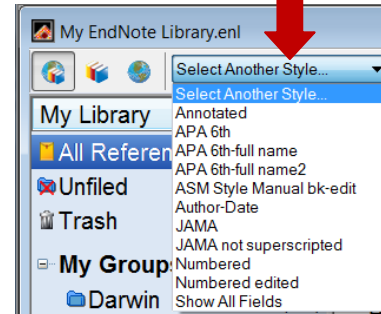


Exercise 4 – Use *Cite While You Write* with MS Word 2007 to Create In-text Citations and a Bibliography at the End of the Paper

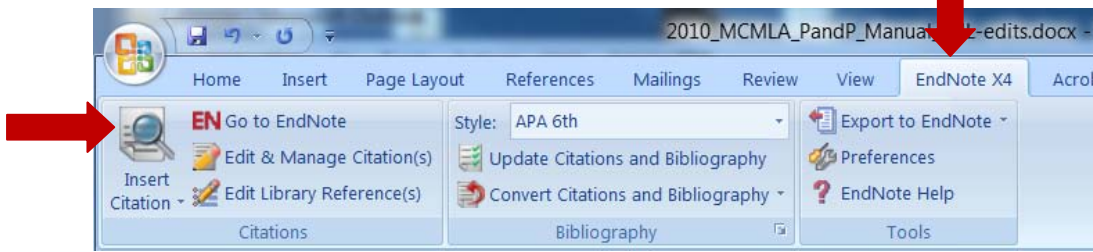
Basic process:

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 – Insert Selected Citation

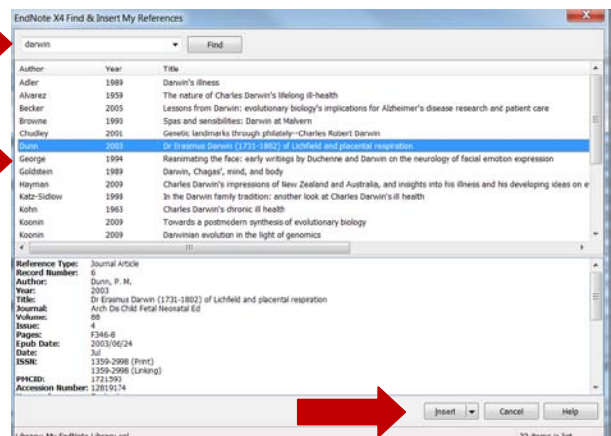
4. In EndNote highlight the citation that is to be cited.
5. In MSWord 2007, position the cursor in the text where you want to add the in-text citation
6. From the Ribbon select **EndNote X4** tab



7. 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

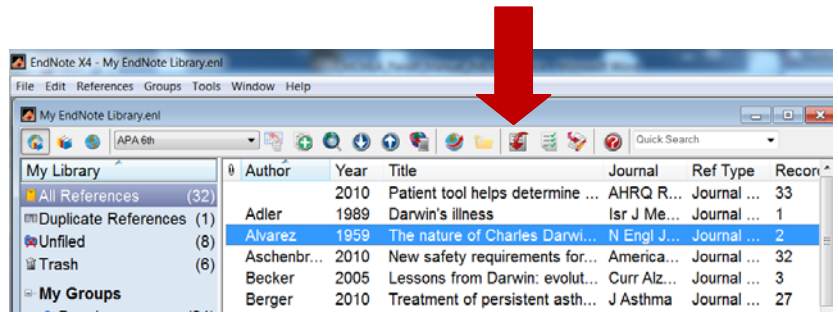
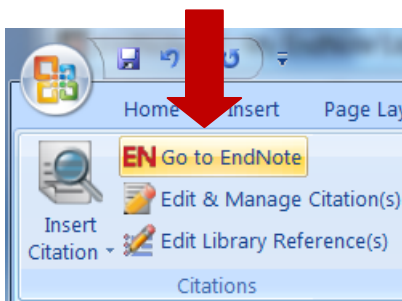
METHOD 2 – Find Citation

8. Place your cursor in the text where you want to add the in-text citation; from the EndNote X4 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**
 - i. Use **Insert** pull-down menu to select **Insert & Exclude Author/Year/More**
 - d. The in-text citation and reference are appropriately added to the paper



METHOD 3 – Go to 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

METHOD 4 – Copy and Paste

10. Copy and Paste

- In the EndNote Library highlight the reference of interest
- Edit > Copy OR CTRL + C**
- Return to Word document, place your cursor in the appropriate place in the paper where you want the citation and do a **Paste OR CTRL + V**
- In-text citation displays and reference is added to paper

METHOD 5 – Drag and Drop

11. Drag and Drop

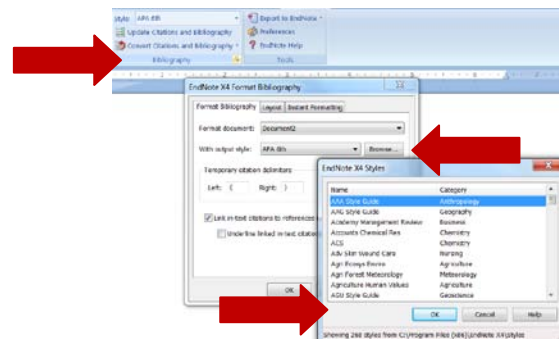
- In the EndNote Library, highlight a reference of interest
- Click-hold and drag** to appropriate place in the paper and release
- In-text citation displays and reference is added to paper

HINTS

- Highlight multiple references if you need to cite more than one reference at a time.
- 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.

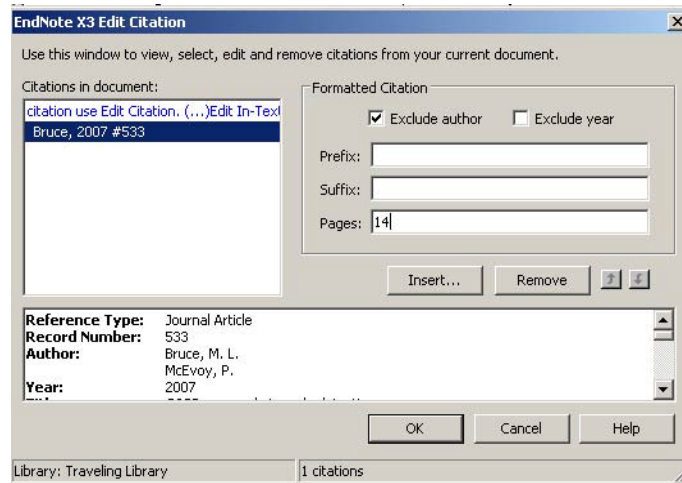


- To change an output style – in the Ribbon click on **Bibliography**; then select **Browse**; from the list of styles highlight the style of interest; lick **OK** and than **OK**



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

- a. Right click on the in-text citation
- b. Select **Edit Citation(s)**
- c. Select Exclude author or Exclude year or more ...
- d. 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.

NOTE: Cite While You Write (CWYW) works with MS Word 2003. The commands are available from the EndNote toolbar and are similar to MSWord 2007. See the MSWord 2003 CWYW Exercise 4.



JML/jaab July 26, 2010
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