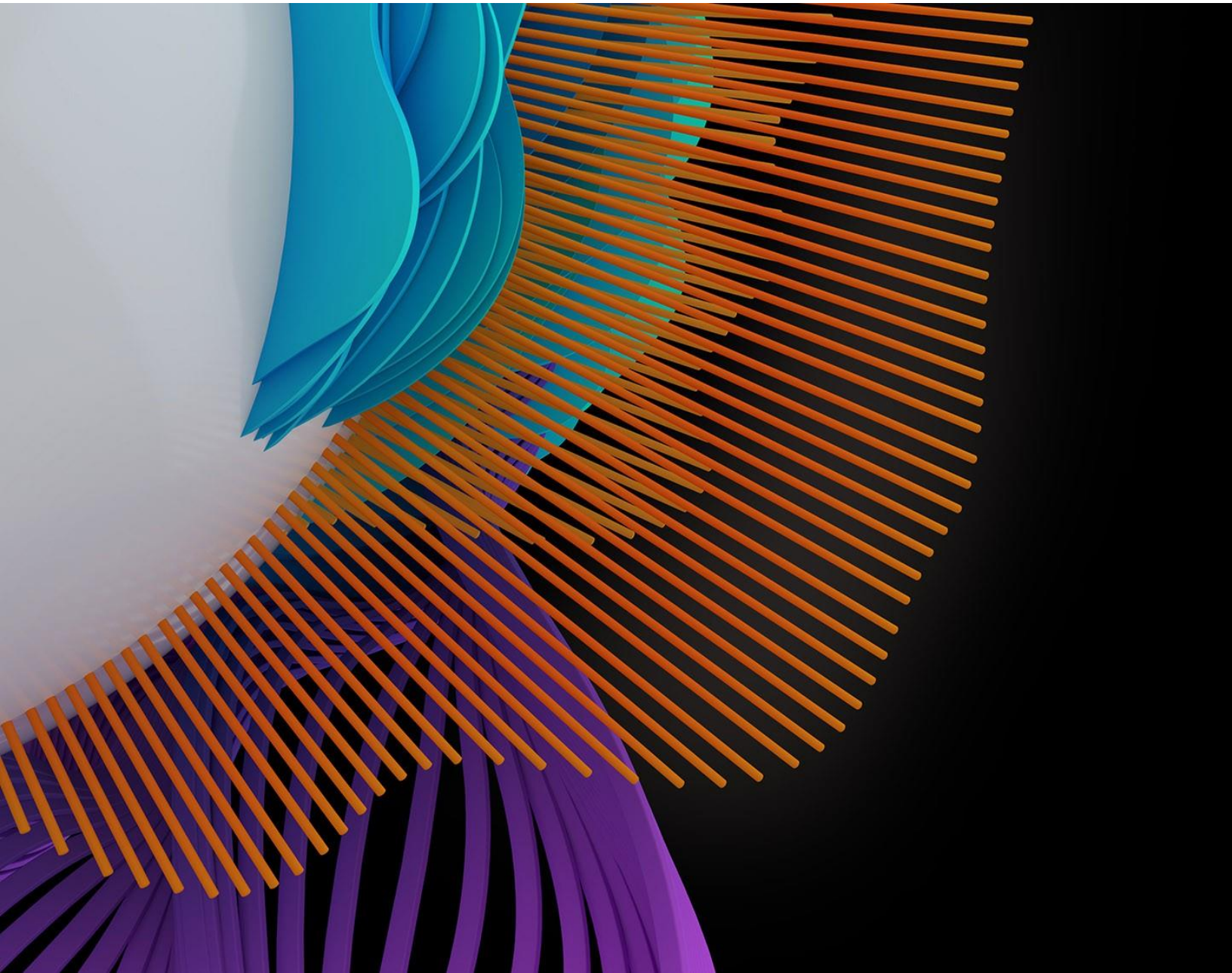**Quick Reference Guide**

EndNote Basic

Cite While You Write
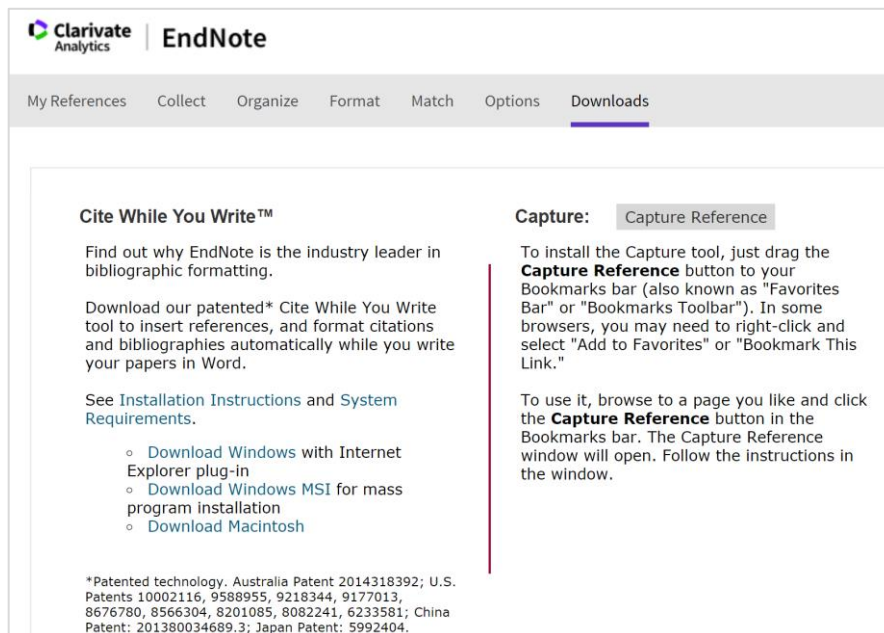
About EndNote Basic

