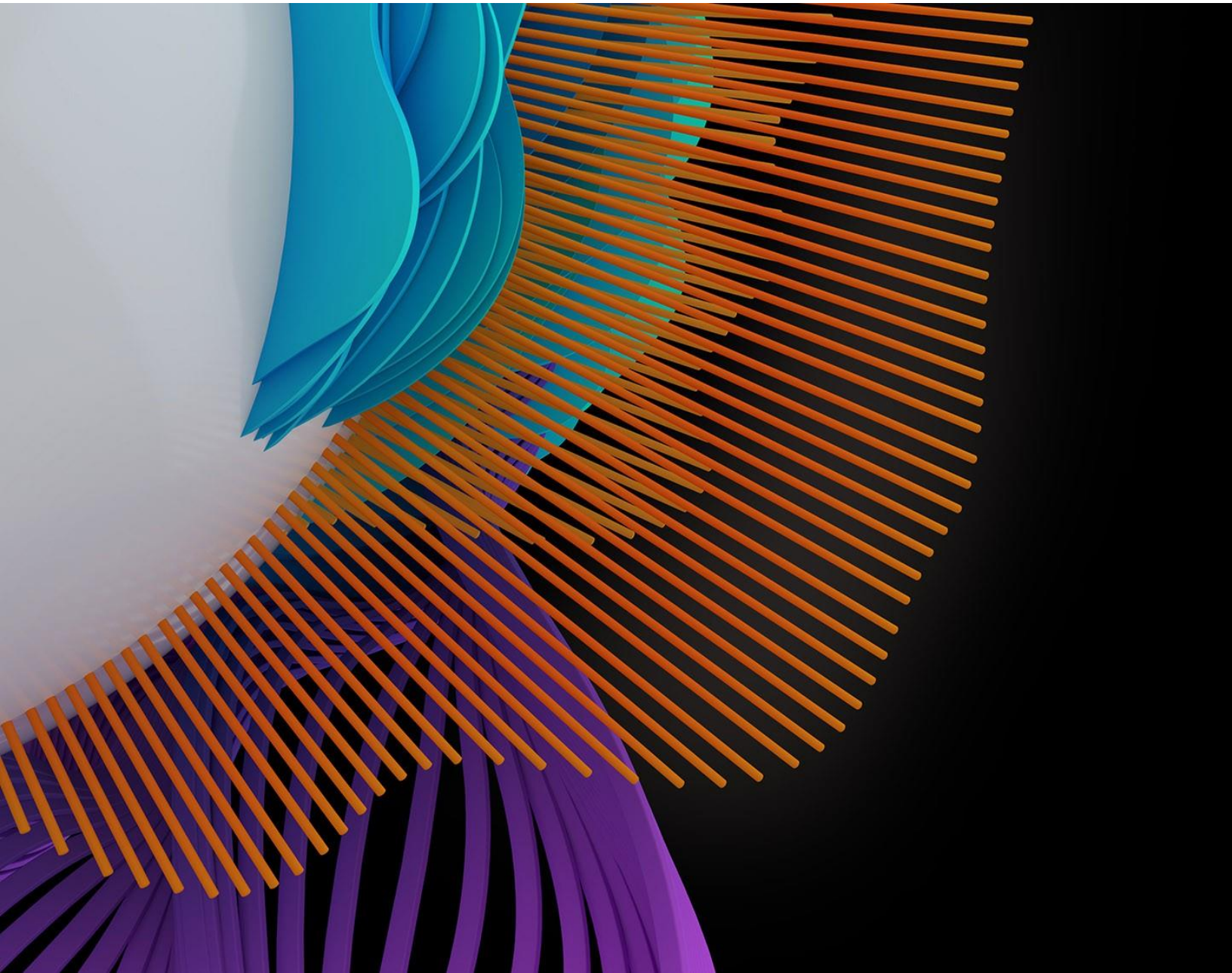


Quick Reference Guide

# EndNote Basic

Cite While You Write



## About EndNote Basic

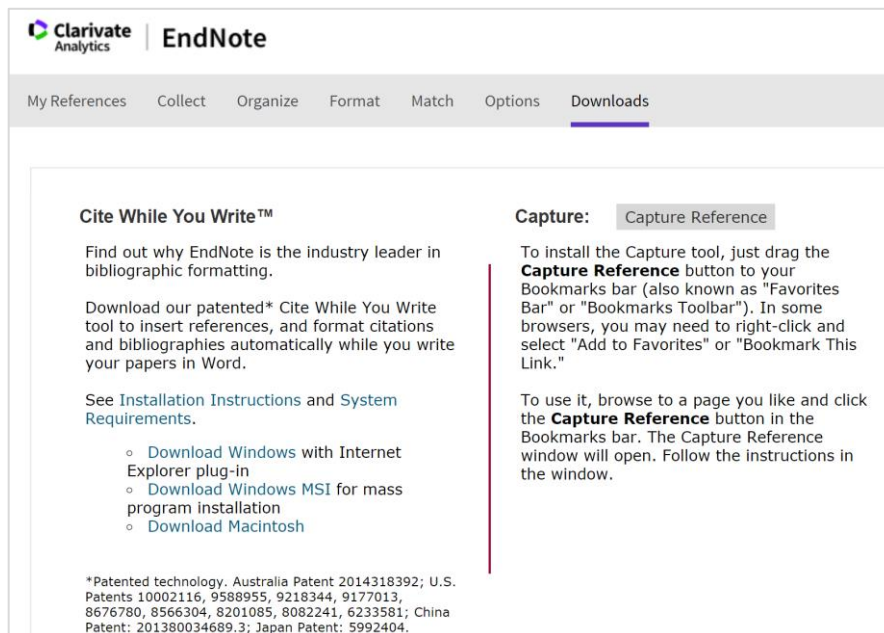
*EndNote* basic is our freely available online reference manager, online counterpart to *EndNote* desktop. It reduces the time you spend searching, updating, and cleaning your research and formatting documents. *EndNote* basic users can create an online library with up to 50,000 references and up to 2GB of attachments.

There are two versions of *EndNote* basic.

- The free version of *EndNote* basic has 21 styles and a limited number of filters and connection files. This version is available to anybody, with no other purchase required.
- The version of *EndNote* basic available as part of the *Web of Science* has thousands of styles and hundreds of filters and connection files. This version is accessible by those whose institution has a subscription to the *Web of Science*.

## Save time by using Cite While You Write

The Cite While You Write plug-in allow you to instantly insert references and format citations and bibliographies while you write your manuscript in Word. The plug-in is available for download in your *EndNote* basic account:



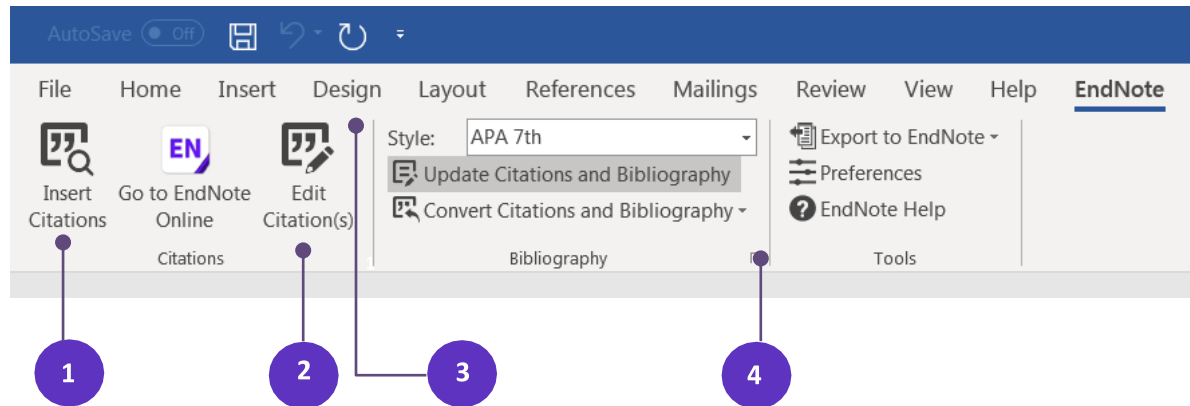
The screenshot shows the EndNote website interface. At the top, there is a navigation bar with the following items: My References, Collect, Organize, Format, Match, Options, and Downloads. The 'Downloads' item is highlighted