Updating the EndNote Connection File for Searching SOLO

- You can use the Online Search feature within the EndNote Desktop application to search for and add document records directly from the Bodleian's SOLO library catalogue.
- Due to changes in the software underlying SOLO that took place in Summer 2023, you will need to update EndNote so that it can communicate with the SOLO Catalogue.
- Updating EndNote involves downloading a new 'Connection File' from the EndNote website.

Do I need the new SOLO Connection File?

- You only need the new Connection File if you want to search SOLO from within the EndNote Desktop Application.
- You can still search SOLO directly at https://solo.bodleian.ox.ac.uk/ if you prefer and download any references you want as .RIS files to upload to EndNote. You *do not* need to update the Connection File to do this.

How do I know if I need the new Connection File?

- To test if you need the new Connection File -
  - Open EndNote and add 'U Oxford' as a source to the Online Search section. 'U Oxford' is the name of the Connection File that allows EndNote to communicate with SOLO to retrieve records.
  - Try carrying out a search using 'U Oxford' as a source.
    - If the search works and retrieves records from SOLO, then you already have the latest Connection File installed. You do not need to do anything else.
    - If the search generates an error message and retrieves nothing, then you are using an outdated version of the Connection File and will need to update it using the instructions below.

How to Download and Install the Connection File

1. Firstly, ensure that you have the EndNote Desktop application downloaded and set up on your computer. Visit the IT services software catalogue to get EndNote - https://help.it.ox.ac.uk/how-to-get-software.
2. Open your web browser and visit https://endnote.com/downloads/connection-files/.
3. Use the site's search filter to find the "University of Oxford (UK)" connection file.

4. Click on the 'Download' link to the right of the entry for the "University of Oxford (UK)" connection file. Download the file to somewhere convenient on your computer, such as your desktop or your Downloads folder.
5. The filename of the downloaded connection file is "U Oxford.enz."
6. Open the downloaded U Oxford.enz file using your installed copy of *EndNote* by double-clicking the file from the folder you downloaded it to.
7. The connection file opens in *EndNote*, using the built-in editing tool.
8. Save the connection file into *EndNote*, by clicking on the '*File*' menu and choosing the '*Save As*' option.
9. In the box that pops up, correct the suggested name to be **U Oxford** (you should delete the word "Copy" from the name).
10. Click the 'Save' button when you have changed the name.
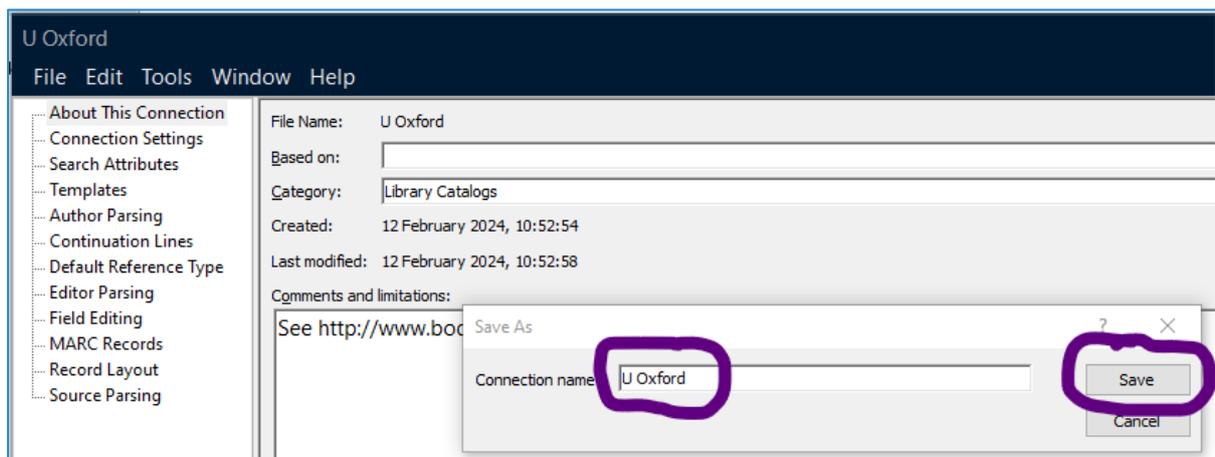
11. Close the EndNote editing window and then completely close or quit the EndNote application.
12. *Restart EndNote to complete the installation of the new Connection File.*
13. Test the online search for 'U Oxford' in the Online Search section. You should now be able to successfully retrieve records from SOLO. If you continue to have problems, firstly ensure that you have followed the instructions above correctly. If this fails, contact the reference management helpline - reference-management@bodleian.ox.ac.uk

These instructions are based on an instruction document for University of Oxford IT Services. The original page is available here - https://skills.web.ox.ac.uk/referencing-endnote-new-connection-file-for-searching-u-oxford-database