Use EndNote X7 to Cite While You Write (CWYW) with Footnotes

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The EndNote Toolbar

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

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

Inserting References

Insert Footnote Citations

EndNote allows you to insert references in footnotes.

**WORD** inserts the footnote numbers; **EndNote** inserts the citation and Bibliography.

1. Open Word (minimize your open EndNote Library)
2. Type some text in your document and put the cursor where you want to insert a footnote
3. In Word click on References on the Word toolbar

4. Click on Insert Footnote (NOTE: Do not use the Insert Endnote function, which is not related to the software Endnote)
Footnote numbers are entered automatically in the text and in the footer.

5. In Word, click on the **EndNote X6** tab, click on **Insert Citation > Find Citation**

6. A search box appears. Type in the Authors’ name or a keyword for the reference you wish to use and click **Search**. Results from your library will be displayed.

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

![EndNote X7 screenshot]

**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.

![Word screenshot]

**Add Page Numbers to a Footnote Citation, with Chicago Style**

1. Click on the citation in the Footnotes of your document you wish to add a page number to
2. Click on the **Edit & Manage Citation(s)** on the EndNote Tab

![EndNote X7 screenshot]

3. In the **Pages** box, type only the page numbers (ie. Numbers without a p. or pp.)
4. Click OK and the pages will be added in the footnote citation in the correct format for the style.

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

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. On the Endnote tab click on **Bibliography Preferences**

2. Click layout.
3. Change the required settings and click **OK**.

**Convert your Paper for submission**
- Open your paper in Word and select the Endnote tab (in Word)
- Click on Convert Citations and Bibliography button > Convert to Plain Text

- A copy of your paper will be created displaying your citations with a Bibliography of cited references. The citations in the plain text copy of the paper are *not linked* to Endnote.
- To add a Full bibliography of all references used in research to your paper, you can replace the Bibliography of cited references in the *plain text unlinked* copy of your paper with a separate Stand-alone Bibliography (created using the instructions above)
- Open the Stand-alone Bibliography document and Copy the Bibliography (Edit > Copy)
- Go back to the plain text copy of your paper, delete the bibliography of cited references at the end, and Paste the Stand-alone Bibliography (Edit > Paste).
- SAVE your Paper

*Note:* If you make any changes in your original paper, you will need to create a new plain text copy of the paper for submission.

**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)