CITE WHILE YOU WRITE

Like the desktop version, EndNote online integrates with Microsoft Word so that you can insert citations and create a bibliography when you are writing up your paper.

Using Cite While You Write online off campus

You can use Cite While You Write with EndNote online by installing a plug-in from your EndNote online account (see below).

⚠️ Do not install the plug-in when you are working on campus as the online option already exists within Word (see instructions below for using EndNote online on campus).
Using Cite While You Write on campus

When EndNote is installed on the campus network it includes an option in Word to use EndNote online as well as the desktop version.

To use EndNote online and Word on campus:

1. In Word select the EndNote X7 tab (You may be asked to login again)
2. Click on ‘Preferences’ in the toolbar
3. Click on ‘Application’ and in the drop down menu select ‘EndNote online’
4. Click on ‘OK’

Your Word document is now linked to your EndNote online account and you will now see the EndNote online icon on your toolbar.
Inserting Citations with Cite While You Write and EndNote Online

It is recommended that you log into EndNote online before you start using Cite While You Write with Word, however you can open your online library by selecting ‘Go to EndNote Online’ in the Word toolbar.

To insert citations:

1. Click on ‘Insert Citations’ on the toolbar
2. A pop up box will appear, type in a keyword from the author, title, year of the reference you wish to cite and click on ‘Find’.
3. Select the reference you wish to cite and click on ‘insert’

The citation should now appear in your Word document and the reference will be added to a bibliography in the same document (see below).
Within Word you can also edit or remove citations by clicking on ‘Edit Citations’ on the toolbar. Here you can add page numbers and exclude the author or year.