A colleague has sent me an output style as an attachment to an email, how do I put this into my EndNote program so I can use this style?

1. Open EndNote -> Edit -> Preferences -> Folder locations
2. At the line “Style Folder” highlight the entire pathname which for me looks like this “C:\Documents and Settings\DURANTD\Desktop\EndNote files”, then copy this by using the keystrokes CTRL + C (i.e. hold down the Control key and type C)
3. Go to your folder navigator and delete the existing URL
4. Paste the saved path into the URL line by placing the cursor in the URL line and using the keystrokes CTRL + V and press ENTER
5. Go to the email and copy the output style using CTRL + C
6. Go to the window showing the Style Folder location and use CTRL + V to paste the output style there

Now that it is in EndNote the very first time you select it:

1. Open your EndNote Library
2. Go to the top left of the screen and just under the menu item “Tools” is the Bibliography Output Style line
3. Click on the down arrow to open the window and choose “Select Another Style…”
4. At the pop-up window scroll until you see the new style, select it and then click on the button “Choose” to apply the style to your references.

In future this style will appear in the drop down list of the Bibliography Output Style line.

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