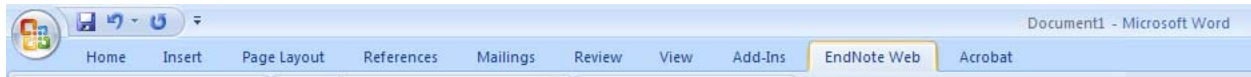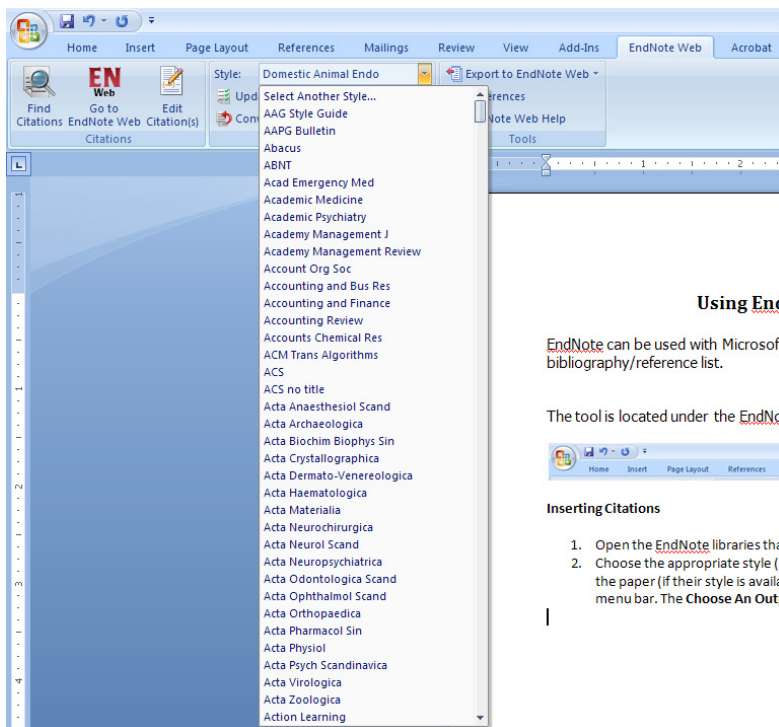# Using EndNote's Cite While You Write

EndNote can be used with Microsoft Word to create citations and generate a bibliography/reference list.

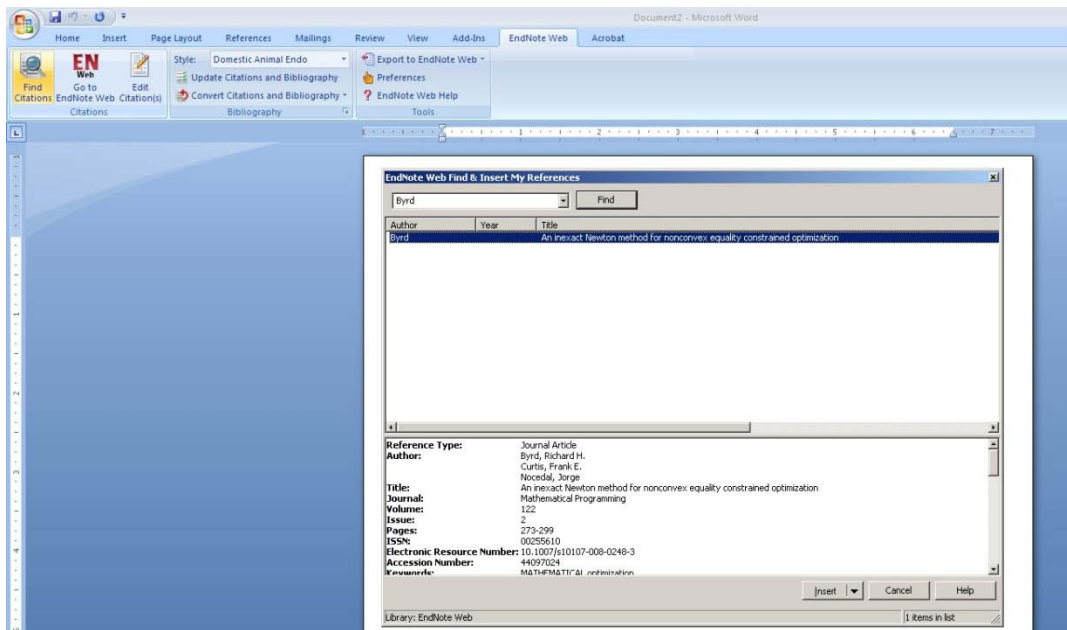The tool is located under the EndNote Web tab on the toolbar.

Inserting Citations

1. Log into EndNote when prompted by Word (open your document you'll be citing within). The citations you've placed into EndNote will be used to create citations for your paper.
2. Choose the appropriate style (APA, MLA, Chicago, etc.) or the journal to which you will submit the paper. Click the drop-down citation style menu displayed on the menu bar.
   a. If you don't see the style you need, click on **Select Another Style**.

3. When you wish to insert a citation, click the **EndNote** tab on the toolbar, and click **Find Citations** button on the task bar. A search window will open and prompt you to find the citation you need.
4. **Insert**. This will insert a parenthetical citation and a complete reference for your reference list.
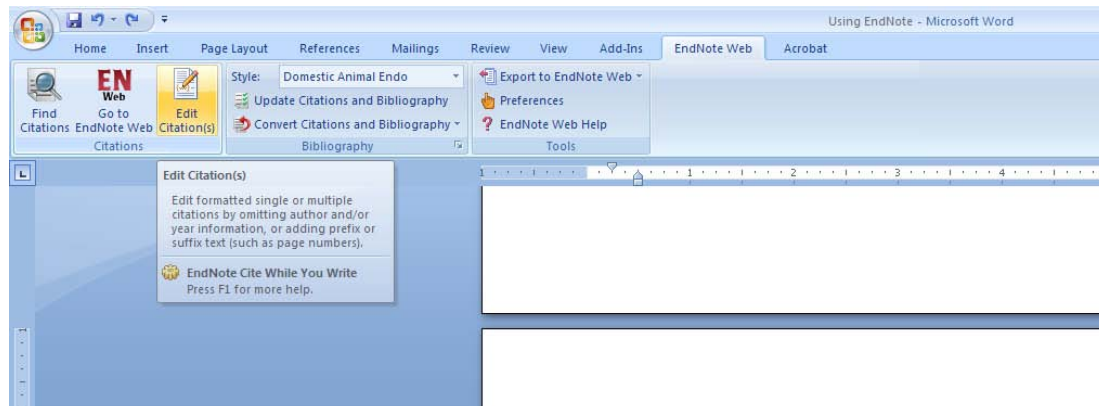
5. Continue to write, inserting citations as necessary. Your reference list will update automatically.
6. Always check your citations and reference list for proper formatting.

Troubleshooting Bibliography Formatting

After formatting your document, check the reference list for any errors. If you find an error:

1. Edit the citation in the paper. If the citation text reverts to the original, you will need to change the text with the **Edit Citation(s)** option.
2. **Edit Citation(s):** click the **EndNote** tab on the Word toolbar (if you're not there already) and choose **Edit Citation(s)**. A dialog box will open and will allow you to make changes to specific references, and only for the selected instance of the citation in your paper. This option is useful if you used the author's name in the sentence and you need to remove the author's name from the citation.

3. If your entire citation needs to be changed and not just edited, click on **Go to EndNote Web** and change the citation that you've saved.