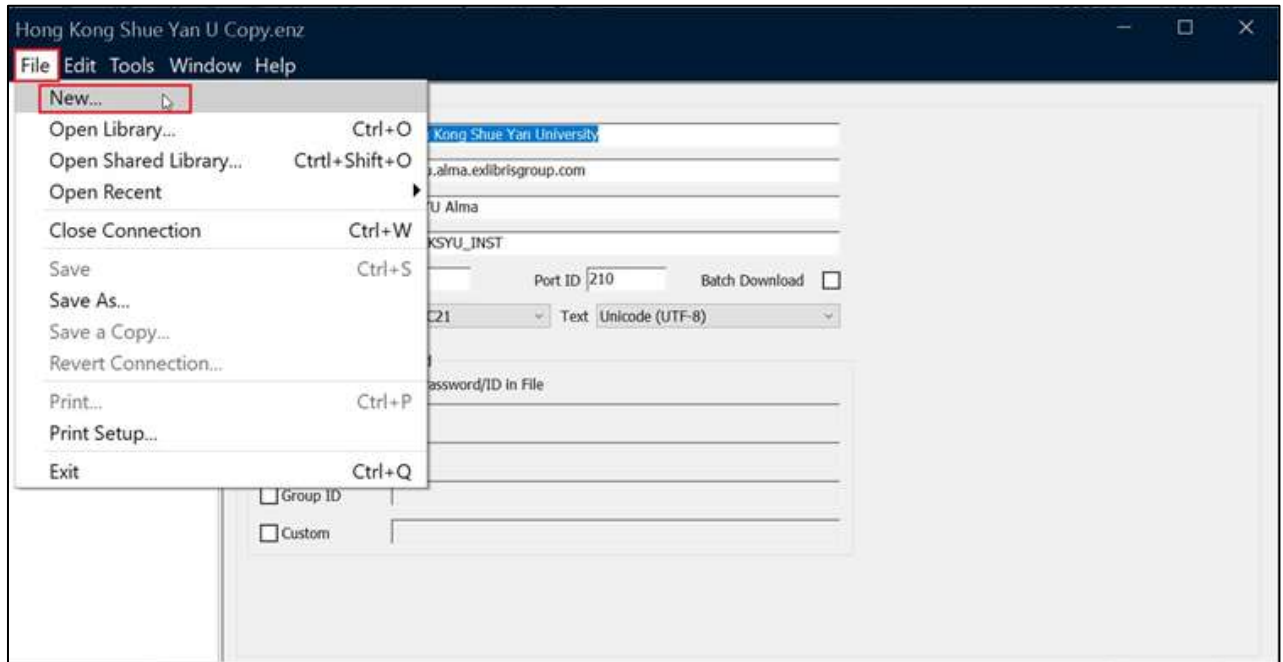
## 1.5 Save as > Connection name: > Hong Kong Shue Yan U Copy (by default) > Save



Connection file named "Hong Kong Shue Yan U Copy.enz" will be created under  
"Documents\EndNote\Connections"

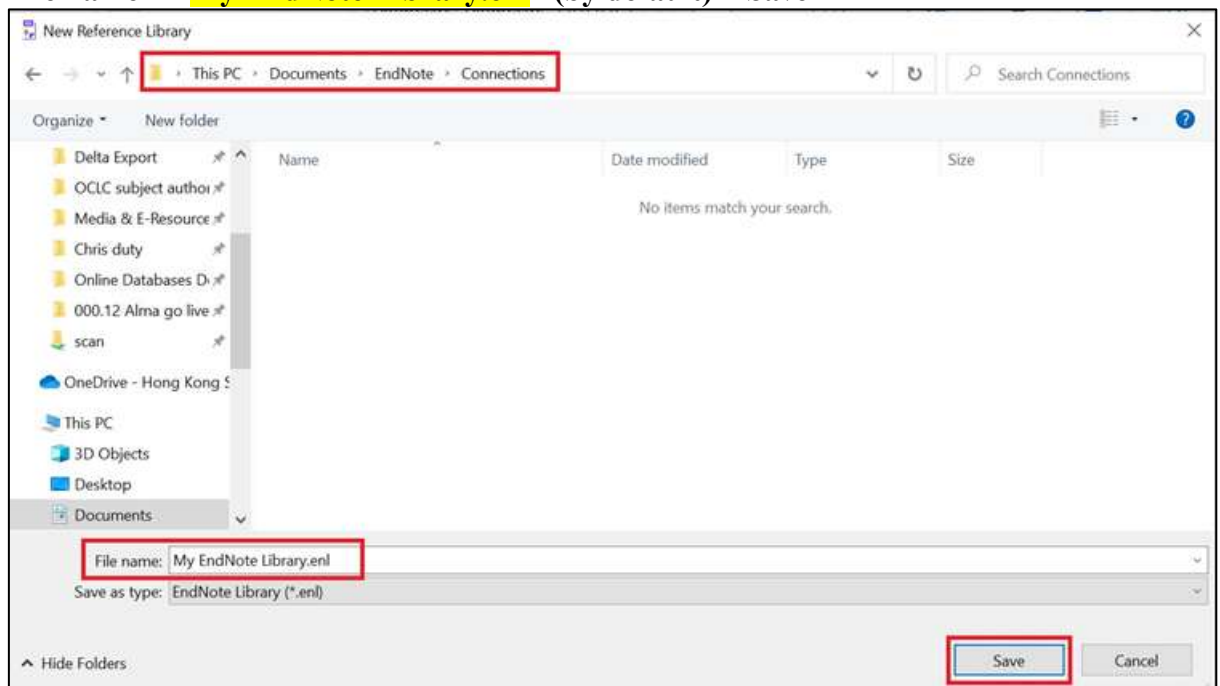
## 2 Create Library in EndNote.

