Getting started with Cite While You Write for EndNote®

1. THE SCOPE OF THIS GUIDE

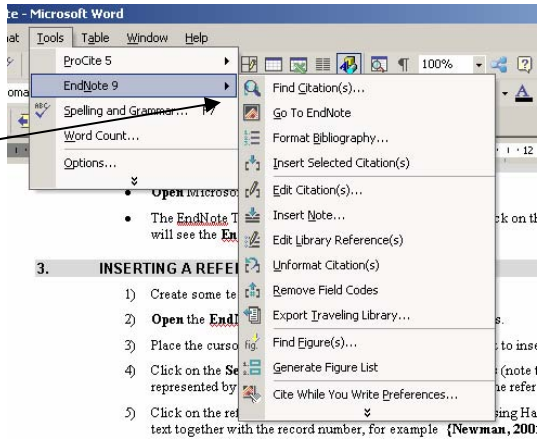
The purpose of this guide is to get you started with **Cite While You Write**, taking you through the basic routines of:

- inserting references;
- formating a bibliography at the end of your work;
- customising citations.

Further guides to are available from the EndNote page of the Library website.

2. THE ENDNOTE TOOLBAR

- **Open** Microsoft Word
- The EndNote Toolbar is located under the **Tools** menu. Click on the **Tools** menu and you will see the **EndNote 9 Toolbar**.



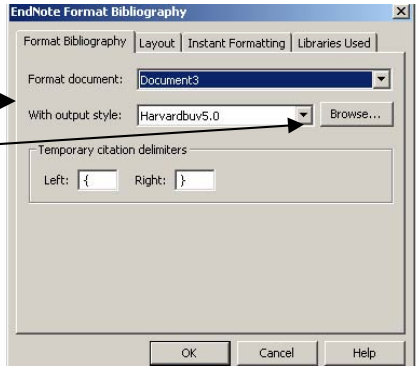
3. INSERTING A REFERENCE

1) Create some text to work with, or use existing text.
2) **Open** the EndNote Library which contains your references.
3) Place the cursor in the Word document text where you want to insert your reference.
4) From the **Tools** menu, open the **Endnote toolbar** click on the **Find Citation(s)** (note that this is also represented by a magnifying glass symbol) and search for the reference you want to insert.
5) Click on the reference and the Name and Date (if you are using Harvard) will appear in the text together with the record number, for example **{Newman, 2002 #90}**. For multiple citations insert references together e.g. **{Newman, 2002 #90}{Jones, 2006 #100}.**
6) Note this will change to the correct style (Newman, 2002) or (Newman, 2002; Jones, 2006) when you **Format Bibliography** – see below.

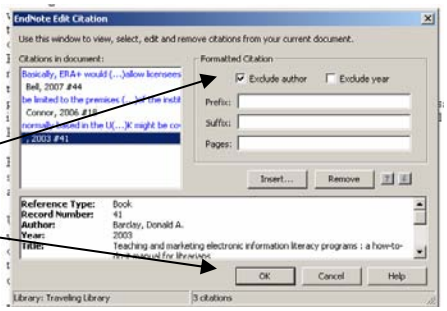
Repeat steps 3 – 5 for each reference you want to insert.

4. FORMATING A BIBLIOGRAPHY

- From the EndNote menu click **Format Bibliography**
- Select the output style you want either from the pull down menu, **With Output Style** or **Browse** the styles menu to choose and appropriate citation style. Click **OK.**
- The bibliography will appear at the end of your Word document.



5. CUSTOMISING CITATIONS

Using Harvard there will be instances where you want either just a date e.g. (2006) or just an author(s) e.g. (Jones). To change from the standard format of (Name, Date)

- Highlight the reference you want to edit.
- From the EndNote Tools menu select the **Edit Citation(s)** option.
- From the dialogue box check either **Exclude author** or **Exclude year**
- Click **OK** to implement changes.