Use EndNote X8 to Cite While You Write (CWYW) in Word

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The EndNote Toolbar
EndNote Desktop on Mac , Word 2016

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

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 then go to EndNote Library
3. Your EndNote Library will appear. Highlight the reference you want to insert
4. Click on the Insert Citation button in EndNote

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

Alternative Option

1. In Word click on EndNote X8 toolbar
2. Click on Insert Citation on the EndNote toolbar
3. A search box appears. Type in the Authors’ name or a keyword for the reference you wish to use and click Search.

4. The results from your Library will be displayed.
5. Highlight the reference you want (use the Shift and arrow key to select more than one reference).

6. There are couple of option of inserting references. Select insert. Reference will automatically added to your word document.
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.

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 Citations in the Word toolbar
3. The Edit & Manage Citations 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 (Exclude 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 Citations > Edit & Manage Citations 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 Citations > Edit & Manage Citations 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 to the references in your EndNote library
2. Select the Bibliography then select **update citations and bibliography** 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, Bibliography title etc.):

1. In Word click the CWYW tools option in the EndNote Toolbar
2. Click on Bibliography > Configure Bibliography

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 Academic Liaison Librarian: https://library.sydney.edu.au/contacts/subjectcontacts.html

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