### 2.1 File > New

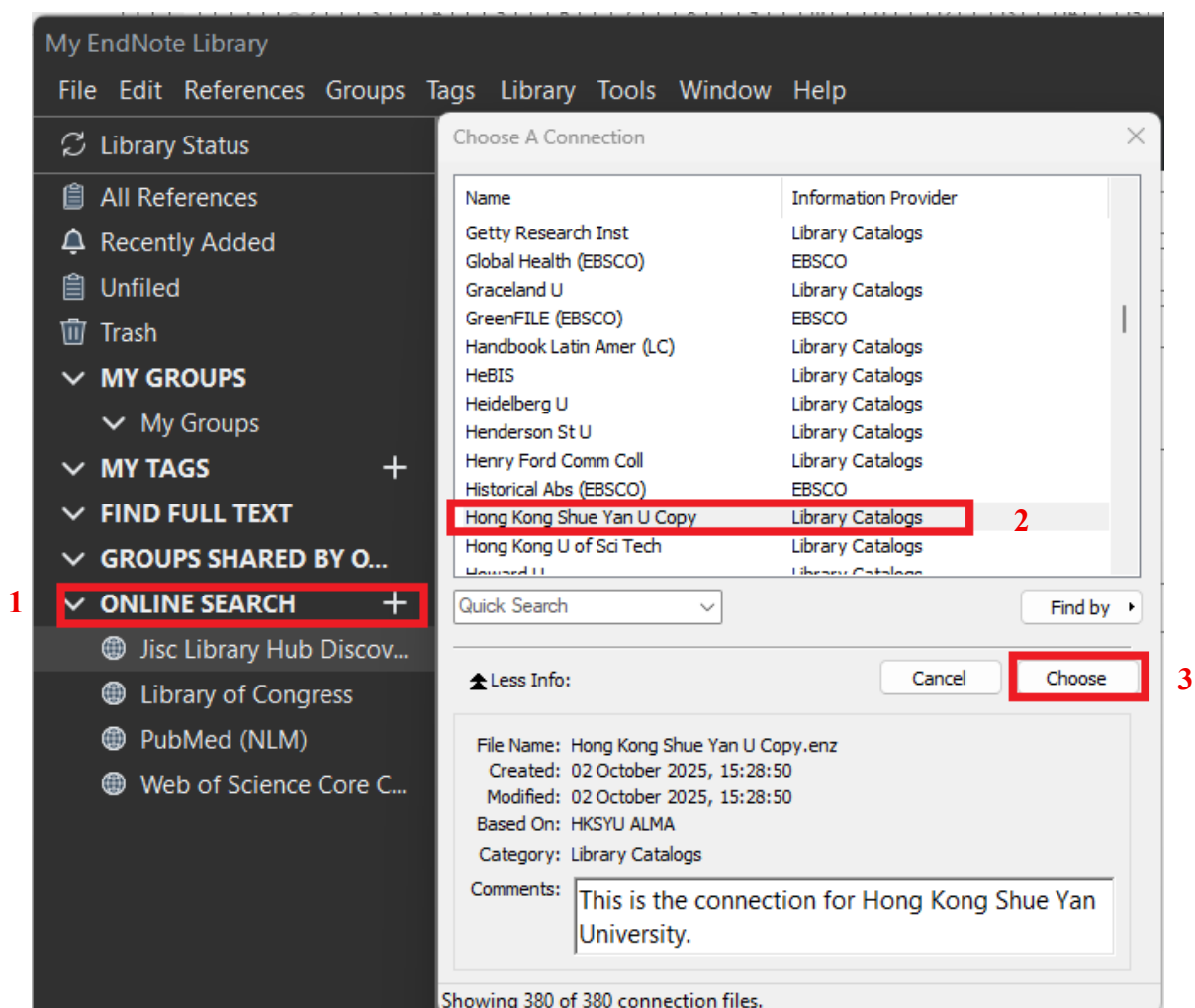


### 2.2 Folder > Suggest put under **"\Documents\EndNote\Connections"**

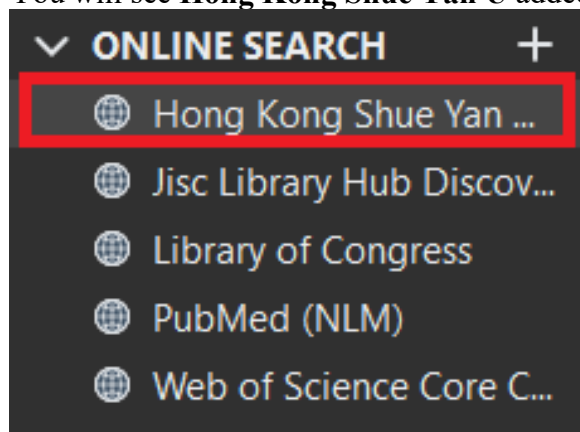
File name > **"My EndNote Library.enl"** (by default) > Save



2.3 Click on “**Online Search**” button “+” to add the HKSYU Connection saved file into your software. Search “**Hong Kong Shue Yan U**” in the search box as below and click choose button:



