



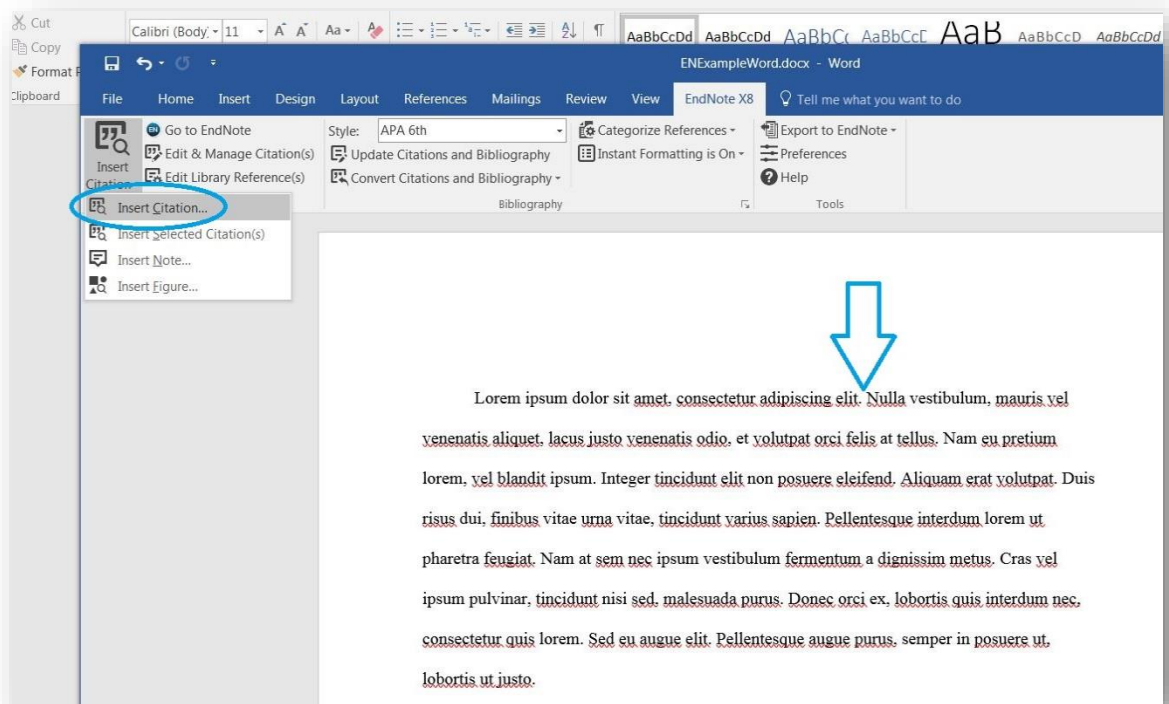
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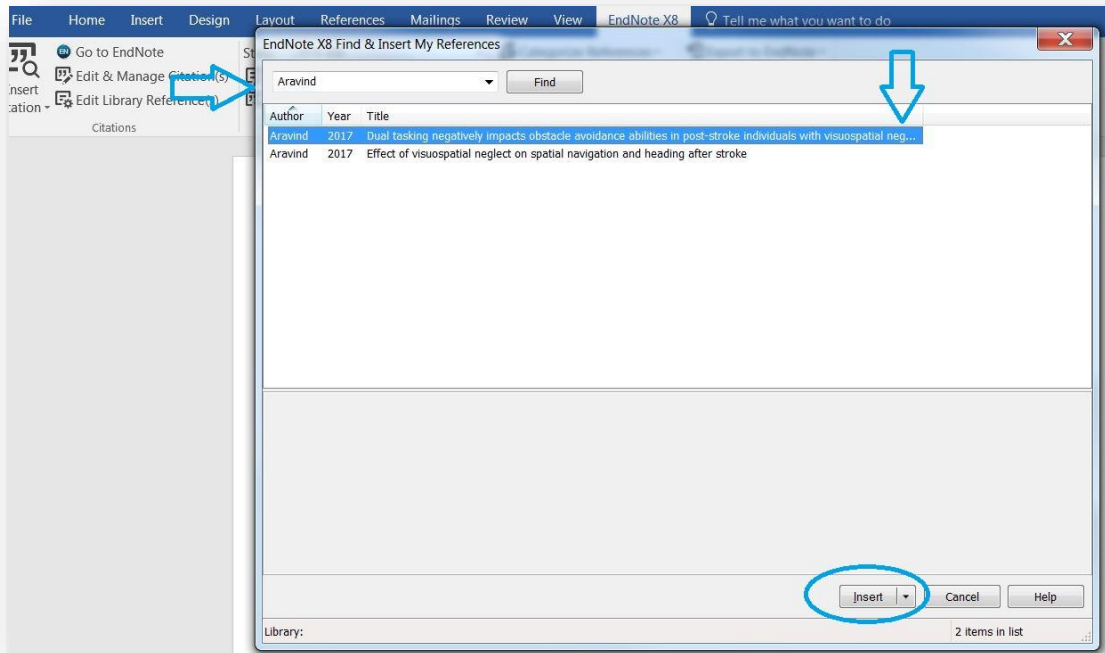
EndNote: Inserting Citations into Microsoft Word

