
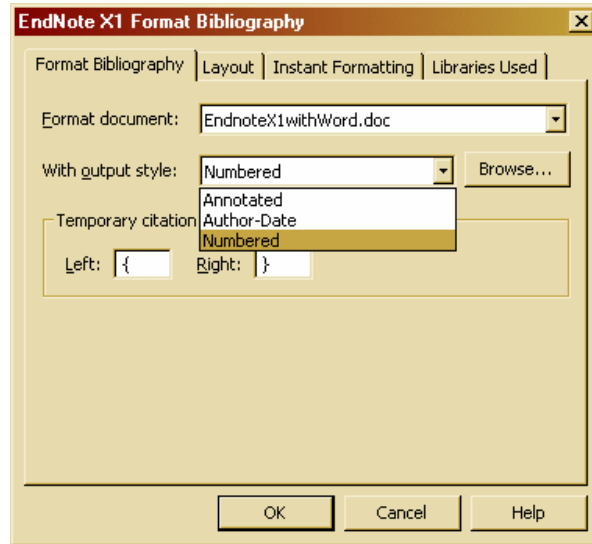
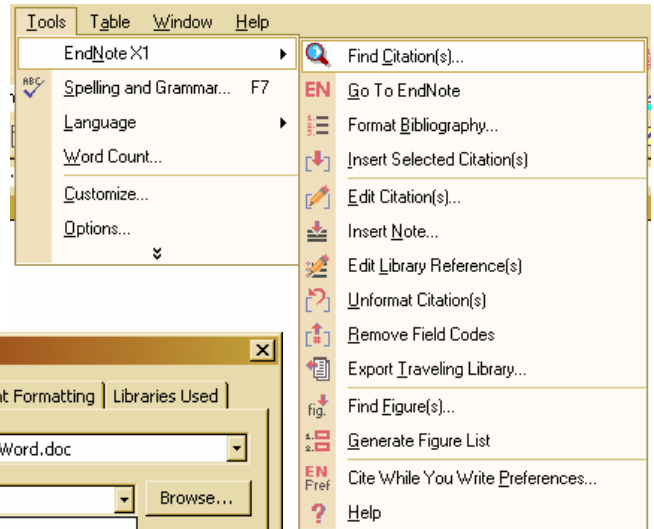



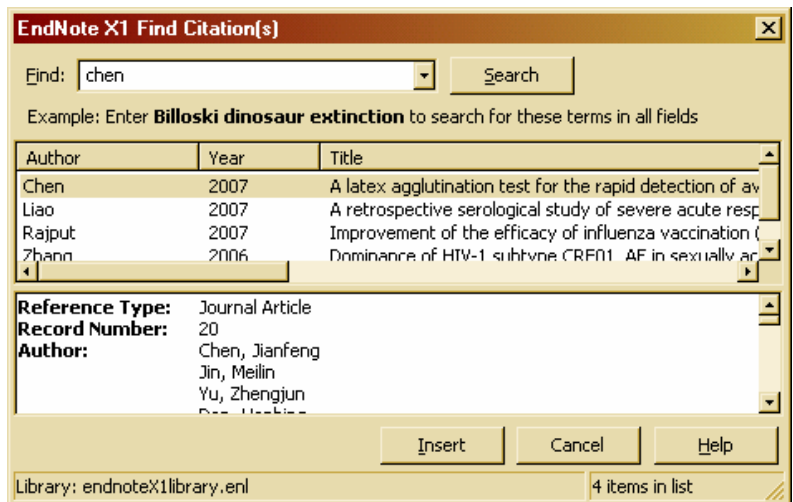
# Using EndNote X1 with Microsoft Word

## Inserting References into Your Text

1. Open your EndNote library and then open Word.
2. Place the cursor where you want the reference to appear.
3. Within Word, select **Tools >> EndNote X1 >> Format Bibliography** or press the **Format Bibliography** icon  on the EndNote toolbar. Select the output style you want and press OK. You will probably want to begin with either **Numbered** or **Author-Date**.

