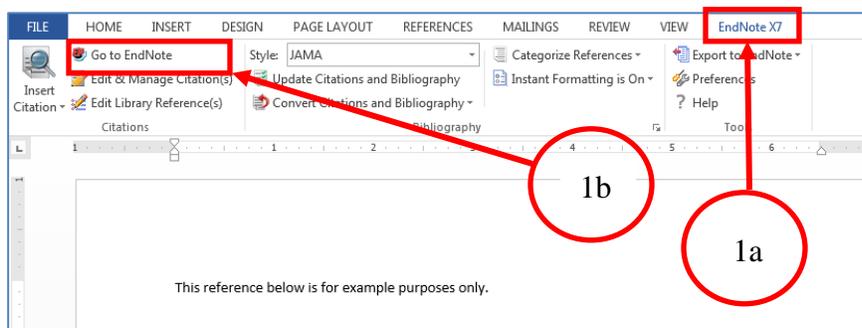


1. Open your word processor. As you type your manuscript, place the cursor where you wish to insert a reference.
  - a. Go to the **EndNote X7** menu tab in Word and click on it.
  - b. Choose **Go to EndNote**. (Both EndNote and Word have to be open for “Cite While Your Write” or “CWYW” function to work) or you can toggle back to EndNote with the Alt+Tab keys.

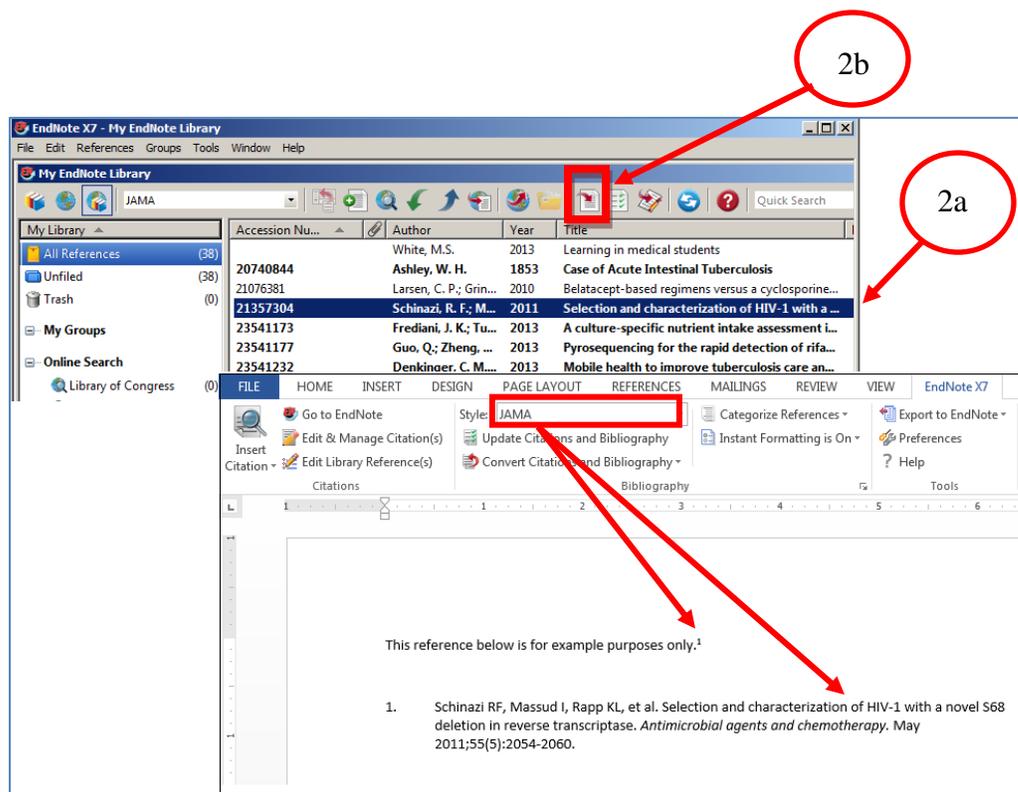


2. Once your EndNote program opens (if not already opened, choose the library or libraries from which you will select your reference(s).

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

- b. After your chosen citation is highlighted, click on the icon that looks like an arrow entering a document. You can also go to the **Tools** menu in EndNote and select **Cite While You Write** → **Insert Selected Citation(s)**.

You should automatically be toggled back to Word. (EndNote will automatically take the user back to Word if the “Cite While You Write” preferences are set up that way.)



### Additional hints:

1. To select multiple citations from your EndNote library, click once on one of your desired citations. Next hold down the Control (Ctrl) 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. Switch back and forth via toggling (Alt+Tab) to go from Word to EndNote and vice versa.
4. Find appropriate journal abbreviation, at National Library of Medicine’s online catalog, LocatorPlus ([www.locatorplus.gov](http://www.locatorplus.gov)), to get journal abbreviation(s). Locaterplus is NLM’s catalog and not a comprehensive database of journal titles.