How do I insert a reference from EndNote in my Word document?

If you have EndNote, MS Word will display an “EndNote X8” tab which when clicked displays additional commands for interacting with EndNote.

To insert a reference in your document:

1. Click on the tab “EndNote X8”
2. Place your cursor where you would like your in-text citation to be inserted
3. Click on the Find Citation icon on the extreme left of the EndNote toolbar
4. At the dialogue, type in words found in a record in your Library and click on “Find”. This will search all parts of a record combing words with an “AND” operator, so if you want records about the relationship between diabetes and cardiovascular disease type: diabetes cardiovascular disease. This will not retrieve records about diabetes that do not mention cardiovascular disease.
5. The dialogue shows results of the search, with the lowest pane showing the record selected/highlighted in the top pane. Browse results by clicking on each record and viewing the full record. Click on the reference(s) to be inserted in the one location and click on “Insert”.
6. The selected record is inserted in your document as an in-text citation and in your reference list at the end of the document simultaneously. The format is dictated by the style selected in the EndNote toolbar. To change the style click on the down arrow next to the style name and select “Select another style...” to choose from a list of styles provided in EndNote. Changing a style will update any existing references in your document to the newly chosen style.

Hint: EndNote conducts your searches in the last opened Library, if you have more than one it is best to open and close the Library you intend to use before inserting references.