

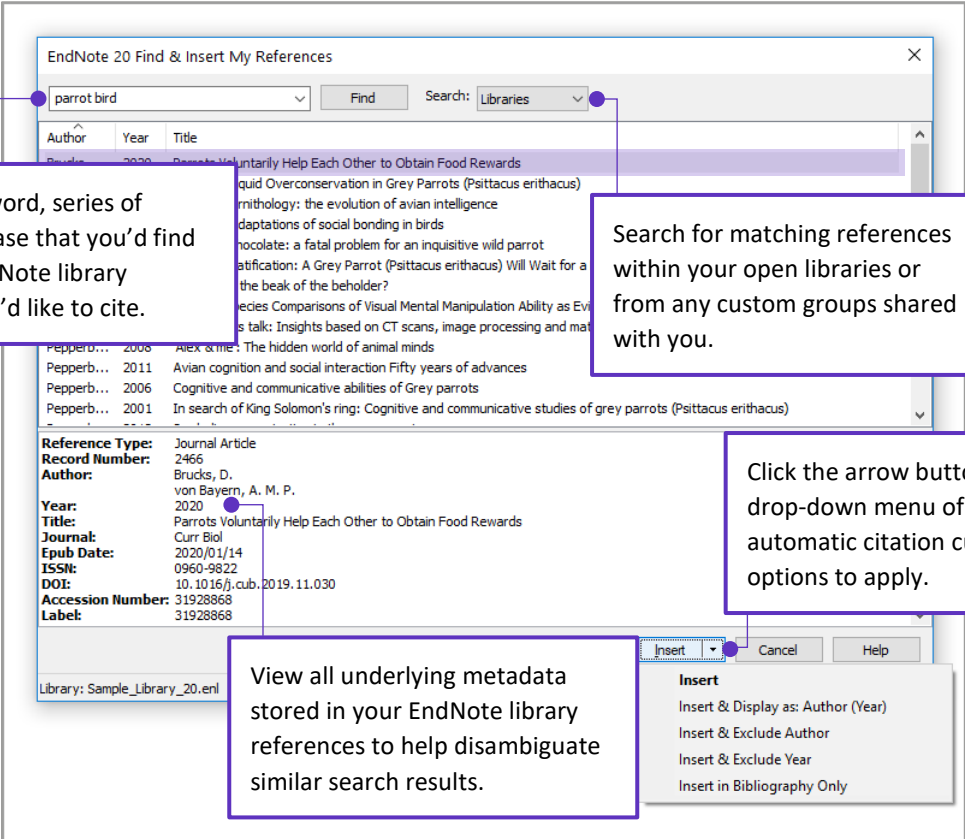
Cite While You Write: Insert Citation

EndNote 20

Stay in Microsoft Word while citing references from your EndNote library with Insert Citation.

1. Position your cursor within your body of text where you'd like to add a citation and then press the **Insert Citation** shortcut found on the EndNote 20 tab in Microsoft Word.

Insert Citation window



The screenshot shows the 'EndNote 20 Find & Insert My References' window. It includes a search bar at the top with a dropdown menu containing 'parrot bird', a 'Find' button, and a 'Search:' dropdown set to 'Libraries'. Below the search bar is a list of references with columns for Author, Year, and Title. A callout points to the search bar: 'Search for a word, series of terms, or phrase that you'd find within an EndNote library reference you'd like to cite.' Another callout points to the search results list: 'Search for matching references within your open libraries or from any custom groups shared with you.' A third callout points to a specific reference entry: 'Click the arrow button to show a drop-down menu of different automatic citation customization options to apply.' A fourth callout points to the metadata section at the bottom: 'View all underlying metadata stored in your EndNote library references to help disambiguate similar search results.' A fifth callout points to the 'Insert' dropdown menu: 'Insert & Display as Author (Year), Insert & Exclude Author, Insert & Exclude Year, Insert in Bibliography Only'.

Search for a word, series of terms, or phrase that you'd find within an EndNote library reference you'd like to cite.

Search for matching references within your open libraries or from any custom groups shared with you.

Click the arrow button to show a drop-down menu of different automatic citation customization options to apply.

View all underlying metadata stored in your EndNote library references to help disambiguate similar search results.

Insert & Display as Author (Year)
Insert & Exclude Author
Insert & Exclude Year
Insert in Bibliography Only

Want to insert references by choosing them in your library? Try out Insert Selected Citation(s).