EndNote Desktop: Insert Citations

Begin typing your document in Microsoft Word, and place your cursor where you want to insert an in-text citation. Click the menu button for “Insert Citation” on the EndNote X8 menu tab.

A dialog box will open allowing for search within EndNote to locate the desired citation or citations for insertion. Enter a search term or author name in the search box and click the “Find” button. Select the citation to insert (or multiple citations by holding down the “Control” key) and then click the “Insert” button.

The citation(s) will be inserted at the location of the cursor in the Word document in the style indicated in the menu bar. In addition, the reference(s) will be added to a bibliography section at the end of the document using the same style. Note that the citation is inserted using a default in-text format.

To add another citation to an existing citation in Word, first click anywhere within the in-text citation to select it, then repeat procedures for inserting a citation. The in-text citation and reference will be added in the proper order into the document.
Formats for citations and bibliographies can be edited after insertion using functions in the EndNote menu. The citation style also can be changed at any time. Manual editing of references in EndNote (to correct errors or missing information) can be accessed from the EndNote menu in Word. For additional information, see separate instructions for how to format a citation, how to format a bibliography, how to change the citation style, and how to edit and update references.

References
