Use EndNote to Cite While You Write (CWYW) in Word

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The EndNote Toolbar

1. Open **Word** (leave your EndNote Library open)
2. Click on **View** and select **Toolbars** and then select **EndNote X5**

3. The **Toolbar** will appear on your document.

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Inserting References

EndNote allows you to insert references in a number of ways. Here are a few options.

1. Open **Word** (leave your EndNote Library open)
2. Type some text in your document and put the cursor where you want the reference to go
3. Open your **EndNote Library** OR In Word select **Tools > EndNote X5 > Go to EndNote**
4. Your EndNote Library will appear. Highlight the reference you want to insert
5. Click on the **Insert Citation** button in EndNote

6. You will be taken back to Word and the reference will be inserted into your paper

**Alternative Option**

1. In Word click on **Find Citation** on the EndNote toolbar

2. A search box appears. Type in the Authors’ name or a keyword for the reference you wish to use and click **Search**

3. The results from your Library will be displayed.
4. Highlight the reference you want and select **Insert** (use the Ctrl key to select more than one reference)

![EndNote X5 Find & Insert My References](image)

**Change output styles in Word**

In Word, on the EndNote toolbar, click the style drop down menu and select the required style from the list. If your style does not appear click on **Select Another Style**... to choose from over 500 referencing and journal styles.

![Select Another Style](image)

**Remove or edit a citation in Word**

**Do not delete unwanted citations by highlighting and pressing the delete key**

**Remove a citation**

1. Highlight the citation you want to remove
2. Click on **Edit Citation** in the Word toolbar

![Edit Citation](image)

3. The Edit citation window will appear on the screen.
4. Check that the correct citation is highlighted in the window
5. Click on the **Edit Library Reference** drop-down menu
6. Choose **Remove Citation** and click OK

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Designed for use with EndNote X5 & MS-word
**Edit Citations (Remove Author/ Year)**

After inserting a citation in Word, to remove the author or year from an in-text citation, you can:

1. Select the citation you wish to edit then click on **Edit Citation** button from the EndNote toolbar.
2. A window will appear that shows your citation, make sure it is highlighted. On the drop down menu next to **Format** select the option you want.

**Adding Pagination and Text (Prefix & Suffix)**

1. Highlight the citation you wish to edit.
2. Click on the **Edit Citation** button on the EndNote Tab
3. In the **prefix**, **suffix** or **pages** field type the pagination or “see also”, “see figure” or “see table
Update Citations and Bibliography in Word

If you want to modify a reference that is already in your Word document you need to make the changes in your EndNote library first, then go to your Word document and use the Update Citations and Bibliography function:

1. Make changes in your EndNote library
2. Select the Format (or reformat) button from EndNote toolbar
3. Your citations and references will be updated

Create a Stand-alone Bibliography in Word

1. In your EndNote library select all the references you wish to include in your Bibliography.
2. Choose the style that you want your references to appear in from the Style drop down menu
3. Go to Edit > Copy Formatted
4. Open a blank document in Word
5. Go to Edit > Paste

Formatting your Bibliography

To change your Bibliography layout (font, font size & spacing):

1. In Word click the CWYW tools option in the EndNote Toolbar
2. Click on Bibliography settings
3. Click layout.

4. Change the required settings and click OK.

For further information

University of Sydney EndNote guide: http://libguides.library.usyd.edu.au/endnote

Contact your Faculty Liaison Librarian: http://www.library.usyd.edu.au/contacts/subjectcontacts.html

EndNote support: http://www.endnote.com/support/