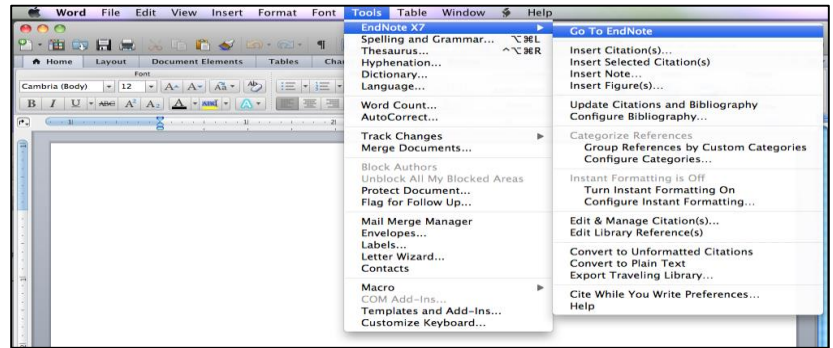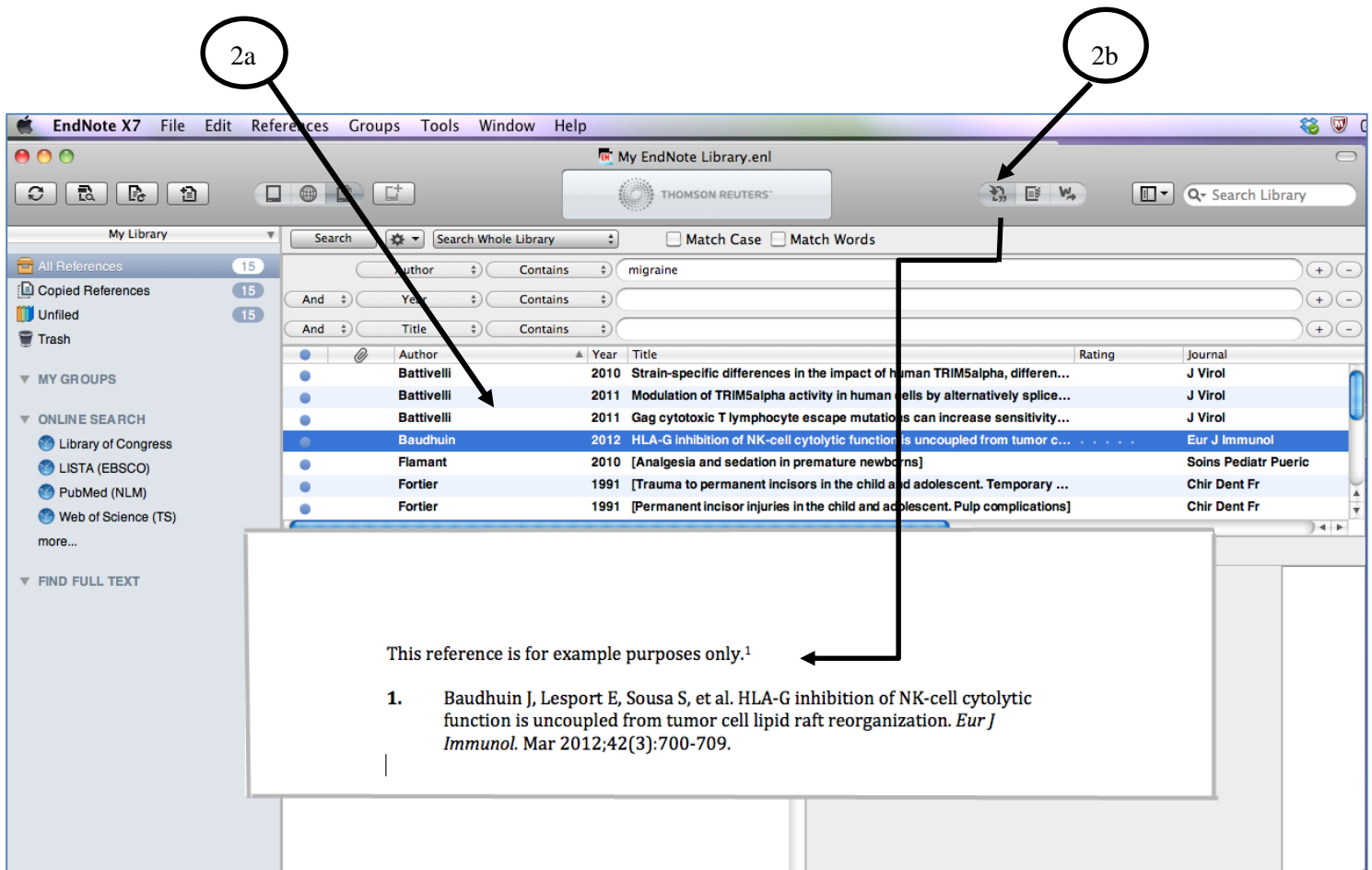1. Open your word processor. As you are typing your manuscript and come to a place where you want to insert a reference, do the following: Go to the Tools pull down menu in Word and choose **Go To EndNote** or you can execute the EndNote program by using the EndNote toolbar icon. (Word must be open for the "Cite While You Write" or "CWYW" function to be operational.

2. Once your EndNote program **opens** (if not already opened), choose the library or libraries from which you will select your reference(s).

   a. Choose the reference you wish to select by clicking once on that citation.

   b. After your chosen citation is highlighted, go to the click on the icon that looks like menu in **EndNote**. Select **Cite While You Write [CWYW].** Click on **Insert Selected Citation(s)** as show below. EndNote will automatically take the user back to Word if it is set up that way in the "Cite While You Write" preferences.

2a

2b

This reference is for example purposes only.[1]

1. Baudhuin J, Lesport E, Sousa S, et al. HLA-G inhibition of NK-cell cytolytic function is uncoupled from tumor cell lipid raft reorganization. *Eur J Immunol.* Mar 2012;42(3):700-709.

Additional Hints:

1. To select multiple citations from your EndNote library, click once on one of your desired citations. Next hold down the **Command** key and continue to click on the rest of the desired citations.

2. If you wish to extract a number of citations from an existing library to print out in a bibliography, select the desired citations. Then go to the **Edit** menu and select **Copy Formatted**. Paste the citations into the document.

3. Find appropriate journal abbreviation, at National Library of Medicine's online catalog, LocatorPlus (www.locatorplus.gov), to get the journal abbreviation(s). Locaterplus is NLM's catalog and not a comprehensive database of journal titles.