

# Albin O. Kuhn Library & Gallery

## Using *EndNote Web* with *Cite While You Write™* plug-in

EndNote Web is a web-based citation manager that allows for gathering, storage and management of citations in a web-based environment. EndNote Web accounts can be accessed from any computer with internet access. Citations can be directly transferred from selected databases (Web of Science, PubMed, Library catalog), imported from saved (exported) records, or entered individually.

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Use the EndNote Web Cite While You Write™ plug-in to insert citations, and format citations and bibliographies automatically while you write your papers in MS Word.

### Install Cite While You Write™

1. Login to EndNote Web
2. Click the **Download Installers** link at the bottom of every EndNote Web page
3. Download and install **Cite While You Write™ plug-in**
4. Select **Preferences** on the MS Word EndNote Web toolbar
5. Select **Application > EndNote Web** as the location from which you will pull references ([www.myendnoteweb.com](http://www.myendnoteweb.com))
6. Enter EndNote Web **Email Address** and **Password** information to allow auto login and access
7. Check the **Remember my address and password** checkbox
8. Click **OK**

### Enter EndNote Web Citations in Word Document

1. Open Microsoft Word document
2. Set cursor in the position where a citation is to be inserted
3. Click on the **magnifying glass icon** in the EndNote Web toolbar
4. Enter and search citation title keywords or author name
5. Enter email address and password for your EndNote Web account (*only if you did not set the auto login preference*)
  - You only have to do this once until you close MS Word. When you re-open MS Word, you will need to enter your email and password again.
6. Highlight the citation to be inserted
7. Click **Insert**
8. Click on the **format bibliography icon (numbered list)** in the EndNote Web toolbar
9. Choose the appropriate citation format
10. Click **OK**