Endnote X7 for Mac – the key differences

If you install Endnote on your Mac it will look different and work slightly differently to the Windows PC version. This guide explains the key differences.

Before you start

The first time you use Endnote, you should install all available features.

1. Open Endnote
2. Click on the Endnote X7 menu
3. Click on Customizer
4. Check all unchecked boxes
5. Keep clicking on Next until all the features have been installed

Saving your Library

An Endnote library is usually saved in two parts: an enl file and a data folder.

When you save, if you select the ‘Save as Package’ option, these two files will be combined into a single enlp file.

If you ever need to separate the enlp file, right click on it and choose ‘Show package contents’.
Exporting references from databases

**Do not use Safari** to open the database because automatic exports do not work. We recommend you use Mozilla Firefox (if necessary you can download this – it is free and you can find it by searching Google).

The first time you export from a database using Mozilla Firefox, it is likely that a dialogue box will appear asking you to choose a program to ‘Open with’. Select ‘Do this automatically for files like this from now on’. Then choose **Applications** on the left and **Endnote X7** on the right.

**Quick Search**

Clicking on the drop-down arrow allows you to choose a specific field to search (this is not available on PC).
Options in different places

<table>
<thead>
<tr>
<th>Option</th>
<th>On PC</th>
<th>On Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferences</td>
<td>Edit&gt;Preferences</td>
<td>Endnote X7&gt;Preferences</td>
</tr>
<tr>
<td>Select referencing style</td>
<td>Top left</td>
<td>Below the reference panel</td>
</tr>
<tr>
<td>Layout</td>
<td>Bottom right</td>
<td>Top right, icon to left of ‘Search Library’ box</td>
</tr>
<tr>
<td>Search Panel</td>
<td>Click on Show Search Panel</td>
<td>Top right, icon to left of ‘Search Library’ box. Click on Show Search</td>
</tr>
<tr>
<td>Endnote options in Word</td>
<td>Endnote X7 tab</td>
<td>View&gt; Toolbars&gt; Endnote X7 or Tools&gt; Endnote X7</td>
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</tbody>
</table>

Select Referencing Style option:

Layout and Search Panel options:
Working with Word
When you open Word, you may find a floating Endnote toolbar. If you can’t see the floating toolbar, click on View> Toolbars> Endnote X7

On the floating toolbar:
- click on Citations for Edit and Manage Citation(s) and other citation options
- click on Bibliography for Configure Bibliography (Format Bibliography), Update Citations and Bibliography, and Instant Formatting options

Alternatively, Endnote options are available under Tools> Endnote X7
You also have Word icons in Endnote:

Useful keyboard keys

<table>
<thead>
<tr>
<th>On PC</th>
<th>On Mac</th>
</tr>
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<tbody>
<tr>
<td>Ctrl</td>
<td>cmd</td>
</tr>
<tr>
<td>right mouse click</td>
<td>hold down ctrl and click mouse</td>
</tr>
</tbody>
</table>