2.4 You will see **Hong Kong Shue Yan U** added under **ONLINE SEARCH**.

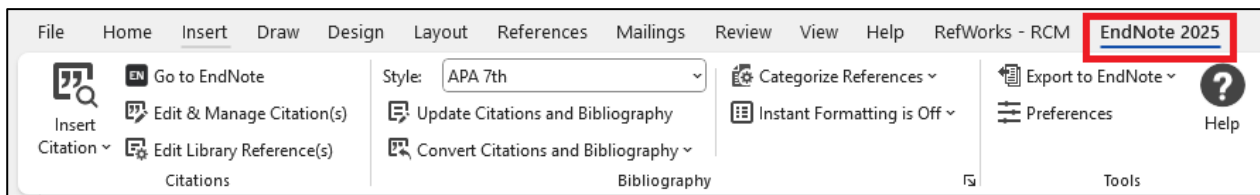


2.5 Now, you can use this connection file to search for references from your own library database.

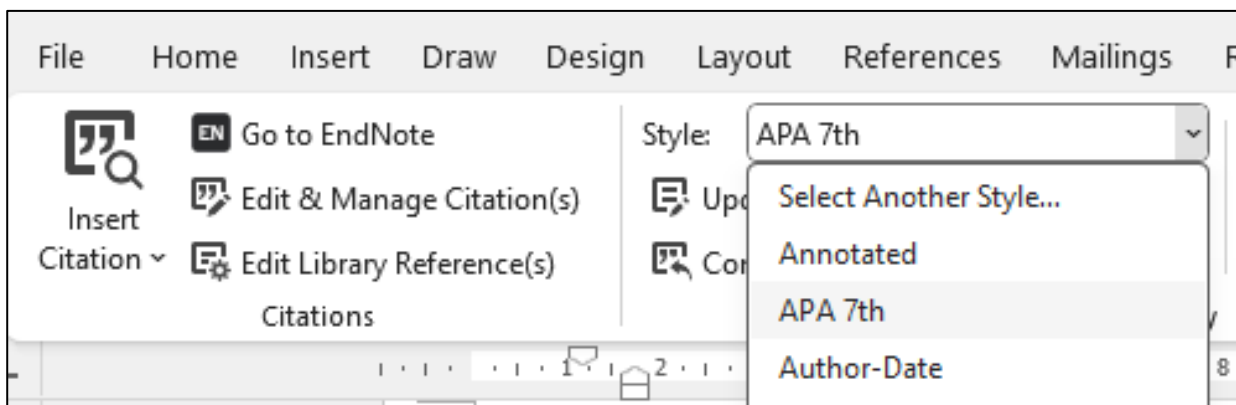
### 3. Creating in-text citations/bibliography in Microsoft Word

After you organize your references into the folder, you can create a bibliography/in-text citations by following these steps.

