

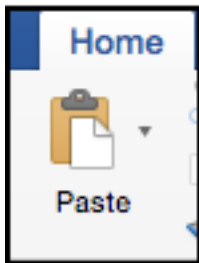
EndNote's Format Paper with Microsoft Word 2016

1 Microsoft Word 2016

EndNote's Format Paper feature can be used with Word 2016 or other word processors that do not use Cite While You Write. To insert citations when using Format Paper, plain-text placeholders, called "unformatted citations," are inserted in the document. EndNote then scans the document, applies a style, and creates a second document with formatted citations and bibliography.

1.1 Inserting Citations in Word 2016

- In EndNote, highlight the records you want to insert as citations.
- Select *Copy* from the *Edit* menu, or press *Command-C* on the keyboard.
- In Word, position your cursor where you want the citation to appear and press *Command-V* on the keyboard or use the *Paste* button on the *Home* tab.



- Alternatively, you can drag-and-drop the citation(s) from EndNote to their location in Word 2016.

1.2 Editing Citations

By default, when you paste a citation it will include three pieces of information: the first author's last name, the year, and the EndNote record number. Here is an example of an unformatted citation.

{Billoski, 1992 #2}

This citation would appear as below when using the APA 6th style.

(Billoski, 1992)

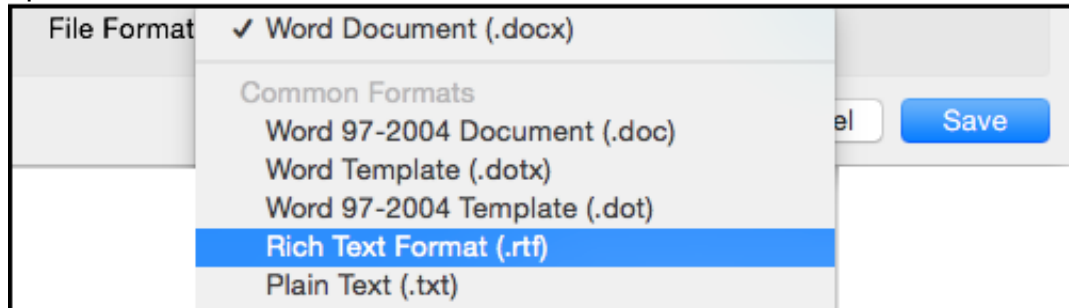
If you want page numbers, prefix text, or suffix text to appear in the formatted citations, or if you want to omit the author's name or the year from the citation, you will need to change the unformatted citations in the original document by removing text or adding coded text. Below are examples showing how to edit the Billoski citation shown above to create the customized citations shown below.

Formatted Citation, APA 6th	Unformatted Citation
(Billoski, 1992)	{Billoski, 1992 #2}
(1992)	{, 1992 #2}
(Billoski)	{Billoski, #2}
(see Billoski, 1992)	{see \Billoski, 1992 #2}
(Billoski, 1992, p. 36)	{Billoski, 1992 #2@36}
(Billoski, 1992, p. 36, table 2)	{Billoski, 1992 #2`, table 2@36}
(see Billoski, 1992, p. 36, table 2)	{see \Billoski, 1992 #2`, table 2@36}
No citation but appears in bibliography	{#2} (This works for author-date formats only.)
Billoski (1992)	Billoski {, 1992 #2} (Note that the author's name, as you want it to appear, must be manually typed outside the unformatted citation. What you are really doing here is excluding the author's name from the citation and typing it into the text of the document.)

1.3 Formatting the Bibliography

- In Word—
 - Add at least one extra line break at the end of the document. The EndNote bibliography will be inserted at the end of the document. The last line should be using the Normal style.
 - Save the document in the standard Word 2016 format before making a copy for formatting. The Word 2016 version (.docx), with temporary citations, is the one that will be used for editing in the future. The rich text format document will just be for creating a version with formatted citations and bibliography.

- Select *File* * *Save As...*, select *Rich Text Format (.rtf)* from the *File Format* options, as shown below, then click the *Save* button.



- In EndNote—
 - All libraries used in the document must be open.
 - In EndNote, select *Tools* * *Format Paper* * *Format Paper*.
 - Locate and select the rich text format version of the document.
 - EndNote will scan the paper for citations that match the library, and bring up a list of all the citations in the paper. There should be a single match for each citation.
 - Select the *Output Style* to be used for the formatted paper.
 - Click on the *Format* button.
 - EndNote will assign a new name for the document by merging the original document name with the output style name.
 - Click on the *Save* button to save the document.
 - Open the new document in Word 2016 to see the formatted citations and bibliography. The bibliography will be at the end of the document, but you can cut-and-paste it into another location.