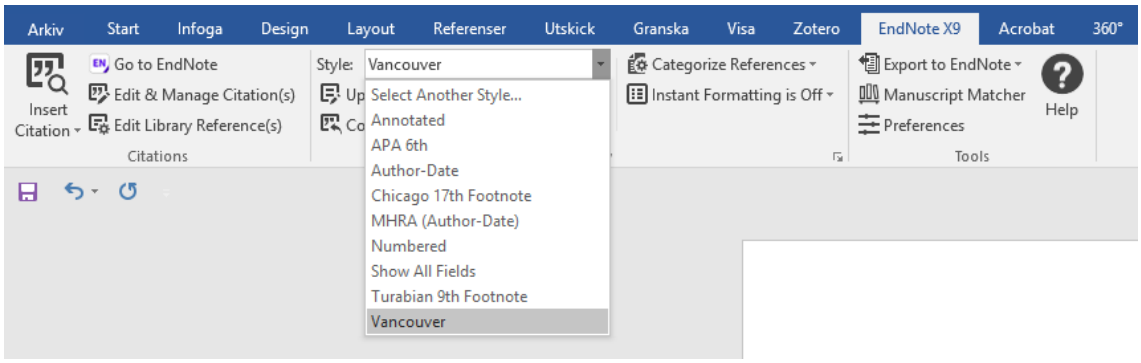
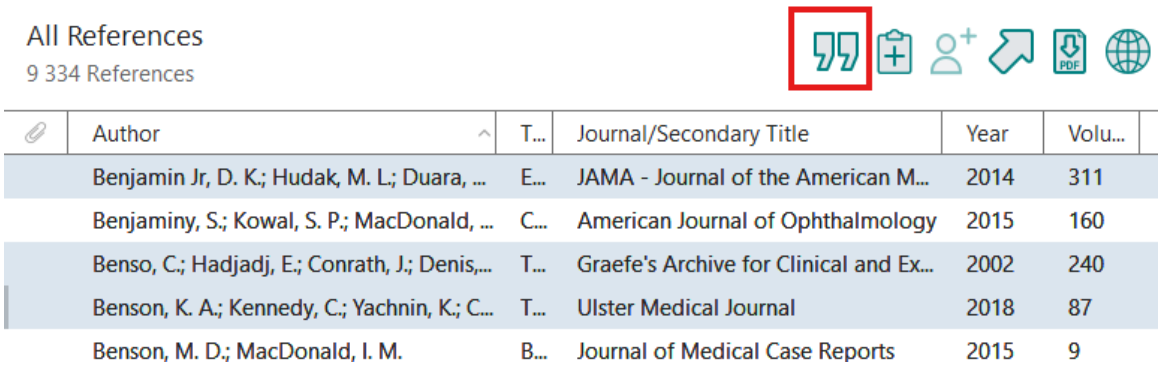
How to use the EndNote to with Microsoft Word

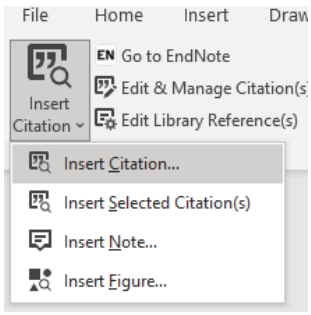
Open the Word document you want to add references to and click on the **EndNote** tab in the toolbar. Choose the style you want to use from the **Style** drop-down menu. If you do not see the style you want to use, you can click on **Select Another Style** to get additional styles. You can change the style at any time, just select a different style and click on **Update Citations and Bibliography**. If **Instant Formatting** is set to On, your document will automatically update when changes are made.



Place the cursor in the document where you want to add a reference into your text and go to your EndNote library. In the library, select the reference(s) that you want to cite. To select multiple references at the same time, hold down the Ctrl and Alt keys. Then click the cite icon above the references to add the citations to your text.



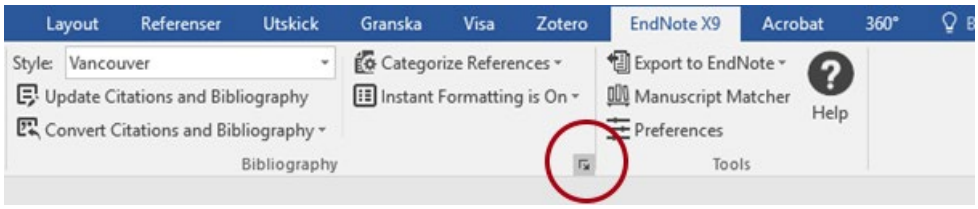
It is also possible to click on **Insert Citaion** in the EndNote toolbar in Word and search for your references in the box that appears, select the ones you want, and click on **Insert**.