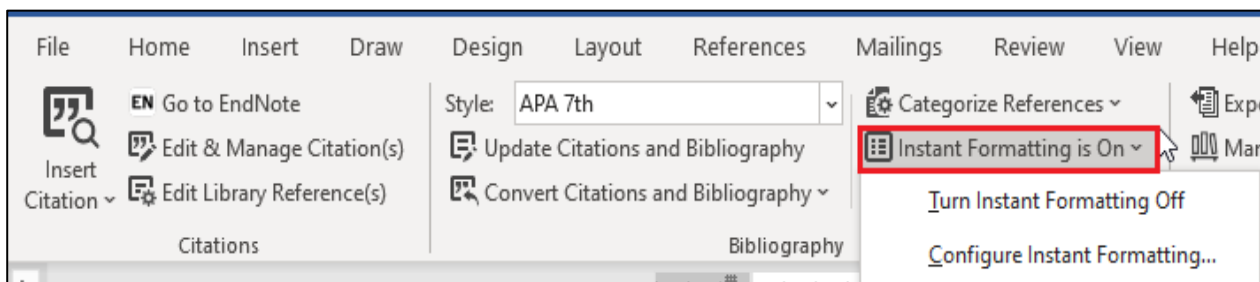
#### 3.1 Click “EndNote 2025” in the tab.(Chung & Barber, 2025)



#### 3.2 Change the style to “APA 7th”.

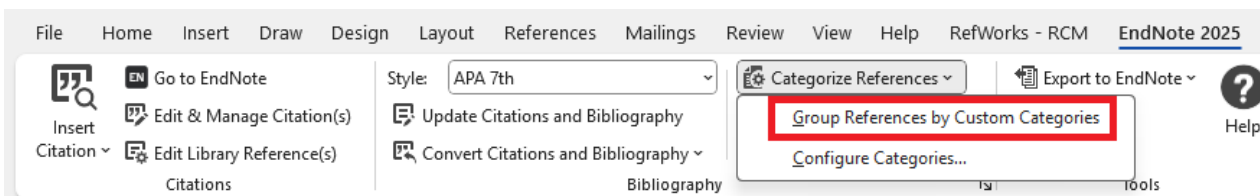


#### 3.3 Turn ON the Instant Formatting.

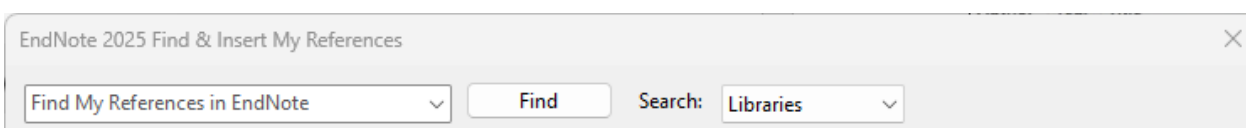


**Once this feature is turned on, EndNote will automatically add the new item to the bibliography list.**

#### 3.4 Turn OFF the Group References by Custom Categories (Optional).



It will remove the title “Uncategorized References” from your reference list.



