Working with Word documents - CWYW – Cite While You Write:

The Cite While You Write (CWYW) allows Word users to insert references as you type a document, and automatically generate a bibliography.

To open the EndNote Toolbar in Word, select the EndNote tab:

If you cannot locate the tab in your Word toolbar, go to:

- Choose CWYW 1 Answer

Entering an in-text citation:

Option1.

- Place your cursor where you want the citation to appear
- Click on Go to EndNote
- Locate and highlight the relevant reference/s in your EndNote library
- Click on the Insert Citation Icon
- The citation will appear in the text of the document and in a List of References at the bottom of your document
Option 2.

- Place your cursor where you want the citation to appear
- Click on Go to EndNote

- Locate and highlight the relevant reference/s in your EndNote library
- Click on the Return to word Processor Icon

- In your Word document, go to Insert Citation
- Click on Insert Selected Citation

Option 3.

- Place your cursor where you want the citation to appear
- Click on Insert Citation
- Select Find Citation
- Enter your search terms
- Click Find
- Highlight the relevant reference/s
- Use the arrow next to Insert to select insert options required

As you enter citations, the bibliography/reference list will appear at the bottom of the document.