When references are inserted into the document, the bibliography is generated/updated at the end of the document.

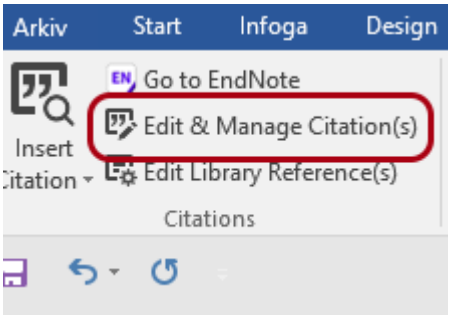
Change the spacing and font in the bibliography

You can change line spacing, font, and font size for the bibliography if you click on the small arrow icon **Configure Bibliography** in the EndNote toolbar in Word.

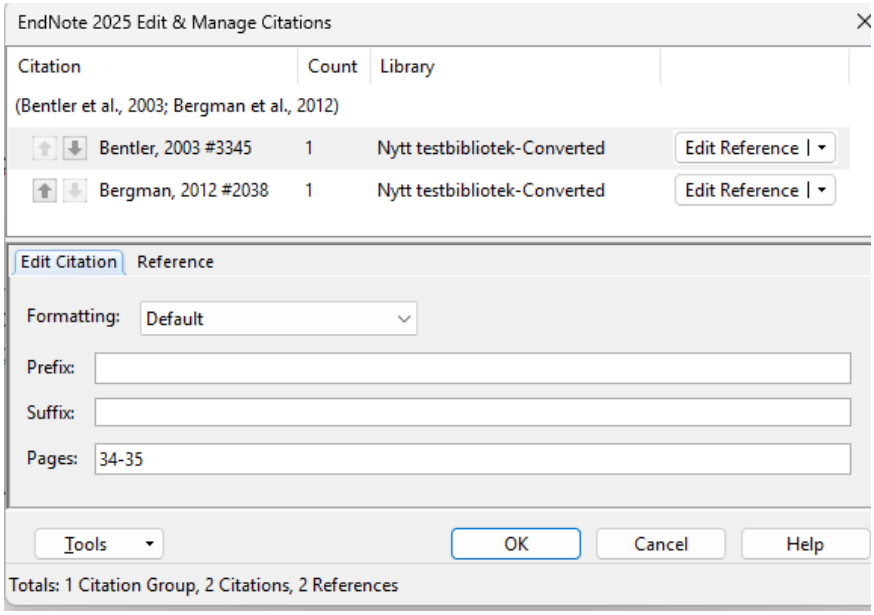


Edit in-text references when using styles such as Harvard and APA

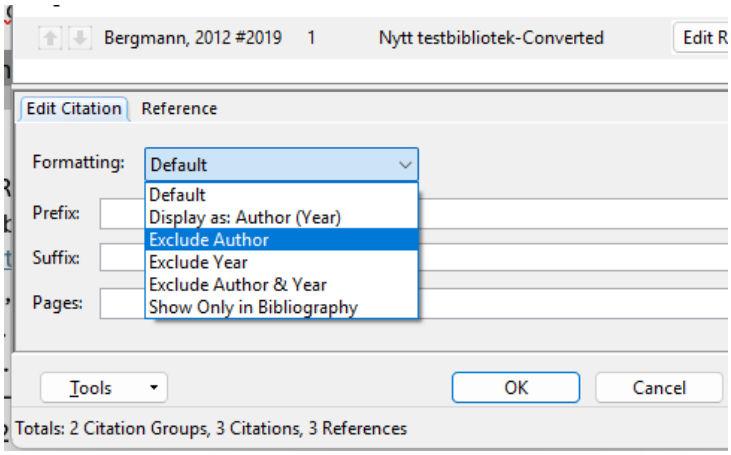
If you need to add the page range to your references, place the cursor inside the in-text citation in your document and click **Edit & Manage Citation(s)** in the EndNote toolbar in Word.



In the box that appears, you can see all the references in your document. Select the reference you want to enter the page number to, click **Edit Reference** and add the pages to the **Pages** field, and click **OK**.



If you have mentioned the author in the text, you can omit authors from the in-text citation by selecting **Exclude Author** in the Formatting drop down menu.



Converting references to plain text

If you are going to send your document to someone else, it is a good idea to send a version without embedded links to your EndNote library. If you click on **Convert Citations and Bibliography** in the toolbar and select **Convert to Plain Text**, a copy of your document will be created without any links to EndNote. Save the new document but make sure that you also keep original document that still has links to EndNote. If you later need to add more references, you can use the original document with the EndNote connection.