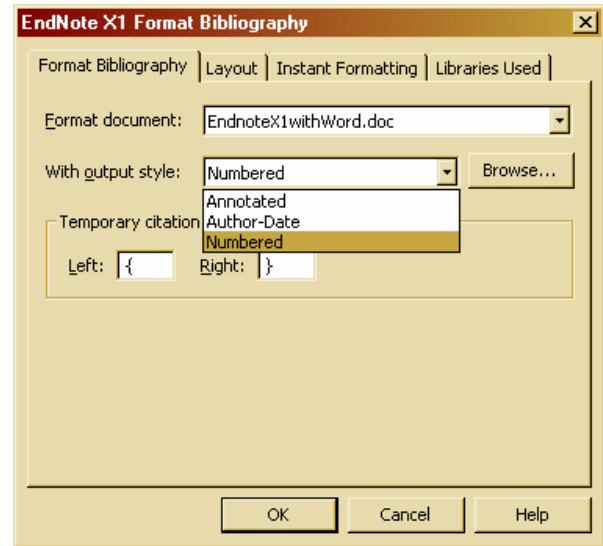
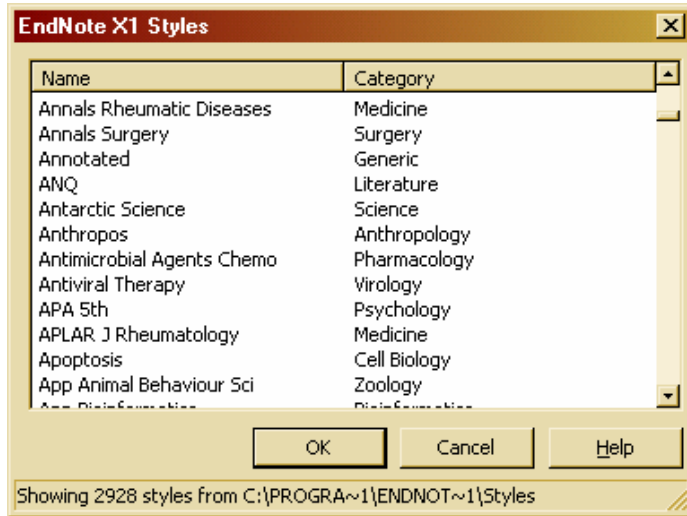


4. Within Word, select **Tools >> EndNote X1 >> Find Citation(s)...** or press the **Find Citation(s)** icon  on the EndNote toolbar.
5. Enter a search term (usually the author's name) in the **EndNote X1 Find Citation(s)** window that pops up and press **Search**.
6. Click on the reference you want and press **Insert**.
  - o The citation goes to where the cursor is.
7. The reference will appear in your document and the bibliographic citation will appear in the bibliography.




## Formatting For Publication

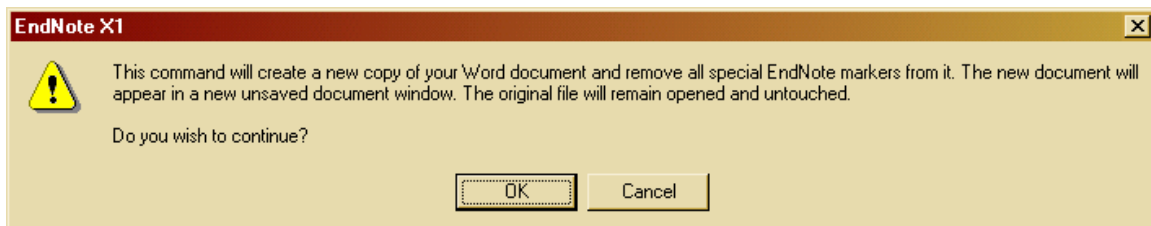
You can change the format of your citations at any point in the writing process. When you first use **Format Bibliography** in EndNote X1, you have only 3 choices. If you press **Browse** next to **With output style:**, you will be offered a selection of many styles, most of which are journal-specific.



Each time you add a style, it will show up as a choice on your **Format Bibliography** list.

When you are ready to submit to a publisher, you will want to detach your Word document from EndNote by removing Field Codes. When you place your cursor in a citation in your bibliography, you will see grey highlighting that indicates field codes. This is the part of your document that is linked to EndNote. It is important that you never type anything within a field area.

1. Be sure you have chosen the final format for this submission.
2. You may want to save a backup copy of your document.
3. Within Word, select **Tools >> EndNote X1 >> Remove Field Codes** or press the **Remove Field Codes** icon  on the EndNote toolbar.
4. The following window will pop up to tell you that EndNote is about to create a new document and will retain your original document. Press **OK**.



5. Press **OK**.
6. A new document that looks just like your original will open. This file is not linked to EndNote and can be safely sent to the publisher.