

# EndNote<sup>®</sup> Tips - Creating Bibliographies

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

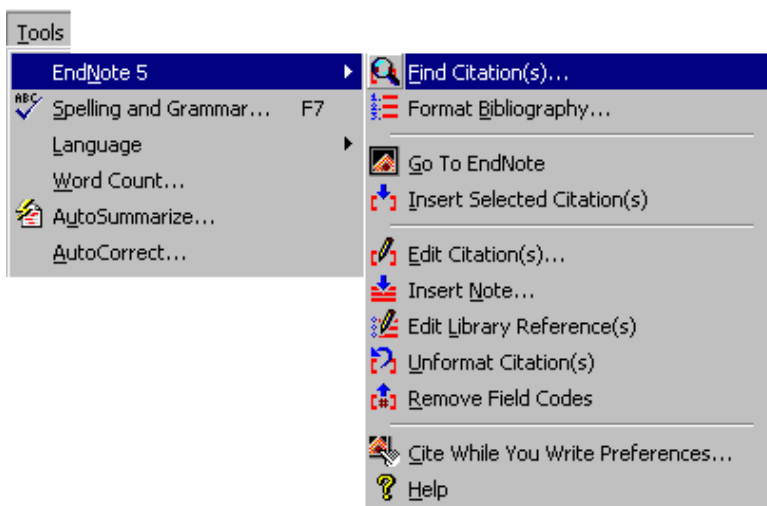
- Locate and insert an EndNote citation into your paper.
- Format your paper using EndNote's Instant Formatting feature.
- Add new references to your paper and let EndNote update the in-text citations and bibliography instantly.

The EndNote Cite While You Write technology allows users of Macintosh Microsoft Word 98 and 2001 or Windows Microsoft Word 97 and 2000 to format papers in one step within the word processor. If you use another word processor, EndNote can create bibliographies, in a few additional steps with the add-in technology. Please consult the EndNote manual or contact ISI ResearchSoft for details.

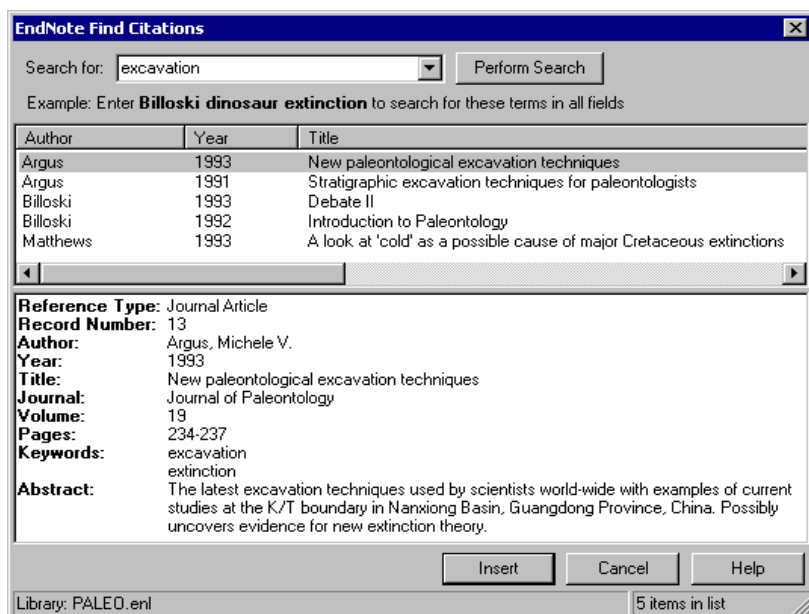
EndNote inserts commands on the Microsoft Word *Tools* menu to give you direct access to your references while writing in your word processor. *Find Citations(s)* and *Format Bibliography* are the main functions on this menu.

## Begin a new paper in Microsoft Word

For this example, open Microsoft Word and start a new empty document. Type: "Bibliographies are easier than ever with EndNote's new 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 5*, then *Find Citation(s)*.



An EndNote *Find Citations* dialog box appears like the one below.