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 Your 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:
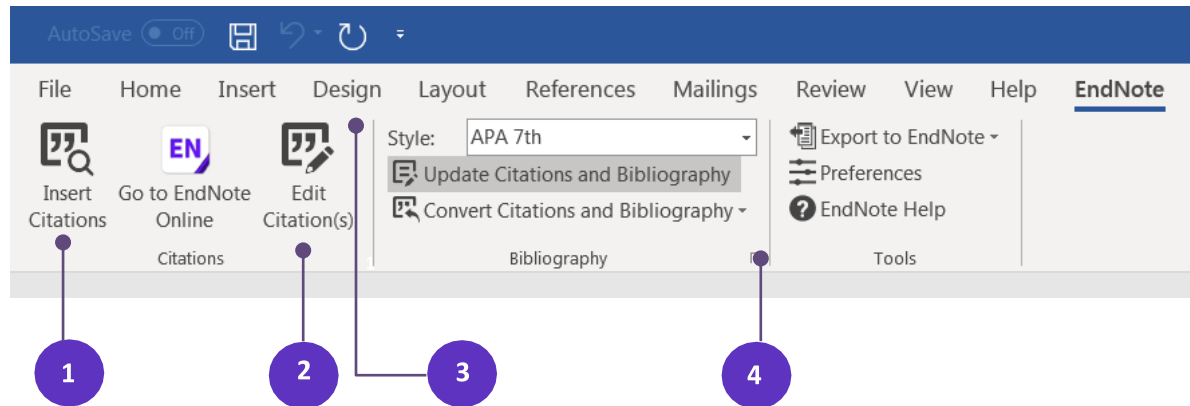

The Cite While You Write plug-in is compatible with:
- Microsoft Word
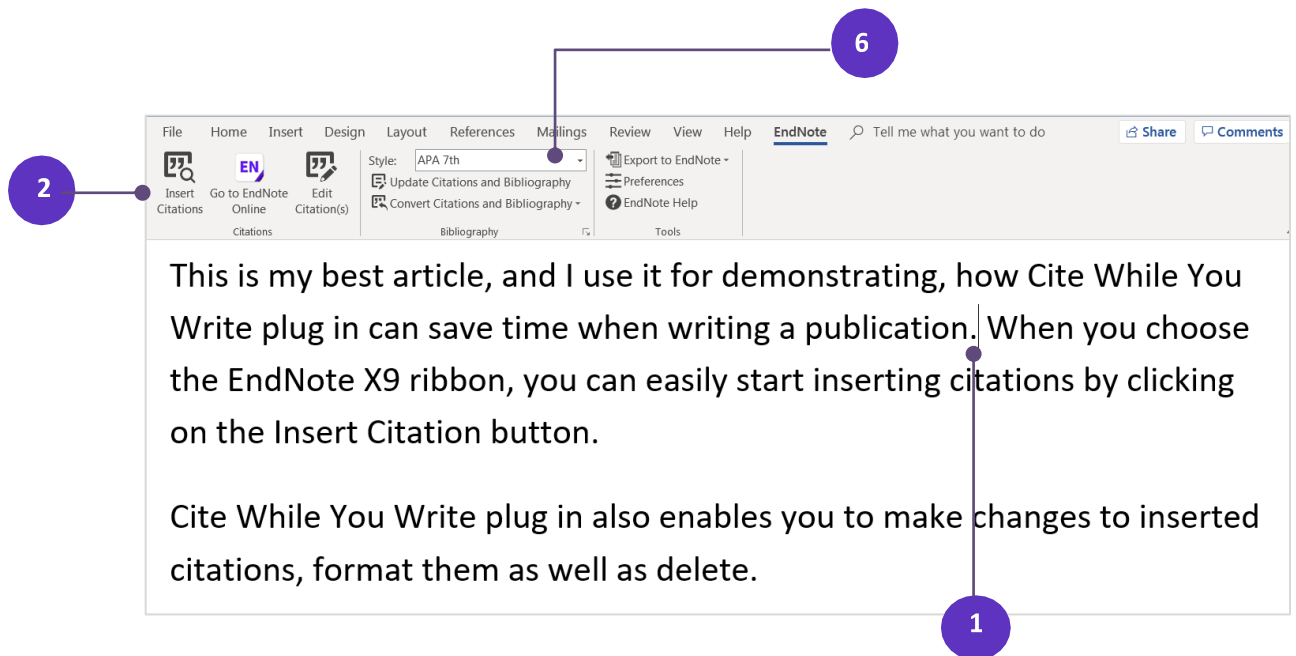- Windows OpenOffice Writer
- Windows LibreOffice
- Apple Pages

