

# EndNote® X Tips

## Creating Bibliographies

In this section, you will learn how to do the following:

- Locate and insert an EndNote citation into your paper.
- Format your paper using EndNote’s Instant Formatting feature.
- Change the EndNote style for your paper and let EndNote update the in-text citations and bibliography instantly.

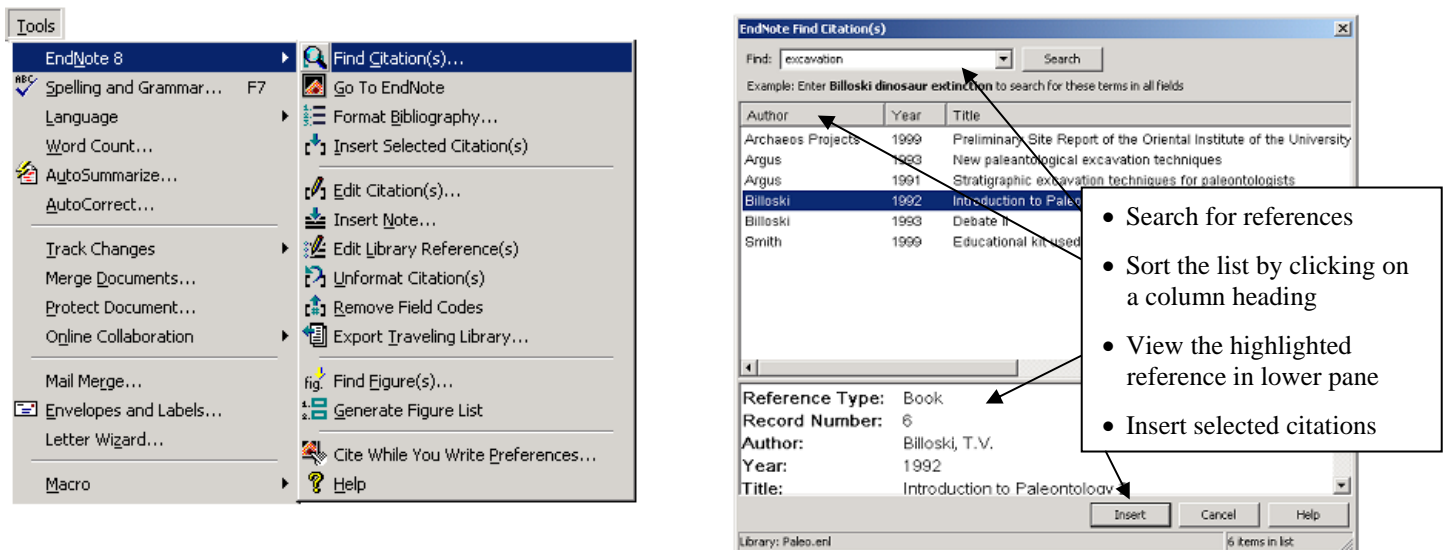
EndNote's Cite While You Write technology allows users of Windows Microsoft Word 2000, XP, 2003, and 2007 or Macintosh Microsoft Word X or 2004 to format papers in one step from within Word. EndNote installs commands on the Word Tools menu to give you direct access to your references while writing. Find Citations(s) and Format Bibliography are the main functions on this menu.

If EndNote is not already running, start it and open the sample Paleo library (Paleo.enl in the EndNote X\Examples folder).

### Inserting a Citation in a Word Document

For this example, open Microsoft Word and start a new empty document. Type “Bibliographies are easier than ever with EndNote’s Instant Formatting.” You are now ready to insert a citation at this location in the paper. From the *Tools* menu in Microsoft Word, select *EndNote X*, then *Find Citation(s)*.