## Reference list

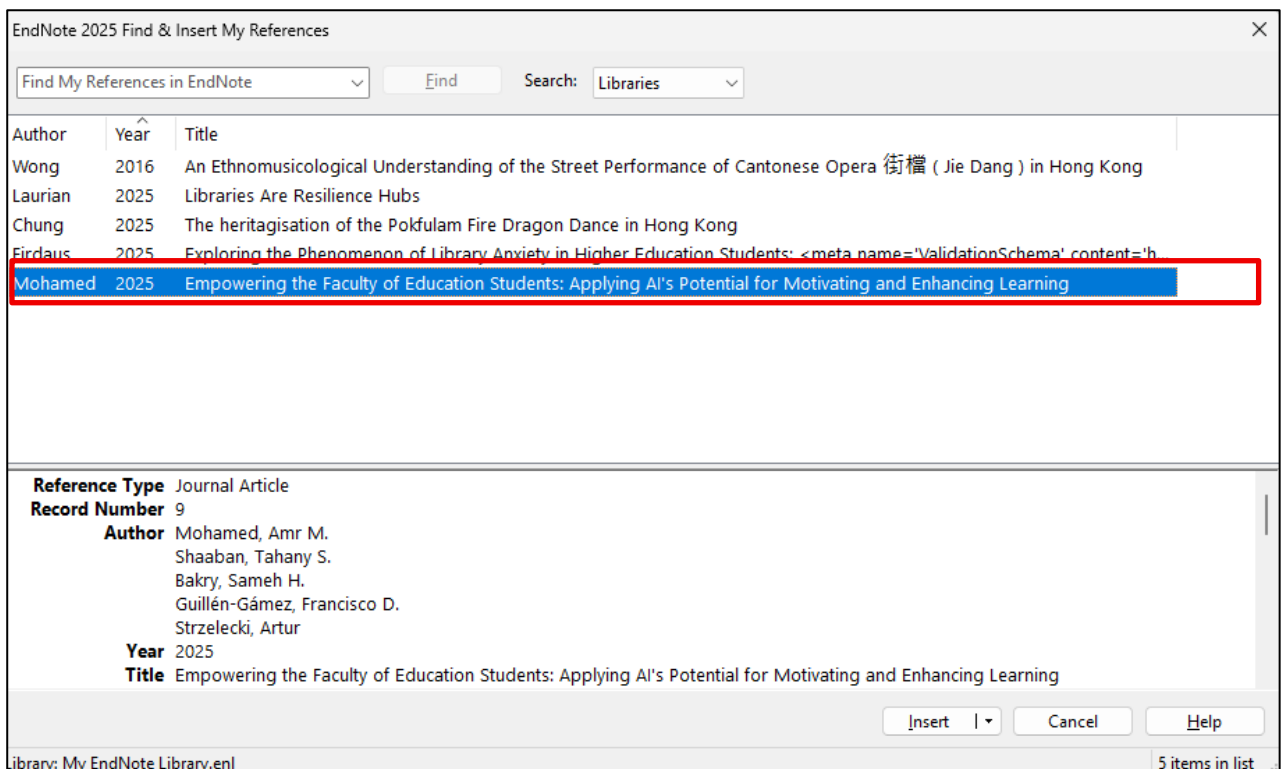
### Uncategorized References

Mohamed, A. M., Shaaban, T. S., Bakry, S. H., Guillén-Gámez, F. D., & Strzelecki, A. (2025). Empowering the Faculty of Education Students: Applying AI's Potential for Motivating and Enhancing Learning. *Innovative Higher Education, 50*(2), 587–609. <https://doi.org/10.1007/s10755-024-09747-z>

### 3.5 Insert Citation



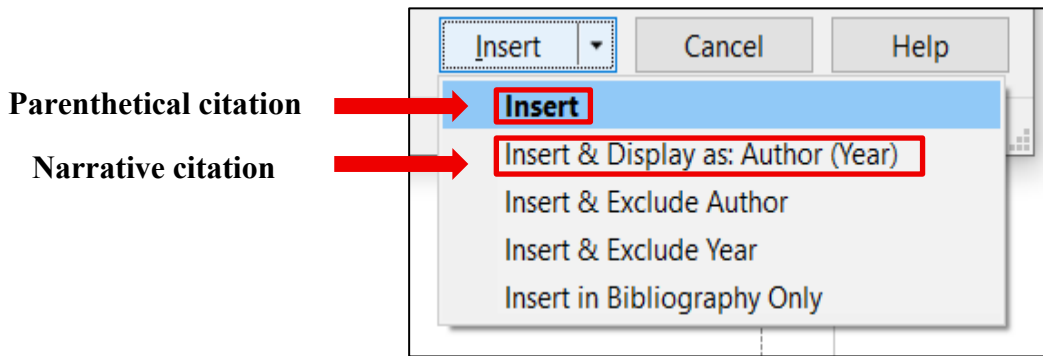
### 3.6 Select the reference that you like to quote.



### 3.7 Select items you are likely to cite and the appropriate citation method you like to use, and then click **Insert**.

Recommend Insert method of **Narrative** and **Parenthetical** citation:

- **Narrative citation:** Click **Insert & Display as: Author (Year)**.
- **Parenthetical citation:** Click **Insert**.



- a. **MUST check the contents in the list of references, Don't Just Copy and Paste.**

Reference list

Chung, S. P. Y., & Barber, L. (2025). The heritagisation of the Pokfulam Fire Dragon Dance in Hong Kong. *Built Heritage*, 9(1), 1–12. <https://doi.org/10.1186/s43238-025-00179-y>

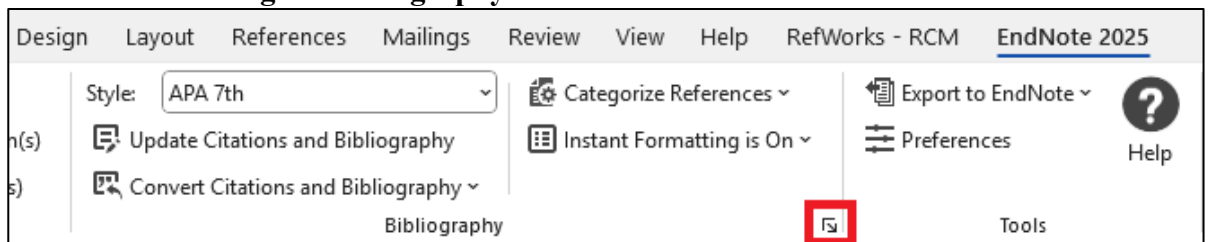
Firdaus, M., & Singh, D. V. (2025). Exploring the Phenomenon of Library Anxiety in Higher Education Students: <meta name='ValidationSchema' content='http://www.w3.org/2002/08/xhtml/xhtml1-strict.xsd'/>A Review. *DESIDOC Journal of Library & Information Technology*, 44(6), 425–432. <https://doi.org/https://doi.org/10.14429/djlit.44.6.19994>

