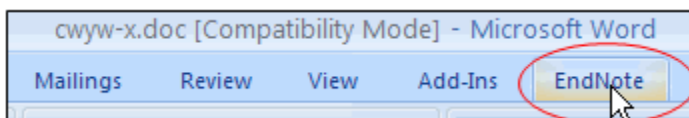


Using EndNote X Cite While You Write

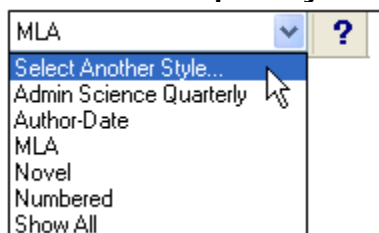
EndNote can be used with Microsoft Word to create citations and generate a bibliography or reference list. When installing EndNote, install the Word Processor files.

After installing EndNote, confirm the Cite While You Write was finding the EndNote tab on the Word toolbar.

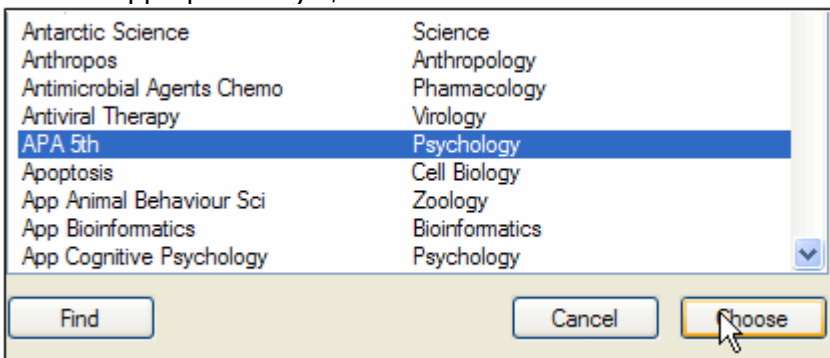


Inserting Citations

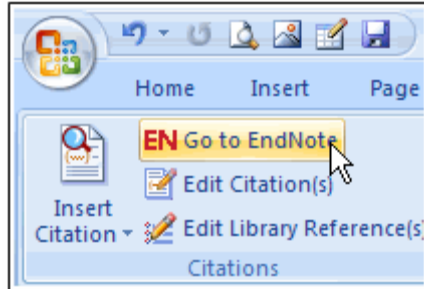
1. Open the EndNote libraries that contain the references you will cite in your paper.
2. Choose the appropriate style (APA, MLA, or Chicago) or the journal to which you will submit the paper. Click the current citation style displayed on the menu bar. The **Choose An Output Style** dialog box will open.



3. Find the appropriate style, select it and click **Choose**.



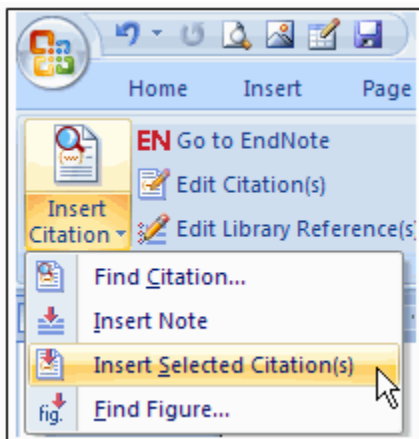
4. Open your Word document. When you wish to insert a citation, two options are available.
 - A. Click the **EndNote** tab on the toolbar, and click **Go to EndNote** (or click the EndNote button on the task bar, if EndNote is open).



B. Highlight the citation(s) you want to insert.

Author	Year	Title
Badalyan	2006	Two regularities in the coronal green-line brightness - ...
Benkstein	2006	Integration of nanostructured materials with MEMS mi...
Casimiro	2004	Laws of the Deep
Cote	2002	MOUNTAIN BIKES AND ROAD BIKES
Garland	2005	Away From It All On the Slopes

- Return to Word, choose **Insert Citation** on the EndNote toolbar and then choose Insert **Selected Citation option**. EndNote will insert an in-text citation and generate a full citation for the bibliography or reference list.

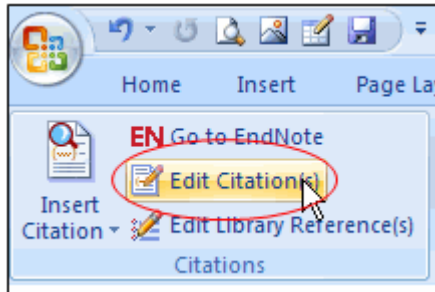


- Continue to write, inserting citations as necessary. Your bibliography or reference list will be updated automatically.
- Always check your citations and reference list for proper format.