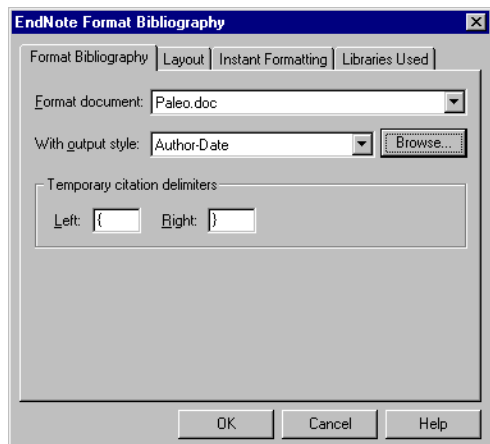
An EndNote Insert Citations dialog box appears like the one below on the right.



In the upper left corner of this dialog box, next to *Search* type the keyword “excavation” then click the *Search* button or press *Enter*. Highlight the record “Billoski, 1992” and click *Insert* or press *Enter*. This citation is inserted and formatted in the output style selected in EndNote.

## Change the Bibliography Style in Microsoft Word

From the *Tools* menu in Microsoft Word, select *EndNote X*, then *Format Bibliography*. The dialog box below appears:

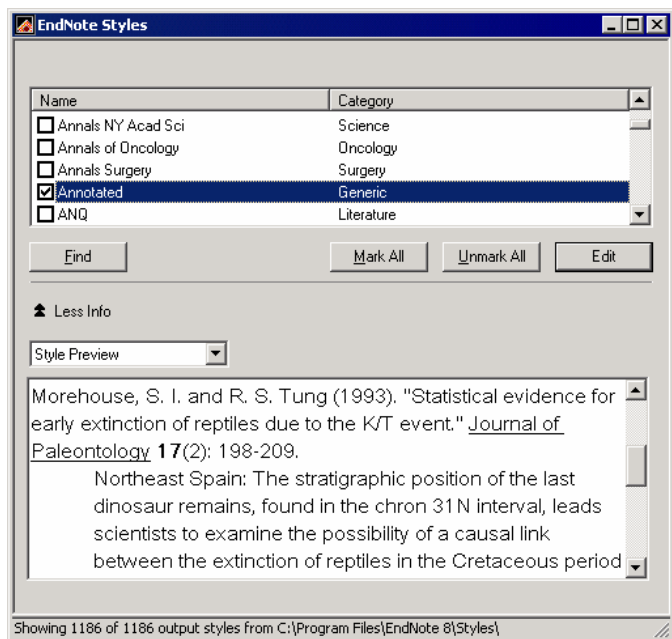


- Change the output style with the drop-down list on the *Format Bibliography* tab or use the *Browse* button to select from over 2,300 EndNote styles.
- Use the *Layout* tab to adjust your bibliography's attributes.
- Enable or disable EndNote's Instant Formatting feature by clicking on the *Instant Formatting* tab.
- The *Libraries Used* tab tells you which EndNote libraries were used to format this paper.

Click on the pull-down menu next to *With output style* and select *Numbered* from this list, then click *OK*. Watch EndNote reformat your in-text citations and bibliography.

## Customize the Favorites List of Output Styles in EndNote

Switch to EndNote to select a new output style from over 2,300 predefined styles. From the *Edit* menu in EndNote, select *Output Styles* then *Open Style Manager*. Your *Output Style Manager* opens and you see a dialog box similar to the one below:



- View a preview of the output style by highlighting the output style in the upper pane and changing *Style Info* to *Style Preview* in the drop-down list.
- Use the *Find* button to quickly locate the output style you want by name or discipline.
- Click the *Unmark All* button to unmark the currently selected output styles.

Mark your favorite output styles by clicking the check box to the left of the style name. Your favorites list of output styles is now accessible in EndNote and Microsoft Word. Close this dialog box and switch back to Microsoft Word to create a bibliography with a newly-selected output style.

**For more information see the EndNote manual chapter *Using EndNote with Microsoft Word*.  
(Note that the manual is available in your EndNote folder as a PDF file.)**