Laurian, L., Doyle, E., Vamanu, I., & Logsdon, K. (2025). Libraries Are Resilience Hubs. *Journal of the American Planning Association*, 91(1), 58–71. <https://doi.org/10.1080/01944363.2024.2343670>

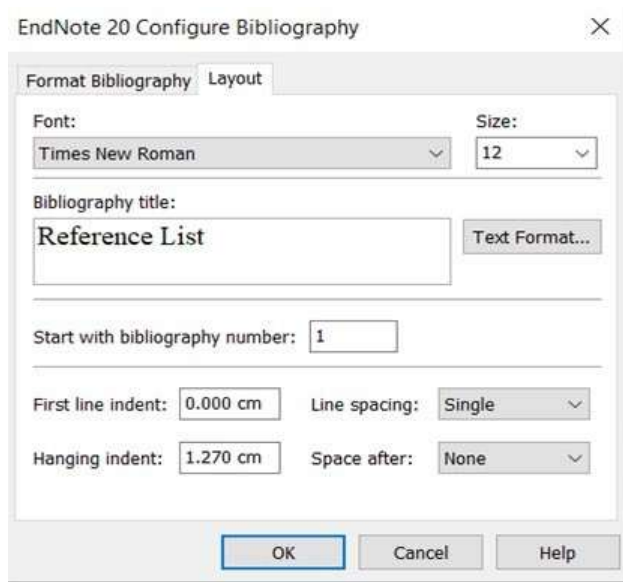
Mohamed, A. M., Shaaban, T. S., Bakry, S. H., Guillén-Gámez, F. D., & Strzelecki, A. (2025). Empowering the Faculty of Education Students: Applying AI's Potential for Motivating and Enhancing Learning. *Innovative Higher Education*, 50(2), 587–609. <https://doi.org/10.1007/s10755-024-09747-z>

Wong, K. K. T. (2016). An Ethnomusicological Understanding of the Street Performance of Cantonese Opera 街檔 ( Jie Dang ) in Hong Kong. *Journal of Musicological Research*, 35(2), 100–112. <https://doi.org/10.1080/01411896.2016.1154408>

- b. Click  to **Configure Bibliography**.



- c. Click the tab “**Layout**”.
- d. Change the **Font** and **Size** for consistent formatting.
- e. Type the title in the Bibliography title box, e.g., **Reference List**.



f. Check the reference list contents.

Reference list

Chung, S. P. Y., & Barber, L. (2025). The heritagisation of the Pokfulam Fire Dragon Dance in Hong Kong. *Built Heritage*, 9(1), 1–12. <https://doi.org/10.1186/s43238-025-00179-y>

Firdaus, M., & Singh, D. V. (2025). Exploring the Phenomenon of Library Anxiety in Higher Education Students: <meta name='ValidationSchema' content='http://www.w3.org/2002/08/xhtml/xhtml1-strict.xsd'/>A Review. *DESIDOC Journal of Library & Information Technology*, 44(6), 425–432. <https://doi.org/https://doi.org/10.14429/djlit.44.6.19994>

Laurian, L., Doyle, E., Vamanu, I., & Logsdon, K. (2025). Libraries Are Resilience Hubs. *Journal of the American Planning Association*, 91(1), 58–71. <https://doi.org/10.1080/01944363.2024.2343670>

