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

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The EndNote Toolbar

The EndNote toolbar is available from the top menu bar in Word

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 MS-Word select EndNote Tab
4. Click on the Go to Endnote button
5. Your EndNote Library will appear. Highlight the reference you want to insert
6. Click on the Insert Citation button in EndNote

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. Select the Find Citation. Click on the Insert Citation button and choose Find Citation OR Click on the magnifying glass icon. 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)
Change output styles in Word

In Word, on the EndNote tab, click the style drop down menu and select the required style from the list.

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 & Manage Citation(s) on the Endnote tab
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
**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.

![Edit Citation Window](image)

**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

![Pagination and Text Window](image)
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. You 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. On the Endnote tab click on Bibliography Preferences
2. Click layout.

3. Change the required settings and click **OK**.

**For further information**

University of Sydney EndNote guide: [http://libguides.library.usyd.edu.au/endnote](http://libguides.library.usyd.edu.au/endnote)

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

EndNote user knowledge base: [http://endnote.com/support/search-knowledgebase](http://endnote.com/support/search-knowledgebase)