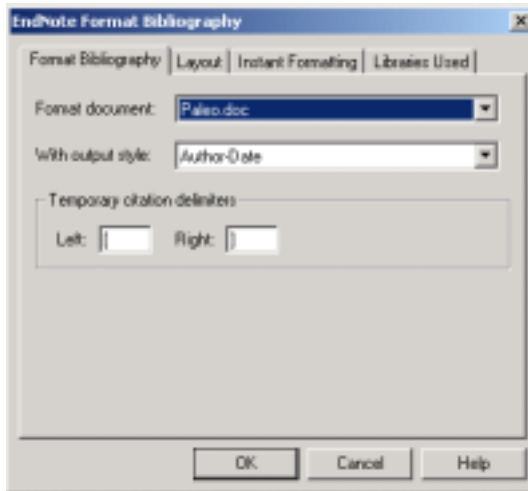
Sort the list of citations by clicking on the column headings in the top pane.

A full view of the highlighted reference is displayed in the lower pane. The size of this window can be adjusted by dragging the window divider up or down.

In the upper left corner of this dialog box, next to *Search For* type the keyword “excavation” then click the *Perform Search* button or press Enter. Highlight the record “Matthews, 1993” and click *Insert* or press Enter. This citation is inserted and formatted in the output style selected in EndNote 5. Type the next sentence: “Simply select the references you would like in your bibliography and EndNote does the rest.” This time, type “{paleo}” (users of previous EndNote versions type “[paleo]”) and watch the instant retrieval results appear on your screen. A *Matching Reference* dialog box, similar to the one above, appears so you can select one or more references to insert when multiple choices exist. Highlight the record “Hall, 1999” and click *Insert* or Enter. This citation is inserted and formatted in the output style selected in EndNote 5.

### Change Bibliography Format in Microsoft Word

From the *Tools* menu in Microsoft Word, select *EndNote5* then *Format Bibliography*. The dialog box below appears:



Change the output style with the drop down list on the *Format Bibliography* tab.

Use the *Layout* tab to adjust your bibliography’s attributes.

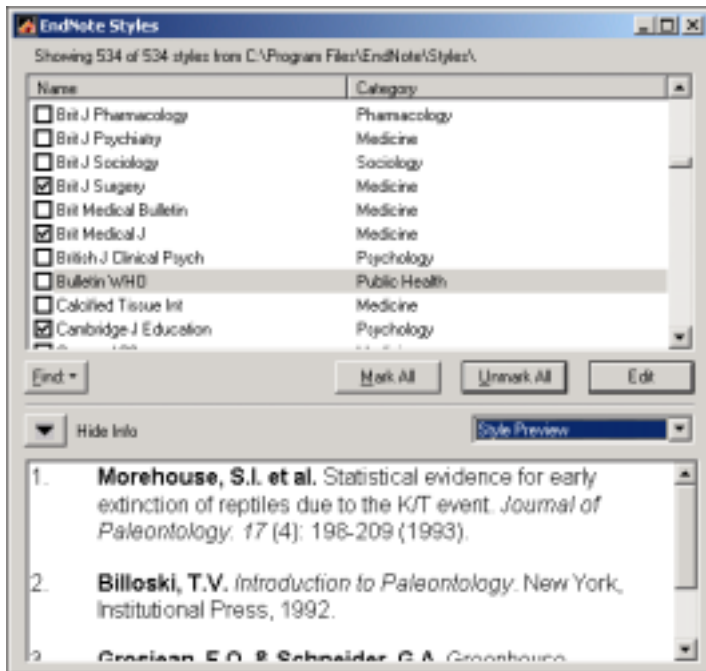
Enable or disable EndNote’s *Instant Formatting* feature by clicking on the “*Instant Formatting*” tab.

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 instantly.

### Customize a Favorites List of Output Styles in EndNote

Switch to EndNote to select a new output style from over 700 predefined styles. From the *File* 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 favorite output styles list appears in EndNote and Microsoft Word, ready to format your bibliography. Close this dialog box and switch back to Microsoft Word to create a bibliography in the newly selected output style.

**For more information, see the EndNote manual chapter entitled, “Cite While You Write in Microsoft Word.”**