

# Using EndNote Web "Cite While You Write"



EndNote Web can be used with Microsoft Word to create citations and generate a bibliography or reference list.

Cite While You Write enables you to find and place citations from EndNote Web directly into a Word document. Your first step is to download the EndNote Web toolbar.

1. Log in to EndNote Web, scroll to the bottom of the page and click the **Download Installers** link.

A screenshot of a navigation bar with four links: "Privacy", "Acceptable Use", "Download Installers", and "Feedback". The "Download Installers" link is circled in red.

[Privacy](#) | [Acceptable Use](#) | [Download Installers](#) | [Feedback](#)

2. Click the Download Windows or Download Macintosh link below Cite While You Write. You need to be using Microsoft Word to use the Cite While You Write feature with EndNote Web. The installation instructions also recommend using Internet Explorer when downloading Cite While You Write.

A screenshot of a text box containing the text "See Installation Instructions and System Requirements." followed by two bullet points: "Download Windows with Internet Explorer plug-in" and "Download Macintosh". Both bullet points are circled in red.

See [Installation Instructions](#) and [System Requirements](#).

- ◊ [Download Windows with Internet Explorer plug-in](#)
- ◊ [Download Macintosh](#)

3. Follow the instructions for downloading the plug-in. do this on a public computer in the info commons

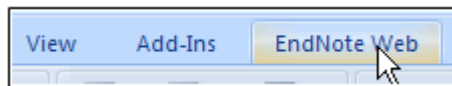
## Inserting Citations into a Word Document with Cite While You Write

1. Place the cursor in the location of your Word document where you want the citation to appear.

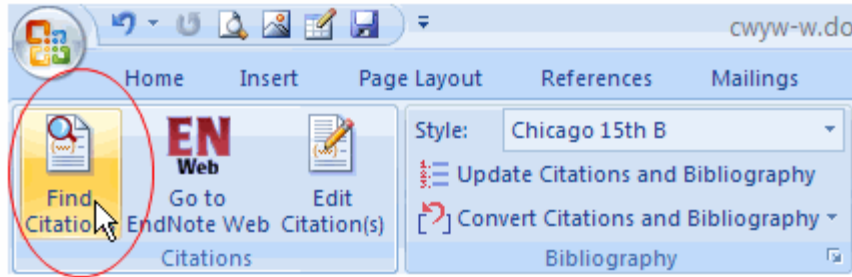
A screenshot of a Word document showing the text "Skiing is a fabulous sport, especially when one lives in Utah |". The cursor is positioned at the end of the sentence, indicated by a vertical line and a red circle.

Skiing is a fabulous sport, especially when one lives in Utah |

2. Click the EndNote Web tab on the Word toolbar. Note: if you have installed the EndNote X toolbar, you will have the option to toggle between the two toolbars.



3. Click the **Find Citation(s)** button on the EndNote Web toolbar.



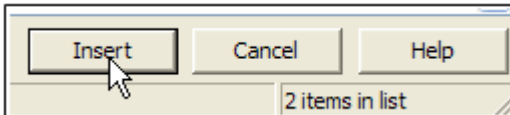
4. Enter a search term in the Search field to find the reference you want to insert.  
*Note:* the search term must be a minimum of three characters. Click the **Search** button.



5. Select the reference you want to insert.

Author	Year	Title
Aschwanden		2007 Nordic Gear Guide
Fox	2006	Powder Trip

6. Click the **Insert** button.



7. Your reference will be inserted into your word document, with the bibliography entry listed at the end of the page.

Skiing is a fabulous sport, especially (Fox, 2006) when one lives in Utah

Fox, P., 2006, Powder Trip, New York Times.