with a purple underline. Below the navigation bar, the main content area is divided into two columns. The left column is titled 'Cite While You Write™' and contains the following text: 'Find out why EndNote is the industry leader in bibliographic formatting.', 'Download our patented\* Cite While You Write tool to insert references, and format citations and bibliographies automatically while you write your papers in Word.', and 'See Installation Instructions and System Requirements.' Below this text are three bullet points: 'Download Windows with Internet Explorer plug-in', 'Download Windows MSI for mass program installation', and 'Download Macintosh'. The right column is titled 'Capture:' and has a 'Capture Reference' button. Below the button, there is text: 'To install the Capture tool, just drag the Capture Reference button to your Bookmarks bar (also known as "Favorites Bar" or "Bookmarks Toolbar"). In some browsers, you may need to right-click and select "Add to Favorites" or "Bookmark This Link."'. Below this text, there is another paragraph: 'To use it, browse to a page you like and click the Capture Reference button in the Bookmarks bar. The Capture Reference window will open. Follow the instructions in the window.' At the bottom of the page, there is a small text block: '\*Patented technology. Australia Patent 2014318392; U.S. Patents 10002116, 9588955, 9218344, 9177013, 8676780, 8566304, 8201085, 8082241, 6233581; China Patent: 201380034689.3; Japan Patent: 5992404.'

