
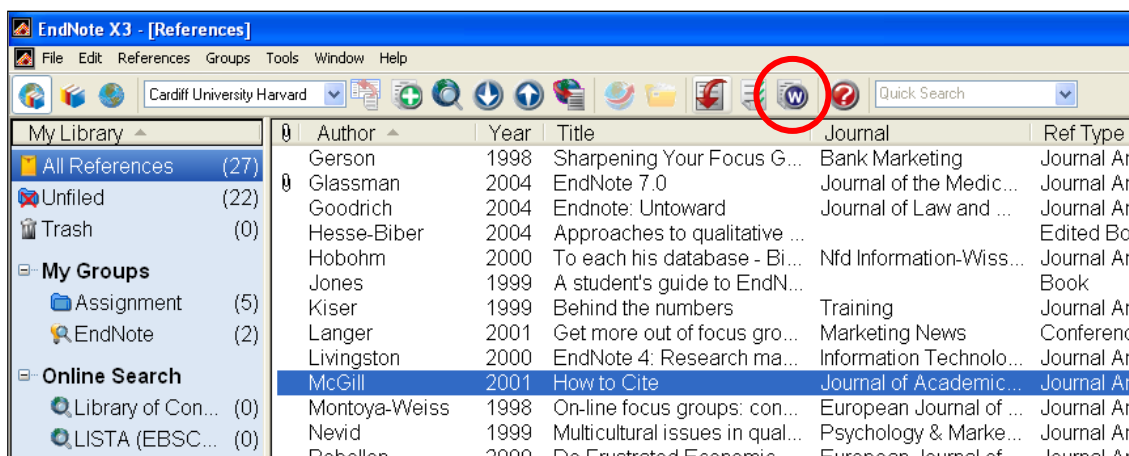


EndNote Tutorial Exercise 4: Creating a Bibliography in Microsoft Word

1. To open Microsoft Word 2007 go to the **Start** button and click on **Programs – Microsoft Office – Microsoft Word 2007**.
2. Now that you have begun using EndNote on your computer, Microsoft Word should recognise this, and automatically load a new tab at the top of the screen, labelled **EndNote X3**. Click on this tab to activate it if necessary, then you should then see a range of EndNote commands listed across the top of the screen, above your document.
3. Type a couple of sentences of text into the document. Then leave a line space followed by a heading 'Bibliography'.
4. To insert a reference into the Word document, place your cursor after at the end of the first sentence you have typed. Click on Go to EndNote on the EndNote tab within Word.
5. Highlight the **McGill** reference. Click on the Insert Citation button  (OR click on **Tools** then **Cite While You Write [CWYW]** and then **Insert Selected Citation(s)**).
6. You will automatically be transferred back to Microsoft Word, where a brief citation for the McGill reference will appear in the text, and the full reference will appear in the bibliography at the foot of the document.



7. Repeat Steps 4-6 to insert the **Peter Jones** reference at another location in your text.
8. Within Word, EndNote automatically formats the bibliography at the end of the document. Try changing the style of the bibliography: on the EndNote X3 tab, click on the drop down arrow to the right of the 'Style:' box, within the Bibliography palette, and select an output style. If the required output style is not displayed in the list click on **Select Another Style...** to view additional output styles, scroll down to the list, select the output style and click on **OK**.

9. Try **removing** a reference you have added to your document. To remove a reference correctly you must click on the citation, in the body of the text, in Word then go to **Edit Citation(s)** on the EndNote tab within Word. Then click on **Remove** then on **OK**.

N.B. You should **not** simply delete the text of the citation from your document – if you do this, EndNote’s invisible formatting codes will remain in the background and the reference is likely to reappear next time you open the Word document.

Modifying Citations

When you use the Cite While You Write function, references appear in a standard, non-editable format, like this: **(Jones 2003)**. You may wish some of your citations to appear in different formats, for example including page numbers or excluding the author name from the citation if this already appears in the body of your text.

10. Edit some of the citations you have added. Highlight the citation in Word and select click on **Edit Citation(s)** on the EndNote tab within Word. You will be offered the option to Exclude Year, Exclude Author, add a Prefix, Suffix or Page Numbers. When you have made the required change(s), click on **OK**.

The following table illustrated the results of these actions as they appear in the Cardiff University Harvard output style:

Desired result	Action	Appearance in Cardiff Harvard style
Remove the year	Select Exclude Year	(Hall)
Remove the author	Select Exclude Author	(2003)
Remove author and year: no citation appears in the text but the reference still appears in the bibliography	Select Exclude Author and Exclude Year	No citation appears
Add a page number	Click on More... from the edit citations menu then Enter the page number into the Pages: box	(Hall 2003, p. 4)
Add text before the citation, e.g. 'see'	Click on More... from the edit citations menu then enter the text into the Prefix: box	(see Hall 2003)