Objective: This guide will show you how to insert citations into Word with EndNote. For further information please view the list of additional guides on our website (link).

Directions
1. In Word go to the EndNote tab and click on the magnifying glass icon.

2. Then search for you citation. You can search by letter, word, author, title, year etc. Select the citation you want to insert (highlight blue) and click insert.

3. You will see the in text citation and the bibliography at the end of your paper. If EndNote is active in the paper you will see it highlighted grey. If it is not highlighted in grey EndNote is dead.

Additional Resources:
Additional information can be found on this topic at the following outside resources (ctrl+click to open):
- Moffitt Biomedical Library Website
- EndNote Tutorials