The Cite While You Write plug-in is compatible with:

- Microsoft Word
- Windows OpenOffice Writer
- Windows LibreOffice
- Apple Pages

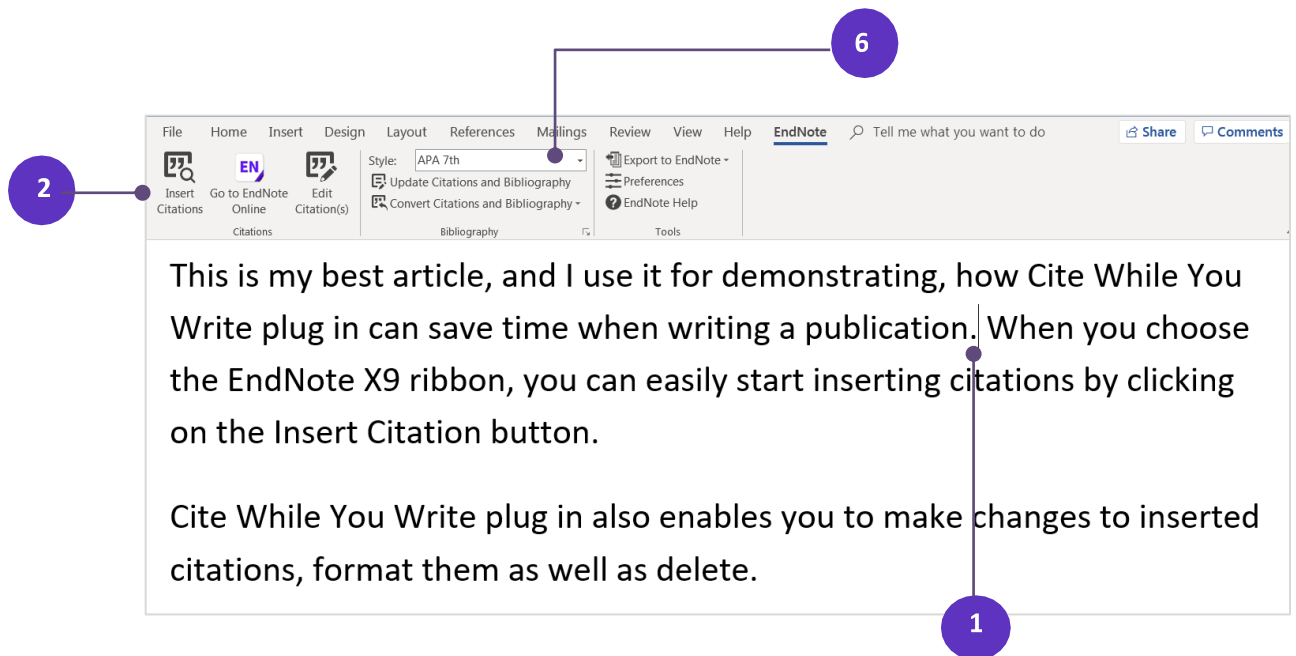
More details about compatibility: <https://endnote.com/product-details/compatibility/>

