# Using Endnote and Word

Installing the toolbar

Endnote also allows you to work in Word and create in text citations, which will automatically be added to a bibliography at the end of your document. This is called Cite While You Write. First you will need to install the Endnote toolbar into Word. This can be found in Endnote under Options, Download Installers. Simply follow the online instructions.
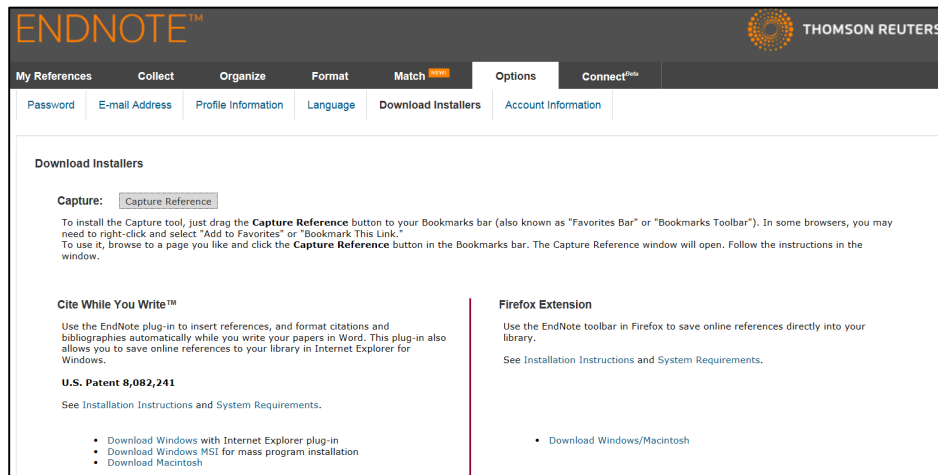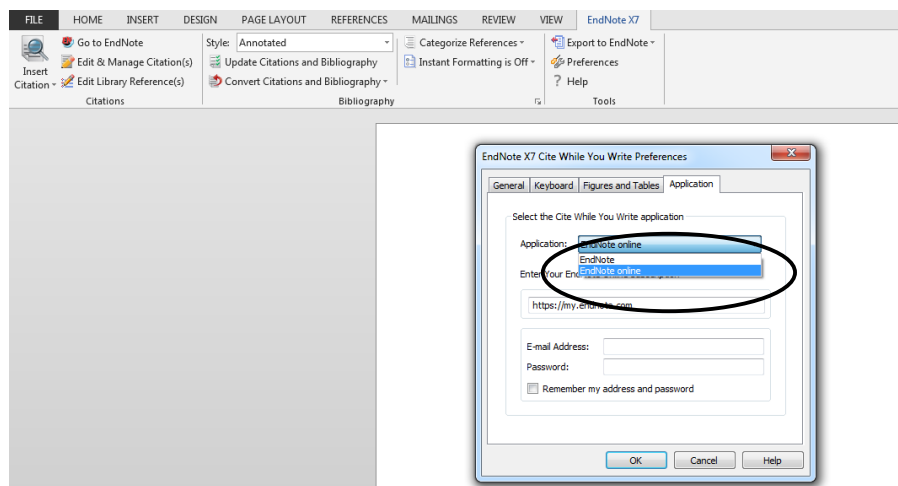

For Windows
Once installed you will see an Endnote toolbar in Word.
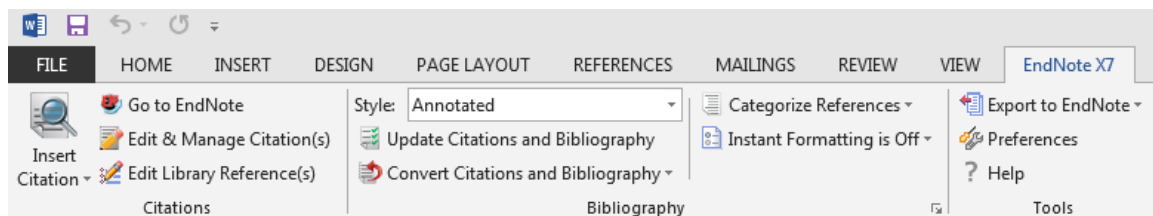
Linking the document to your Endnote library

To Cite While You Write you will need to link the document to your library in online Endnote. Click on Preferences, then Application and enter the email address and the password for your Endnote online account.

On a Mac

Instructions provided by Endnote Online - install the Cite While You Write™ plug-in to use with Word:

1. Make sure you are logged on to EndNote in a Web browser, and then click the **Download Installers** link at the bottom of any page.
2. Click the Download Macintosh link to download the Cite While You Write installation disk image.
3. Make sure no applications are running.
4. Double-click the **Cite While You Write.dmg file**.
5. Drag the **EndNote Web** folder to the Applications folder on your hard drive.
6. Double-click on the Applications folder, then the EndNote online folder, and finally the **ENWeb_installer** file.
7. Follow the instructions to complete the installation.

Once installed you will see an Endnote toolbar in Word. To Cite While You Write you will need to link the document to your library in online Endnote. Click on Preferences, then Application and enter the email address and the password for your Endnote online account.
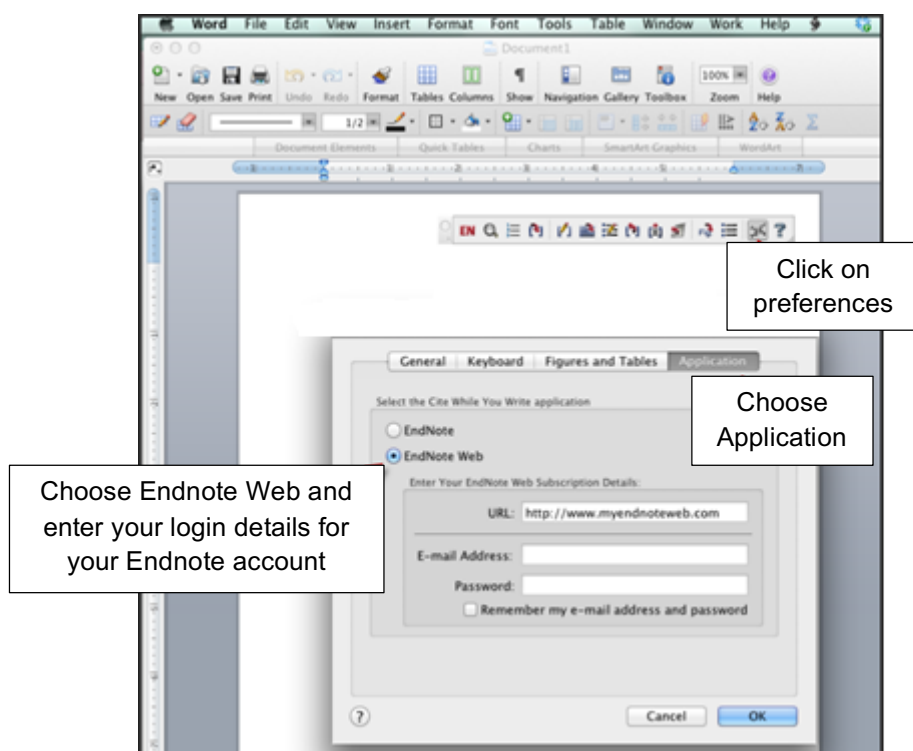
Once you have linked your account to Endnote Online, the toolbar will display ENW. You can now start to enter references in your document.

If the toolbar does not display, you can find the Endnote commands under Tools.