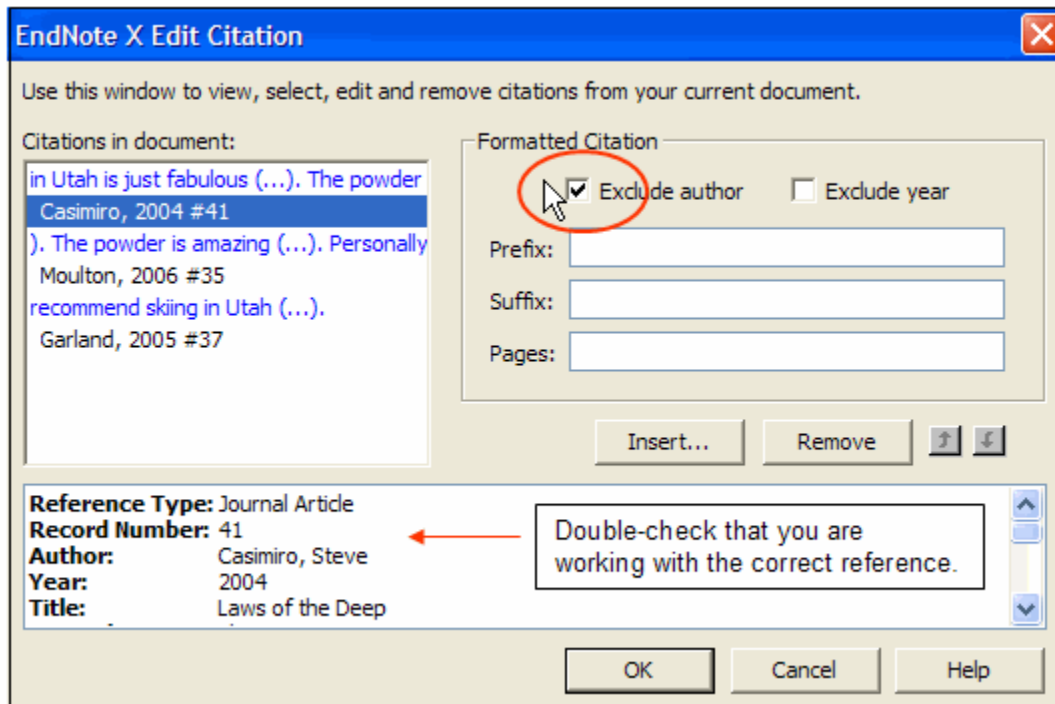
Troubleshooting Bibliography Formatting

After formatting your document, check the reference list to see if citations have been properly formatted. If you find an error, you have three options for making corrections:

- A. Edit the citation in the paper: Click on the reference text and make the correction. The text may appear highlighted in gray, but you can still make changes. If the citation text reverts to the original text, you will need to change the citation text via the Edit Citation option.
- B. Edit Citation option: click the **EndNote** tab on the Word toolbar and choose **Edit Citations**.

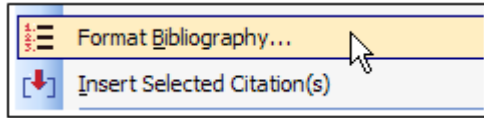


A dialog box will open, which enables you to make changes to specific references, and only for the selected instance of the citation in your paper. This option is useful if, for example, you used the author's name in the sentence and you need to remove the name from the citation.



- C. Check to see if the original citation for an item should be edited or modified. If the information in the record is not placed in the various "fields" properly, the reference will not be correctly formatted when you insert it into your paper. Select the record from your working library, make the changes, and exit the record. You must then

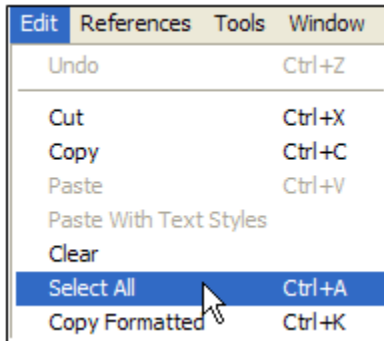
click the **Format Bibliography** button on the EndNote toolbar to incorporate the changes:



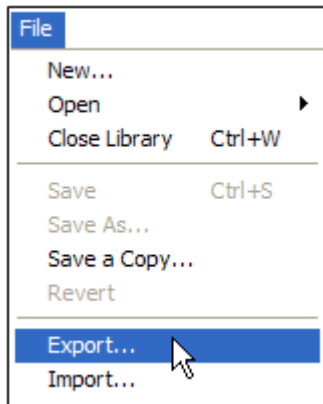
Printing and Exporting References

You can create or print a bibliography of references from any of your libraries.

1. Open the library you want to use.
2. Select the desired references you want to format for printing. You can click **Edit** on the menu bar and choose **Select All**, or you can press the **CTRL** key and click individual references.



3. Click **File** on the menu bar and choose **Export**.



4. Select a file name and save the file in RTF format. Copy and paste that file into your word processor.

File name:	skiing	▼
Save as type:	Text File (*.txt)	▼
	Text File (*.txt)	
	Rich Text Format (*.rtf)	
	HTML (*.htm)	
	XML (*.xml)	