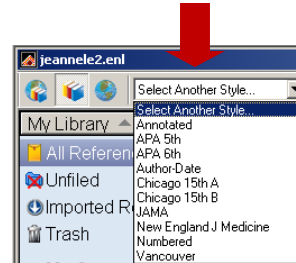


Exercise 4 – Use *Cite While You Write* with MS Word 2007 to Create In-text Citations and a Bibliography at the End of the Paper

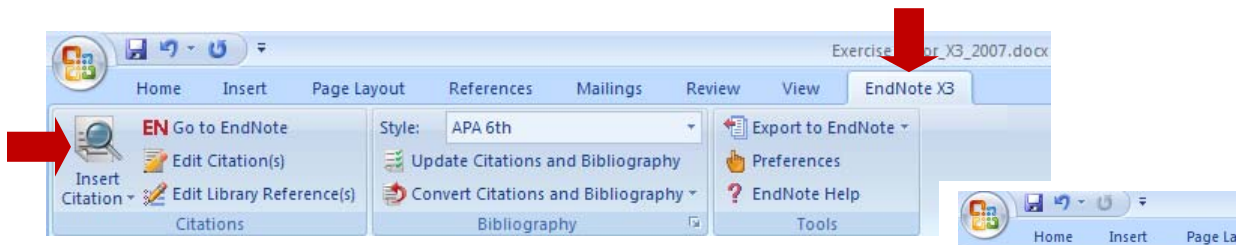
Basic process:

1. Open EndNote Library
2. Select **Style** from the pull down menu in the upper left corner (Select Another Style)
3. Open Microsoft Word 2007 and open the paper you are writing

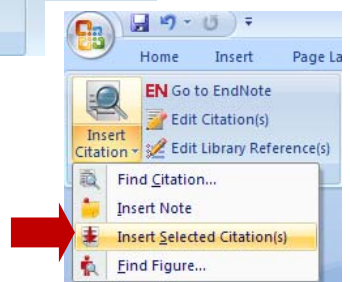


METHOD 1

4. In EndNote highlight the citation that is to be cited.
5. In MSWord 2007, position the cursor in the text where you want to add the in-text citation.
6. From the Ribbon select EndNote X3 tab

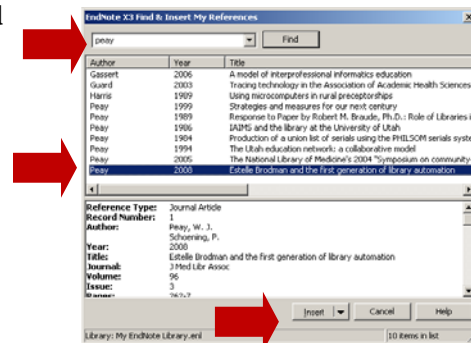


7. **Use Insert Selected Citation:** use the Insert Citation pull down menu and select **Insert Selected Citation**
 - a. Note that the in-text citation displays in the appropriate format for the selected output style
 - b. The reference for that in-text citation displays at the end of the paper



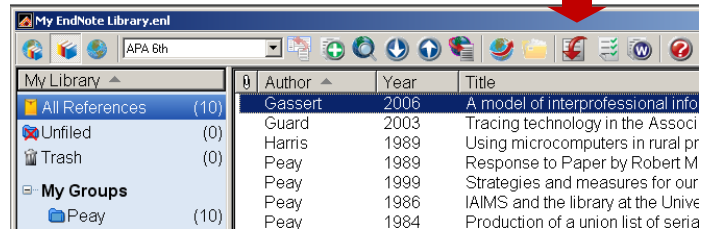
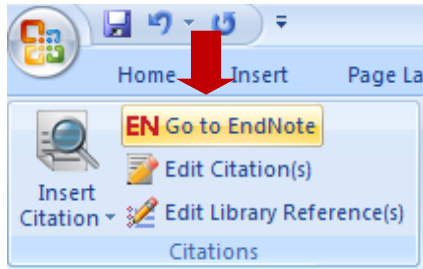
METHOD 2

8. **Use Find Citation:** Place your cursor in the text where you want to add the in-text citation; from the EndNote X3 Ribbon use the **Insert Citation** pull down menu and select **Find Citation**.
 - a. Enter a term in the search box; click **Find**
 - b. Highlight the needed citation
 - c. Click **Insert**
 - d. The in-text citation and reference are appropriately added to the paper



METHOD 3

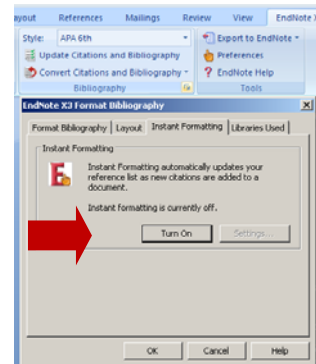
9. Use **EndNote Insert Citation**: Place your cursor in the text in MSWord where you want to add the in-text citation; select **Go to EndNote**; highlight the reference in your EndNote Library and use the **Insert Citation** icon from within EndNote.



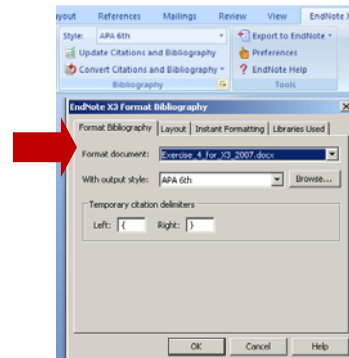
The in-text citation and reference are added to your paper

HINTS

10. Highlight multiple references if you need to cite more than one reference at a time.
11. If citations are not automatically formatted and a bibliography is not updated each time you insert a citation, in the Ribbon click **Bibliography**, select the **Instant Formatting** tab and click the **Turn On** button.



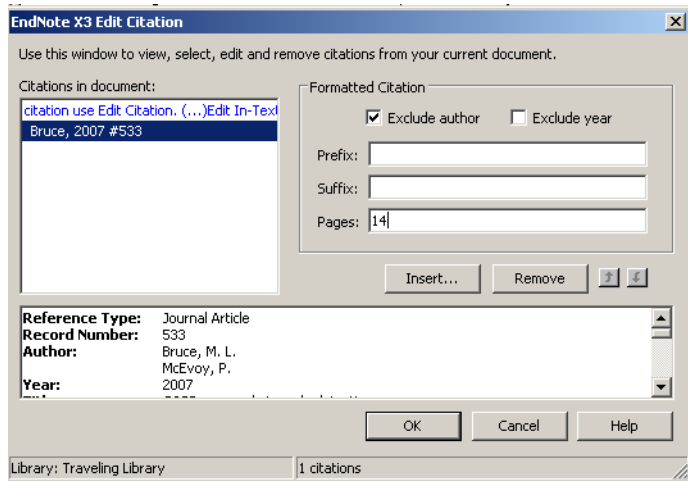
12. To change an output style – in the Ribbon click on **Bibliography**; then select **Browse**; from the list of styles highlight the style of interest; click **OK** and then **OK**



13. Process to Edit an In-text Citation

If you need to add or subtract information from the in-text citation use **Edit Citation**.

1. Right click on the in-text citation
2. Select **Edit Citation(s)**
3. Select Exclude author or Exclude year or more ...
4. Add a Prefix, Suffix or Pages



In-text Citations--Corporate Author Adjustment

Corporate name abbreviation after first occurrence:

For example: *American Physical Therapy Association* In MSWord, right click on the citation you want to edit, go to **Edit Citation**. Select the option to **Exclude Author**, and then enter abbreviation (APTA) in the **Prefix** field. Then click **OK**. This will need to be done for each occurrence in the document.

