

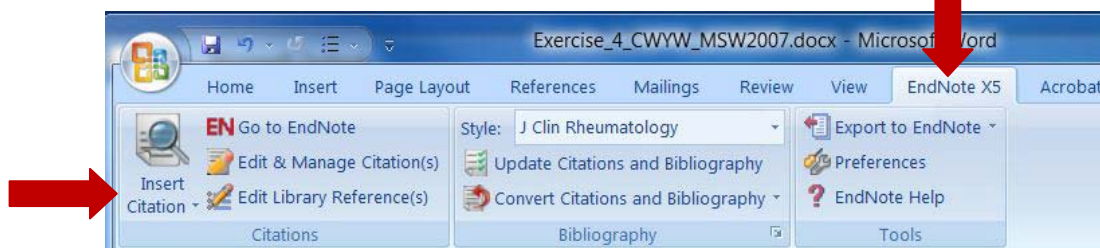
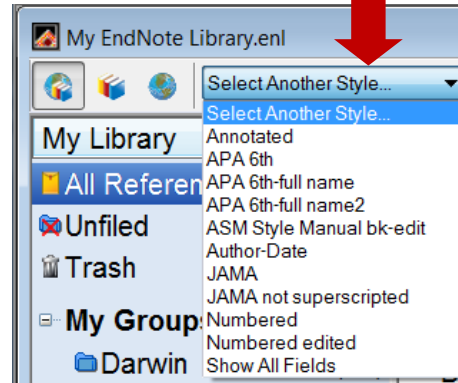
## Exercise 4 – Use *Cite While You Write* (MS Word 2007) Create In-text Citations and a Bibliography at the End of the Paper

### 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

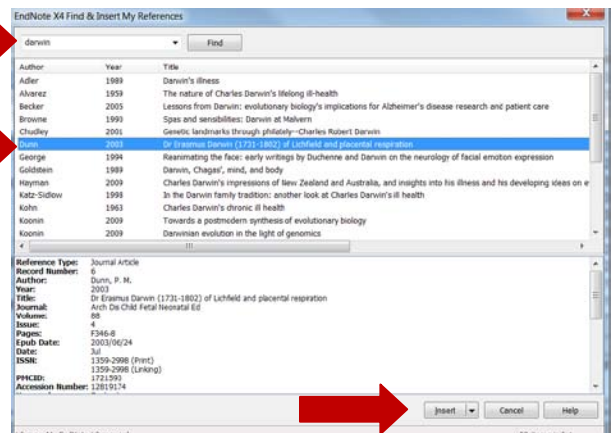
4. In EndNote highlight the citation that is to be cited.
5. In MSWord 2007, position the cursor in the text where you want to add the in-text citation
6. From the Ribbon select **EndNote X5** tab



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

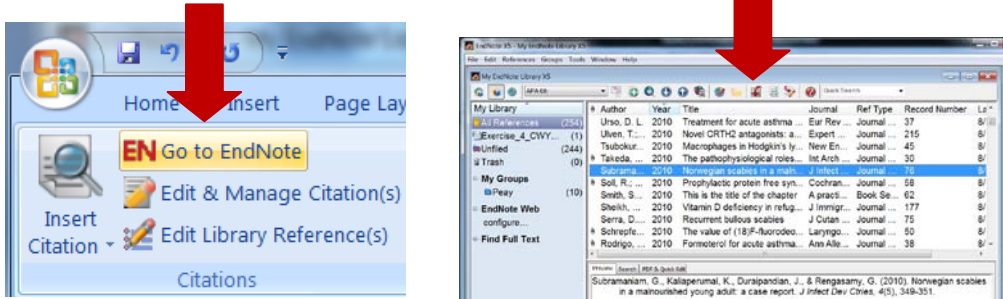
### METHOD 2 – Find Citation

8. Place your cursor in the text where you want to add the in-text citation; from the EndNote X5 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

9. 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

- a. In the EndNote Library highlight the reference of interest
- b. **Edit > Copy** OR **CTRL + C**
- 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**
- d. In-text citation displays and reference is added to paper

### METHOD 5 – Drag and Drop

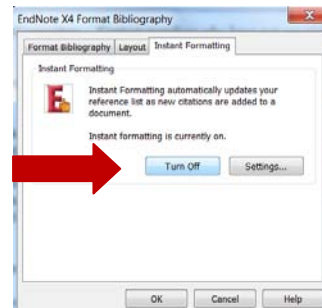
#### 11. Drag and Drop

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

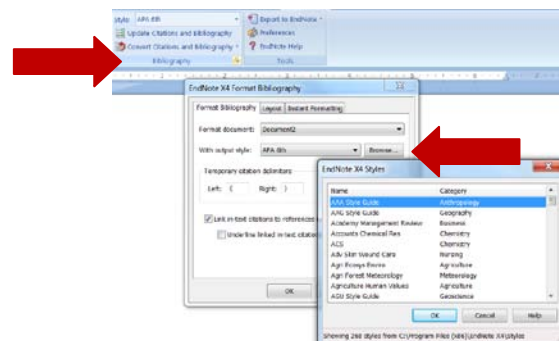
### HINTS

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

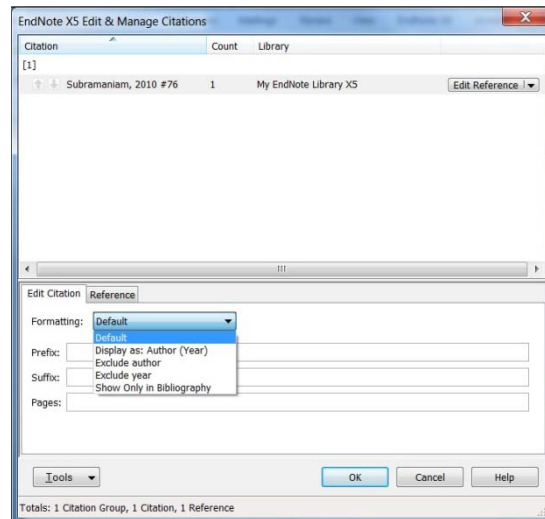
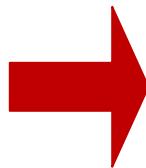
13. If citations are not automatically formatted and a bibliography is not updated each time you insert a citation, in the Ribbon click **Bibliography**, select the **Instant Formatting** tab and click the **Turn On** button.



14. To change an output style – in the Ribbon click on **Bibliography**; than 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**.
- Right click on the in-text citation
  - Select **Edit Citation(s)**
  - Select Exclude author or Exclude year or more ...
  - 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) **does not work with Track Changes**. Be sure to turn Track Changes off before inserting citations.

**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.

