

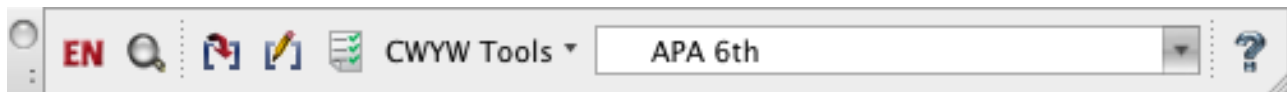
EndNote Class Outline

Using EndNote in Microsoft Word 2008 and 2011

1 Installing the Cite While You Write Files

After you install EndNote (by dragging the EndNote folder to Applications), start the EndNote application. This will start the Customizer, which automatically installs Cite While You Write files for Microsoft Word (2011 or 2008). Upon starting Word, you should then see an EndNote menu under Word's Tools menu; you may also see an EndNote toolbar in Word. If you do not see the tools, select **Toolbars>EndNote** from the **View** menu in Word to make it visible.

The EndNote toolbar will appear in Word, as shown here.



2 Using the Cite While You Write Tools

2.1 Go to EndNote

This command will take you to the EndNote program, where you can select (highlight) references for insertion into your Word document. _____

2.2 Find Citation(s)

This command will provide a search window where you can enter text that is in any field. You can then select references from a list of those that contain your search terms and insert them into your paper. _____

2.3  **Insert Selected Citation(s)**

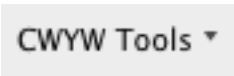
This command will insert the references you selected in EndNote into your document at the location of the Word cursor. _____

2.4  **Edit Citation(s)**

Use this command to make any changes inside a citation, such as adding page numbers or removing author names from author-date citations. _____

2.5  **Update Citations and Bibliography**

Update the citations and bibliography. _____

2.6  **CWYW Tools**

Click on this button to access the following commands:

 ***Bibliography Settings***

This command will allow you to change the EndNote style used for your document. It will also let you make other changes to the layout of your bibliography, such as adding titles and changing the line spacing. _____



Insert Note

Use this command to insert explanatory notes to be numbered as though they were bibliography entries, and then placed in the bibliography. _____



Edit Library Reference(s)

This command allows you to quickly access the specific record for any selected citation. _____



Convert to Unformatted Citation(s)

This command will remove the formatted bibliography and citations and replace all citations with plain-text placeholders that EndNote can match to library records to create formatted citations. This command is commonly used when moving documents between word-processing programs.



Convert to Plain Text

This command will create a second copy of the document with all EndNote field coding removed (you can generally recognize field codes such as formatted EndNote citations by their turning grey when you select them in Word). It is used when sending documents to a publisher because the field coding used for EndNote citations can sometimes cause problems for publishers' page layout programs. _____



Export Traveling Library

EndNote creates a hidden "traveling" library containing only the references used in each paper. This traveling library is part of the coded information contained in each citation. Use this command to export the references in this traveling library to a regular EndNote library. _____



Find Figure(s)

This command will provide a search window much like the Find Citation window where you can enter text that is in any field in the record you want to find. You can then select references from a list of those records with figures attached that contain your search terms. A reference to the figure will be inserted at the location of your cursor. The image will be inserted either below the cursor location or in a list at the end of the document, depending on the selected EndNote style.



Generate Figure List

If you insert a new figure reference, all of the figures in the document will automatically be updated, but if you delete or move a figure reference you will need to force an update of the figure numbering and placement. Use the Generate Figure List command to do this. _____



Cite While You Write Preferences

Use this command to set preferences for EndNote's cite while you write settings for future documents. (Note: If you use Word as your e-mail editor in Microsoft Outlook, you should leave the *Open EndNote when Starting Word* option in the CWYW preferences unchecked.) _____



2.7 Help

This command will let you access contextual help for EndNote. _____

3 Where to Buy EndNote

- Your university bookstore or computer store.
- Through our web site at <http://www.endnote.com>.
- Many national and international resellers.