## **Other Word Processors**

# Compatibility with EndNote's Cite-While-You-Write (CWYW) Tools

Microsoft Word and a few other common word processors are compatible with EndNote's Cite-While-You-Write (CWYW) tools

- Note that Word Starter, the cut-down version of Word, is not compatible with CWYW tools
- · Check the compatibility of other word processors

If you use a word processor that is not CWYW compatible, you can use EndNote's Format Paper feature to format citations and generate a list of references.

## Using EndNote with a CWYW-Incompatible Word Processor

#### Writing the Paper in the Word Processor

- . In EndNote, select the reference you want by clicking on it. If you need more than one reference at a time, hold down Ctrl key as you click
- Press Ctrl+C to copy the references
- · Switch to the word processor
  - Hint: use Alt+Tab to switch between programs
- Place the cursor where the in-text citation is to be inserted. Press Ctrl+V to paste the reference
  - There are various controls used to change the format of the in-text references (see Method 2 Unformatted citations); for example, to add page numbers or to change "(Smith, 2013)" to "Smith (2013)". Several controls can be used in one citation
- At the bottom of the document, add a new page with a page break (shortcut Ctrl+Enter), add the heading required (for example, "Reference List" or "Bibliography"), and press Enter a few times so the cursor is placed where you want the list of references to begin

#### To Generate the Paper with Formatted Citations and Reference

- In the word processor, create a copy of the document in RTF format. Typically this is done via File > Save As > Rich Text Format
- In EndNote, open the library if necessary, and ensure that the correct output style is selected (top left-hand corner of screen)
- Click Tools > Format Paper > Format Paper... > select the RTF file > Open button EndNote will check that the citations in the paper are matched in the EndNote library
- Check the correct output style is selected (bottom right of screen), and then click the Format button
- A new RTF document will be generated > Save
- In the word processor, open the newly generated RTF document