EndNote users can access their EndNote library from within a Microsoft Word document and add citations while they write. Here's how it works:

- 1) To add a citation, place your cursor in the area where the reference should go.
- 2) Click **INSERT CITATION** in the EndNoteX8 ribbon in Word.

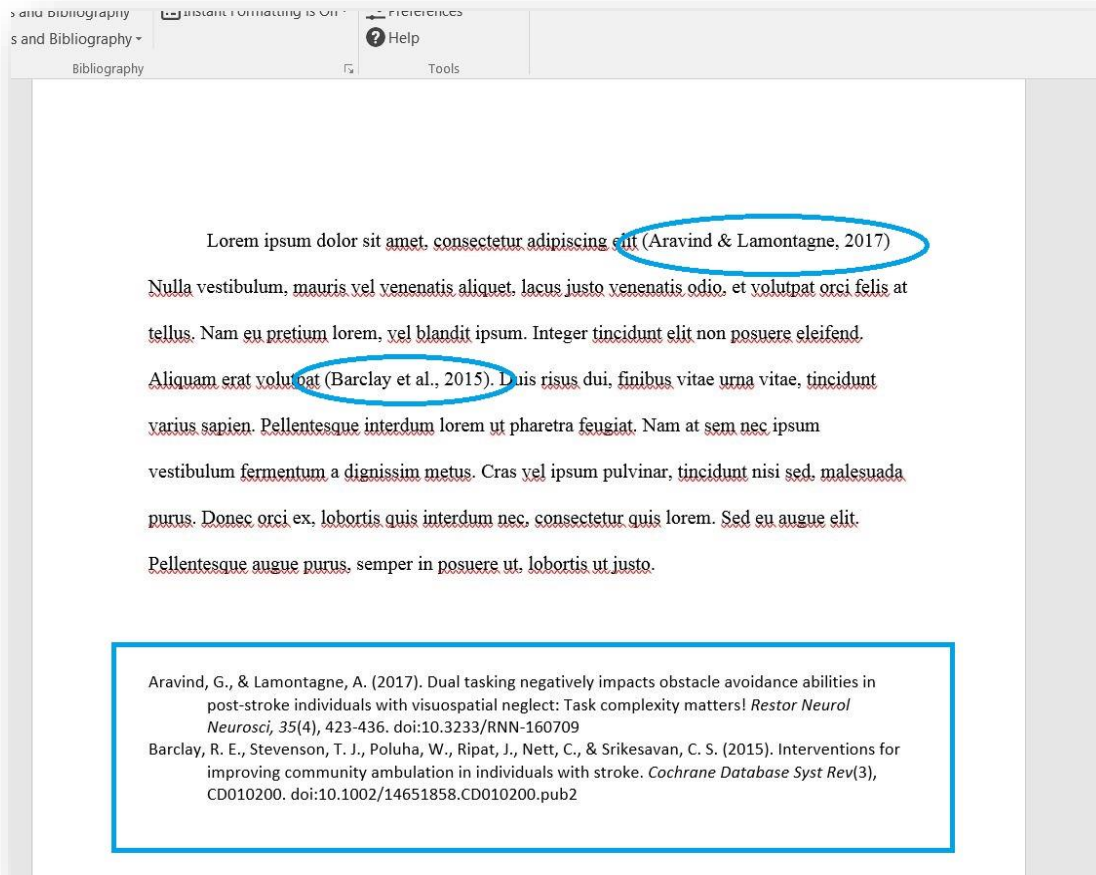


- 3) A new window will open, allowing you to search your EndNote library by keyword. When you locate your reference, select it and click **INSERT**.



*Good keywords for searching your EndNote library are terms like author names or words in the article's title.

4) Once inserted, the in-text citation should appear in your document along with a corresponding reference placed at the bottom of the document.



More questions about EndNote? Contact the library at library@usa.edu.