## Cite While You Write plug-in: Basic Functions

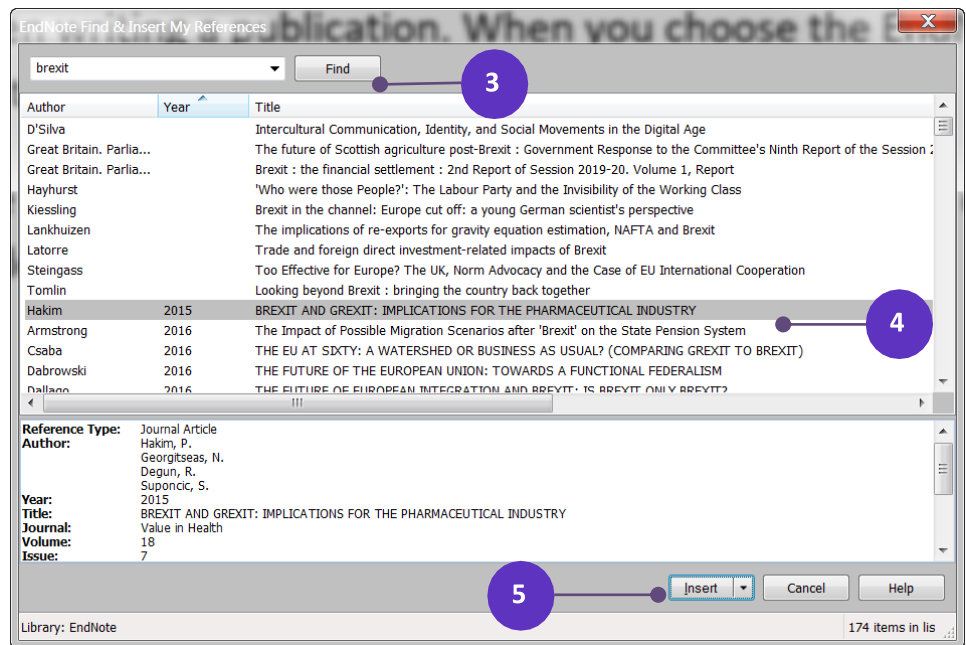


1. **Insert Citations:** find and select citation and insert them into your manuscript
2. **Edit Citations** to add information such as page number or remove a reference from a group of citations
3. Reformat your entire paper and bibliography with one click. You can choose from thousands of available styles.
4. Change the title, font and size of the bibliography.

## Insert Citations to Your Manuscript and Change the Style

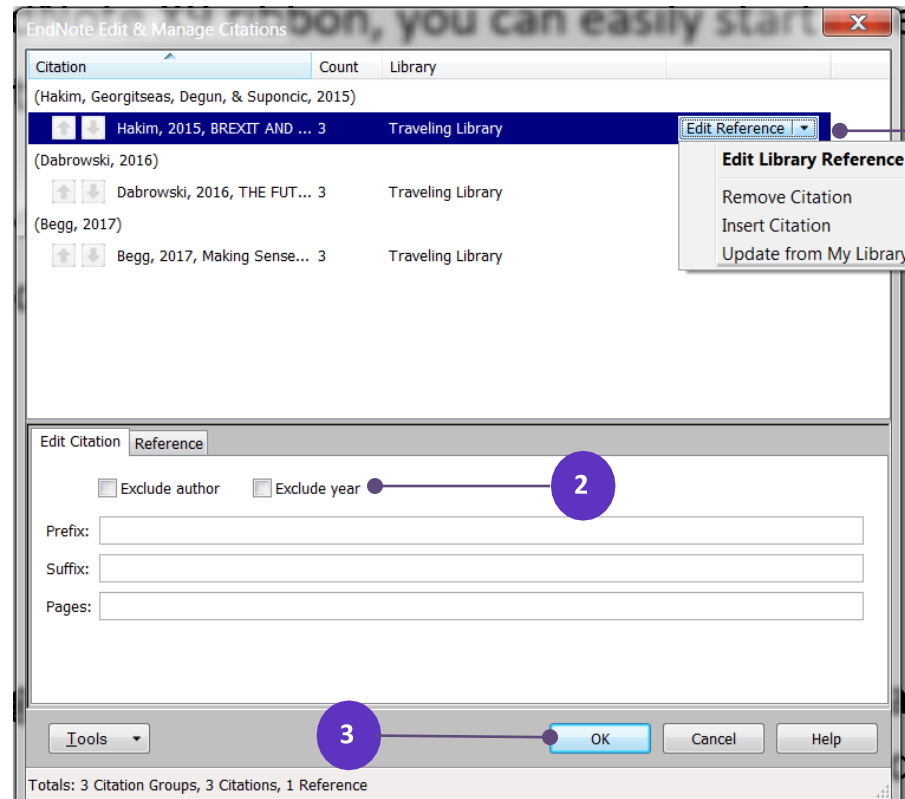


1. Choose the place in your manuscript, where you would like to insert a citation.
2. Click **"Insert Citations"**.



3. Search for the citation using keywords, author names, publication year etc.
4. The searchbox will show you all publications in your *EndNote* basic Library, that fits your search.
5. Select the correct citation and click **Insert**.
6. The **"Style"** shows you the recently used bibliographic style. The dropdown list will open you the recently used styles. The **"Select Another Style"** will open up thousands of bibliographic styles supported by *EndNote* basic.

## Edit Citations



1. Choose ***“Edit Reference”*** to remove or add another citation to the existing one.
2. For updating your citation by excluding author, year or adding page number, use the Edit Citation (bottom) part of the window.
3. By clicking ***“OK”*** you confirm the changes.

Contact our experts today:

+1 215 386 0100 (U.S.)

+44 (0) 20 7433 4000 (Europe)

[webofsciencegroup.com](http://webofsciencegroup.com)

© 2020 Clarivate Analytics. Web of Science Group and its logo, as well as all other trademarks used herein are trademarks of their respective owners and used under license.