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

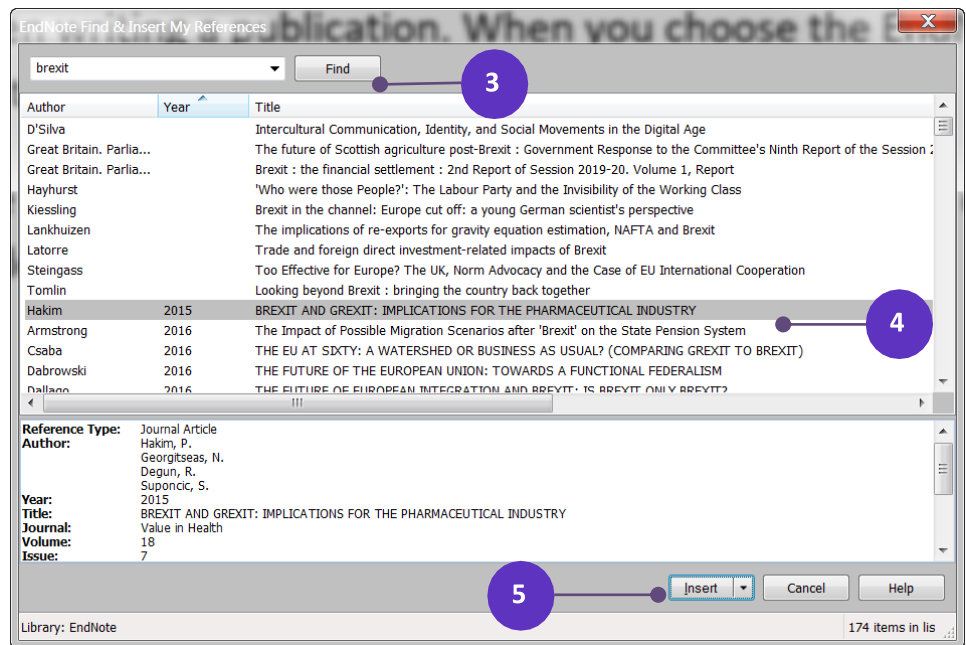**Cite While You Write plug-in: Basic Functions**

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

This is my best article, and I use it for demonstrating, how Cite While You Write plug in can save time when writing a publication. When you choose the EndNote X9 ribbon, you can easily start inserting citations by clicking on the Insert Citation button.

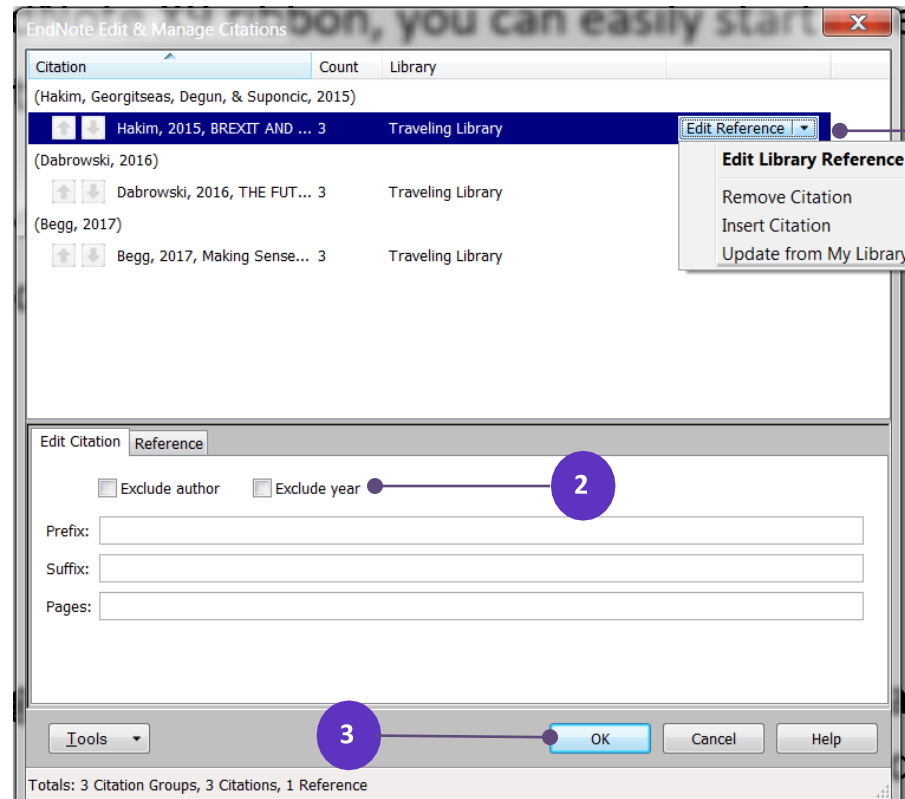Cite While You Write plug in also enables you to make changes to inserted citations, format them as well as delete.

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.

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