

## USING ENDNOTE with library databases

# CITE WHILE YOU WRITE

(Word 2007)

<http://www.lib.odu.edu/libassist/howto/endnote/index.htm>

This is a way to incorporate references from your EndNote library directly into a WORD document as **in-text citations** and as **footnotes**. If you installed EndNote on your computer, you should have an EndNote (EN) toolbar when you open Word. If you don't, you may need to configure the EndNote.\*

### IN-TEXT CITATIONS

Open both Word 2007 and your EndNote library. Be sure the appropriate "Output Style" is selected.

In your Word document:

1. Place the cursor after the sentence/quote you wish to cite.
2. Click on the EndNote Tab at the top of the screen.
3. At left, click on "EN Go to EndNote."



In EndNote:

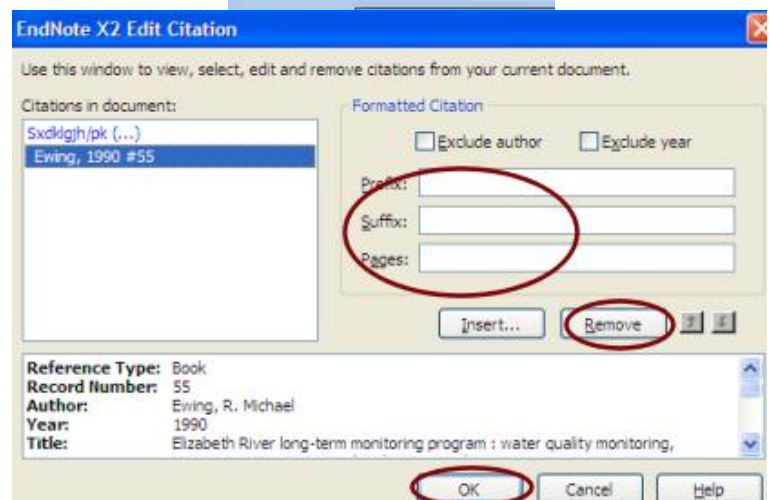
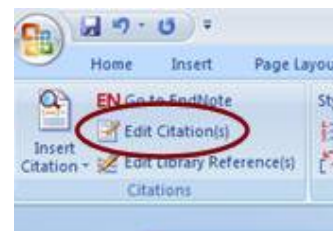
1. Highlight the desired reference/s.
2. Click "Tools" > "Cite While You Write" > "Insert Selected Citation/s." An in-text citation and a bibliography entry will be added to your Word document.



### To Delete/Edit a citation in Word 2007

Remember, do not use the delete key or backspace key.

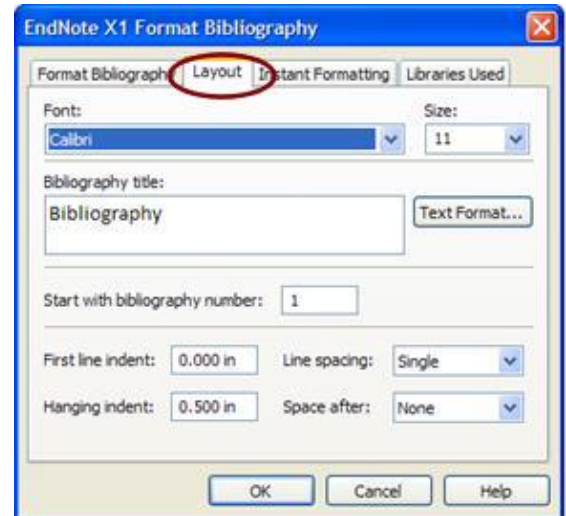
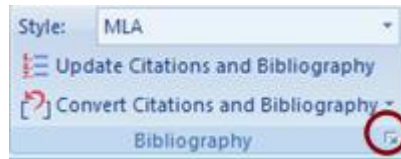
1. In Word, highlight the citation you wish to delete/edit.
2. In EndNote tab, at left click "Edit Citation(s)."
3. To remove the citation highlighted, click "Remove" > "OK."
4. To edit, enter information to add (year, pages, etc.) > "OK."
5. To add page numbers to an in-text citation, click within the in-text citation, and use the "Edit citation(s)" option on the EN toolbar. Enter your page/s in the "Suffix" field with a comma first. Then, OK.



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## To Format your bibliography:

1. In Word, at top EndNote Style box, click on bottom right corner arrow.
2. In the Format Bibliography box, make changes to Output Style as needed.
3. In the "Layout" tab, select fonts, etc. Add a bibliography title as needed (Works Cited or References etc); click "OK."

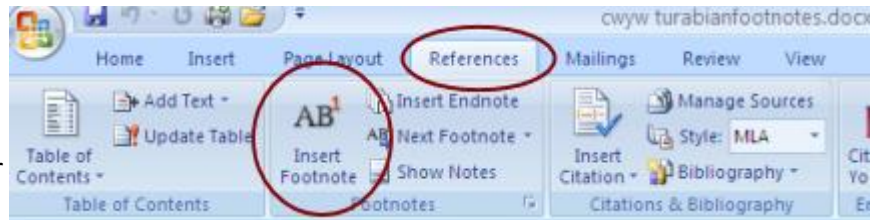


## FOOTNOTES

Note: If you are using Turabian style and wish to use footnotes and references, select "Turabian Bibliography" as your output style.

In Word, at the point you're ready to enter a footnote:

1. Select "References" then "Insert Footnote." The cursor will take you to the bottom of the page where your footnote will be inserted.
2. At this point, click the "EndNote X2" tab at the top toolbar.
3. Click "EN Go to EndNote" at left.



In EndNote:

1. Highlight the citation you wish to insert, then go to "Tools" then "Cite While You Write" then "Insert Selected Citation."
2. If you want to add page numbers, highlight the footnote citation, click "Edit Citation(s)" in the EndNote box on the left. Type in page number/s then click OK.

**ALWAYS PROOF YOUR CITATIONS VERY CAREFULLY !!**

### \* Instructions to configure EndNote to work with Word.

If you don't see the EndNote option on your toolbar list, you may need to configure your EndNote program to work with Word. Go to Start / Programs / EndNote / Configure EndNote. Choose "Configure EndNote components for me." NEXT. Check "Unified Cite While You Write..." NEXT. Then, FINISH.