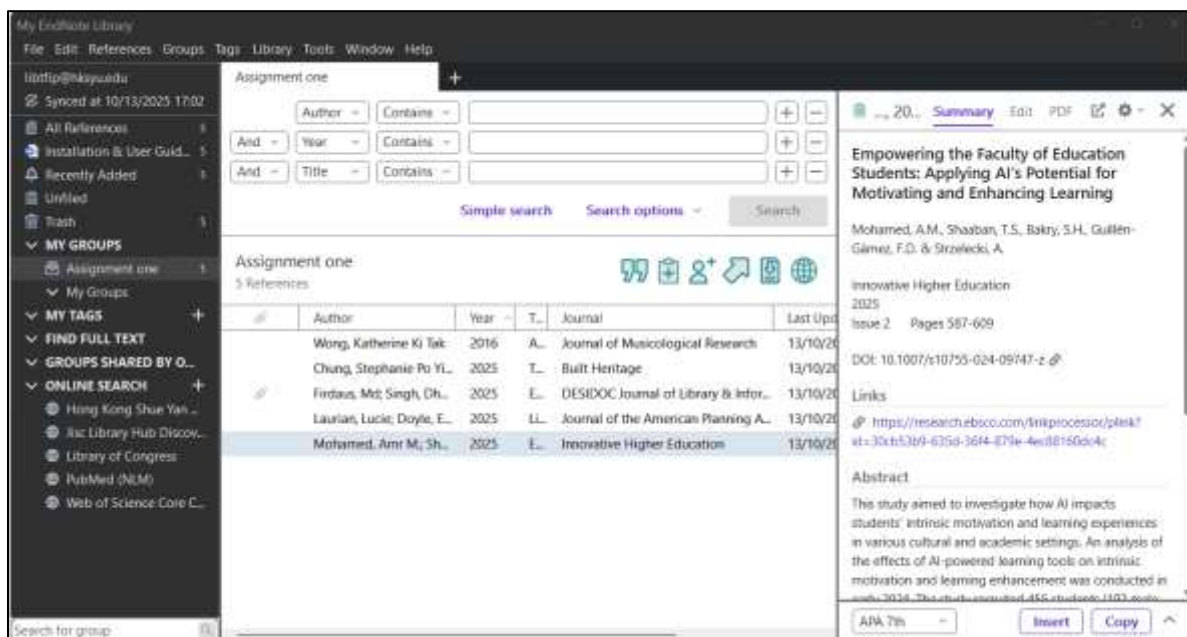
Mohamed, A. M., Shaaban, T. S., Bakry, S. H., Guillén-Gámez, F. D., & Strzelecki, A. (2025). Empowering the Faculty of Education Students: Applying AI's Potential for Motivating and Enhancing Learning. *Innovative Higher Education*, 50(2), 587–609. <https://doi.org/10.1007/s10755-024-09747-z>

Wong, K. K. T. (2016). An Ethnomusicological Understanding of the Street Performance of Cantonese Opera 街檔 ( Jie Dang ) in Hong Kong. *Journal of Musicological Research*, 35(2), 100–112. <https://doi.org/10.1080/01411896.2016.1154408>

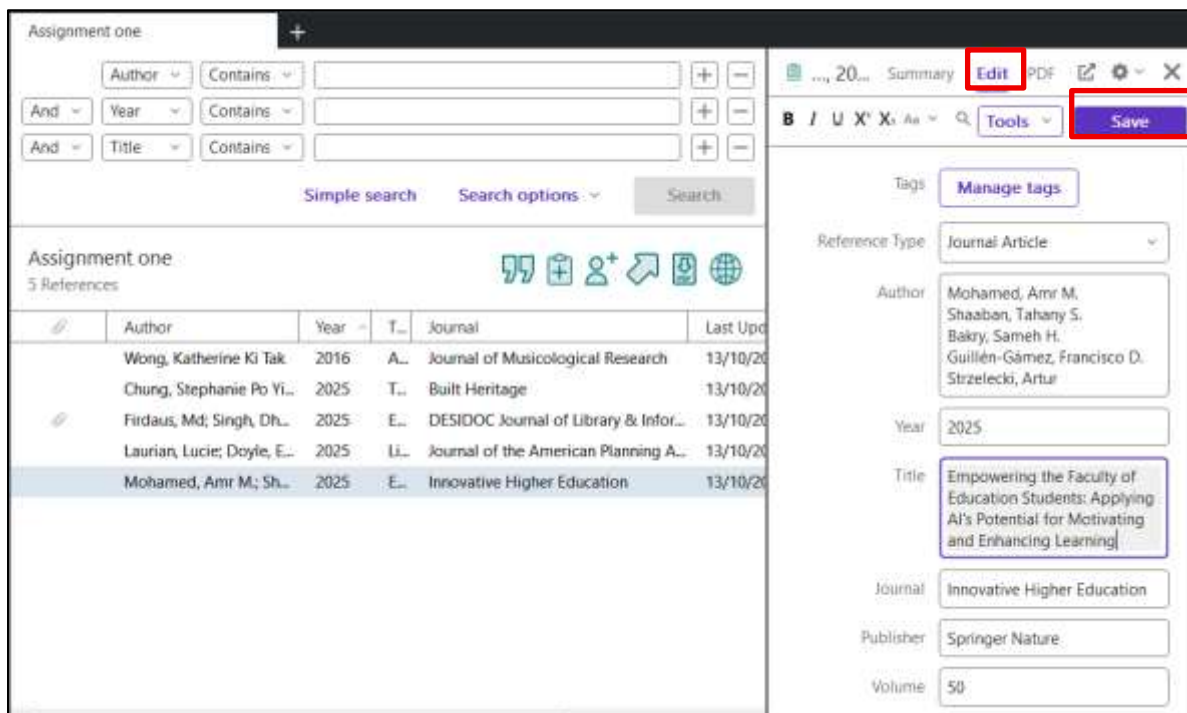
#### 4 Edit the item.

Review the list of references and make necessary amendments to the contents.

##### 4.1 Double Click on an item you likely to edit in EndNote

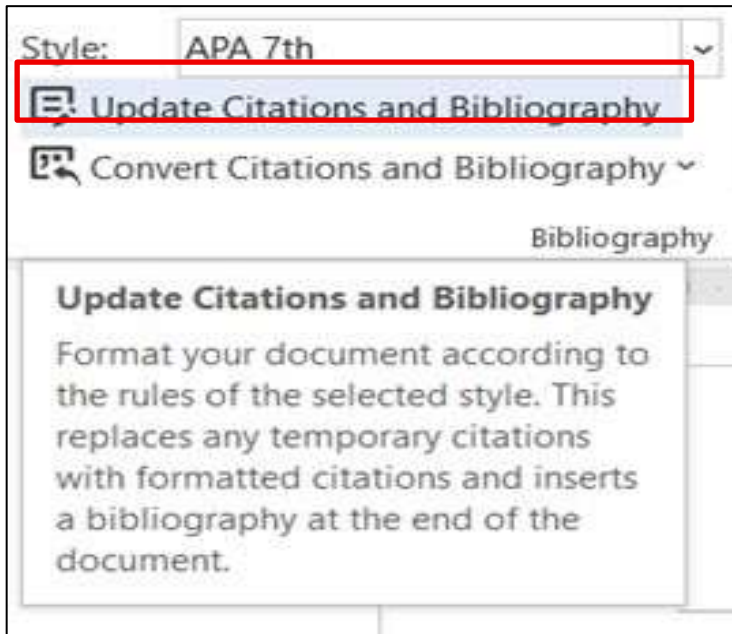


##### 4.2 Click the tab “Edit” and make any necessary amendments.



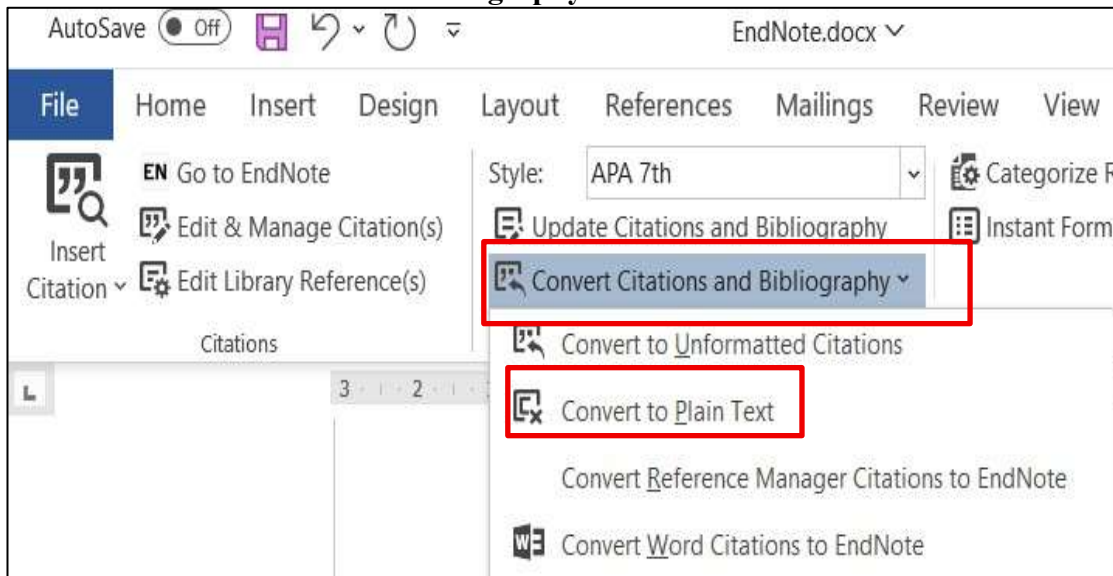
Click “Save” when the edition task is done.

4.3 Click “Update Citations and Bibliography” in Microsoft Word to revise the contents.



Take the following steps **BEFORE** the submission.

- i. Click “Convert Citations and Bibliography”



- ii. Select “Convert to Plain Text”
- iii. Finally, check and edit the bibliography

**The End**